

For discussion on  
21 March 2023

## **Legislative Council Panel on Manpower**

### **Review of the Code of Practice for Employment Agencies**

#### **Purpose**

This paper briefs Members on the preliminary proposals put forth by the Labour Department (“LD”) on reviewing the Code of Practice for Employment Agencies (“CoP”) and seeks views on the preliminary proposals.

#### **Background**

2. LD is responsible for enforcing Part XII of the Employment Ordinance (Cap. 57) (“EO”), the Employment Agency Regulations (Cap. 57A) (“EAR”) and the CoP to regulate employment agencies (“EAs”) in Hong Kong and to safeguard the interests of job seekers and employers engaging the services of EAs in Hong Kong by way of licensing, inspection, complaint investigation and prosecution.

3. According to EO, “employment agency” refers to any institution or person who operates a business the purpose of which is to obtain employment for another person or supply the labour of another person to an employer. All EAs operating in Hong Kong, regardless of their mode of operation or the categories of job openings offered (including EAs providing employment services for foreign domestic helpers (“FDH EAs”)), must have obtained a licence issued by LD before operation and are subject to regulation. As at end-January 2023, there were 3 223 licensed EAs, of which 1 397 were FDH EAs.

4. In January 2017, LD promulgated the CoP by administrative measure to regulate EAs with a view to promoting the professionalism and service quality

of the industry. The CoP highlights the salient legislative requirements<sup>1</sup> that EA operators must follow and sets out the minimum standards which the Commissioner for Labour (“the Commissioner”) expects from EAs<sup>2</sup>. The Employment (Amendment) Ordinance 2018 (“E(A)O 2018”), effective from 9 February 2018, provides a legal basis for the CoP. In tandem, LD issued the revised CoP pursuant to section 62A(1)<sup>3</sup> of the EO. A copy of the prevailing CoP is at [Annex](#).

5. LD has all along taken rigorous enforcement actions on combatting irregularities of EAs. LD officers conduct inspections to EAs to make detailed inquiries with the operators. Relevant records and documents are scrutinised to ensure that EAs are operating in compliance with the law and over 40 requirements set out in the CoP. Upon receipt of complaints against EAs, LD will instigate investigations. If an EA breaches the CoP, the Commissioner may revoke or refuse to issue/renew its licence, or issue warnings for rectification.

6. The table below sets out the numbers of revocation of licence, refusal to issue/renew a licence, and the numbers of written and verbal warnings issued to the EAs for breaches of CoP from 2018 to 2022. The main reasons for revoking or refusing to issue/renew of a licence included the licensee being convicted for overcharging a job seeker’s commission<sup>4</sup>, failure of the licensee to comply with the CoP, and the licensee being considered not a fit and proper person to operate an EA.

---

<sup>1</sup> For example, EAs are not allowed to overcharge job seekers, not to withhold the personal property of job seekers such as passport, employment contract, bank ATM card, etc.

<sup>2</sup> For example, maintaining transparency in business operations, drawing up written service agreements with job seekers and employers, providing payment receipts, avoiding getting involved in the financial affairs of job seekers, etc.

<sup>3</sup> A new provision introduced by E(A)O 2018.

<sup>4</sup> To protect the interest of job seekers, EO stipulated that the commission which may be received by an EA from a job seeker shall be an amount not exceeding 10% of the first month’s wages received by the job seeker after being placed in employment.

	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
No. of licence revocation, refusal to issue/renew a licence	11 (10)	13 (12)	7 (7)	7 (7)	1 (1)*
No. of written warnings issued	39 (39)	46 (46)	60 (60)	63 (63)	49 (49)
No. of verbal warnings issued	1 097 (775)	1 057 (638)	635 (532)	1 111 (874)	790 (603)

Note: The figures in brackets denote figures concerning FDH EAs.

\*: In 2022, LD initiated the procedures for revoking the licence of another EA whose staff was convicted of overcharging FDHs. EAR provides that when an EA has ceased to operate as a business and delivered the licence to the Commissioner, LD shall cancel the licence. As the EA returned its licence to LD upon cessation of business before the revocation procedures could be completed, the licence of the EA was cancelled in accordance with the EARs.

7. In addition, LD has published since October 2018 on its dedicated EA Portal the lists of records of conviction of overcharging and unlicensed operation, revocation/refusal of renewal of licence, and issue of written warnings to EAs for breaches of the CoP, with a view to enhancing transparency of EAs' track records and helping job seekers and employers make informed decisions when engaging EA services.

### **Review of the CoP**

8. The CoP has largely been operating smoothly since its promulgation in 2017. Most of the EAs are able to comply with the requirements of the CoP when conducting their EA business. After reviewing the implementation of the CoP, LD puts forth preliminary proposals with a view to further improving the relevant requirements. LD will revise the CoP after consulting the views of stakeholders.

9. The community's major concerns in recent years over the regulation of EAs are as below -

- (a) the CoP stipulates that EAs should not directly or indirectly be involved in the financial affairs of job seekers. However, we have noticed that some EAs were involved in the financial affairs of FDHs, such as assisting overseas agents or recruiters to collect fees for arranging FDHs to come to Hong Kong. Some EAs had arranged FDHs to take out loans from financial institutions, among which overcharging of commission by EAs might be involved. There are views that an EA should not concurrently be the holder of a licence of a money lender or an appointed third party of a licensed money lender in relation to granting of loans, and should not operate at the same address or in the immediate vicinity of a licensed money lender or appointed third party, so as to prevent EAs from colluding with financial institutions to arrange FDHs to take out loans;
- (b) the CoP provides that, according to the Personal Data (Privacy) Ordinance (Cap. 486), unless with the express and written consent from owners of such personal data for the specified purpose, EAs should not post, display or disclose personal information of job seekers, those of their family members or their previous employers publicly. There are views that EAs should not publicly display the personal data of FDH job seekers on their website and shop windows to avoid infringing the privacy of job seekers;
- (c) the COVID-19 pandemic affected the supply of FDHs, causing concerns in the community over FDHs' frequent change of employers during the contract period (commonly known as "job-hopping"). LD and the Immigration Department ("ImmD") jointly combatted "job-hopping" of FDHs, strengthened collaboration and exchange of information and conducted joint operations to inspect EAs suspected of inducing FDHs to "job-hop", including closely monitoring the business practices of FDH EAs and conducting inspections to EAs offering cash incentives to FDHs who terminated their contracts prematurely as well as their referrers. We issued letters to all FDH EAs on multiple occasions to remind them that they should not adopt business practices to encourage or induce FDHs to "job-hop". The EAs concerned have



ceased offering cash incentives to FDHs who prematurely terminate their contracts. Following the stabilisation of the COVID-19 pandemic, the number of FDHs has gradually rebounded. Together with the aforementioned scrutiny and inspections by the Government, the situation of “job-hopping” of FDHs has markedly improved. Last year, LD received 47 complaints involving EAs inducing FDHs to “job-hop”, a drop of about 70% compared to the 177 complaints received in 2021;

- (d) EO does not specify the fees that EAs may charge employers. The level of service fees is subject to negotiation between employers and EAs. There are views that the fees charged by EAs should be more transparent whereby the EAs should be required to specify the amount of each fee item, so as to protect the interests of employers as consumers; and
- (e) amidst the COVID-19 pandemic, some FDHs were infected while staying in boarding facilities for temporary accommodation, thereby arousing community concern over the environmental condition of these boarding facilities. The Office of the Ombudsman (“the Ombudsman”) launched a direct investigation to examine the Government’s regulation of boarding facilities for FDHs. The investigation report issued on 17 February 2022 made recommendations on improvement measures to the relevant departments. As far as LD is concerned, the Ombudsman proposed to require EAs to provide information on boarding facilities for FDHs operated by them to enhance information transparency; specifying in the CoP the laws and standards of relevant government departments which must be complied with when operating boarding facilities to ensure compliance by EAs; strengthening liaison and collaboration among relevant government departments to facilitate checking and exchange of information, referral of complaint cases and taking enforcement actions; and stepping up publicity and education to remind the EA industry to comply with the regulations and requirements relevant to the operation of boarding facilities and improve the condition of such facilities.

LD accepted the recommendations made by the Ombudsman. LD has subsequently at seminars and briefing sessions provided more information on points-to-note for EAs carrying out other activities at their licensed addresses. We have also strengthened collaboration with relevant government departments to facilitate exchange of information and case referrals.

