

香港特別行政區政府入境事務處
Immigration Department
The Government of the Hong Kong
Special Administrative Region



延長逗留期限申請書
Application for an Extension of Stay

注意：(i) 填寫此表格前請先詳細閱讀此表格的「填表須知」。
Important: Please read 'Notes for Guidance' carefully before completing this form.
(ii) 請用正楷填寫各欄。
Please complete all sections in BLOCK LETTERS.
(iii) 領取此表格毋須繳費。
This form is issued free of charge.

此欄由辦理機關填寫
FOR OFFICIAL USE ONLY
Application reference barcode (For PA System users only)

個人資料 Personal Particulars				
先生 Mr <input type="checkbox"/>	小姐 Miss <input type="checkbox"/>	太太 Mrs <input type="checkbox"/>	女士 Ms <input type="checkbox"/>	
姓(英文) Surname				
名(英文) Other names in full				
中文姓名(如適用者) Name in Chinese (if applicable)			婚前姓氏(如適用者) Maiden surname (if applicable)	
中文姓名電碼(如適用者) C.C.C. number (if applicable)				
中英文別名(如有者) Alias (Chinese and English) (if any)				
出生日期 Date of birth	日 Day	月 Month	年 Year	出生地點 Place of birth
香港身份證號碼 H.K. identity card no.				職業 Occupation
國籍 Nationality	旅行證件種類 Type of travel document		旅行證件號碼 No. of travel document	
簽發日期和地點 Date and place of issue			期滿日期 Date of expiry	
香港地址 Address in Hong Kong				電話號碼 Telephone no.
任職公司名稱 Name of employing company				電話號碼 Telephone no.
辦事處地址 Business Address				
上次抵港日期 Date of last arrival in Hong Kong		獲准在港逗留至 Permitted to remain until		本人現申請延期逗留至 I now apply to extend my stay until
請說明該項申請的全部理由並出示一切有關文件以資佐證 Give full reason for your request and submit any documentary evidence that you have in support of your application				
包括在你旅行證件內的配偶及/或子女的資料 Particulars of spouse and/or children if included in your travel document				
姓名(先寫姓) Full name (Surname first)		香港身份證號碼 H.K. identity card no.		親誼關係 Relationship
				日 Day 月 Month 年 Year
				日 Day 月 Month 年 Year
我/我們同意為處理本人/我們的申請而進行任何有關查詢。 I/We consent to the making of any enquiries necessary for the processing of my/our application.				
日期 Date			申請人簽名 Signature of Applicant	

此欄由辦理機關填寫 FOR OFFICIAL USE ONLY	
R/E facilities _____	Not applicable to PA System users
Extension until _____ approved/refused.	Fee paid \$ _____
Remarks _____	Receipt no. _____
	Register no. _____
	Shroff's signature _____
Authorizing Officer's Signature _____ Date _____	Date _____

請在適當方格內填上「✓」號 Tick as appropriate

ID 91 (11/2003)

回郵地址標貼 Address Label

為方便本處日後與你以書信聯絡，請用中文或英文填寫下列的回郵地址標貼。

In order to facilitate our subsequent correspondence with you, please complete the following label forms in either English or Chinese.

姓名 Name _____
地址 Address _____

姓名 Name _____
地址 Address _____

個人資料私隱

收集資料的目的

申請表格所提供的個人資料，入境事務處會用作下列一項或多項的用途：——

- (i) 辦理你的申請；
- (ii) 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；
- (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。

在申請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申請。

資料轉交的類別

為了執行上述的目的，你在申請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，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，個人有權查閱及更正其個人資料。你的查閱權利包括在繳交有關費用後，索取你在申請表格內所提供的個人資料的副本。

