

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



**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.

FOR OFFICIAL USE ONLY

Reference barcode

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 and sharing a room with an adult/teenager of the opposite sex.

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

No. Sleeping 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. (ONLY applicable if this item is present in the preceding (Revised) Schedule of Accommodation and Domestic Duties to the Employment Contract signed by the Employer and the Helper)

When requiring the Helper to clean the outside of any window which is not located on the ground level or adjacent to a balcony (on which it must be reasonably safe for the Helper to work) or common corridor ("exterior window cleaning"), the exterior window cleaning must be performed under the following conditions:—

- (i) the window being cleaned is fitted with a grille which is locked or secured in a manner that prevents the grille from being opened; and
- (ii) no part of the Helper's body extends beyond the window ledge except the arms.

7. The Employer shall inform the Helper and the Director of Immigration of any substantial changes in items 2, 3 and 5 by serving a copy of the Revised Schedule of Accommodation and Domestic Duties (ID 407G) 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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香港特別行政區政府入境事務處
經修訂的住宿及家務安排



此欄由辦理機關處理

檔案條碼

- 注意：
- (i) 領取本表格無須繳費。
 - (ii) 請用黑色或藍色筆以正楷填寫本表格。
 - (iii) 本表格中文譯本祇供參考用途。
 - (iv) * 請將不適用者刪去。
 - (v) 請在適當方格內填上「✓」號。

家庭傭工合約號碼 _____

1. 僱主及傭工雙方均須簽署承認他們已閱讀及同意本安排的內容，並確認他們同意入境事務處及其他有關政府機構可根據《個人資料(私隱)條例》(第 486 章)收集及使用本表格內所載的資料。

2. 僱主的住所及所需照料的人數

A. 住所地址 _____

B. 住所的面積約為 _____ 平方呎/平方公尺*

C. 在下面說明需要經常照料的家人數：

_____ 名成人 _____ 名未成年子女 (年齡介乎 5 至 18 歲)

_____ 名小孩 (5 歲以下) _____ 名將出生的嬰兒

_____ 家庭成員需要經常照料或留意 (不包括幼年人)

(註：現時僱主聘用以照料家庭的傭工數目是 _____ 名)

3. 提供給傭工的住宿及設備

A. 給傭工的住宿

雖然香港樓宇的面積平均比較細小，能提供獨立工人房的並不普遍，但僱主應給予傭工合適及有合理私隱的住宿地方。不適當住宿安排的例子有：傭工須要睡於擺放在走廊而沒有私人空間的臨時床鋪和與異性成人/青少年同住一房間。

有 工人房的大小估計為 _____ 平方呎/平方公尺*

沒有 傭工的睡眠安排

與 _____ 名年齡為 _____ 歲的小孩同住一房間

分隔開的地方，大約 _____ 平方呎/平方公尺*

其他。請詳述 _____

(請沿此線撕下 Please tear off along this line)

B. 會提供給傭工的設備：

(註：以下由 (a) 至 (f) 的基本設備如不是免費提供的話，入境簽證的申請通常是不會獲批准的)

- (a) 水電供應 有 沒有
- (b) 廁所及沐浴設備 有 沒有
- (c) 床鋪 有 沒有
- (d) 氈或被 有 沒有
- (e) 枕頭 有 沒有
- (f) 衣櫃 有 沒有
- (g) 雪櫃 有 沒有
- (h) 桌子 有 沒有
- (i) 其他設備 (請說明) _____

4. 傭工只可以在僱主的住所執行家務職責。傭工根據僱傭合約執行的家務職責，並不包括駕駛任何類型的車輛，不論駕駛目的為何，亦不論該車輛是否屬於僱主所有。

5. 家務職責包括下列的工作：

主要家務職責：

1. 家庭雜務
2. 煮食
3. 照料家中老年人士 (需要/不需要*經常照料或留意)
4. 褓姆
5. 照顧小孩
6. 其他 (請說明) _____

6. (僱主與傭工雙方之前所簽署僱傭合約的(經修訂的)住宿及家務安排如載有此項條款才適用)