## **Preliminary Proposals to Revise the CoP**

10. Having reviewed the CoP, we preliminarily propose to:

### *Avoiding involvement in financial affairs of job seekers*

- (a) require EAs, when submitting applications for issue and renewal of licence, to provide information on whether they are sharing the same premises with any financial institutions and whether the EA licensee or its related persons are the responsible persons of any financial institutions. We will also require EAs not to provide information relating to personal loans (e.g. information about financial institutions) to FDHs;
- (b) stipulate that, in addition to prohibiting EAs from collecting relevant fees for any local or overseas recruiters, agents or training centres, EAs should not remind, advise, request or urge job seekers to make payment to their overseas EA partners;

### *Job seekers' documents*

- (c) stipulate that if EAs need to ask for and/or keep the passports or personal identification documents of job seekers, EAs are required to explain the reason(s) to the job seekers and provide them with a written acknowledgement;
- (d) stipulate that EAs are not allowed to ask for and/or keep the Standard Employment Contract of FDHs in order to force them to pay or repay a sum of money;

Protecting personal information of employers and job seekers

- (e) stipulate that EAs are not allowed to publicly display or broadcast the personal data of job seekers and their previous employers via their websites or mobile apps, broadcast function of instant messaging software, social media, shop windows, etc.;

Combatting job-hopping of FDHs

- (f) require EAs to clearly explain to FDH job seekers that in accordance with the prevailing policy, save for the exceptional circumstances of premature termination of contract owing to the transfer, migration, death or financial reasons of the original employer, or where there is evidence that the FDH has been abused or exploited, an application from an FDH for change of employer in Hong Kong within the two-year contract period will normally not be approved. An FDH who wishes to be employed by a new employer must leave Hong Kong and submit a fresh employment visa application. If there is evidence showing that an FDH job-hops, his/her employment visa application will be refused. The relevant application record will be one of the factors to be considered by the Government when processing his/her future employment visa applications;
- (g) stipulate that EAs should not adopt business practices such as providing monetary incentives to FDHs in employment to induce them to terminate their contract prematurely;
- (h) revise the sample service agreement (“SA”) in the CoP to require EAs to discuss with employers on the refund or FDH replacement arrangements in case of premature termination of contract initiated by FDHs;

Enhancing transparency of service fees charged by EAs

- (i) require EAs to set out in the SA the amount of fees charged for each category of services, including fees relevant to processing FDHs’ visas; fees relating to arrangement of FDHs’ arrival in Hong Kong (e.g. air

ticket, transport), fees relating to medical services or insurance, fees relating to employment of FDHs (e.g. translation, follow up and consultation services within the FDHs' employment period), so as to enhance transparency and strengthen the protection of employers' interests;

Boarding facilities operated by EAs

- (j) require EAs to declare whether they are operating boarding facilities for their FDH job seekers and provide basic information on these facilities (e.g. address, name of operator, whether a valid licence issued by the Home Affairs Department has been obtained (if applicable), facilities provided, etc.). EAs are also required to confirm whether their boarding facilities comply with relevant legislation, licensing (if applicable) requirements and regulations;
- (k) publish the aforementioned basic information on the boarding facilities operated by EAs to enhance transparency, as an incentive for EAs to improve the environmental condition of their boarding facilities;
- (l) set out in the CoP the relevant laws, standards, guidelines, etc. applicable to EAs when operating FDH boarding facilities for their reference and compliance; and

Defining the meaning of "job-seeker" in the CoP

- (m) define "job seeker" in the CoP as a person looking for employment or having been placed in employment by a relevant EA, making it clear that "job seeker(s)" referred to in certain parts of the CoP (e.g. involvement of EAs in the financial affairs of job seekers and retention of job seekers' passport or personal identification) includes persons in employment.

**Consultation Arrangement**

- 11. LD consulted the Labour Advisory Board Committee on Employment

Services on 17 March 2023 and will commence an eight-week public consultation starting from 21 March 2023 to invite public comments. LD will also meet with EA associations, FDH organisations and FDH employer groups to solicit their views.

### **Advice Sought**

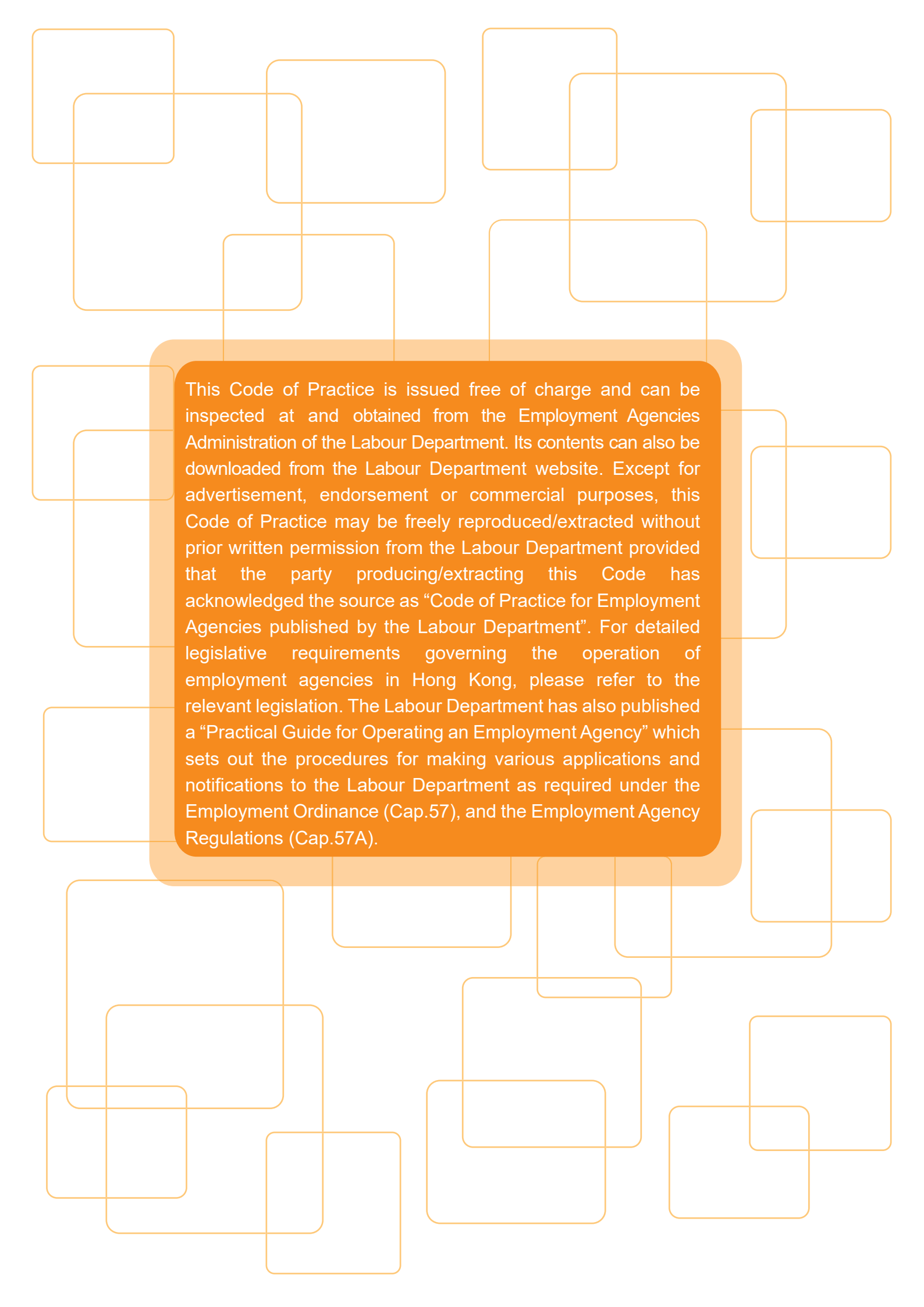
12. Members are invited to offer their views on the aforementioned preliminary proposals put forth by LD on reviewing the CoP.

Labour and Welfare Bureau  
Labour Department  
March 2023



# Code of Practice for Employment Agencies





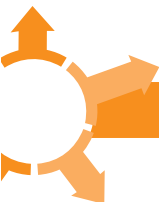
This Code of Practice is issued free of charge and can be inspected at and obtained from the Employment Agencies Administration of the Labour Department. Its contents can also be downloaded from the Labour Department website. Except for advertisement, endorsement or commercial purposes, this Code of Practice may be freely reproduced/extracted without prior written permission from the Labour Department provided that the party producing/extracting this Code has acknowledged the source as “Code of Practice for Employment Agencies published by the Labour Department”. For detailed legislative requirements governing the operation of employment agencies in Hong Kong, please refer to the relevant legislation. The Labour Department has also published a “Practical Guide for Operating an Employment Agency” which sets out the procedures for making various applications and notifications to the Labour Department as required under the Employment Ordinance (Cap.57), and the Employment Agency Regulations (Cap.57A).

