

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



此欄由辦理機關處理  
FOR OFFICIAL USE ONLY  
檔案條碼 Reference barcode

- 注意： (i) 有關申請手續及所需文件，請參閱「說明事項」。  
Note: Please read the "Guidance Notes" for the application procedures and documents required for the application.  
(ii) 領取本表格無須繳費。 This form is issued free of charge.  
(iii) 請用黑色或藍色筆以正楷填寫本表格。  
Please complete this form in BLOCK letters using black or blue pen.  
(iv)  請在適當方格內填上「✓」號。 Please tick as appropriate.  
(v) \* 請將不適用者刪去。 Please delete where inappropriate.

警告： 根據香港法例，任何人士如明知而故意申報失實或填報明知其為虛假或不相信為真實的資料，即屬違法，而該人所獲發的任何簽證／進入許可或獲准的逗留期限即告無效。  
Warning: A person who knowingly and wilfully makes a statement or gives information which he/she knows to be false or does not believe to be true shall be guilty of an offence under the Laws of Hong Kong and any such visa/entry permit issued or permission to enter or remain in Hong Kong granted shall have no effect.

<b>1. 個人資料 Personal Particulars</b>			
姓名 (中文) (如適用) Name in Chinese (if applicable)		婚前姓氏 (如適用) Maiden surname (if applicable)	
姓 (英文) Surname in English			
名 (英文) Given names in English			
別名 (如有) Alias (if any)			
性別 Sex <input type="checkbox"/> 男 Male <input type="checkbox"/> 女 Female	出生日期 Date of birth 日 dd 月 mm 年 yyyy	出生地點 Place of birth	
國籍/ 原居地 (適用於內地、澳門及台灣居民) Nationality / Place of domicile (applicable to Mainland, Macao and Taiwan residents)	婚姻/關係狀況 Marital / Relationship status <input type="checkbox"/> 未婚 Bachelor/Spinster <input type="checkbox"/> 已婚 Married <input type="checkbox"/> 離婚 Divorced <input type="checkbox"/> 分居 Separated <input type="checkbox"/> 喪偶 Widowed <input type="checkbox"/> 其他 Others		
香港身份證號碼 (如有) Hong Kong identity card no. (if any)	( )	職業 Occupation	
旅行證件類別 Travel document type	旅行證件號碼 Travel document no.		
簽發地點 Place of issue	簽發日期 Date of issue 日 dd 月 mm 年 yyyy	屆滿日期 Date of expiry 日 dd 月 mm 年 yyyy	
電郵地址 (如有) E-mail address (if any)			
香港住址 (請在界內填寫) Address in Hong Kong (please fill in within border)		香港通訊地址 (如與香港住址不同) (請在界內填寫) Correspondence address in Hong Kong (if different from address in HK) (please fill in within border)	
<div style="border: 1px solid black; height: 80px;"></div>		<div style="border: 1px solid black; height: 80px;"></div>	
聯絡電話號碼 Contact telephone no.		傳真號碼 (如有) Fax no. (if any)	
現時在港逗留之身份 Current condition of stay in Hong Kong <input type="checkbox"/> 訪客 Visitor <input type="checkbox"/> 非永久性居民 Non-permanent residents <input type="checkbox"/> 其他 (請說明) Other (please specify) _____			
如本表格為影印本或從互聯網下載，請填寫此欄。 Please complete this column if this form is a photocopy or downloaded copy.		在本頁內所填報的資料均屬正確、完備和真實。 The information given on this page is correct, complete and true.	
		日期 Date _____	申請人簽署 Signature of applicant _____

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



## 1. 個人資料 (續) Personal Particulars (Continued)

上次抵港日期

Date of last arrival in Hong Kong      日 dd      月 mm      年 yyyy

獲准在港逗留至  
Permitted to remain in  
Hong Kong until

日 dd      月 mm      年 yyyy

擬申請逗留至

Proposed extension of stay until

日 dd      月 mm      年 yyyy

(訪客) 擬提出延長逗留期限申請的理由 (請詳細說明申請的理據及提供所有相關文件以資佐證。)

(Visitor) Reasons for the proposed extension of stay (Please give detailed justifications and provide all relevant documentary evidence in support of your application.)