查詢

如欲查詢申請表格內的個人資料，包括查閱或更正有關資料，可向下列人員提出：——

如申請表格是向延期居留組遞交

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

如申請表格是向外籍家庭傭工組遞交

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

如申請表格是向就業及旅遊簽證組遞交

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

如申請表格是向內地居民組遞交

香港灣仔
告士打道七號
入境事務大樓九樓
總入境事務主任(內地居民)
電話：2294 2050

如申請表格是向其他簽證及入境許可組遞交

香港灣仔
告士打道七號
入境事務大樓七樓
總入境事務主任(其他簽證及入境許可)
電話：2829 3223

如申請表格是向入境事務處各分處遞交

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(證件行政)
電話：2829 3962

Personal Data Privacy

Purpose of Collection

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

- (i) to process your application;
- (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 application 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 application is voluntary. If you do not provide sufficient information, we may not be able to process your application.

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 application form subject to payment of a fee.

Enquiries

Enquiries concerning the personal data collected by means of the application 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

For applications submitted to Mainland Residents Section

Chief Immigration Officer (Mainland Residents)
24/F, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong
Tel. No.: 2294 2050

For applications submitted to Other Visas and Permits Section

Chief Immigration Officer (Other Visas and Permits)
7/F, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong
Tel. No.: 2829 3223

For applications submitted to Immigration Branch Offices

Chief Immigration Officer (Documents)
24/F, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong
Tel. No.: 2829 3962

填表須知

1. 領取本表格毋須繳費。
 2. 填寫表格
本表格可用中文或英文填寫。
 3. 收費
有關延期逗留申請收費，請參閱收費表 (ID 912)。
 4. 提供證明文件
 - I. 香港特別行政區非永久性居民
 - (a) 在香港出生的兒童 (其父母其後成為香港永久性居民或已獲准在港無條件限制逗留) 申請無條件限制逗留
 - (i) 申請人的出生證明書；
 - (ii) 申請人持有的表格 ID 235B 款或旅行證件；
 - (iii) 父母的結婚證書；
 - (iv) 父母的旅行證件或香港身份證；以及
 - (v) 以上文件的影印本一份
 - (b) 以受聘身份申請延期逗留 (家庭傭工、根據“輸入內地人才計劃”和“補充勞工計劃”來港就業的人士及在大學教育資助委員會 (教資會) 資助院校畢業並獲准來港就業的內地學生不在此列)
 - (i) 申請人的旅行證件；以及
 - (ii) 列明申請人現時職位及薪酬的受僱證明信
 - (c) 以音樂師受聘身份申請延期逗留
 - (i) 申請人的旅行證件；
 - (ii) 申請人的香港身份證；
 - (iii) 現職工作證明信；以及
 - (iv) 聘用合約
 - (d) 以受僱家庭傭工身份申請延期逗留
家庭傭工在約滿後應先返回原居地放取假期，並申請簽證，返港開始履行新合約。如在舊合約屆滿時，傭工無法即時返回原居地度假，只要僱傭雙方同意，傭工可申請延期逗留，押後放取例假。有關續約家庭傭工申請延期逗留的詳情，請參閱表格 ID(C)969「從外國聘用家庭傭工指南」。
 - (e) 以受養人身份申請延期逗留
 - (i) 申請人的旅行證件；
 - (ii) 保證人的旅行證件或香港永久性居民身份證；
 - (iii) 保證人繼續作保的承諾書及保證人表明在過去十二個月內並無離開香港特別行政區超過一百八十天的聲明書；以及
 - (iv) 申請人表明受養身份不變的聲明書 (如申請人為受養配偶，須提供表明婚姻關係未有任何改變的聲明)
 - (f) 以學生身份申請延期逗留
 - (i) 申請人的旅行證件；
 - (ii) 申請人的香港身份證；以及
 - (iii) 目前就讀學校證明書
 - (g) 根據“輸入內地人才計劃”和“補充勞工計劃”來港就業的人士及在大學教育資助委員會 (教資會) 資助院校畢業並獲准來港就業的內地學生以受聘身份申請延期逗留
 - (i) 申請人的旅行證件；
 - (ii) 申請人的香港身份證；
 - (iii) 現職工作證明信；以及
 - (iv) 聘用合約
- [註：在一般情況下，對於第 (4)(I)(b) 至 (g) 段所述的申請，本處只會接受申請人在其逗留期限屆滿前四個星期內所遞交的申請書。]
- (h) 已連續七年通常居於香港人士申請無條件限制逗留 (不適用於持單程過境證由內地來港的人士，他們可直接遞交核實永久性居民身份證資格申請書[@])
 - (i) 申請人的旅行證件 (包括能出示其最初獲准進入香港逗留的入境簽證或其他有關證件，如申請人的入境許可證、身份陳述書或簽證身份書)；
 - (ii) 申請人的香港身份證；
 - (iii) 顯示申請人在緊接提出無條件限制逗留申請之前已連續七年通常居於香港的證明 (例如：工作證明書/信、稅單、學校證件、租單或公共服務帳單)；