# Table of Contents



<b>Chapter 1 : Introduction</b> .....	3
<b>Chapter 2 : Interpretation and abbreviations</b> .....	7
2.1 Interpretation .....	7
2.2 Abbreviations .....	8
<b>Chapter 3 : Statutory requirements in relation to operating an employment agency</b> .....	9
3.1 Introduction .....	9
3.2 All EAs must be licensed before commencing operation .....	9
3.3 Manner and form for applying for a licence .....	10
3.4 Requirements under EO and EAR when EA is in business .....	11
3.5 Fees that may be charged by EAs .....	12
3.6 Protecting personal information of employers and job-seekers .....	13
3.7 Carrying out other activities at EA's licensed address .....	14
3.8 Adopting fair trade practices .....	14
3.9 Observing immigration laws .....	15
3.10 Not to aid or abet employers to breach EO on payment of wages .....	16
3.11 Personal documents and property of job-seekers .....	17





<b>Chapter 4 : Standards which the Commissioner for Labour expects from employment agencies .....</b>	<b>18</b>
4.1 Introduction .....	18
4.2 Senior management's responsibilities .....	19
4.3 Display of notices as required by law and government authorities .....	20
4.4 Acting honestly and exercising due diligence .....	20
4.5 Maintaining transparency in business operations .....	20
4.6 Drawing up service agreements with job-seekers and with employers ..	21
4.7 Provision of payment receipts .....	23
4.8 Provision of the employment contract to the contracting parties .....	24
4.9 Maintaining professional knowledge and staying up to date on latest laws and regulations relating to the industry .....	24
4.10 Promoting job-seekers and employers' awareness of their rights and obligations .....	25
4.11 Adopting good record management practices .....	27
4.12 Avoiding involvement in financial affairs of job-seekers .....	27
4.13 Job-seekers' passports or personal identification documents .....	28
4.14 Protecting job-seekers from false self-employment .....	28
<b>Chapter 5 : References .....</b>	<b>29</b>
<b>Appendices .....</b>	<b>34</b>

## Introduction

- 1.1 The Commissioner for Labour (C for L) regulates employment agencies (EAs) through licensing, conducting regular and surprise inspections, as well as complaint investigation pursuant to Part XII of the Employment Ordinance (EO) (Cap. 57) and the Employment Agency Regulations (EAR) (Cap. 57A). These legal provisions apply to all EAs in Hong Kong and an EA is defined under section 50(1) of EO as “a person who operates a business the purpose of which is to obtain employment for another person; or to supply the labour of another person, to an employer, whether or not the person who operates the business will derive any pecuniary or other material advantage from either the employer or such other person”.
- 1.2 Section 62A(1) of EO provides that C for L may issue codes of practice (CoP) setting out principles, procedures, guidelines and standards for the operation, management or control of EAs. In accordance with the provision, C for L promulgated this CoP for EAs to follow in business operation so as to promote professionalism and service quality in the industry. If the licensee or person intending to be the licensee, a related person<sup>1</sup> of or an individual employed by such licensee or person intending to be the licensee fails to comply with this CoP, C for L may refuse to issue or renew an EA licence, or may revoke an EA licence under section 53(1) of EO. The provision empowers C for L to exercise such power if he/she is satisfied on reasonable grounds that –
- (a) the name under which the EA is operated or is intended to be operated –
    - (i) is identical with the name of another EA which is being, or has been, carried on by another person; or
    - (ii) so nearly resembles the name of another EA as to be likely to deceive the public;
  - (b) the EA is being, or is likely to be, used for unlawful or immoral purposes;
  - (c) the licensee or the person intending to be the licensee –
    - (i) is an undischarged bankrupt;
    - (ii) has, within the preceding five years, been convicted of an offence against the person of a child, young person or woman or of an offence involving membership of a triad society, fraud, dishonesty or extortion;

---

<sup>1</sup> A related person means, in relation to a company, a director, manager, secretary, or other similar officer of the company; or in relation to a partner in a partnership, another partner in the partnership or another person concerned in the management of the partnership.

- (iii) has knowingly furnished to C for L any false or misleading information in connection with his/her application for the issue or renewal of the licence;
  - (iv) has contravened any provision of Part XII of EO or any regulation made under section 62<sup>2</sup> of EO;
  - (iva) has not complied with a CoP issued under section 62A(1) of EO; or
  - (v) is not, for any other reason, a fit and proper person to operate an EA;
- (d) (if the licensee or the person intending to be the licensee is a company or a partner in a partnership) a related person of the licensee or person –
- (i) has, within the preceding five years, been convicted of an offence against the person of a child, young person or woman or of an offence involving membership of a triad society, fraud, dishonesty or extortion;
  - (ii) has contravened any provision of Part XII of EO or any regulation made under section 62 of EO; or
  - (iii) has not complied with a CoP issued under section 62A(1) of EO; or
- (e) an individual employed by the licensee or by the person intending to be the licensee –
- (i) has contravened any provision of Part XII of EO or any regulation made under section 62 of EO; or
  - (ii) has not complied with a CoP issued under section 62A(1) of EO.

---

<sup>2</sup> According to section 62 of EO, the Chief Executive in Council may make regulations for all or any of the following purposes –

- (a) prescribing the procedure for the issue of licences and certificates of exemption (CoE);
- (b) fixing the fees to be paid for the issue and renewal of a licence or CoE and the method of payment of such fees;
- (c) prescribing the procedure to be followed when a licensee or holder of a CoE -
  - (i) ceases to operate his EA; or
  - (ii) changes the place of business of his EA;
- (d) prescribing the procedure to be followed when -
  - (i) a company is issued with a licence or CoE; and
  - (ii) there is a change in the management of the company;
- (e) requiring a licensee and the holder of a CoE to display his licence or CoE conspicuously at the place of business of the EA;
- (f) providing for the publication in the Gazette of particulars of all licences and CoEs;
- (g) prescribing the nature of services in respect of which an EA may charge and receive any fee, commission or expenses;
- (h) prescribing the maximum fees and charges which may be charged and received by an EA;
- (i) prescribing any thing which is to be or may be prescribed under Part XII of EO; and
- (j) generally for the better carrying out of the provisions and purposes of Part XII of EO.

EAR is made under section 62 of EO.

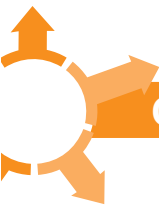
- 1.3 Non-compliance with this CoP by the EA licensee or the person intending to be the licensee, a related person of or an individual employed by the licensee or the person intending to be the licensee is a ground upon which C for L may refuse to issue or renew, or revoke a licence under sections 53(1)(c)(iva), 53(1)(d)(iii) and 53(1)(e)(ii) of EO.
- 1.4 This CoP consists of two major parts, namely Chapters 3 and 4. Chapter 3 of this CoP restates the salient legislative requirements in EO and EAR that EAs must follow when operating their business. It also sets out the provisions of other legislation which are considered most relevant to the operation of EAs and must also be observed. Chapter 4 sets out the minimum standards which C for L expects from EAs.
- 1.5 To enhance transparency, the Labour Department (LD) will publish a list of licensed EAs at its website for verification by members of the public. For the purpose of protecting the public interest, LD may also publish information and post information on its website when an EA has been convicted, the licence of an EA has been revoked or its application for renewal has been refused, and/or when C for L has issued any warning or taken any disciplinary action against an EA.
- 1.6 This CoP should be read by all EA licensees, the nominated operators<sup>3</sup>, related persons of and the individuals employed by the licensees or the person intending to be the licensee, as well as parties interested in joining the EA business. It should be stressed that this CoP is **NOT** a replacement of EO and EAR. EO, EAR, the Immigration Ordinance (IO) (Cap. 115), the Trade Descriptions Ordinance (TDO) (Cap. 362), the Personal Data (Privacy) Ordinance (PDPO) (Cap. 486), the Prevention of Bribery Ordinance (POBO) (Cap.201), and all other relevant laws of Hong Kong (including the anti-discrimination legislation) remain the sole authority for the provisions explained in this CoP. EA licensees, the nominated operators, related persons of and the individuals employed by the licensees and applicants for EA licences shall refer to the relevant provisions at all times. In case of doubt, EAs (or applicants for EA licences) may approach:
- (a) the Employment Agencies Administration (EAA) of LD for enquiries on EO and EAR;
  - (b) the Immigration Department (ImmD) for enquiries on IO;

---

<sup>3</sup> According to regulation 7 of EAR, "a company to which a licence is issued shall notify C for L in writing of the name of an individual who is –

- (a) an associate (as defined by section 50(1) of EO) of the company; and
- (b) appointed by the company to operate, manage or assist in the management of the employment agency in respect of which the licence is issued.