(非永久性居民或其他) 擬提出延長逗留期限申請的理由

(Non-permanent residents or others) Reasons for the proposed extension of stay

根據 \* 一般就業政策 / 輸入內地人才計劃來港就業  
For employment under \* the General Employment Policy / the Admission Scheme for Mainland Talents and Professionals

如你已根據一般就業政策或輸入內地人才計劃獲准來港就業不少於兩年，並且在上一評稅年度的薪俸稅應評稅入息達港幣 200 萬元或以上，你可選擇根據頂尖人才類別申請延長逗留期限。成功申請人士一般可獲准在港逗留五年，而不受其他逗留條件限制。

If you have been permitted to take up employment in Hong Kong under the General Employment Policy or the Admission Scheme for Mainland Talents and Professionals for not less than two years and have an assessable income for salaries tax of not less than HK\$2 million in the previous year of assessment, you may choose to apply for extension of stay under the top-tier employment stream. Successful applicants may normally be granted an extension of stay for a period of five years on time limitation only without other conditions of stay.

你是否希望根據頂尖人才類別申請延長逗留期限？

Do you wish to apply for extension of stay under the top-tier employment stream?

是 (請提供你在上一評稅年度的薪俸稅應評稅入息達港幣 200 萬元或以上的證明文件)

Yes (Please provide documentary proof of your having an assessable income for salaries tax of not less than HK\$2 million in the previous year of assessment)

否  
No

根據一般就業政策來港投資 (開辦 / 參與業務)  
For investment (to establish/join in business) under the General Employment Policy

你現時的業務是否有政府支援計劃支持？<sup>註 1</sup>

Is your business currently supported by a government-backed programme? <sup>Note 1</sup>

是 (請說明支持機構及計劃名稱並提供相關證明文件)  
Yes (Please indicate the name of the supporting organisation and programme, and provide relevant supporting documents)

機構名稱：

Name of supporting organisation: \_\_\_\_\_

計劃名稱：

Name of programme: \_\_\_\_\_

否  
No

註 1：有關政府支援計劃的例子，請參考《企業家來港投資入境指南》[ID(C) 1000] 第 II 部第 3(c)(ii) 段。

Note 1: For examples of government-backed programmes, please refer to paragraph 3(c)(ii) of Part II of the "Guidebook for Entry for Investment as Entrepreneurs in Hong Kong" [ID(E) 1000].

學生身份  
For study

受養人身份  
For residence as dependant

其他 (請詳細說明申請的理據及提供所有相關文件以資佐證)  
Other (please give detailed justifications and provide all relevant documentary evidence in support of your application)

(\* 請將不適用者刪去 Please delete where inappropriate)

## 2. 保證人資料 (如適用) Particulars of Sponsor (if applicable)

以個人為保證人  
Sponsor is an individual

以公司 / 就讀學校為保證人  
Sponsor is a company/school

保證人姓名  
Name of sponsor

保證公司 / 就讀學校名稱  
Name of sponsoring company/school

香港身份證號碼 (如有)      (      )

與申請人關係  
Relationship with applicant

商業登記證號碼 (如適用)      \_\_\_\_\_

在本頁內所填報的資料均屬正確、完備和真實。

The information given on this page is correct, complete and true.

日期  
Date \_\_\_\_\_

申請人簽署  
Signature of applicant \_\_\_\_\_

### 3. 申請人的聲明 Declaration of Applicant

本人向香港特別行政區入境事務處遞交本申請，謹此作出以下聲明：

In submitting this application to the Immigration Department of the Hong Kong Special Administrative Region (HKSAR), I declare the following:

