



「院舍輸入護理員計劃」  
聲明及授權書  
**Declaration and  
Authorisation Form**

香港特別行政區政府社會福利署  
Social Welfare Department, the Government of  
the Hong Kong Special Administrative Region

注意 / Note :

- (i) 本表格只供有意透過「院舍輸入護理員特別計劃」(「特別計劃」) 前往香港特別行政區(香港特區) 就業的輸入護理員填寫。  
This form is only for the person who wishes to take up employment as an imported care worker under the Special Scheme to Import Care Workers for Residential Care Homes (“Special Scheme”) in the Hong Kong Special Administrative Region (HKSAR).
- (ii) 每名根據「特別計劃」前往香港特區就業的輸入護理員必須填寫本表格，從而符合香港特區政府社會福利署(社會福利署) 向有關申請僱主批准輸入護理員配額的條件，否則聘用有關輸入護理員的申請將不獲處理。  
It is a condition of the quota(s) for importation of care worker(s) under the Special Scheme granted by the Social Welfare Department of the HKSAR Government (“Social Welfare Department”) to the applicant employer that each and every prospective imported care worker under the Special Scheme must complete this form, otherwise the application for employing the imported care worker in question will not be processed.

I. 個人資料 Personal Particulars			
姓名(中文)(如適用) Name in Chinese (if applicable)			
姓(英文) Surname (English)		名(英文) Given name (English)	
香港身份證號碼(如有) Hong Kong identity card no. (if any)			
內地/外國身份證號碼(如有) Mainland/Overseas identity card no. (if any)		簽發地點 Place of issue	
旅行證件類別 Travel document type		旅行證件號碼 Travel document no.	
標準僱傭合約(SWD-ICW-16)編號 Standard Employment Contract (SWD-ICW-16) no.		ICW-	
安排本人赴香港特區工作的內地勞務企業*名稱(只適用於內地居民) Name of the Mainland labour service enterprise* arranging me to work in the HKSAR (only applicable to Mainland residents)			

\* 勞務企業是指已獲內地相關商務主管部門批准並取得對香港特區勞務合作經營資格的企業，名單見國家商務部網頁：  
Labour service enterprises refer to enterprises approved by the relevant competent authority in commerce of the Mainland and granted the permission to operate business on labour service cooperation with the HKSAR. The list of enterprises can be found at the website of the Ministry of Commerce of the Mainland:  
[https://zsmcorp.mofcom.gov.cn/zsmbgacommon/zsmbga\\_innerCorp\\_hk\\_list](https://zsmcorp.mofcom.gov.cn/zsmbgacommon/zsmbga_innerCorp_hk_list)

II. 聲明及授權(請在適當方格內填上「✓」號)  
**Declaration & Authorisation** (Please tick the relevant box as appropriate)

本人確認上述資料均正確無誤，並授權香港特區政府入境事務處(入境處)向社會福利署提供本人的出入境紀錄，以執行「特別計劃」有關合法用途，以保障我在香港特區受僱時的僱傭權益。  
I declare that the above information is true and correct, and authorise the disclosure of my arrival/departure records by the Immigration Department of the HKSAR Government (“Immigration Department”) to the Social Welfare Department for any legitimate use relating to the enforcement of the Special Scheme, with a view to protecting my employment rights and benefits when working in the HKSAR.

本人不同意入境處就上述目的向社會福利署提供本人的出入境紀錄。  
I do not consent to the disclosure of my arrival/departure records by the Immigration Department to the Social Welfare Department for the above-mentioned purpose.

日期 \_\_\_\_\_ 簽署 \_\_\_\_\_

收集個人資料的目的 / Purpose of Data Collection:

1. 為執行本表格第 II 部分所說明的目的，你於本表格內所提供的個人資料可能會轉交入境處以取得你的出入境紀錄。  
The personal data provided in this form may be disclosed to the Immigration Department for obtaining your arrival/departure records for the purpose as explained in Part II of this form.
2. 在本表格內的個人資料是自願提供的。但是，假如你不填寫本表格，你的未來僱主將未能符合在「特別計劃」下所獲批准輸入護理員配額的條件。  
The provision of personal data by means of this form is voluntary. However, if you do not complete this form, the condition of quota(s) for importation of care worker(s) granted under the Special Scheme to your prospective employer will not be satisfied.
3. 根據《個人資料（私隱）條例》（香港法例第 486 章），你有權要求查閱及改正你的個人資料。你的查閱權利包括在繳交有關費用後，索取你在本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 in according with the Personal Data (Privacy) Ordinance (Chapter 486) of the HKSAR. 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.
4. 有關查詢表格內的個人資料，包括查閱及改正，可向下列人員提出：  
九龍深水埗元州街 290-296 號  
西岸國際大廈 6 樓  
社會福利署合約管理組  
總社會工作主任（合約管理）  
電話：(852) 2116 3085

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

Chief Social Work Officer (Contract Management)  
Contract Management Section  
Social Welfare Department,  
6/F, West Coast International Building  
290-296 Un Chau Street, Sham Shui Po, Kowloon  
Telephone number: (852) 2116 3085