This appointed person is referred to as the "nominated operator" in this CoP.



- (c) the Customs and Excise Department (C&ED) for enquiries on TDO;
- (d) the Office of the Privacy Commissioner for Personal Data (PCPD) for enquiries on PDPO;
- (e) the Equal Opportunities Commission (EOC) for enquiries relating to anti-discrimination legislation; and
- (f) the Independent Commission Against Corruption (ICAC) for enquiries on POBO.

It is also important to note that compliance with this CoP does not in itself confer immunity from legal obligations in Hong Kong.

- 1.7 According to section 62A(2) of EO, C for L is to make a copy of CoP available for inspection by the public free of charge during business hours at offices of the Government directed by C for L. Members of the public may inspect this CoP for free at EAA of LD during office hours (Address : Unit 906, 9/F, One Mong Kok Road Commercial Centre, 1 Mong Kok Road, Kowloon). This CoP may also be downloaded from LD's website ([www.labour.gov.hk](http://www.labour.gov.hk)) and at the Employment Agencies Portal ([www.eaa.labour.gov.hk](http://www.eaa.labour.gov.hk)).
- 1.8 C for L may amend and update this CoP as and when necessary, particularly having regard to legislative changes and practices of EAs.

## Interpretation and abbreviations

### 2.1 Interpretation

#### 2.1.1 In this CoP –

**“associate”**(相關人士) means a related person of or an individual employed by the licensee or the person intending to be the licensee of an EA.

**“duplicate licence”** (牌照複本) means a duplicate of a licence issued under section 52(2B) of EO for each branch location of an EA where a licensee operates an EA at more than one place of business.

**“employment agency”** (職業介紹所) means a person who operates a business the purpose of which is –

- (a) to obtain employment for another person; or
- (b) to supply the labour of another person to an employer,

whether or not the person who operates the business will derive any pecuniary or other material advantage from either the employer or such other person.

**“foreign domestic helper”** (外籍家庭傭工) means a person who is admitted into Hong Kong for full-time, live-in employment with a specific employer to perform domestic duties at the employer’s residence specified in the Standard Employment Contract (SEC) (ID 407).

**“nominated operator”** (被提名經營者) means the person appointed by the company to which a licence is issued to operate, manage, or assist in the management of, the EA in accordance with regulation 7 of EAR.

**“prescribed commission”** (訂明佣金) means the maximum commission which may be charged and received by an EA as specified in regulation 10 and Part II of the Second Schedule of EAR, which is no more than 10% of the first-month’s wages received by the job-seeker after he/she has been placed in employment by EA.

**“prescribed records and returns”** (訂明的紀錄及申報表) means a record maintained by a licensee as required under section 56 of EO of all job-seekers registered with his/her EA containing the person’s name, address, Hong Kong Identity Card (HKID) number (or in the case of a non-resident, passport number and citizenship), fee and commission received, date of employment and name and address of employer.

**“related person”** (有關連人士) means, in relation to a company, a director, manager, secretary, or other similar officer of the company; or in relation to a partner in a partnership, another partner in the partnership or another person concerned in the management of the partnership.



2.1.2 Unless specified otherwise, the terms and expressions used in this CoP shall have the same meaning assigned to them under Part XII of EO and EAR.

### 2.2 Abbreviations

2.2.1 The abbreviations used in this CoP shall have the following meanings :

C for L	Commissioner for Labour
CG	Consulate-General
C&ED	Customs and Excise Department
CoE	Certificate of Exemption
CoP	Code of practice
EA	Employment agency
EAA	Employment Agencies Administration of the Labour Department
EAR	Employment Agency Regulations (Cap. 57A)
ECO	Employees' Compensation Ordinance (Cap. 282)
EO	Employment Ordinance (Cap. 57)
EOC	Equal Opportunities Commission
FDH	Foreign domestic helper
HKID	Hong Kong Identity Card
HKSAR	Hong Kong Special Administrative Region
ICAC	Independent Commission Against Corruption
ImmD	Immigration Department
IO	Immigration Ordinance (Cap. 115)
LD	Labour Department
MAW	Minimum Allowable Wage
OSHC	Occupational Safety and Health Council
PCPD	Office of the Privacy Commissioner for Personal Data
PDPO	Personal Data (Privacy) Ordinance (Cap. 486)
POBO	Prevention of Bribery Ordinance (Cap. 201)
SEC	Standard Employment Contract prescribed by the HKSAR Government for hiring foreign domestic helper from abroad (ID 407) or worker imported under the Supplementary Labour Scheme
SLS	Supplementary Labour Scheme
SWD	Social Welfare Department
TDO	Trade Descriptions Ordinance (Cap. 362)

## Statutory requirements in relation to operating an employment agency

### 3.1 Introduction

3.1.1 This chapter lists out the salient statutory requirements which EAs must observe. They are by no means exhaustive and EAs shall ensure that their operations are in full compliance with all laws of Hong Kong at all times. Failure to comply with the laws may lead to legal consequences, including prosecution; C for L may also consider revoking or refusing to renew the EA licence.

### 3.2 All EAs must be licensed before commencing operation

3.2.1 Save for the exceptions as provided under section 50(3) of EO<sup>4</sup>, only a holder of an EA licence or CoE<sup>5</sup> or an associate of the holder may operate, manage or assist in the management of an EA in Hong Kong.

3.2.2 An EA licence is valid for operating an EA at the place of business specified in the licence or CoE issued in respect of the EA only. A duplicate licence must be obtained for each of the branch office(s) of the EA which is located at different address(es).

---

<sup>4</sup> Part XII of EO and EAR does not apply to any EA –

- (a) which is carried on or subvented by the Hong Kong Government;
- (b) which is carried on under the terms of a permit to maintain a crew department granted or deemed to be granted under the Merchant Shipping (Seafarers) Ordinance (Cap. 478);
- (c) which is carried on by an employer for the sole purpose of recruiting persons for employment on his own behalf;
- (d) which is carried on by a contractor, or sub-contractor, who employs any person on work for another person;
- (e) which is carried on by the proprietor of a newspaper or other publication if the operation of an EA is non-profit making and is not the principal purpose of the publication of the newspaper or other publication;
- (f) which is –
  - (i) non-profit making;
  - (ii) wholly maintained, or managed by the owner, staff or students of a school, college, university or other educational institution recognized by the Permanent Secretary for Education; and
  - (iii) carried on solely for or in connection with the employment of the students or graduates of such school, college, university or other educational institution; or
- (g) subject to any regulations which may be applicable thereto, in respect of which a CoE has been issued.

<sup>5</sup> Pursuant to section 54(1) of EO, C for L may, upon application in such manner as may be prescribed, exempt an EA from obtaining a licence under section 52 of EO, subject to conditions as he/she may specify, if he/she is satisfied that the EA is non-profit making and should, in the public interest, be so exempted. C for L shall issue to any person exempted under section 54(1) a CoE. EAs granted CoE are still subject to the regulations stipulated in Part XII of EO and EAR.



- 3.2.3 Operating an EA without a valid licence or a CoE is an offence and is liable on conviction to **a maximum penalty of a fine of \$350,000 and to imprisonment for three years.** LD may initiate prosecution against any unlicensed operation without prior warning.
- 3.2.4 No person other than the licensee shall use or make use of, directly or indirectly, an EA licence. The licensee shall not lend, transfer or assign an EA licence to another person.
- 3.2.5 Any person or entity who operates a business either to obtain employment for another person or supply the labour of another person to an employer must obtain an EA licence or a CoE, regardless of the mode of his/her operation (e.g. providing job matching service via a website or mobile applications, etc.) and whether the user will be charged for the service.
- 3.2.6 The laws of Hong Kong do not require EAs to provide other ancillary services for job-seekers (e.g. pre-employment training, visa processing, school search for job-seekers' children, airport transfer, arranging temporary accommodation, etc.) and/or employers. However, if any of such services are offered, EAs must ensure that necessary approval(s) or licence(s) have been obtained from the relevant government authorities for the provision of such services. EAs must also comply with the relevant laws in relation to provision of those services.