- (i) 本人同意為處理本申請個案而進行任何所需的查詢。  
I consent to the making of any enquiries necessary for the processing of this application.
- (ii) 本人同意為處理本申請個案而向任何機構或政府機關（包括在香港特別行政區境內或境外的）提供本人的資料。  
I consent to releasing my information to any organisations and authorities, including those inside or outside the HKSAR, for the processing of this application.
- (iii) 本人授權所有公營及私營機構（包括在香港特別行政區境內或境外的）向香港特別行政區入境事務處提供為處理本申請個案所需的任何紀錄或資料。  
I authorise all public and private organisations, including those inside or outside the HKSAR, to release any record or information which the Immigration Department of the HKSAR may require for the processing of this application.
- (iv) 本人同意可將本申請表內各項資料提供予各政府決策局、部門（包括稅務局）及其他在香港特別行政區境內或境外的公、私營機構（包括強制性公積金計劃管理局）以作核對用途。  
I consent to the use/disclosure of any information herein by/to any government bureaux, departments (including the Inland Revenue Department) and any other public or private organisations inside or outside the HKSAR (including the Mandatory Provident Fund Schemes Authority) for verification purposes.
- (v) 就本人所知所信，在本申請表內所填報的各項資料均屬正確、完備和真實。  
All information given in this application form is correct, complete and true to the best of my knowledge and belief.

日期 \_\_\_\_\_  
Date \_\_\_\_\_

申請人簽署 \_\_\_\_\_  
Signature of applicant \_\_\_\_\_

### 4. 此欄由辦理機關填寫 FOR OFFICIAL USE ONLY

		<b>Not applicable to APPLIES users</b>	
R/E facilities _____			
Extension until _____ approved/refused.		Fee paid \$ _____	
Remarks _____		Receipt no. _____	
		Register no. _____	
		Shroff's signature _____	
Signature of authorising officer _____	Date _____	Date _____	

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



## 說明事項 Guidance Notes

1

### 填寫表格 Completion of forms

本表格可用中文或英文填寫。  
This form may be completed in Chinese or English.

2

### 收費 Fee

有關延期逗留申請收費，請參閱收費表 (ID 912)。  
The fee payable for an extension of stay is shown in the fee leaflet (ID 912).

3

### 提供證明文件 Documentary evidence

#### I. 訪港人士 Visitors

- (a) 申請人的有效旅行證件；及  
applicant's valid travel document; and
- (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、足夠旅費證明)  
evidence to support the need to extend the stay in the HKSAR (e.g. onward/return tickets, proof of adequate fund)

#### II. 香港特別行政區非永久性居民 Non-permanent residents of the HKSAR

根據一般就業政策或輸入內地人才計劃來港就業人士申請延期逗留

Extension of stay for persons admitted for employment under the General Employment Policy or the Admission Scheme for Mainland Talents and Professionals

		(a) 一般就業政策 General Employment Policy / (b) 輸入內地人才計劃 Admission Scheme for Mainland Talents and Professionals	
		不涉及轉換工作的 延期逗留 Extension of stay without change of employment	涉及轉換工作的 延期逗留 Extension of stay with change of employment
(i)	申請人的有效旅行證件及有最近的簽證/進入許可/入境印章/入境標籤/延期逗留標籤的舊旅行證件 (如適用) 的正副本及最近獲簽發的「電子簽證」(如適用) Original and photocopy of the applicant's valid travel document and, where applicable, his/her previous travel documents page showing the latest visa/entry permit label/arrival stamp/landing slip/extension of stay label in the HKSAR and the latest issued "e-Visa" (if applicable).	✓	✓
(ii)	申請人的香港身份證副本 Copy of the applicant's Hong Kong identity card	✓	✓
(iii)	現時僱主發出的證明信，列明申請人現時職位、每月薪金及其他福利和僱用期 Supporting letter from the current employer stating the applicant's position, total monthly remuneration and period of employment	✓	
(iv)	已填妥的表格 ID 990B 及載於《專業人士來港就業入境指南》[ID(C) 991] 第 VII(B) 部內的證明文件 Completed form ID 990B and supporting documents listed in Part VII(B) of the Guidebook for Entry for Employment as Professionals in Hong Kong [ID(E) 991]		✓
(v)	申請人在上一評稅年度的薪俸稅應評稅入息達港幣 200 萬元或以上的證明文件，如由稅務局發出的上一評稅年度薪俸稅評稅通知書或相關稅務文件 Documentary proof of the applicant having an assessable income for salaries tax of not less than HK\$2 million in the previous year of assessment, e.g. notice of salaries tax assessment of the previous assessment year issued by the Inland Revenue Department or relevant tax documents	✓*	✓*

