

致： 社會福利署合約管理組 (愛群道辦事處)
 香港灣仔愛群道44號戴麟趾夫人訓練中心 3樓 306 室
 To: Contract Management Section (Oi Kwan Road Office)
 Social Welfare Department
 Room 306, 3/F., Lady Trench Training Centre, 44 Oi Kwan
 Road, Wan Chai, Hong Kong.

(電話號碼 Tel: 3468 3923)
 (傳真號碼 Fax: 3468 2002)

由： 院舍名稱:(中文 in Chinese) _____
 From: Name of Residential Care Home: (英文 in English) _____

*牌照處檔號/私營醫療機構編號 *LORCHE/LORCHD/PHF No.: _____
 (*請刪去不適用者。 * please delete where inappropriate.)
 院舍地址 Residential Care Home Address: _____

聯絡人 Contact Person: _____ 職位 Post: _____ 電話 Tel.: _____

院舍輸入護理員特別計劃 Special Scheme to Import Care Workers for Residential Care Homes
僱傭合約認收紀錄 Acknowledgment Record of Employment Contract

請為每位輸入護理員填妥此表格，並在其抵港後兩星期內傳真至社署合約管理組。Please complete this form for each Imported Care Worker and return to the Contract Management Section, Social Welfare Department within two weeks upon their arrival at Hong Kong.

本院舍根據「院舍輸入護理員特別計劃」現聘用下列輸入護理員：At present, our Residential Care Home has employed the following imported care worker under the Special Scheme to Import Care Workers for Residential Care Homes:

配額編號 Quota No.	中文姓名 (如適用) Chinese Name (if applicable)	英文姓名 (必須填寫) English Name (mandatory)	簽證/進入許可 申請檔案編號 Visa / Entry Permit Application Ref. No.	僱傭合約 編號 Employment Contract No.	合約期 (年/月/日至 年/月/日) Contract Period (yy/mm/dd to yy/mm/dd)	抵達香港日期 (年/月/日) Date of Arrival at Hong Kong (yy/mm/dd)	已報名勞工處 舉行的僱傭 權益簡介會 (Enrolled to Briefing on Employment Rights and Benefits organised by Labour Department) (✓/X)	護理員 認收僱傭合約日期 (年/月/日) Date of Receipt of the Employment Contract by the Care Worker (yy/mm/dd)	護理員 簽署 Signature of the Care Worker
SSQ				ICW-					

【請注意 Please Note】

- 本表格所收集的資料將會用於替輸入護理員安排簡介會，與及執行「院舍輸入護理員特別計劃」有關的合法用途。The information collected in this form is to be used for arranging briefing sessions to imported care workers under the Special Scheme to Import Care Workers for Residential Care Homes and any legitimate use relating to the enforcement of the scheme.
- 本署會將收集的資料轉交勞工處、入境事務處及其他政府部門，以作上述(1)段的用途。The data will be transferred to the Labour Department, the Immigration Department and other Government Departments for the purpose mentioned in (1) above.
- 你有權要求查閱及更改你的個人資料。如有需要，請與社會福利署合約管理組總社會工作主任（合約管理）聯絡。You have the right to request access to and correction of the personal data. You may contact Chief Social Work Officer (Contract Management), Contract Management Section of Social Welfare Department in case of need.

地址 Address: 九龍深水埗元州街290-296號西岸國際大廈6樓 6/F, West Coast International Building, 290-296 Un Chau Street, Sham Shui Po, Kowloon. 電話 Tel: 2116 3085

院舍負責人 Person-in-charge of Residential Care Home: _____ (正楷填寫 BLOCK Letters)

簽名 Signature: _____ 日期 Date: _____ 印章 Chop: _____

(11/2023)