### 3.3 Manner and form for applying for a licence

- 3.3.1 To apply for an EA licence, the applicant shall submit an application no later than one month before the intended date for commencement of business to EAA in the prescribed form together with other documents as required. Where the applicant is a company, the application shall be submitted by a director of the company on its behalf. It is the applicant's responsibility to ensure that all information and supporting documents required are provided in a timely manner. Failure to provide the necessary information and/or documents may result in the licence application being delayed or refused. Anyone who furnishes false information in connection with any licence application shall be guilty of an offence and liable on conviction to **a maximum penalty of a fine of \$50,000.**
- 3.3.2 A licensee shall ensure that his/her EA licence (including any duplicate licence(s)) is renewed before the present one expires. The renewal application shall be submitted to EAA not later than two months before the expiration of the EA licence.
- 3.3.3 Submitting an application does not necessarily mean that an EA licence will be granted or the applicant is deemed to be authorised to commence operation of an EA. The licence applicant must not start any operation or provide any service before an EA licence has been granted, or to continue business when the existing licence has expired but yet to be renewed. Otherwise he/she shall be guilty for operating an EA without a valid EA licence.



3.3.4 Please refer to “Practical guide for operating an employment agency” (<http://www.labour.gov.hk/eng/public/guide/>) issued by LD for more details about the procedures and documents required for application or renewal of an EA licence.

### 3.4 Requirements under EO and EAR when EA is in business

3.4.1 The EA licence (or the duplicate licence in the case of a branch office) as well as Part II of the Second Schedule of EAR regarding the prescribed commission shall be displayed in a prominent position at the place of business of EA.

3.4.2 The licensee shall maintain a record showing particulars of every person who registers with his/her EA for employment. The record shall contain the job-seeker’s name, address, HKID number (or a passport number and citizenship if the job-seeker is not a Hong Kong resident), fee and commission received, date of employment as well as name and address of employer. A sample of the record sheet is at **Appendix 1** in Chapter 5. Such record shall be retained for a period of not less than 12 months after the expiration of each accounting year of EA and shall be kept at the place of business of EA (i.e. the licensed address) to be made available for inspection by LD.

3.4.3 The EA licence (including any duplicate licence(s)), as well as the Second Schedule of EAR regarding the prescribed commission shall be displayed conspicuously and the records of particulars of job-seekers (as referred to in paragraph 3.4.2 above) shall be made available for inspection by LD at all reasonable times at the place of business of EA. Failure to do so is an offence liable on conviction to **a maximum penalty of a fine of \$10,000**. Prosecution may be instituted without prior warning.

3.4.4 The licensee shall notify EAA in writing of any change of nominated operator or related persons of the licensee, within 14 days after such change. In the case where the change is the place of EA business, the licensee shall give notice to EAA not less than 14 days prior to such change. Failure to do so is an offence liable on conviction to **a maximum penalty of a fine of \$10,000**.

3.4.5 In the event of cessation of business, the licence (including any duplicate licence(s)) shall be returned to EAA within 7 days after the cessation of business. Failure to do so is an offence liable on conviction to **a maximum penalty of a fine of \$10,000**.

3.4.6 Below is a summary of the notifications to EAA for easy reference. Please refer to “Practical guide for operating an employment agency” for details –

- Change of nominated operator – within 14 days after the change
- Change of related persons of the licensee – within 14 days after the change
- Change of individuals employed by the licensee – within 14 days after the change
- Change of place of EA business – not less than 14 days before the change
- Cessation of EA business – within 7 days after the cessation of business

### 3.5 Fees that may be charged by EAs

- 3.5.1 In relation to fees, EAs must strictly observe the requirements under section 57 of EO that it must not, directly or indirectly, receive from job-seekers reward of any kind, or any payment or advantages in respect of expenses or otherwise (e.g. photocopying fees, visa processing fees), except the prescribed commission. According to regulation 10 and Part II of the Second Schedule of EAR, the maximum commission which may be received by an EA for each job placement shall be, from each person applying to EA for employment, work or contract or hire of his/her services, an amount not exceeding a sum equal to 10% of the first-month's wages received by such person after he/she has been successfully placed in employment by EA. The prescribed commission shall only be charged after the job-seeker has received his/her first-month's wages, rather than charging them in advance. An EA licensee, an associate of the licensee or a person purporting to act as such licensee or associate who contravenes the relevant law commits an offence and shall be liable on conviction to **a maximum penalty of a fine of \$350,000 and to imprisonment for three years.**
- 3.5.2 The fees, if any, that EAs may charge job-seekers arising from any ancillary services, in relation to or in connection with obtaining or seeking to obtain employment for job-seekers, together with the commission for placement service, must not exceed the prescribed commission as set out in paragraph 3.5.1 above.
- 3.5.3 If an EA licensee, a nominated operator, a related person of or an individual employed by the licensee; or the person intending to be the licensee, a nominated operator, a related person of or an individual employed by the person intending to be the licensee has been/is convicted of charging a job-seeker a commission in excess of the prescribed commission, C for L may refuse to issue or renew, or revoke the licence of the EA concerned in accordance with section 53(1) of EO.
- 3.5.4 EAs should also observe the requirements under the POBO, including not to solicit, accept or offer any bribe in conducting the EA's business or affairs. Contravention of the relevant law is an offence. ICAC has developed a wide range of corruption prevention publications<sup>6</sup> and provides free corruption prevention advisory service. EAs should familiarize themselves with the relevant laws and consult ICAC (on the relevant laws as well as any corruption prevention advice) where necessary.

---

<sup>6</sup> The relevant publications and information are available at the website of ICAC : [http://cpas.icac.hk/EN/Info/Lib\\_Index?cate\\_id=3](http://cpas.icac.hk/EN/Info/Lib_Index?cate_id=3)

### 3.6 Protecting personal information of employers and job-seekers

- 3.6.1 EAs are required under EO and EAR to maintain records showing particulars of every person who registers with EAs for employment. When handling the personal information of employers and job-seekers, EAs shall also observe the requirements under PDPO. For example, the personal data collected shall be directly related to the purpose for which they are collected and shall not be kept longer than is necessary for the said purpose unless permissible under PDPO.
- 3.6.2 EAs shall also consider carefully whether and what kind of information about the job-seekers would be made available to the prospective employers having regard to PDPO's requirements. Collection of personal data shall be necessary and not excessive to achieve the purposes of collection. EAs shall inform the job-seekers as well as employers in full on the intended use of the personal data collected and their rights of requesting access to such data, and ensure that they have agreed in writing to the proposed uses. To ensure openness and transparency in handling personal data, EAs shall prepare a statement of policy which expresses EA's overall commitment in protecting the privacy interests of the individuals, as well as a statement of practices which include the kinds of personal data held by EAs and the main purposes for which they use the data.
- 3.6.3 EAs shall consider whether the posting of information of FDHs on their websites is necessary or permissible under the PDPO. Generally speaking, the posting of the photographs and background information (such as skills and capabilities) of FDHs on the websites of EAs may assist the initial screening process by prospective employers. Unless with express and written consent from owners of such personal data for the specified purpose, EAs should not post, display or disclose personal information of job-seekers (e.g. name, address, photo, HKID and/or passport numbers, age, religion, body measurements, etc.), their family members (e.g. name, age, occupation, etc.) or their previous employers (e.g. name, address, phone numbers, etc.) publicly, including on their websites. For personal information posted on the websites of EAs, EAs should warn the visitors to their websites that personal data so posted must not be used for any purpose which is unrelated to the purpose of selecting and/or employing FDHs.
- 3.6.4 EAs should not transfer personal data to any parties for purposes unrelated to the provision of their services. They should be aware of the specific requirements for use of personal data in direct marketing activities under PDPO. In general, EAs must notify and obtain consent from FDHs and employers before such use. A response channel should also be provided by EAs in the notification so that FDHs and employers may communicate their consent.

- 3.6.5 EAs shall also take all reasonably practicable steps to ensure that the personal data held by them is protected against unauthorized or accidental access, processing, erasure, loss or use. To achieve this, EAs should ensure that paper files containing personal data are kept under lock in a secure area. For electronic data, EAs should have in place a secure IT computer network for storage and processing (e.g. with up-to-date software enabling password-control and proper encryption); with access to authorized personnel on a need-to-know basis. When EAs dispose storage containing personal data, practical steps must be taken to ensure that such data is permanently erased by means of physical destruction and/or digital deletion and cannot be retrieved after the disposal.