當僱主要求傭工清潔窗戶向外的一面(“外窗”)，而該窗戶並非位處地面、毗鄰露台(可合理地供傭工安全工作)或公用走廊等地方，則必須符合以下安全措施方可進行清潔外窗：

- (i) 被清潔的窗戶須已安裝窗花，而該窗花須鎖上或被固定，以防止窗花被開啟；及
- (ii) 傭工除了手臂外，身體其他部分不得伸出窗外。

7. 如上述第 2、3 及 5 項有任何重大變更，僱主須要通知該傭工及入境事務處處長，並送交一份經僱主及傭工雙方簽署的經修訂的住宿及家務安排表(ID 407G)副本予入境事務處處長，以作紀錄。

日期

僱主姓名

僱主香港身份證號碼

僱主簽署

日期

傭工姓名

傭工香港身份證號碼

傭工簽署

收集個人資料的目的 Statement of Purpose

1

收集資料的目的 Purpose of Collection



對於表格內所提供的個人資料，入境事務處會用作下列一項或多項的用途：

The personal data provided in the form will be used by the Immigration Department for one or more of the following purposes:

1. 辦理你的申請；
to process your application;
2. 實施／執行《入境條例》（第 115 章）及《入境事務隊條例》（第 331 章）的有關條文規定，以及履行入境管制職務，藉此協助其他政府決策局和部門執行其他法例和規例；
to administer/enforce relevant provisions of the Immigration Ordinance (Chapter 115) and Immigration Service Ordinance (Chapter 331), and to assist in the enforcement of any other Ordinances and Regulations by other government bureaux and departments through carrying out immigration control duties;
3. 在有關人士向入境事務處提出申請並提名你為保證人或諮詢人時，把你的資料供作核對用途；
to process other person's application for immigration facilities in which you are named as a sponsor or referee;
4. 供作統計及研究用途，但所得的統計數字或研究成果不會以識辨各有關的資料當事人或其中任何人的身份的形式提供；以及
for statistics and research purposes on the condition that the resulting statistics or results of the research will not be made available in a form which will identify the data subjects or any of them; and
5. 供作法例規定、授權或准許的其他合法用途。
any other legitimate purposes as may be required, authorised or permitted by law.

在本表格內的個人資料是自願提供的。如果你未能提供充分的資料，本處或許不能辦理你的個案，或無從翻查或不能正確地辨別有關紀錄。

The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, we may not be able to process your case or to conduct the record search or positively identify the record.

2

資料轉交的類別 Classes of Transferees



為了執行上述的目的，你在表格內所提供的個人資料或許會轉交其他政府決策局和部門及其他機構。

The personal data you provide may be disclosed to government bureaux, departments and other organisations for the purposes mentioned above.

3

查閱個人資料 Access to Personal Data



根據《個人資料（私隱）條例》（第 486 章）第 18 及 22 條以及附表 1 第 6 原則，你有權查閱及改正其個人資料。你的查閱權利包括在繳交有關費用後，索取你在表格內所提供的個人資料的副本。

You have a right to request access to and correction of your personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Chapter 486). Your right of access includes the right to obtain a copy of your personal data provided in this form subject to payment of a fee.

有關查詢表格內的個人資料，包括查閱或改正，可向下列人員提出：

Enquiries concerning the personal data collected by means of this form, including making of access and corrections, should be addressed to:

新界將軍澳
寶邑路 61 號
入境事務處總部行政大樓
總入境事務主任（外籍家庭傭工）
電話：(852) 2829 3176

Chief Immigration Officer (Foreign Domestic Helpers)
Administration Tower, Immigration Headquarters,
61 Po Yap Road, Tseung Kwan O,
New Territories
Tel.: (852) 2829 3176

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一般查詢 General Enquiries



有關申請的一般查詢，請透過以下方式與本處聯絡：

For general enquiries, please contact us at:

電話 Tel.: (852) 2824 6111
傳真 Fax: (852) 2877 7711
電郵 E-mail: enquiry@immd.gov.hk
網址 Website: www.immd.gov.hk