

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 an 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.

1. 個人資料 Personal Particulars			
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 <input type="text"/> dd <input type="text"/> mm <input type="text"/> 年 yyyy	出生地點 Place of birth	
國籍 Nationality	婚姻狀況 Marital 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		
香港身份證號碼 (如有) Hong Kong identity card no. (if any) <input type="text"/>	( <input type="text"/> )	職業 Occupation	
旅行證件類別 Travel document type		旅行證件號碼 Travel document no. <input type="text"/>	
簽發地點 Place of issue	簽發日期 Date of issue <input type="text"/> dd <input type="text"/> mm <input type="text"/> 年 yyyy	屆滿日期 Date of expiry <input type="text"/> dd <input type="text"/> mm <input type="text"/> 年 yyyy	
電郵地址 (如有) E-mail address (if any) <input type="text"/>			
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></div>		<div></div>	
聯絡電話號碼 Contact telephone no. <input type="text"/>		傳真號碼 (如有) Fax no. (if any) <input type="text"/>	
現時在港逗留之身份 Current condition of stay in Hong Kong			
<input type="checkbox"/> 就業 Employment <input type="checkbox"/> 居留／受養人 Residence/Dependant <input type="checkbox"/> 學生 Student <input type="checkbox"/> 訪客 Visitor			
<input type="checkbox"/> 其他 (請說明) Others (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 _____	



上次抵港日期 Date of last arrival in Hong Kong	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <input style="width: 40px; height: 30px; border: 1px solid black;" type="text"/>              □ dd           </div> <div style="text-align: center;"> <input style="width: 40px; height: 30px; border: 1px solid black;" type="text"/>              月 mm           </div> <div style="text-align: center;"> <input style="width: 40px; height: 30px; border: 1px solid black;" type="text"/>              年 yyyy           </div> </div>
獲准在港逗留至 Permitted to remain in Hong Kong until	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <input style="width: 40px; height: 30px; border: 1px solid black;" type="text"/>              □ dd           </div> <div style="text-align: center;"> <input style="width: 40px; height: 30px; border: 1px solid black;" type="text"/>              月 mm           </div> <div style="text-align: center;"> <input style="width: 40px; height: 30px; border: 1px solid black;" type="text"/>              年 yyyy           </div> </div>
擬申請逗留至 Proposed extension of stay until	
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <input style="width: 40px; height: 30px; border: 1px solid black;" type="text"/>              □ dd           </div> <div style="text-align: center;"> <input style="width: 40px; height: 30px; border: 1px solid black;" type="text"/>              月 mm           </div> <div style="text-align: center;"> <input style="width: 40px; height: 30px; border: 1px solid black;" type="text"/>              年 yyyy           </div> </div>	
請說明該項申請的全部理由及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.	

<input type="checkbox"/> 保證人為個人 Sponsor is an individual	<input type="checkbox"/> 保證人為保證公司／就讀學校 Sponsor is a company/school
保證人姓名 Name of sponsor	與申請人關係 Relationship with applicant
香港身份證號碼 (如有) Hong Kong identity card no. (if any)	( ) 保證公司／就讀學校名稱 Name of sponsoring company/school
商業登記證號碼 (如適用) Business registration certificate no. (if applicable)	

姓名 (中文)(如適用) Name in Chinese (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	<input type="checkbox"/> 男 Male <input type="checkbox"/> 女 Female
出生日期 Date of birth	<div> <div><input type="text"/></div> <div><input type="text"/></div> <div>日 dd</div> </div> <div> <div><input type="text"/></div> <div><input type="text"/></div> <div>月 mm</div> </div> <div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div>年 yyyy</div> </div>	<div> <div><input type="text"/></div> <div><input type="text"/></div> <div>日 dd</div> </div> <div> <div><input type="text"/></div> <div><input type="text"/></div> <div>月 mm</div> </div> <div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div>年 yyyy</div> </div>
出生地點 Place of birth		
香港身份證號碼 (如有) HK identity card no. (if any)	<div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div>(<input type="text"/>)</div>	<div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div>(<input type="text"/>)</div>
與申請人關係 Relationship with 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, 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) 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 \_\_\_\_\_ 申請人簽署 \_\_\_\_\_  
Date \_\_\_\_\_ Signature of applicant \_\_\_\_\_

