



**「院舍输入护理员计划」  
声明及授权书  
Declaration and  
Authorisation Form**

香港特别行政区政府社会福利署  
Social Welfare Department, the Government of  
the Hong Kong Special Administrative Region

**注意 / Note :**

- (i) 本表格只供有意透过「院舍输入护理员特别计划」(「特别计划」) 前往香港特别行政区(香港特区) 就业的输入护理员填写。  
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) 每名根据「特别计划」前往香港特区就业的输入护理员必须填写本表格, 从而符合香港特区政府社会福利署(社会福利署) 向有关申请雇主批准输入护理员配额的条件, 否则聘用有关输入护理员的申请将不获处理。  
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.

<b>I. 个人资料 Personal Particulars</b>			
姓名(中文)(如适用) Name in Chinese (if applicable)			
姓(英文) Surname (English)		名(英文) Given name (English)	
香港身份证号码(如有) Hong Kong identity card no. (if any)			
内地/外国身份证号码(如有) Mainland/Overseas identity card no. (if any)		签发地点 Place of issue	
旅行证件类别 Travel document type		旅行证件号码 Travel document no.	
标准雇佣合约(SWD-ICW-16)编号 Standard Employment Contract (SWD-ICW-16) no.		ICW-	
安排本人赴香港特区工作的内地劳务企业名称(只适用于内地居民) Name of the Mainland labour service enterprise* arranging me to work in the HKSAR (only applicable to Mainland residents)			
<small>* 劳务企业是指已获内地相关商务主管部门批准并取得对香港特区劳务合作经营资格的企业, 名单见国家商务部网页: 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: <a href="https://zsmcorp.mofcom.gov.cn/zsmbgacommon/zsmbga_innerCorp_hk_list">https://zsmcorp.mofcom.gov.cn/zsmbgacommon/zsmbga_innerCorp_hk_list</a></small>			
<b>II. 声明及授权 (请在适当方格内填上「✓」号)</b> <b>Declaration &amp; Authorisation (Please tick the relevant box as appropriate)</b>			
<input type="checkbox"/> 本人确认上述资料均正确无误, 并授权香港特区政府入境事务处(入境处) 向社会福利署提供本人的出入境纪录, 以执行「特别计划」有关合法用途, 以保障我在香港特区受雇时的雇佣权益。 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.			
<input type="checkbox"/> 本人不同意入境处就上述目的向社会福利署提供本人的出入境纪录。 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 _____		签署 _____	

收集个人资料的目的 / Purpose of Data Collection:

1. 为执行本表格第 II 部分所说明的目的，你于本表格内所提供的个人资料可能会转交入境处以取得你的出入境纪录。  
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. 在本表格内的个人资料是自愿提供的。但是，假如你不填写本表格，你的未来雇主将未能符合在「特别计划」下所获批准输入护理员配额的条件。

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. 根据《个人资料（私隐）条例》（香港法例第 486 章），你有权要求查阅及改正你的个人资料。你的查阅权利包括在缴交有关费用后，索取你在本表格内所提供的个人资料的副本。

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. 有关查询表格内的个人资料，包括查阅及改正，可向下列人员提出：

九龙深水埗元州街 290-296 号  
西岸国际大厦 6 楼  
社会福利署合约管理组  
总社会工作主任（合约管理）  
电话：(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