(iv) 申請人的經濟狀況證明；以及

(v) 以上文件的影印本一份

II. 訪港人士

(a) 申請人的旅行證件；以及

(b) 證明需要在香港特別行政區延長逗留的文件 (例如續程/回程票據；憑證證明足夠費用以延長訪港期間)

[註：除上述文件外，你可能須要提供其他文件以支持你的申請。尤其當你自從上次批准後已經轉職或轉校，你亦可能須要遞交該等文件的影印本。]

5. 面晤

申請人及/或其保證人或須前來本處面晤。屆時你務須準時赴會，假如你遲到，你將要等候至其他守時的申請人辦妥手續後，方可進行會晤。你亦可以另約時間。

6. 遞交申請書

(a) 你應先領籌號，然後才可辦理申請。

(b) 你亦可委派代表為你遞交申請書，但在遞交申請當天，你必須身在香港。

(c) 第 (4)(I)(a)-(c) 及 (e)-(f) 段所述的非永久性居民可前往香港灣仔告士打道七號入境事務大樓五樓入境事務處延期居留組 (電話：2829 3100) 遞交申請書。第 (4)(I)(b)-(c) 及 (e)-(f) 段所述的非永久性居民亦可前往下列任何一間入境事務處分處遞交申請書：

九龍

入境事務處—東九龍辦事處

藍田匯景道一至十七號

匯景花園匯景廣場第二層

電話：2347 3492

入境事務處—西九龍辦事處

油麻地上海街二五〇號

油麻地停車場大廈閣樓

電話：2359 4426

新界

入境事務處—沙田辦事處

沙田上禾輦路一號沙田政府

合署三樓

電話：2158 6419

入境事務及人事登記—火炭辦事處

火炭樂景街二至十八號

銀禧閣商場四樓四〇五及四〇六號舖位

電話：2651 8644

入境事務及人事登記—元朗辦事處

元朗西菁街二十三號

富遠廣場地下 B 舖位

電話：2475 4145

(d) 第 (4)(I)(d) 段所述的外籍家庭傭工應前往香港灣仔告士打道七號入境事務大樓六樓入境事務處外籍家庭傭工組 (電話：2829 4017) 遞交申請書。如欲申請與同一僱主續約，亦可到上文第 6(c) 段所列的任何一間入境事務處分處遞交申請書。

(e) 根據第 (4)(I)(f)-(g) 段規定獲准來港就讀和就業的內地人士及其受養人 (“補充勞工計劃”不容許攜同受養人) 應前往香港灣仔告士打道七號入境事務大樓九樓入境事務處內地居民組 (電話：2294 2137) 遞交申請書。

(f) 在第 (4)(I)(h) 段所述的外籍居民應將申請書遞交往上文第 6(c) 段所列的延期居留組。

(g) 內地訪港人士可前往香港灣仔告士打道七號入境事務大樓五樓入境事務處延期居留組 (電話：2829 3100) 遞交申請書，而其他訪港人士可前往延期居留組或上文第 6(c) 段所列的任何一間入境事務處分處遞交申請書。