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

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. 香港特別行政區非永久性居民**

Non-permanent residents in the Hong Kong Special Administrative Region

(a) 以受聘身份申請延期逗留（外籍家庭傭工、根據輸入內地人才計劃、補充勞工計劃和非本地畢業生留港／回港就業安排來港就業的人士除外）

Extension of employment status (other than foreign domestic helpers, persons admitted under Admission Scheme for Mainland Talents and Professionals, Supplementary Labour Scheme and Immigration Arrangements for Non-local Graduates for employment in Hong Kong)

- (i) 申請人的旅行證件；及  
Applicant's travel document; and
- (ii) 列明申請人現時職位及薪酬的受僱證明信  
employment letter stating the applicant's current position and remuneration

(b) 以音樂師受聘身份申請延期逗留

Extension of employment status for musicians

- (i) 申請人的旅行證件；  
applicant's travel document;
- (ii) 申請人的香港身份證；  
applicant's Hong Kong identity card;
- (iii) 現職工作證明信；及  
current employment letter; and
- (iv) 聘用合約  
employment contract

(c) 根據輸入內地人才計劃和補充勞工計劃來港就業的人士申請延期逗留

Extension of employment status for persons admitted under Admission Scheme for Mainland Talents and Professionals and Supplementary Labour Scheme

- (i) 申請人的旅行證件；  
applicant's travel document;
- (ii) 申請人的香港身份證；  
applicant's Hong Kong identity card;
- (iii) 現職工作證明信；  
current employment letter;
- (iv) 聘用合約；及  
employment contract; and
- (v) 根據輸入內地人才計劃來港就業的人士如欲申請轉換工作，須遞交已填妥的表格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  
persons admitted for employment under Admission Scheme for Mainland Talents and Professionals who wish to apply for change of employment should submit 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]

(d) 根據非本地畢業生留港／回港就業安排來港就業的人士申請延期逗留

Extension of stay for persons admitted under the Immigration Arrangements for Non-local Graduates

- (i) 申請人的旅行證件；  
applicant's travel document;
- (ii) 申請人的香港身份證；  
applicant's Hong Kong identity card;
- (iii) 如屬應屆非本地畢業生，首次申請延期逗留或已轉換僱主情況下非首次申請延期逗留；如屬回港非本地畢業生，已轉換僱主情況下申請延期逗留  
first-time extension of stay application or subsequent extension of stay application with change of employer for persons admitted as a non-local fresh graduates; and extension of stay application with change of employer for persons admitted as a returning non-local graduate
- (1) 已填妥的表格ID 990B；及  
completed form ID 990B; and
- (2) 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  
supporting documents listed in Part VII(B) of the Guidebook for Entry for Employment as Professionals in Hong Kong [ID(E) 991]
- (iv) 如屬應屆非本地畢業生，在沒有轉換僱主情況下的非首次延期逗留申請；如屬回港非本地畢業生，在沒有轉換僱主情況下的延期逗留申請  
subsequent extension of stay application without change of employer for persons admitted as a non-local fresh graduates; and extension of stay application without change of employer for persons admitted as a returning non-local graduate
- (1) 列明現時職位、薪金、其他福利及僱傭期的受僱證明信  
an employment letter from the employer stating current post, salaries, other fringe benefits and terms of employment