\* 適用於頂尖人才類別延長逗留期限的申請  
For extension of stay applications under the top-tier employment stream

3

以學生身份或以受養人身份申請延期逗留

Extension of stay for persons on student status or dependant status

		(c) 學生 Student	(d) 受養人 Dependant
(i)	申請人的有效旅行證件及有最近的簽證／進入許可／入境印章／入境標籤／延期逗留標籤的舊旅行證件（如適用）的正副本及最近獲簽發的「電子簽證」（如適用） Original and photocopy of the applicant's valid travel document and, where applicable, his/her previous travel documents page showing the latest visa/entry permit label/arrival stamp/landing slip/extension of stay label in the HKSAR and the latest issued "e-Visa" (if applicable).	✓	✓
(ii)	申請人的香港身份證副本 Copy of the applicant's Hong Kong identity card	✓	✓
(iii)	就讀院校發給入境事務處確認學生繼續就讀而須延長逗留期限的證明 Current school letter addressed to the Immigration Department confirming that the student requires extension of stay to continue study	✓	
(iv)	保證人的有效旅行證件副本（須顯示個人資料及現時的逗留許可）或香港永久性居民身份證副本 Copy of the sponsor's valid travel document (showing personal particulars and current permission of stay) or Hong Kong Permanent Identity Card		✓
(v)	已填妥的表格 ID 481A Completed form ID 481A		✓
(vi)	已填妥的表格 ID 481B（只適用於受養配偶） Completed form ID 481B (for dependent spouse only)		✓
(vii)	申請人的出生證明書（只適用於父母為香港非永久性居民並在香港出生的兒童）* Applicant's birth certificate (for children born in the HKSAR to non-permanent residents only) *		✓
(viii)	申請人持有的表格 ID 235B 及／或旅行證件（只適用於父母為香港非永久性居民並在香港出生的兒童）* Applicant's Form ID 235B and/or travel document (for children born in the HKSAR to non-permanent residents only) *		✓
(ix)	父母的結婚證書（只適用於父母為香港非永久性居民並在香港出生的兒童）* Parents' marriage certificate (for children born in the HKSAR to non-permanent residents only) *		✓

\* 只適用於首次申請 For first time application only

根據一般就業政策來港投資（開辦／參與業務）的人士申請延期逗留

Extension of stay for persons admitted for investment (to establish/join in business) under the General Employment Policy

		(e) 投資（開辦／參與業務） Investment (to establish/join in business)
(i)	申請人的有效旅行證件及有最近的簽證／進入許可／入境印章／入境標籤／延期逗留標籤的舊旅行證件（如適用）的正副本及最近獲簽發的「電子簽證」（如適用） Original and photocopy of the applicant's valid travel document and, where applicable, his/her previous travel documents page showing the latest visa/entry permit label/arrival stamp/landing slip/extension of stay label in the HKSAR and the latest issued "e-Visa" (if applicable).	✓
(ii)	申請人的香港身份證副本 Copy of the applicant's Hong Kong identity card	✓
(iii)	現時公司發出的證明信，列明申請人對香港經濟的貢獻（包括已在港投資的金額、已為本地僱員增設的職位與職位數目、預計未來三年將會在港投資的金額和將會為本地僱員增設的職位與職位數目等） Supporting letter from the current company stating the applicant's contribution to Hong Kong (including the amount of capital invested and to be invested in the coming three years, the number of posts created for local employees with post titles and those to be created in the coming three years, etc.)	✓
(iv)	商業登記證副本 Copy of Business Registration Certificate	✓
(v)	列明已獲政府支援計劃有效支持的信件* Letter indicating valid support by a government-backed programme*	✓

\* 適用於有意或已在港開辦或參與已獲政府支援計劃支持的初創業務的申請人。有關政府支援計劃的例子，請參考《企業家來港投資入境指南》[ID(C) 1000] 第 II 部第 3(c)(ii) 段。

For applicants who wish to establish or join, or has established or joined, in a start-up business supported by a government-backed programme. For examples of government-backed programmes, please refer to paragraph 3(c)(ii) of Part II of the "Guidebook for Entry for Investment as Entrepreneurs in Hong Kong" [ID(E) 1000].