(h) 在上述辦事處遞交申請，時間最好是星期一至五上午九時至十二時；下午二時至四時三十分及星期六上午九時至十一時三十分。若你有指定的約見時間則作別論。

7. 其他有關資料

如需要其他有關申請延期逗留的資料，請前往香港灣仔告士打道七號入境事務大樓二樓查詢及聯絡組，或經以下方式查詢：

電話：2824 6111

傳真：2877 7711

電郵：enquiry@immd.gov.hk

入境處網址：<http://www.immd.gov.hk/>

Notes for Guidance:

1. This form is issued free of charge.

2. Completion of forms

This form may be completed in Chinese or English.

3. Fee

The fee payable for an extension of stay is shown in the fee leaflet (ID 912).

4. Documentary evidence

I. Non-permanent residents in the Hong Kong Special Administrative Region

(a) Application for unconditional stay from children born in the Hong Kong Special Administrative Region whose parents have subsequently become Hong Kong permanent residents or have been granted unconditional stay in Hong Kong

- (i) applicant's birth certificate;
- (ii) applicant's Form ID 235B or travel document;
- (iii) parents' marriage certificate;
- (iv) parents' travel documents or Hong Kong identity cards; and
- (v) one photocopy of the above documents

(b) Extension of employment status (other than domestic helpers, persons admitted under Admission Scheme for Mainland Talents and Professionals, Supplementary Labour Scheme and Mainland students graduated from University Grants Committee (UGC) - funded institutions who are admitted for employment in Hong Kong)

- (i) applicant's travel document; and
- (ii) current employment letter stating the applicant's position and remuneration.

(c) Extension of employment status for musicians

- (i) applicant's travel document;
- (ii) applicant's Hong Kong identity card;
- (iii) current employment letter; and
- (iv) employment contract

(d) Extension of employment status for domestic helpers

A domestic helper should return to his/her place of origin after the completion of contract for vacation leave and apply for a visa to return to HKSAR to start a new contract. If circumstances do not permit a helper to return to his/her place of origin for vacation leave immediately upon expiry of the old contract, subject to the employer's and helper's mutual agreement, the helper may apply for an extension of stay for him/her to defer the vacation leave. Please refer to Form ID(E)969 "Guidebook for the Employment of Domestic Helpers from Abroad" for information about application for an extension of stay in connection with contract renewal.

(e) Extension of dependant status

- (i) applicant's travel document;
- (ii) sponsor's travel document or Hong Kong Permanent Identity Card;
- (iii) sponsor's undertaking of continuous sponsorship and sponsor's declaration of not absent from the Hong Kong Special Administrative Region for more than 180 days in the previous 12 months; and
- (iv) applicant's declaration of no change in dependant status (for dependent spouse, applicant's declaration of no change in matrimonial relationship).

(f) Extension of student status

- (i) applicant's travel document;
- (ii) applicant's Hong Kong identity card; and
- (iii) current school letter

(g) Extension of employment status for persons admitted under Admission Scheme for Mainland Talents and Professionals, Supplementary Labour Scheme and Mainland students graduated from University Grants Committee (UGC) - funded institutions who are admitted for employment in Hong Kong

- (i) applicant's travel document;
- (ii) applicant's Hong Kong identity card;
- (iii) current employment letter; and
- (iv) employment contract

[Note: Applications under paragraph (4)(I)(b)-(g) will normally be accepted within 4 weeks before the applicant's limit of stay expires.]

