



此欄由辦理機關處理  
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檔案條碼 Reference Barcode

終止外籍家庭傭工僱傭合約通知書  
Notification of Termination of Employment Contract  
with Foreign Domestic Helper

- 注意 Note: (i) 僱主與僱員雙方於終止合約時應遵守外籍家庭傭工僱傭合約第 10、11 及 12 條條款。  
Both the employer and employee should observe Clauses 10, 11 and 12 of the Employment Contract upon termination of contract.  
(ii) 僱傭合約一旦終止，僱員須於合約終止日起計的 14 天內或其逗留期限屆滿前(兩者以較早的日期為準)離港。  
The employee has to leave Hong Kong within 14 days from the date of termination of contract or before the expiry of his/ her limit of stay, whichever is earlier.  
(iii) 本通知書可傳真到 2157 9181 或郵遞至入境事務處。如以傳真發送，請勿再郵寄正本。本處在接獲通知書後會寄出書面確認予僱主。This notification may be sent by fax to 2157 9181 or by post to the Immigration Department. **Please do not send in the original if it has been sent by fax. Written acknowledgment will be sent to the employer on receipt of this notification.**  
(iv) 領取本通知書無須繳費。This form is issued free of charge.  
(v) 請用黑色或藍色筆以正楷填寫本通知書。Please complete this form in BLOCK letters using black or blue pen.  
(vi) \* 請將不適用者刪去。Please delete where inappropriate.

致：入境事務處處長  
To: Director of Immigration (傳真號碼 Fax No. 2157 9181)

日期  
Date: \_\_\_\_\_

\*本人/我們 現通知貴處，下述僱傭合約 \*已經/將會 終止。詳情如下：  
I/ We hereby inform you that the Employment Contract with details below \*was/will be terminated:

簽證權號  
Visa Ref.:  /  /  ( )

僱傭合約號碼  
Employment Contract No.: \_\_\_\_\_

(請參照背頁式樣。 Please see sample overleaf.)

僱主資料 Employer's Information

僱主姓名 Name of Employer	香港身份證號碼 HK Identity Card No. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> ( )
地址 Address	
日間聯絡電話號碼 Day time contact telephone number	

僱員資料 Employee's Information

僱員姓名 Name of Employee	香港身份證號碼 HK Identity Card No. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> ( )
日間聯絡電話號碼 Day time contact telephone number	

合約終止日(一般為最後工作日)  
Contract termination date (normally the last working day):

<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(日 dd)		(月 mm)		(年 yyyy)			

終止合約原因 (可選擇是否填寫)  
Reason for termination of contract (optional): \_\_\_\_\_

簽署 (僱主及僱員可各自填寫通知書或遞交同一份通知書，簽名式樣必須與僱傭合約上的簽署相符。)  
Signature (Employer and Employee may complete a separate notification or use the same notification form. Signature should agree with that on the employment contract.)

僱主簽署 Signature of Employer	僱員簽署 Signature of Employee



**Tanda Terima Untuk Pembayaran Karena Pemutusan / Berakhirnya Kontrak Kerja**

**在合約屆滿或終止時所付款項的收據**

Saya, \_\_\_\_\_, HKID/Paspor no. \_\_\_\_\_ Mengaku

Telah terima Dari majikan saya: Mr/Mrs/Miss \_\_\_\_\_ Pada tanggal \_\_\_\_\_

我, \_\_\_\_\_, 身份證 / 護照號碼 \_\_\_\_\_ 收妥由

僱主 \_\_\_\_\_ 先生 / 女士在此日期 \_\_\_\_\_ 支付以下款項:

Gaji dari tgl: \_\_\_\_\_ S/d. tgl: \_\_\_\_\_ HK\$ \_\_\_\_\_  
工資由 \_\_\_\_\_ 至 \_\_\_\_\_

Uang makan dari: \_\_\_\_\_ S/d. tgl: \_\_\_\_\_ HK\$ \_\_\_\_\_  
膳食津貼由 \_\_\_\_\_ 至 \_\_\_\_\_

Satu bulan gaji ganti kerugian atas pemutusan kontrak kerja HK\$ \_\_\_\_\_  
代通知金

Pemayaran Libur Tahunan / Hari Libur Resmi ( \_\_\_\_\_ hari X HK\$ \_\_\_\_\_ ) HK\$ \_\_\_\_\_  
未曾享用的年假/法定假期薪酬( \_\_\_\_\_ 日 X HK\$ \_\_\_\_\_ )

Uang jasa lamanya bekerja / uang pesagon ( \_\_\_\_\_ bulan/12 X HK\$ \_\_\_\_\_ ) HK\$ \_\_\_\_\_  
長期服務金( \_\_\_\_\_ 月 X HK\$ \_\_\_\_\_ )

Uang makanan dan perijalanan HK\$ \_\_\_\_\_  
交通及膳食津貼

Ongkos bes ke Hong Kong Bandara HK\$ \_\_\_\_\_  
往香港國際機場車費

Ongkos bes dari Indonesia Bandara ke Rumah HK\$ \_\_\_\_\_  
由印尼機場回家車費

Uang tunai harga ticket HK\$ \_\_\_\_\_  
代替給予回程機票款項

D.II HK\$ \_\_\_\_\_  
其他

Total: HK\$ \_\_\_\_\_  
合計金額

Bersama ini pula saya menyatakan, bahwa saya tidak mempunyai masalah atau complain terhadap Majikan dengan masalah gaji maupun hari libur dll.kareba saya sudah terima semunaya selama saya Bekerja dengan majikan.

本人在僱傭合格期間，與僱主並無任何糾紛或投訴，並已收齊所有薪酬及享用所有法定假期，謹此聲明。

\_\_\_\_\_  
Tanda tangan dari TKI (僱工簽名)

Name:

Date:

\_\_\_\_\_  
Tanda tangan Majikan (僱主簽名)

Name:

Date:

## Payment Receipt & Declaration upon Termination of Contract

I, Ms \_\_\_\_\_, with HKID / Passport no. \_\_\_\_\_  
, had received the following from my employer \_\_\_\_\_ (full name)  
on \_\_\_\_\_.(Date)

Wages from _____ to _____	HK\$ _____
One Month Notice	HK\$ _____
Statutory Holiday: _____(days) { _____ }	HK\$ _____
Annual Leave: _____(pro-rate) { _____ X _____ }	HK\$ _____
Long Service Payment	HK\$ _____
Food Allowance	HK\$ _____
Travel Allowance	HK\$ _____
Return Air Ticket: _____	HK\$ _____
<b>Total:</b>	<b>HK\$ _____</b>

**Remarks:**

I am leaving my employer's home under good physical, mental and psychological condition.

Received and confirmed by:

\_\_\_\_\_

**Maid**

**Name:**

**Date:**

\_\_\_\_\_

**Employer**

**Name:**

**Date:**