[註 1：在一般情況下，對於第 (3)(II)(a) 至 (e) 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表。]

[Note 1: Applications under paragraphs (3)(II)(a) - (e) will normally be accepted within 4 weeks before the applicant's limit of stay expires.]

[註 2：除上述文件外，你可能需要提供其他文件以支持你的申請，尤其是如你在最後一次獲發批准後曾經轉職或轉校。你亦可能需要遞交部分證明文件的副本。]

[Note 2: 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 copies of some of the documentary evidence submitted.]

**4****重要須知 Important Notice**

1. 申請人、隨行受養人和僱主即使已經提供所需的文件和資料，但入境事務處仍可能在有需要時要求再遞交更多與申請有關的證明文件和資料。  
Notwithstanding that the documents and information required have been furnished, the applicants, accompanying dependants and employing companies may still be required to submit further supporting documents and information in connection with the application(s) when necessary.
2. 若提交的文件並非以中文或英文書寫，必須附上經由宣誓翻譯員、法庭翻譯員、認可翻譯員、註冊翻譯員、專家翻譯員或官方翻譯員核證為真實譯本的中文或英文譯本。  
Where a document is not in Chinese or English, it must be accompanied by a Chinese or English translation certified as a true translation by a sworn translator, court translator, authorised public translator, certified translator, expert translator or official translator.

**5****會面 Interview**

申請人及／或其保證人或須前來本處會面。屆時你務須準時赴會，假如你遲到，你將要等候至其他準時到達的申請人辦妥手續後，方可進行會晤。你亦可以另約會面時間。  
Applicants and/or their sponsors may be requested to attend 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****遞交申請表 Submission of application**

- (a) 你應先領籌號，然後才可遞交申請。  
You should get a tag before submitting your application.
- (b) 你亦可委派代表為你遞交申請表，但在遞交申請及領取「電子簽證」當天，你必須身在香港。  
You may ask your representative to submit your application, but you should be physically present in Hong Kong both at the time of application and at the time of collection of the e-Visa.
- (c) 第(3)(II)(a)及(c)至(e)段所述的非永久性居民（即根據一般就業政策來港人士、企業家、非內地學生及其受養人，及保證人屬香港永久性居民或不受逗留期限約束的香港居民的受養人）可前往新界將軍澳寶邑路61號入境事務處總部行政大樓延期逗留組（電話：(852) 2829 3100）或下列任何一間入境事務處分處遞交申請表：  
Applications from non-permanent residents under paragraphs (3)(II)(a) and (c)-(e) (i.e. General Employment Policy Entrants, Entrepreneurs, Non-Mainland Students and their dependants, and dependants of Hong Kong permanent residents and Hong Kong residents not subject to a limit of stay) may be submitted to the Extension Section, Immigration Department, Administration Tower, Immigration Headquarters, 61 Po Yap Road, Tseung Kwan O, New Territories (tel.: (852) 2829 3100) or any one of the Immigration branch offices listed below:

**九龍 KOWLOON**

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：(852) 2347 3492

Immigration-East Kowloon Office  
Level 2, Sceneway Plaza, Sceneway Garden  
1-17 Sceneway Road, Lam Tin  
Tel.: (852) 2347 3492

入境事務處 - 西九龍辦事處  
尖沙咀金巴利街二十八號地下  
電話：(852) 2359 4426

Immigration-West Kowloon Office  
Ground Floor, 28 Kimberley Street  
Tsim Sha Tsui  
Tel.: (852) 2359 4426

**新界 NEW TERRITORIES**

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：(852) 2158 6419

Immigration-Sha Tin Office  
3<sup>rd</sup> Floor, Sha Tin Government Offices  
1 Sheung Wo Che Road, Sha Tin  
Tel.: (852) 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  
銀禧薈四樓四〇五至四〇七號鋪位  
電話：(852) 2651 8644