### 3.7 Carrying out other activities at EA's licensed address

- 3.7.1 An EA must ensure that necessary approval(s) or licence(s) have been obtained from relevant government authorities beforehand for any other activities (e.g. holding training classes or providing temporary accommodation) or non-EA related business (e.g. food business) that will be conducted in his/her EAs' licensed address or other premises; and the relevant laws, regulations, licensing requirements shall be complied with at all times.
- 3.7.2 Should EAs use their EA premises to provide boarding facilities or bedspaces (especially for job-seekers like FDHs who come from overseas), or provide such facilities in other non-EA premises to job-seekers, they must ensure that relevant approval(s) or licence(s) for operating the boarding facilities or bedspaces have been obtained from all relevant government authorities, and the prescribed standards in respect of building structure, fire safety as well as health and hygiene as specified in the relevant laws of Hong Kong (e.g. Buildings Ordinance (Cap. 123), Fire Services Ordinance (Cap. 95), Hotel and Guesthouse Accommodation Ordinance (Cap. 349) and Bedspace Apartments Ordinance (Cap. 447) (if applicable)) and/or any other licensing requirements as devised for such facilities are fully and satisfactorily met at all times. Furthermore, the fees EAs may charge job-seekers for the provision of placement service, together with the ancillary services provided in relation to or in connection with obtaining or seeking to obtain employment for job-seekers, must not exceed the prescribed commission as explained in paragraph 3.5.1 above.

### 3.8 Adopting fair trade practices

- 3.8.1 In their commercial practices, EAs must not deploy against consumers unfair trade practices prohibited by TDO, including false trade descriptions, misleading omissions, aggressive commercial practices, bait advertising, bait-and-switch and wrongly accepting payment. C&ED is the principal enforcement agency of TDO. Convicted traders may be liable to **a maximum penalty of a fine of \$500,000 and to imprisonment for five years**. C&ED has published two booklets, namely "Enforcement

guidelines for the Trade Descriptions (Unfair Trade Practices) (Amendment) Ordinance 2012<sup>7</sup> and “Successful prosecution and accepted undertakings under the Trade Descriptions Ordinance (Cap. 362)”<sup>8</sup> and EAs are advised to familiarise themselves with the details.

- 3.8.2 Unlike the placement of local job-seekers where they could meet the prospective employers before signing employment contracts, and where prospective employers would have more knowledge and channels to verify the academic qualifications, work experience, date of availability, etc. of local job-seekers, prospective employers of overseas job-seekers (including FDHs) would mostly rely on the information provided by EAs in deciding whether to employ the overseas job-seekers concerned. Likewise, overseas job-seekers (including FDHs) would rely heavily on the information provided by EAs regarding the employers to decide whether to accept offers by the prospective employers. In other words, EAs will, in most of the cases, be the only information source for both overseas job-seekers (including FDHs) and their prospective employers. EAs must not take advantage of employers and job-seekers in this regard.
- 3.8.3 EAs must observe the statutory requirements against unfair trade practices prohibited by TDO as mentioned in paragraph 3.8.1 above or they may be liable for an offence, subject to **a maximum penalty of a fine of \$500,000 and to imprisonment for five years** upon conviction.

### 3.9 Observing immigration laws

- 3.9.1 When the placement involves job-seekers from overseas, EAs must observe the relevant immigration requirements and restrictions relating to the employability of the job-seekers.
- 3.9.2 EAs shall not aid or abet job-seekers or employers to breach the job-seekers’ conditions of stay in Hong Kong or otherwise the EAs concerned may be liable for an offence, subject to **a maximum penalty of a fine of \$50,000 and imprisonment for two years**.
- 3.9.3 If the placement involves FDHs, EAs are reminded that FDHs are granted permission to stay and work in Hong Kong only during the contractual period, which is normally two years as stated in SEC unless the contracts are pre-maturely terminated. Under the prevailing policy, FDHs have to leave Hong Kong before the expiry of their limit of stay upon completion of contract or within 14 days from the date of termination of contract, whichever is earlier. EAs shall not aid or abet FDHs to overstay or otherwise EAs may be liable for an offence as mentioned in paragraph 3.9.2 above.
- 3.9.4 Pursuant to Clause 3 of SEC, FDHs are required to work and reside in the employer’s residence specified therein. Clause 4(a) of SEC provides that FDHs shall only perform domestic duties for the employer as per the Schedule of Accommodation and Domestic

---

<sup>7</sup> The booklet is available at the website of C&ED:  
[http://www.customs.gov.hk/filemanager/common/pdf/pdf\\_forms/Enforcement\\_Guidelines2\\_en.pdf](http://www.customs.gov.hk/filemanager/common/pdf/pdf_forms/Enforcement_Guidelines2_en.pdf)

<sup>8</sup> [http://www.customs.gov.hk/filemanager/common/pdf/TDO\\_Case\\_Booklet\\_en.pdf](http://www.customs.gov.hk/filemanager/common/pdf/TDO_Case_Booklet_en.pdf)



Duties attached to SEC. It is also stated in Clause 4(b) of SEC that FDHs shall not take up any other employment with any other person. EAs shall not aid or abet FDHs to work in other places or carry out any work for any other person, or otherwise EAs may be liable for aiding or abetting FDHs to breach their conditions of stay as mentioned in paragraph 3.9.2 above.

### 3.10 Not to aid or abet employers to breach EO on payment of wages

- 3.10.1 According to EO, employers must pay their employees on time and not to deduct wages unlawfully<sup>9</sup>. EAs shall not aid or abet employers to underpay their employees, or make unlawful deduction from wages. An employer who fails to pay wages to an employee on time commits an offence and is liable, upon conviction, to **a maximum penalty of a fine of \$350,000 and to imprisonment for three years**. Making unlawful deduction from wages of an employee is also an offence and shall be liable to **a maximum penalty of a fine of \$100,000 and to imprisonment for one year**. EAs or any persons aiding or abetting the commission of such offences shall be guilty of the like offence and be liable to the same penalty.
- 3.10.2 If the placement involves FDHs, EAs shall not aid or abet employers to offer FDHs a wage that is lower than the prevailing Minimum Allowable Wage (MAW) when SEC is signed, or advise employers to make unlawful wage deductions for any reasons (e.g. repaying a loan to a third party including overseas intermediaries) or paying wages to a third person instead of paying directly to FDHs. As stated in paragraph 3.10.1 above, EAs or any persons aiding or abetting the employers to make unlawful deductions from wages of an employee shall be guilty of the like offence and be liable to the same penalty therefor under EO. Any person, including EA, who aids or abets the commission by another person (e.g. employers) to make false statement or representation to an Immigration Officer by proclaiming to pay MAW on SEC but underpays the FDH during the employment period shall be liable for an offence under IO, subject to **a maximum penalty of a fine of \$150,000 and to imprisonment for 14 years** upon conviction on indictment.

---

<sup>9</sup> Section 32 of EO prohibits an employer from deducting wages from his/her employee, except under certain circumstances, including:

- (a) deductions for absence from work. The deduction shall not exceed a sum proportionate to the period of time the employee is absent from work;
- (b) deductions for damage to or loss of the employer's goods, equipment, or property by the employee's neglect or default. In any one case, the sum to be deducted shall not exceed the equivalent in value of the damage or loss suffered by the employer or \$300, whichever is the less. The total of such deductions shall not exceed one quarter of the wages payable to the employee in that wage period;
- (c) deductions for the recovery of any advance or over payment of wages made to the employee. The total sum to be deducted shall not exceed one quarter of the wages payable to the employee in that wage period;
- (d) deductions, with the employees' written consent, for the recovery of any loan made by the employer to the employee;

The total of all permitted deductions, excluding deductions for absence from work and certain deductions made pursuant to court orders, shall not exceed one half of the wages payable to the employee in that wage period.



### 3.11 Personal documents and property of job-seekers

- 3.11.1 EAs shall not retrieve or withhold any personal property, including but not limited to a job-seeker's passport, personal identification document, employment contract, bank credit or debit cards, school certificates, any other materials distributed to the job-seeker by LD or any other relevant authorities (e.g. Consulates-General (CGs)) without his/her explicit consent. Withholding the personal property of job-seekers, including but not limited to the items mentioned above, without the owners' explicit consent may constitute an offence, for example, under the Theft Ordinance (Cap. 210). If convicted upon indictment for theft, a person shall be liable to **a maximum penalty of imprisonment for 10 years.**





# Chapter 4

## Standards which the Commissioner for Labour expects from employment agencies

### 4.1 Introduction

- 4.1.1 According to section 62A(1) of EO, C for L may issue CoPs setting out principles, procedures, guidelines and standards for the operation, management or control of EAs.
- 4.1.2 All personnel of EAs must comply with the requirements and standards set out in this CoP. Some standards set out in this Chapter are particularly relevant to EAs engaged in FDH placements. LD may issue warning letters to EAs for rectification of irregularities detected, including but not limited to failing to meet the statutory requirements and/or standards set out in this CoP. C for L may also consider, amongst other relevant factors, the relevant track records<sup>10</sup> of the EAs and/or their capability of meeting such requirements/standards in making decision of revoking, or refusing to issue or renew EA licences under sections 53(1)(c)(iva), 53(1)(d)(iii) and 53(1)(e)(ii) of EO.
- 4.1.3 C for L may, for the purpose of protecting the public interest, publish information on his/her issuance of warning or any disciplinary action taken against an EA for contraventions of EO, EAR and/or this CoP.
- 4.1.4 As of the end of December 2017, there were some 369 700 FDHs who were mostly female workers coming from the Philippines (54%) and Indonesia (43%), with the rest from other economies including India, Thailand, Nepal, Sri Lanka and Pakistan, etc.. FDHs help meet the proven and long-standing shortage of full-time live-in domestic workers in the Hong Kong labour market. They also enable more local women (especially those with young children or elderly family members) to stay, enter or re-join our labour market which is facing manpower shortage. FDHs, particularly those who come to Hong Kong to work for the first time, may lack family support, face language barrier, and take time to establish their social network in Hong Kong. Most newly-arrived FDHs need more attention, care and assistance for settling and integrating into society than local workers. EAs are one of the institutions that FDHs know and which FDHs may approach for assistance, particularly shortly after their arrival in Hong Kong. Indeed, EAs have a duty in ensuring proper placement of their FDH clients.

