

終止僱傭合約通知書

致：入境事務處處長
(檔號：VC/A/ /)

本人 _____ 現在通知你，基於以下理由，由本人及本人的*僱員/僱主
(姓名)
_____ 所簽署的僱傭合約第 _____ 號*已於/將於
(姓名)
_____ 年 _____ 月 _____ 日終止；

僱員的資料：

甲. 姓名： _____

乙. 出生日期： _____

丙. 香港身份證號碼： _____

簽署： _____
(式樣必須與僱傭合約上的簽署相符)

姓名： _____
(請用正楷填寫)

地址： _____

日間聯絡
電話： _____

_____ 年 _____ 月 _____ 日

*將不適用者刪去

注意：

1. 僱主與僱員在終止合約時應各自填寫本表格一份。
2. 僱主應附終止合約通知書的副本一份。
3. 僱主及僱員應隨附對方的接獲終止合約通知書的收據副本。
4. 僱主與僱員雙方於終止合約時應遵守僱傭合約第 11 及 12 條條款。

NOTIFICATION OF TERMINATION OF AN EMPLOYMENT CONTRACT

To : Director of Immigration

Date :

(File Ref : VC/A /)

I, _____, hereby inform you that Employment Contract No.
(full name)
_____ signed between me and my employee/employer *, _____
(full name)

was/will be * terminated on _____ for the following reasons :-

Details of the employee :

- a. Full Name : _____
- b. Date of Birth : _____
- c. HK Identity Card No. : _____

Signature : _____
(should agree with that on the employment contract)

Name : _____
(in BLOCK LETTERS)

Address : _____

Day time Contact
Telephone No. : _____

* Delete where inappropriate

Notes :

- 1. Both the employer and employee should each complete a set of this form upon termination of the contract.
- 2. The employer should attach a copy of the written notice of termination.
- 3. A copy of the other party's written acknowledgment of the termination should be attached by the employer and employee.
- 4. Both the employer and employee should observe Clauses 11 and 12 of the Employment Contract upon termination of the contract.

有關收集個人資料的目的

收集資料的目的

通知書所提供的個人資料，入境事務處會用作下列一項或多項的用途：——

- (i) 辦理你的通知；
- (ii) 實施／執行《入境條例》(第 115 章)；《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；
- (iii) 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，將你的資料供作核對用途；
- (iv) 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
- (v) 供作法例規定、授權或准許的其他合法用途。

在通知書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通知。

資料轉交的類別

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

查閱個人資料

根據《個人資料(私隱)條例》香港法例第 486 章第 18 及 22 條以及附表 1 第 6 原則，個人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，索取你在通知書內所提供的個人資料的副本。

查詢

有關查詢通知書內的個人資料，包括查閱或改正，可向下列人員提出：——

如申請表格遞交到延期居留組

香港灣仔
告士打道七號
入境事務大樓五樓
總入境事務主任(延期居留)
電話：2829 3123

如申請表格遞交到外籍家庭傭工組

香港灣仔
告士打道七號
入境事務大樓六樓
總入境事務主任(外籍家庭傭工)
電話：2829 3176

如申請表格遞交到就業及旅遊簽證組

香港灣仔
告士打道七號
入境事務大樓二十四樓
總入境事務主任(就業及旅遊簽證)
電話：2294 2299

Statement of Purpose

Purpose of Collection

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

- (i) to process your notification;
- (ii) 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;
- (iii) to process other person's applications for immigration facilities in which you are named as a sponsor or referee;
- (iv) 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
- (v) any other legitimate purposes as may be required, authorized or permitted by law.

The provision of personal data in the process of your notification is voluntary. If you do not provide sufficient information, we may not be able to process your notification.

Classes of Transferees

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

Access to Personal Data

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 (Cap 486). Your right of access includes the right to obtain a copy of your personal data provided in the notification form subject to payment of a fee.

Enquiries

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

For applications submitted to Extension Section

Chief Immigration Officer (Extension)
5/F, Immigration Tower
7 Gloucester Road
Wan Chai, Hong Kong
Tel. No. : 2829 3123

For applications submitted to Foreign Domestic Helpers Section

Chief Immigration Officer (Foreign Domestic Helpers)
6/F, Immigration Tower
7 Gloucester Road
Wan Chai, Hong Kong
Tel. No. : 2829 3176

For applications submitted to Employment and Visit Visas Section

Chief Immigration Officer (Employment and Visit Visas)
24/F, Immigration Tower
7 Gloucester Road
Wan Chai, Hong Kong
Tel. No. : 2294 2299