

**Immigration Department, the Government of
the Hong Kong Special Administrative Region**



FOR OFFICIAL USE ONLY

Reference barcode

**Revised Schedule of Accommodation and
Domestic Duties**

- Note :**
- (i) This form is issued free of charge.
 - (ii) Please complete this form in BLOCK letters using black or blue pen.
 - (iii) Chinese version is also available for reference.
 - (iv) * Please delete where inappropriate.
 - (v) Please tick as appropriate.

Domestic Helper Contract no. _____

1. Both the Employer and the Helper should sign to acknowledge that they have read and agreed to the contents of this Schedule, and to confirm their consent for the Immigration Department and other relevant government authorities to collect and use the information contained in this Schedule in accordance with the provisions of the Personal Data (Privacy) Ordinance (Chapter 486).

2. Employer's residence and number of persons to be served

A. Address of the residence: _____

B. Approximate size of flat/house _____*square feet/square metres

C. State below the number of persons in the household to be served on a regular basis:

_____ adult(s) _____ minor(s) (aged between 5 to 18) _____ minor(s) (aged below 5) _____ expecting baby(ies).

_____ person(s) in the household requiring constant care or attention (excluding infant(s)).

(Note: Number of Helper(s) currently employed by the Employer to serve the household _____)

3. Accommodation and facilities to be provided to the Helper

A. Accommodation to the Helper

While the average flat size in Hong Kong is relatively small and the availability of a separate servant room is not common, the Employer should provide the Helper suitable accommodation and with reasonable privacy. Examples of unsuitable accommodation are: The Helper having to sleep on made-do beds in the corridor with little privacy, sharing a room with an adult/teenager of the opposite sex, etc.

Yes. Estimated size of the servant room _____*square feet/square metres

No. Accommodation arrangement for the Helper:

Share a room with _____ child/children aged _____

Separate partitioned area of _____*square feet/square metres

Others. Please describe _____



B. Facilities to be provided to the Helper:

(Note: Application for entry visa will normally not be approved if the essential facilities from item (a) to (f) are not provided free.)

- (a) Light and water supply Yes No
- (b) Toilet and bathing facilities Yes No
- (c) Bed Yes No
- (d) Blankets or quilt Yes No
- (e) Pillows Yes No
- (f) Wardrobe Yes No
- (g) Refrigerator Yes No
- (h) Desk Yes No
- (i) Other facilities (please specify) _____

4. The Helper should only perform domestic duties at the Employer's residence. Domestic duties to be performed by the Helper under the employment contract exclude driving of a motor vehicle of any description for whatever purposes, whether or not the vehicle belongs to the Employer.

5. Domestic duties include the duties listed below.

Major portion of domestic duties:

- 1. Household chores
- 2. Cooking
- 3. Looking after aged persons in the household (constant care or attention is *required/not required)
- 4. Baby-sitting
- 5. Child-minding
- 6. Others (please specify) _____

6. The Employer shall inform the Helper and the Director of Immigration of any substantial changes in item 2, 3 and 5 by serving a copy of the Revised Schedule of Accommodation and Domestic Duties signed by both the Employer and the Helper to the Director of Immigration for record.

Date	Name of Employer	Employer's HK identity card no.	Signature of Employer
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Date	Name of Helper	Helper's HK identity card no.	Signature of Helper
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