---

<sup>10</sup> For example, whether systematic and intentional abuse has been detected or EAs have persistently failed to meet the requirements and/or standards set out in this CoP, as well as records of failure to rectify upon warning of LD, etc..



- 4.1.5 FDHs, like local workers, enjoy the statutory employment rights and benefits under EO and ECO. In addition, the Hong Kong Special Administrative Region (HKSAR) Government has prescribed SEC under which FDHs enjoy wage protection through MAW, and benefits provided by their employers including free accommodation, free food (or food allowance in lieu), free medical treatment, and free passages to/from their home countries, etc.. To ensure FDHs are aware of their rights and obligations, as well as the channels available for seeking assistance, the HKSAR Government undertakes various promotional and educational activities to enhance their awareness, as well as working closely with CGs of FDHs' home countries in Hong Kong.

### **4.2 Senior management's responsibilities**

- 4.2.1 The licensee, company director(s), nominated operator and persons in senior management of an EA have the responsibility and are fully accountable for the operation of their EA.
- 4.2.2 The licensee, company director(s), nominated operator and persons in senior management of an EA are required to closely supervise their staff. They will be held accountable for all acts and conducts of all of their staff in relation to the provision of job-placement services even though they may not be the one(s) who failed to meet the statutory requirements and/or standards in this CoP.
- 4.2.3 The relevant government authorities may need to contact the licensee, company director(s) and/or nominated operator if and where necessary. As such, an EA is required to notify EAA as soon as practicable and preferably within 14 days of any change of the contact particulars of the licensee, company director(s) and/or nominated operator. This is particularly relevant to EAs engaged in FDH placements as those EAs could well be one of FDHs' major contact points in Hong Kong.
- 4.2.4 The licensee, company director(s), nominated operator and persons in senior management of an EA should exercise caution and professional judgment in selecting and/or cooperating with any local and overseas business partners. For example, they should consider whether or not the business partner(s) has (have) obtained all required licence(s) from relevant authorities and have due regard to their records of compliance with the relevant laws, codes of practice, guidance notes, if available. EAs in Hong Kong may check with the governments of the home countries of FDHs and/or their CGs in Hong Kong direct for the standing of their potential business partner(s) overseas in case of doubt. Where EAs in Hong Kong are receiving referrals of overseas employees (including FDHs), the licensee, company director(s) and/or nominated operator would need to consider if the overseas business partner(s) could provide reliable information about the job-seekers, including but not limited to the academic qualifications, skills, training received, medical examination reports, etc..

### **4.3 Display of notices as required by law and government authorities**

4.3.1 EAs are required to display their licences and Part II of the Second Schedule of EAR (which is a statutory requirement mentioned in paragraph 3.4.1 above) at the window-panel (if applicable), billboards near the entrance, or at the service counter(s) of their licensed premises to ensure that employers and job-seekers could easily notice and read such important information once they enter the premises. If an EA maintains a website and/or mobile application, the licence number of the valid EA licence should also be displayed thereat for easy reference by the public. This is applicable to all EAs including, amongst others, EAs engaged in FDH placements.

### **4.4 Acting honestly and exercising due diligence**

4.4.1 To facilitate job-seekers and employers to make an informed decision, EAs should exercise due diligence in checking the accuracy of the information provided by both job-seekers and employers, including the information provided in the resume of the job-seekers as far as practicable (e.g. the accuracy and/or validity of the qualification and work experience set out therein) and the details about the job (e.g. information on employers, job description, remunerations and benefits, etc.). At the time of accepting payment of their service fees, EAs should ensure that the candidates offered to employers are available for filling the vacancy, and could satisfy the qualification and/or requirements (e.g. language proficiency, skills, past work experience, etc.), if any, set out specifically by the employers.

4.4.2 EAs should also ensure that any information that is made available to employers (e.g. medical examination reports, language and skills assessment reports of the FDHs) or to job-seekers (e.g. information about the job, accommodation arrangements provided by employers) is consistent with the facts made known to them. If there are reasonable grounds for EAs to suspect the accuracy of the information submitted by job-seekers or employers, or that some information is not complete, EAs should seek clarification and further information from the party concerned (e.g. the data subject and/or the local or overseas business partners that refer the employer/job-seeker(s)). EAs should refrain from using any doubtful information before it has been clarified. These are particularly relevant to those EAs engaged in FDH placements.

### **4.5 Maintaining transparency in business operations**

4.5.1 EAs should set out the service terms, fees schedules and complaint procedures for job-seekers and employers in writing respectively in the service agreements that they enter with job-seekers and employers. To avoid disputes, it is suggested that the job-seekers and employers be asked to acknowledge in writing that they understand the terms provided in the respective service agreements. EAs should also provide opportunities for job-seekers and employers to raise questions and supply sufficient information through suitable means. These are particularly relevant to EAs engaged in FDH placements.

4.5.2 Where EAs are collaborating with overseas business partners (for example, recruitment agents or training centres at the FDHs' home countries) in the placement of FDHs, EAs should disclose to employers and FDHs the names of the business partners. If EAs claim to be authorized by foreign governments for providing placement service to their nationals, they should display the accreditation or certificate in their business addresses and the websites (if any).

### 4.6 Drawing up service agreements with job-seekers and with employers

4.6.1 To protect the interest of job-seekers, employers as well as EAs and to avoid/minimise misunderstanding on the services to be provided by EAs, a service agreement needs to be drawn up and agreed by concerned parties (i.e. one between EA and job-seeker; and another between EA and employer), preferably at the beginning of the job-placement process or before any payment is made. The service agreement needs to list out the service terms and scope as well as the fees (if any) that will be charged by EA for the services<sup>11</sup>. EA should keep the copies of service agreements drawn up with job-seekers and employers as part of their placement records for inspection by LD.

4.6.2 A sample service agreement for EAs with FDHs and another one for EAs with FDH employers are provided respectively in **Appendices 2a and 2b** in Chapter 5 for reference by EAs involved in FDH placements. EAs involved in FDH placements may add other items as they deem it appropriate when drawing up their own service agreements with FDHs and employers, provided that such additions are fair, reasonable and in line with the relevant laws and this CoP, but such agreements should include the items as set out below:

(a) The FDH EA's service agreement with FDHs (**Appendix 2a** in Chapter 5) needs to include, but not limited to, the following items:

- The types of service to be provided (e.g. seek for new employer, direct hire, contract renewal, etc.);
- Whether commission would be charged, and the amount if charged, which is in any case not more than 10% of the FDH's first-month's wages received after successful placement;
- Date of which the commission will be paid (which cannot be prior to receipt of first-month's wages by FDHs after successful placement); and
- FDH's employment history in the past two years, etc. (if FDH is agreeable to disclose such to prospective employers).

---

<sup>11</sup> According to EO and EAR, the maximum commission which may be received by an EA from a job-seeker shall be an amount not exceeding a sum equal to 10% of the first-month's wages received by the job-seeker for each employment that he/she has been successfully placed by the EA. The provisions are applicable to **all** job-seekers.