(h) Application for unconditional stay after seven years continuous ordinary residence in Hong Kong (Not applicable to holders of One-way Permit, they may submit directly applications for 'Verification of Eligibility for Permanent Identity Card'@)

- (i) applicant's travel documents (including the one showing the endorsement of applicant's first entry into Hong Kong and other relevant documents such as applicant's Entry Permit, Declaration of Identity or Declaration of Identity for Visa Purposes);
- (ii) applicant's Hong Kong identity card;
- (iii) applicant's proof of 7 years continuous ordinary residence in Hong Kong immediately before the application (e.g. employment testimonial/letter issued by the employing company, notice of assessment and demand for tax issued by the Inland Revenue Department, school document, tenancy receipt, public utilities bill);

- (iv) applicant's financial proof; and
- (v) one photocopy of the above documents

II. Visitors

- (a) applicant's travel document; and
- (b) evidence to support the need to prolong the stay in the Hong Kong Special Administrative Region (e.g. onward/ return tickets; evidence showing adequate fund is held)

[Note: In addition to those documents listed above, you may be required to provide other documents in support of your application especially when you have changed your employment or school since last approval. It may be necessary to provide photocopies of some of the documentary evidence submitted.]

5. Interview

Applicants and/or their sponsors may be requested to attend for interviews. You are strongly advised to be punctual for the interviews. If you are late, you will have to wait until other punctual applicants have been dealt with. Alternatively, you may ask for another appointment.

6. Submission of application

- (a) You should get a tag first before application can be processed.
- (b) You may ask your representative to submit your application, but you must be physically in Hong Kong on the date of submission.
- (c) Applications from non-permanent residents under paragraph (4)(I)(a)-(c) and (e)-(f) may be submitted to the Extension Section, Immigration Department, 5th Floor, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong (Tel.: 2829 3100). Applications from non-permanent residents under paragraph (4)(I)(b)-(c) and (e)-(f) may also be submitted to any one of the Immigration branch offices listed below:

KOWLOON

Immigration—East Kowloon Office
Level 2,
Sceneway Plaza, Sceneway Garden,
1-17 Sceneway Road, Lam Tin
Tel.: 2347 3492

Immigration—West Kowloon Office
M/Floor,
Yau Ma Tei Carpark Building,
250 Shanghai Street, Yau Ma Tei
Tel.: 2359 4426

NEW TERRITORIES

Immigration—Sha Tin Office
3rd Floor,
Sha Tin Government Offices
1 Sheung Wo Che Road, Sha Tin
Tel.: 2158 6419

Immigration and Registration of Persons—Fo Tan Office
Shops 405 & 406,
4th Floor, Jubilee Court Shopping Centre,
2-18 Lok King Street, Fo Tan
Tel.: 2651 8644

Immigration and Registration of Persons—Yuen Long Office
Shop B, Ground Floor, Manhattan Plaza,
23 Sai Ching Street, Yuen Long
Tel.: 2475 4145

(d) Applications from foreign domestic helpers under paragraph (4)(I)(d) should be submitted to the Foreign Domestic Helpers Section, Immigration Department, 6th Floor, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong (Tel.: 2829 4017). Applications for contract renewal with the same employer may also be submitted to any one of the Immigration Branch Offices as listed in paragraph 6(c) above.

(e) Applications from persons admitted from the Mainland for study and employment under paragraph (4)(I)(f)-(g) and their dependants (dependants not allowed for the Supplementary Labour Scheme) should be submitted to the Mainland Residents Section, Immigration Department, 9th floor, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong (Tel.: 2294 2137)

(f) Applications from foreign residents under paragraph (4)(I)(h) should be submitted to the Extension Section listed in paragraph 6(c) above.

(g) Visitors from the Mainland may submit applications to the Extension Section, Immigration Department, 5th Floor, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong (Tel.: 2829 3100). Other visitors may submit applications to Extension Section or any one of the Immigration Branch Offices as listed in paragraph 6(c) above.

(h) Unless you have been given specific appointment, applications should preferably be submitted between 0900 hours and 1200 hours; between 1400 hours and 1630 hours on weekdays and between 0900 hours and 1130 hours on Saturdays.

7. Further information

If you require any further information, please approach the Information and Liaison Section, 2nd Floor, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong or enquire through the following means:

Tel: 2824 6111

Fax: 2877 7711

E-mail: enquiry@immd.gov.hk

Internet Home Page Address: <http://www.immd.gov.hk/>