

**Immigration Department, the Government of
the Hong Kong Special Administrative Region**



FOR OFFICIAL USE ONLY

Reference barcode

**Revised Schedule of Accommodation and
Domestic Duties**

- Note :**
- (i) This form is issued free of charge.
 - (ii) Please complete this form in BLOCK letters using black or blue pen.
 - (iii) Chinese version is also available for reference.
 - (iv) * Please delete where inappropriate.
 - (v) Please tick as appropriate.

Domestic Helper Contract no. _____

1. Both the Employer and the Helper should sign to acknowledge that they have read and agreed to the contents of this Schedule, and to confirm their consent for the Immigration Department and other relevant government authorities to collect and use the information contained in this Schedule in accordance with the provisions of the Personal Data (Privacy) Ordinance (Chapter 486).

2. Employer's residence and number of persons to be served

A. Address of the residence: _____

B. Approximate size of flat/house _____ square feet/square metres*

C. State below the number of persons in the household to be served on a regular basis:

_____ adult(s) _____ minor(s) (aged between 5 to 18) _____ minor(s) (aged below 5) _____ expecting baby(ies).

_____ person(s) in the household requiring constant care or attention (excluding infant(s)).

(Note: Number of Helper(s) currently employed by the Employer to serve the household _____)

3. Accommodation and facilities to be provided to the Helper

A. Accommodation to the Helper

While the average flat size in Hong Kong is relatively small and the availability of a separate servant room is not common, the Employer should provide the Helper suitable accommodation and with reasonable privacy. Examples of unsuitable accommodation are: The Helper having to sleep on made-do beds in the corridor with little privacy and sharing a room with an adult/teenager of the opposite sex.

Yes. Estimated size of the servant room _____ square feet/square metres*

No. Sleeping arrangement for the Helper:

Share a room with _____ child/children aged _____

Separate partitioned area of _____ square feet/square metres*

Others. Please describe _____



B. Facilities to be provided to the Helper:

(Note: Application for entry visa will normally not be approved if the essential facilities from item (a) to (f) are not provided free.)

- (a) Light and water supply Yes No
- (b) Toilet and bathing facilities Yes No
- (c) Bed Yes No
- (d) Blankets or quilt Yes No
- (e) Pillows Yes No
- (f) Wardrobe Yes No
- (g) Refrigerator Yes No
- (h) Desk Yes No
- (i) Other facilities (please specify) _____

4. The Helper should only perform domestic duties at the Employer’s residence. Domestic duties to be performed by the Helper under the employment contract exclude driving of a motor vehicle of any description for whatever purposes, whether or not the vehicle belongs to the Employer.

5. Domestic duties include the duties listed below.
Major portion of domestic duties:

- 1. Household chores
- 2. Cooking
- 3. Looking after aged persons in the household (constant care or attention is required/not required*)
- 4. Baby-sitting
- 5. Child-minding
- 6. Others (please specify) _____

6. (ONLY applicable if this item is present in the preceding (Revised) Schedule of Accommodation and Domestic Duties to the Employment Contract signed by the Employer and the Helper)

When requiring the Helper to clean the outside of any window which is not located on the ground level or adjacent to a balcony (on which it must be reasonably safe for the Helper to work) or common corridor (“exterior window cleaning”), the exterior window cleaning must be performed under the following conditions:—

- (i) the window being cleaned is fitted with a grille which is locked or secured in a manner that prevents the grille from being opened; and
- (ii) no part of the Helper’s body extends beyond the window ledge except the arms.

7. The Employer shall inform the Helper and the Director of Immigration of any substantial changes in items 2, 3 and 5 by serving a copy of the Revised Schedule of Accommodation and Domestic Duties (ID 407G) signed by both the Employer and the Helper to the Director of Immigration for record.