- (e) 根據優秀人才入境計劃來港居留的人士申請延期逗留  
Extension of stay for persons admitted under the Quality Migrant Admission Scheme
- (i) 申請人的旅行證件；  
applicant's travel document;
  - (ii) 申請人的香港身份證；及  
applicant's Hong Kong identity card; and
  - (iii) 相關證明文件（詳情請參閱優秀人才入境計劃申請須知 [ID(C) 982 (中文版本) 或ID(E) 982 (英文版本)] 第68至73段）  
relevant supporting documents (please refer to paragraphs 68-73 of the Quality Migrant Admission Scheme Guidance Notes [(ID(C) 982 (Chinese version) or ID(E) 982 (English version))] for details)
- (f) 以學生身份申請延期逗留  
Extension of student status
- (i) 申請人的旅行證件；  
applicant's travel document;
  - (ii) 申請人的香港身份證；及  
applicant's Hong Kong identity card; and
  - (iii) 就讀院校確認學生繼續就讀而需延長逗留期限的證明  
school letter confirming that the student requires extension of stay to continue study
- (g) 以受養人身份申請延期逗留  
Extension of dependant status
- (i) 申請人的旅行證件；  
applicant's travel document;
  - (ii) 申請人的香港身份證；  
applicant's Hong Kong identity card;
  - (iii) 保證人的旅行證件或香港永久性居民身份證；  
sponsor's travel document or Hong Kong Permanent Identity Card;
  - (iv) 已填妥的表格ID 481A；及  
completed form ID 481A; and
  - (v) 已填妥的表格ID 481B（只適用於受養配偶）  
completed form ID 481B (for dependent spouse only)
- (h) 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  
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) 申請人的出生證明書；  
applicant's birth certificate;
  - (ii) 申請人持有的表格（ID 235B）及／或旅行證件；  
applicant's Form (ID 235B) and/or travel document;
  - (iii) 父母的結婚證書；  
parents' marriage certificate;
  - (iv) 父母的旅行證件或香港身份證；及  
parents' travel documents or Hong Kong identity cards; and
  - (v) 以上文件的影印本各一份  
one photocopy for each of the above documents
- (i) 已連續七年通常居於香港人士申請無條件限制逗留（如欲申請居留權，請參閱香港特別行政區居留權小冊子。）  
Application for unconditional stay after seven years continuous ordinarily residence in Hong Kong (please refer to the booklet of Right of Abode in the Hong Kong Special Administrative Region for right of abode application.)
- (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注或其他有關證件）；  
applicant's travel documents (including the one showing the endorsement of applicant's first entry into Hong Kong and other relevant documents);
  - (ii) 申請人的香港身份證；  
applicant's Hong Kong identity card;
  - (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）；  
applicant's proof of 7 years continuous ordinarily 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) 申請人的經濟狀況證明；及  
applicant's financial proof; and
  - (v) 以上文件的影印本各一份  
one photocopy for each of the above documents

3

## II. 訪港人士

### Visitors

- (a) 申請人的旅行證件；及  
applicant's 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 prolong the stay in the Hong Kong Special Administrative Region (e.g. onward/return tickets, proof of adequate fund)

[註1：在一般情況下，對於第(3)(I)(a)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表。]

[Note 1: Applications under paragraph (3)(I)(a) - (g) 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影印本。]

[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 photocopies of some of the documentary evidence submitted.]

4

## 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 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.

5

## 遞交申請表 Submission of application

- (a) 你應先領籌號，然後才可辦理申請。  
You should get a tag first before application can be processed.
- (b) 你亦可委派代表為你遞交申請表，但在遞交申請及領取延期逗留標籤當天，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 extension of stay label.
- (c) 第(3)(I)(a)至(b)及(3)(I)(f)至(i)段所述的非永久性居民（不適用於外籍家庭傭工及根據補充勞工計劃來港就業人士，亦不適用於內地學生、根據優秀人才入境計劃、資本投資者入境計劃、輸入內地人才計劃及非本地畢業生留港／回港就業安排獲准入境人士及他們的受養人）可前往香港灣仔告士打道七號入境事務大樓入境事務處延期逗留組（電話：(852) 2829 3100）遞交申請表。第(3)(I)(a)至(b)及(3)(I)(f)至(g)段所述的非永久性居民（不適用於外籍家庭傭工及根據補充勞工計劃來港就業人士，亦不適用於內地學生、根據優秀人才入境計劃、資本投資者入境計劃、輸入內地人才計劃及非本地畢業生留港／回港就業安排獲准入境人士及他們的受養人）亦可前往下列任何一間入境事務處分處遞交申請表：

Applications from non-permanent residents under paragraph (3)(I)(a)-(b) and 3(I)(f)-(i) (not applicable to foreign domestic helpers and persons admitted under Supplementary Labour Scheme for employment in Hong Kong as well as Mainland residents admitted as students, entrants under Quality Migrant Admission Scheme, Capital Investment Entrant Scheme, Admission Scheme for Mainland Talents and Professionals and Immigration Arrangements for Non-local Graduates, and their dependants) may be submitted to the Extension Section, Immigration Department, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong (Tel.: (852) 2829 3100). Applications from non-permanent residents under paragraph (3)(I)(a) - (b) and (3)(I)(f)-(g) (not applicable to foreign domestic helpers and persons admitted under Supplementary Labour Scheme for employment in Hong Kong as well as Mainland residents admitted as students, entrants under Quality Migrant Admission Scheme, Capital Investment Entrant Scheme, Admission Scheme for Mainland Talents and Professionals and Immigration Arrangements for Non-local Graduates, and their dependants) may also be submitted to 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  
油麻地上海街二五〇號  
油麻地停車場大廈閣樓  
電話：(852) 2359 4426

