

To: Hong Kong Immigration Department

致: 香港入境事務處

Application for an Additional Foreign Domestic Helper

增聘外傭家庭傭工

Name of Helper	外傭姓名 :	_____
Passport No.	護照號碼 :	_____
Birth date of Helper	出生日期 :	_____
Name of Employer	僱主名稱 :	_____
HKID of Employer	身分證號碼 :	_____
Contact Number	聯絡電話 :	_____

Dear Sir / Madam 敬啟者,

We would like to request your good office to process and approve our application for an additional foreign domestic helper. 我們懇請貴方處理並批准我們增聘外籍家庭傭工的申請。

Our present domestic helper 我們現在的家庭傭工 _____

_____ are responsible to
負責 _____

_____ at residence
居住於 _____

The captioned applied domestic helper will main responsible to
上述申請家庭傭工將主要負責 _____

_____ at residence
居住於 _____

and hence an additional domestic helper is needed.

因此需要額外一名家庭傭工。

We guarantee that we shall not deploy the applied domestic helper to do any non-domestic duties.
We hope that your esteem office would approve the captioned visa application as soon as practicable.
我們保證不會派遣所申請的家庭傭工從事任何非家務工作。 我們希望貴方能盡快批准上述簽證申請。

Thank you in advance for your assistance. 感謝您給予的幫助。

Yours faithfully 此致,

Signature 簽署

_____ Date 日期 :

Name 名稱 :

HKID 香港身份証:

Tel No 聯絡電話 :