Date	Name of Employer	Employer’s HK identity card no.	Signature of Employer
------	------------------	---------------------------------	-----------------------

Date	Name of Helper	Helper’s HK identity card no.	Signature of Helper
------	----------------	-------------------------------	---------------------



香港特別行政區政府入境事務處
經修訂的住宿及家務安排



此欄由辦理機關處理

檔案條碼

- 注意：
- (i) 領取本表格無須繳費。
 - (ii) 請用黑色或藍色筆以正楷填寫本表格。
 - (iii) 本表格中文譯本祇供參考用途。
 - (iv) * 請將不適用者刪去。
 - (v) 請在適當方格內填上「✓」號。

家庭傭工合約號碼 _____

1. 僱主及傭工雙方均須簽署承認他們已閱讀及同意本安排的內容，並確認他們同意入境事務處及其他有關政府機構可根據《個人資料(私隱)條例》(第 486 章)收集及使用本表格內所載的資料。

2. 僱主的住所及所需照料的人數

A. 住所地址 _____

B. 住所的面積約為 _____ 平方呎/平方公尺*

C. 在下面說明需要經常照料的家人數：

_____ 名成人 _____ 名未成年子女 (年齡介乎 5 至 18 歲)

_____ 名小孩 (5 歲以下) _____ 名將出生的嬰兒

_____ 家庭成員需要經常照料或留意 (不包括幼年人)

(註：現時僱主聘用以照料家庭的傭工數目是 _____ 名)

3. 提供給傭工的住宿及設備

A. 給傭工的住宿

雖然香港樓宇的面積平均比較細小，能提供獨立工人房的並不普遍，但僱主應給予傭工合適及有合理私隱的住宿地方。不適當住宿安排的例子有：傭工須要睡於擺放在走廊而沒有私人空間的臨時床鋪和與異性成人/青少年同住一房間。

有 工人房的大小估計為 _____ 平方呎/平方公尺*

沒有 傭工的睡眠安排

與 _____ 名年齡為 _____ 歲的小孩同住一房間

分隔開的地方，大約 _____ 平方呎/平方公尺*

其他。請詳述 _____

B. 會提供給傭工的設備：

(註：以下由 (a) 至 (f) 的基本設備如不是免費提供的話，入境簽證的申請通常是不會獲批准的)

- | | | | | |
|----------------|--------------------------|---|--------------------------|----|
| (a) 水電供應 | <input type="checkbox"/> | 有 | <input type="checkbox"/> | 沒有 |
| (b) 廁所及沐浴設備 | <input type="checkbox"/> | 有 | <input type="checkbox"/> | 沒有 |
| (c) 床鋪 | <input type="checkbox"/> | 有 | <input type="checkbox"/> | 沒有 |
| (d) 氈或被 | <input type="checkbox"/> | 有 | <input type="checkbox"/> | 沒有 |
| (e) 枕頭 | <input type="checkbox"/> | 有 | <input type="checkbox"/> | 沒有 |
| (f) 衣櫃 | <input type="checkbox"/> | 有 | <input type="checkbox"/> | 沒有 |
| (g) 雪櫃 | <input type="checkbox"/> | 有 | <input type="checkbox"/> | 沒有 |
| (h) 桌子 | <input type="checkbox"/> | 有 | <input type="checkbox"/> | 沒有 |
| (i) 其他設備 (請說明) | _____ | | | |

4. 傭工只可以在僱主的住所執行家務職責。傭工根據僱傭合約執行的家務職責，並不包括駕駛任何類型的車輛，不論駕駛目的為何，亦不論該車輛是否屬於僱主所有。

5. 家務職責包括下列的工作：

主要家務職責：

1. 家庭雜務
2. 煮食
3. 照料家中老年人士 (需要／不需要*經常照料或留意)
4. 褓姆
5. 照顧小孩
6. 其他 (請說明) _____

6. (僱主與傭工雙方之前所簽署僱傭合約的(經修訂的)住宿及家務安排如載有此項條款才適用)

當僱主要求傭工清潔窗戶向外的一面(“外窗”)，而該窗戶並非位處地面、毗鄰露台(可合理地供傭工安全工作)或公用走廊等地方，則必須符合以下安全措施方可進行清潔外窗：

- (i) 被清潔的窗戶須已安裝窗花，而該窗花須鎖上或被固定，以防止窗花被開啟；及
- (ii) 傭工除了手臂外，身體其他部分不得伸出窗外。

7. 如上述第 2、3 及 5 項有任何重大變更，僱主須要通知該傭工及入境事務處處長，並送交一份經僱主及傭工雙方簽署的經修訂的住宿及家務安排表(ID 407G)副本予入境事務處處長，以作紀錄。

日期

僱主姓名

僱主香港身份證號碼

僱主簽署

日期

傭工姓名

傭工香港身份證號碼

傭工簽署