Immigration-West Kowloon Office  
M/Floor, Yau Ma Tei Carpark Building  
250 Shanghai Street, Yau Ma Tei  
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  
3rd 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  
銀禧閣商場四樓四〇五及四〇六號鋪位  
電話：(852) 2651 8644

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.: (852) 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  
富達廣場地下B鋪位  
電話：(852) 2475 4145

Immigration and Registration of Persons-Yuen Long Office  
Shop B  
Ground Floor, Manhattan Plaza  
23 Sai Ching Street, Yuen Long  
Tel.: (852) 2475 4145

- (d) 根據資本投資者入境計劃獲准來港居留的人士的受養人應前往香港灣仔告士打道七號入境事務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 Capital Investment Entrant Scheme should be submitted to the Other Visas and Permits Section, Immigration Department, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong (Tel.: (852) 2829 3232).
- (e) 根據第(3)(I)(c)至(d)段規定獲准來港就業的人士及其受養人(補充勞工計劃不容許攜同受養人)及根據第(3)(I)(f)段規定獲准來港就讀的內地人士及其受養人應前往香港灣仔告士打道七號入境事務大樓入境事務處優秀人才及內地居民組（電話：(852) 2829 3220）遞交申請表。  
Applications from persons admitted for employment under paragraphs (3)(I)(c)-(d) and their dependants (dependants not allowed for the Supplementary Labour Scheme) and persons admitted from the Mainland for study under paragraph (3)(I)(f) and their dependants should be submitted to the Quality Migrants and Mainland Residents Section, Immigration Department, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong (Tel.: (852) 2829 3220).
- (f) 根據第(3)(I)(e)段所述獲准來港居留的人士及其受養人應前往香港灣仔告士打道七號入境事務大樓入境事務處優秀人才及內地居民組（電話：(852) 2829 3383）遞交申請表。  
Applications from persons admitted for residence under paragraph (3)(I)(e) and their dependants should be submitted to the Quality Migrants and Mainland Residents Section, Immigration Department, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong (Tel.: (852) 2829 3383).
- (g) 中國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入境事務處延期逗留組（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5(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, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong (Tel.: (852) 2829 3100). Other visitors may submit applications to Extension Section or any one of the Immigration Branch Offices as listed in paragraph 5(c) above.
- (h) 除已作出特別預約外，在上述辦事處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。若你有指定的約見時間則作別論。  
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.

## 收集個人資料的目的 Statement of Purpose

1

### 收集資料的目的 Purpose of Collection



對於中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. 辦理你的中請；  
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別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  
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
5. 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.

在中請表內的個人資料是白願提供的。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.

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### 資料轉交的類別 Classes of Transferees



為了執行上述的目的，你在中請表內所提供的個人資料或許會轉交其他政府決策局和部門及其他機構。

The personal data you provide may be disclosed to 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，索取你在中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.

有關查詢中請表內的個人資料，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

香港灣仔告士打道七號

入境事務大樓

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)

Immigration Tower

7 Gloucester Road, Wan Chai, Hong Kong

Tel.: (852) 2294 2299

#### 向延期逗留組遞交的申請

香港灣仔告士打道七號

入境事務大樓

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)

Immigration Tower

7 Gloucester Road, Wan Chai, Hong Kong

Tel.: (852) 2829 3123

#### 向外籍家庭傭工組遞交的申請

香港灣仔

告士打道七號

入境事務大樓

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)

Immigration Tower

7 Gloucester Road, Wan Chai, Hong Kong

Tel.: (852) 2829 3176

#### 向其他簽證及入境許可組遞交的申請

香港灣仔告士打道七號

入境事務大樓

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)

Immigration Tower

7 Gloucester Road, Wan Chai, Hong Kong

Tel.: (852) 2829 3223

#### 向優秀人才及內地居民組遞交的申請

香港灣仔告士打道七號

入境事務大樓

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)

Immigration Tower

7 Gloucester Road, Wan Chai, Hong Kong

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

**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