Immigration and Registration of Persons-Fo Tan Office  
Shops 405 - 407  
4<sup>th</sup> Floor, Jubilee Square  
2-18 Lok King Street, Fo Tan  
Tel.: (852) 2651 8644

入境事務及人事登記 - 元朗辦事處  
元朗橋樂坊二號  
元朗政府合署一樓  
電話：(852) 2475 4145

Immigration and Registration of Persons-Yuen Long Office  
1/F, Yuen Long Government Offices  
2 Kiu Lok Square, Yuen Long  
Tel.: (852) 2475 4145

入境事務處 - 屯門辦事處  
屯門兆麟街19號  
屯門兆麟政府綜合大樓1樓及2樓  
(櫃檯服務設於2樓)  
電話：(852) 2797 0872

Immigration-Tuen Mun Office  
1/F and 2/F, Tuen Mun Siu Lun Government Complex  
19 Siu Lun Street, Tuen Mun  
(Counter services are available on 2/F)  
Tel.: (852) 2797 0872



**遞交申請表 Submission of application**

- (d) 根據資本投資者計劃或新資本投資者計劃獲准來港居留的人士的受養人應前往新界將軍澳寶邑路 61 號入境事務處總部行政大樓入境事務處其他簽證及入境許可組（電話：(852) 2829 3232）遞交申請表。  
Applications from dependants of persons admitted for residence under the Capital Investment Entrant Scheme or New Capital Investment Entrant Scheme should be submitted to the Other Visas and Permits Section, Immigration Department, Administration Tower, Immigration Headquarters, 61 Po Yap Road, Tseung Kwan O, New Territories (tel: (852) 2829 3232).
- (e) 根據第 (3)(II)(b) 規定獲准來港就業的內地人士及其受養人，及根據第 (3)(II)(c) 段規定獲准來港就讀的內地人士及其受養人應前往新界將軍澳寶邑路 61 號入境事務處總部行政大樓優秀人才及內地居民組（電話：(852) 3861 7346）遞交申請表。  
Applications from persons admitted from the Mainland for employment under paragraph (3)(II)(b) and their dependants, and persons admitted from the Mainland for study under paragraph 3(II)(c) and their dependants should be submitted to the Quality Migrant and Mainland Residents Section, Immigration Department, Administration Tower, Immigration Headquarters, 61 Po Yap Road, Tseung Kwan O, New Territories (tel.: (852) 3861 7346).
- (f) 根據科技人才入境計劃來港就業人士及其受養人的延期逗留申請，若涉及根據輸入內地人才計劃提出的轉換工作申請，應前往新界將軍澳寶邑路 61 號入境事務處總部行政大樓優秀人才及內地居民組（電話：(852) 3861 7346）遞交申請表；若涉及根據一般就業政策提出的轉換工作申請，則應前往新界將軍澳寶邑路 61 號入境事務處總部行政大樓延期逗留組（電話：(852) 2829 3100）遞交申請表。  
Persons admitted for employment under the Technology Talent Admission Scheme and their dependants, if submitting applications for change of employment under the Admission Scheme for Mainland Talents and Professionals or the General Employment Policy, should submit applications to the Quality Migrant and Mainland Residents Section, Immigration Department, Administration Tower, Immigration Headquarters, 61 Po Yap Road, Tseung Kwan O, New Territories (tel.: (852) 3861 7346), or to the Extension Section, Immigration Department, Administration Tower, Immigration Headquarters, 61 Po Yap Road, Tseung Kwan O, New Territories (tel.: (852) 2829 3100) respectively.
- (g) 中國內地訪港人士可前往新界將軍澳寶邑路 61 號入境事務處總部行政大樓延期逗留組（電話：(852) 2829 3100）遞交申請表，而其他訪港人士可前往延期逗留組或上文第 6(c) 段所列的任何一間入境事務處分處遞交申請表。  
Visitors from the Mainland of China may submit applications to the Extension Section, Immigration Department, Administration Tower, Immigration Headquarters, 61 Po Yap Road, Tseung Kwan O, New Territories (tel.: (852) 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) 除已作出特別預約外，在上述辦事處（其他簽證及入境許可組和優秀人才及內地居民組除外）遞交申請的時間宜為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，在其他簽證及入境許可組和優秀人才及內地居民組遞交申請的時間宜為星期一至五上午九時至十二時，下午二時至五時。  
Unless you have been given specific appointment, applications should preferably be submitted between 0900 hours and 1200 hours and between 1400 hours and 1630 hours on weekdays; and between 0900 hours and 1130 hours on Saturdays. Applications for service provided by the Other Visas and Permits Section and the Quality Migrants and Mainland Residents Section should preferably be submitted between 0900 hours and 1200 hours and between 1400 hours and 1700 hours on weekdays.

## 收集個人資料的目的 Statement of Purpose

### 1 收集資料的目的 Purpose of Collection

對於申請表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 application 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；  
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;
5. 在你的申請獲批後，供勞工及福利局（包括其轄下的香港人才服務窗口）以及其他政府決策局／部門／機構跟進你在簽證／進入許可有效期內在港生活和就業情況，以及其他在港的最新發展；以及  
if your application is successful, for follow-up by the Labour and Welfare Bureau (including Hong Kong Talent Engage) and other government bureaux/departments/organisations on your stay, employment status and other relevant updates about your development in the Hong Kong Special Administrative Region during the validity of your visa/entry permit; and
6. 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.

在申請表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，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 application form is voluntary. If you do not provide sufficient information, we may not be able to process your application 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，你在申請表內所提供的個人資料或許會轉交勞工及福利局（包括其轄下的香港人才服務窗口）、其他政府決策局和部門及其他機構。

The personal data you provide may be disclosed to the Labour and Welfare Bureau (including Hong Kong Talent Engage), other 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 the application form subject to payment of a fee.

有關查詢申請表內的個人資料，包括查閱或改正，可向下列人員提出：

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

#### 向就業及旅遊簽證組遞交的申請

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（就業及旅遊簽證）  
電話：(852) 2294 2299

#### For applications submitted to Employment and Visit Visas Section

Chief Immigration Officer (Employment and Visit Visas)  
Administration Tower, Immigration Headquarters  
61 Po Yap Road, Tseung Kwan O, New Territories  
Tel.: (852) 2294 2299

#### 向延期逗留組遞交的申請

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（延期逗留）  
電話：(852) 2829 3123

#### For applications submitted to Extension Section

Chief Immigration Officer (Extension)  
Administration Tower, Immigration Headquarters  
61 Po Yap Road, Tseung Kwan O, New Territories  
Tel.: (852) 2829 3123

#### 向外籍家庭傭工組遞交的申請

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

#### For applications submitted to Foreign Domestic Helpers Section

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

#### 向其他簽證及入境許可組遞交的申請

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（其他簽證及入境許可）  
電話：(852) 2829 3223

#### For applications submitted to Other Visas and Permits Section

Chief Immigration Officer (Other Visas and Permits)  
Administration Tower, Immigration Headquarters  
61 Po Yap Road, Tseung Kwan O, New Territories  
Tel.: (852) 2829 3223

#### 向優秀人才及內地居民組遞交的申請

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（優秀人才及內地居民）  
電話：(852) 2294 2050

#### For applications submitted to Quality Migrants and Mainland Residents Section

Chief Immigration Officer (Quality Migrants and Mainland Residents)  
Administration Tower, Immigration Headquarters  
61 Po Yap Road, Tseung Kwan O, New Territories  
Tel.: (852) 2294 2050

#### 向入境事務處各分處遞交的申請

香港中環  
統一碼頭道三十八號  
海港政府大樓二樓  
總入境事務主任（證件管理）  
電話：(852) 2852 3646

#### For applications submitted to Immigration Branch Offices

Chief Immigration Officer (Documents Management)  
2/F, Harbour Building, 38 Pier Road, Central, Hong Kong  
Tel.: (852) 2852 3646

### 4 一般查詢 General Enquiries

有關申請的一般查詢，可用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