(b) The FDH EA's service agreement with FDH employers (**Appendix 2b** in Chapter 5) needs to include, but not limited to, the following items:

- The types of service to be provided (e.g. to recruit FDHs from overseas, FDHs already in HK, direct hire, contract renewal, etc.);
- Details of the fees to be charged by EA and how they will be calculated (e.g. amount or method of calculation, the itemised fee such as visa fee charged by the relevant authorities including governments of FDH's home country, passage/airfare for the FDH to travel from his/her place of domicile, medical examination fee, etc.);
- The payment schedule to EA (e.g. by instalments or payment upon completion of service);
- Whether refund is available in case the EA services are not delivered in full (e.g. the selected FDH fails to obtain employment visa, he/she fails to report duty as per the agreed date, or the employer's application is not approved by the authorities, etc.);
- Whether EA's service fees would be charged in case the selected FDH fails to report duty eventually;
- Whether EA's service fees would be charged in case replacement of FDH is required;
- Employer's history of employing FDHs, if any, in past two years (if the employer is agreeable to releasing the information to prospective FDHs);
- When a FDH has been selected, the information (e.g. the name, nationality, his/her passport number) and a copy of the resume of the selected FDH (sample at **Appendix 3** in Chapter 5) to be provided; and
- The estimated time required for various stages of the application under processing and the expected date when the FDH reports duty.

4.6.3 In addition, a sample each of EAs' service agreement with other job-seekers and with other employers are respectively provided at **Appendices 2c and 2d** in Chapter 5 for reference by EAs involved in non-FDH placements. EAs may add other items as they deem it appropriate when drawing up their own service agreements with job-seekers and employers, provided that such additions are fair, reasonable and in line with the relevant laws and this CoP.



### 4.7 Provision of payment receipts

4.7.1 EAs should provide receipts for any payments received from job-seekers and employers as soon as practicable. The receipts should bear the name of EA. Copies of receipts issued to job-seekers and employers should be kept together with the employment records for inspection by LD.

4.7.2 To provide more guidance to EAs involved in the placement of FDHs, a sample of the receipts provided to FDHs and employers are provided in **Appendices 4a and 4b** in Chapter 5 respectively. EAs may add other items as they deem it appropriate when drawing up their own receipts for FDHs and employers, provided that such additions are fair, reasonable and in line with the relevant laws and this CoP, but such receipts should include items as set out below:

(a) The receipt to FDHs (**Appendix 4a** in Chapter 5) needs to include, but not limited to, the following items:

- The name of EA;
- The company chop of the EA;
- The name of FDH;
- The amount of money received from FDH and its nature; and
- The date of receipt, etc..

(b) The receipt to FDH employers (**Appendix 4b** in Chapter 5) needs to include, but not limited to, the following items:

- The name of EA;
- The company chop of the EA;
- The name of the employer;
- The name of FDH that the employer has offered employment;
- The agreed date of reporting duty; and
- The amount of money received and its nature, etc..

4.7.3 A sample each of the receipt provided to other job-seekers and employers are respectively provided at **Appendices 4c and 4d** in Chapter 5. EAs may add other items as they deem it appropriate when drawing up their own receipts for job-seekers and employers, provided that such additions are fair, reasonable and in line with the relevant laws and this CoP.



### **4.8 Provision of the employment contract to the contracting parties**

- 4.8.1 If EA is responsible for handling the employment contract between employers and job-seekers, the signed originals of the employment contract should be provided by EA to both signatories as soon as practicable.
- 4.8.2 In respect of FDHs and workers imported under the Supplementary Labour Scheme (SLS), the HKSAR Government has prescribed SECs respectively for each of them (sample of SEC for FDHs is at **Appendix 6a**; and sample of SEC for SLS workers is at **Appendix 6b** in Chapter 5). EAs should ensure that FDHs and SLS workers enter into SECs with their employers, and should provide originals of the signed contract to both signatories for retention as soon as practicable.
- 4.8.3 It is quite common for EAs involved in placement of FDHs to assist both employers and FDHs to handle SEC, e.g. arranging SEC to be signed by FDHs who are still residing in their home countries and arranging the signed SECs to be notarized by the CGs concerned (if applicable). In case that FDHs concerned are still residing in their home countries and hence SEC could not be signed simultaneously by both parties, EAs should still provide a copy of SEC that has already been signed by the employer for the latter's retention. EAs should later arrange to send a copy of the completed SEC (i.e. signed by both parties) to both FDHs and employers as soon as practicable. EAs should keep the acknowledgement or confirmation as part of their placement records for inspection by LD.
- 4.8.4 To enhance FDHs' understanding of the accommodation arrangements proposed by their employer in the Schedule of Accommodation and Domestic Duties attached to SEC, EAs should remind employers to provide photos and/or other information (e.g. written description) of the proposed accommodation and, when provided by the employer, pass on such information to the FDH concerned for his/her information before signing the SEC.

### **4.9 Maintaining professional knowledge and staying up to date on latest laws and regulations relating to the industry**

- 4.9.1 The licensees, nominated operators, related persons of or individuals employed by the licensees should ensure that they have reasonable knowledge of the legal provisions relevant to the operation of EAs, including but not limited to EO, EAR, ECO, TDO and PDPO, as well as anti-discrimination ordinances that are employment related, and requirements and standards set out in this CoP. EAs engaged in FDH placements should also be familiar with SEC and other documents relevant to the employment of FDHs. EAs should also be vigilant to the developments in personal data privacy issues by referring to the related guidance and code of practice issued by PCPD from time to time.

### 4.10 Promoting job-seekers and employers' awareness of their rights and obligations

- 4.10.1 The HKSAR Government attaches great importance to enhancing job-seekers' awareness of their employment rights and available channels for seeking assistance. For employers, it is important for them to understand and observe their obligations relating to employment matters.
- 4.10.2 EAs, being the intermediaries between job-seekers and employers, should clearly explain to their clients (i.e. job-seekers and employers) their statutory rights and obligations and ensure that their clients are fully aware of, and understand such.
- 4.10.3 Local job-seekers may have more channels to obtain information on their labour rights, and are likely to know how to approach the relevant authorities particularly LD, if they have enquiries. This may not necessarily be true in the case of FDHs particularly those newly-arrived.
- 4.10.4 EAs should brief FDHs on their rights under SEC, EO, ECO, PDPO, as well as anti-discrimination ordinances that are employment related. EAs should also brief FDHs where they can seek assistance from the HKSAR Government and/or other related organisations (e.g. relevant CGs). In relation to enhancing FDHs' awareness of their rights under SEC, EAs should provide FDHs with a copy of the sample SEC in their mother language (**Appendix 6a** in Chapter 5), and ask the FDHs concerned to acknowledge or confirm in writing that EAs have briefed them about the content and provided them with a copy of the sample SEC. EAs should keep the acknowledgement or confirmation as part of their placement records for inspection by LD.
- 4.10.5 There is also a possibility that employers of FDHs, especially those who employ FDHs for the first time and, who are individuals or families not necessarily familiar with employment matters, may not fully appreciate their obligations in relation to the employment of FDHs. EAs should brief FDH employers properly about their obligations under EO, IO and SEC. EAs should also remind FDH employers to take out suitable employees' compensation insurance for their employees as required under ECO and their obligations under Clause 9 of the SEC in relation to medical expenses of their FDHs.
- 4.10.6 While the HKSAR Government will continue its efforts in educating and raising the awareness of FDHs and their employers about their respective rights and obligations, EAs, being the primary contact point of both FDHs and their employers, are effective channels to help disseminate the relevant publications and publicity materials to them. In this regard, EAs involved in placement of FDHs should observe the following standards:



- (a) To display the publicity materials (e.g. posters, pamphlets and guidebooks) produced by LD and/or other government departments on the rights of FDHs prominently within the EAs' premises so that FDHs and their employers can access the materials easily. Suggested places of display are: window-panel, service counter(s), billboards, etc., which are prominently located within the EAs' premises. If EAs have hosted websites and/or mobile applications, they should also post a link to LD's website to facilitate FDHs' and their employers' access to the relevant publicity information.
- (b) To provide FDHs and their employers with the guidebooks and information pamphlets, etc. relating to the rights and benefits of FDHs as published by LD or any other relevant authorities (e.g. Social Welfare Department (SWD), ImmD, etc.), which include, but not limited to, the following:
- "Practical guide for employment of foreign domestic helpers - What foreign domestic helpers and their employers should know" by LD;
  - "Foreign domestic helpers' rights and protection under the Employment Ordinance" by LD;
  - "Important notes for foreign domestic helpers and their employers when using the service of employment agencies in Hong Kong" leaflet by LD;
  - "The Do's and Don'ts" leaflet for foreign domestic helpers, employers and employment agencies by LD;
  - "Important Information for Employers and Employees on Compensation for Work Injuries and Occupational Diseases" leaflet by LD;
  - "Illegal employment of foreign domestic helpers is prohibited" leaflet by ImmD; and
  - "Foreign domestic helpers - Safety requirements for cleaning outward-facing windows" leaflet by LD and the Occupational Safety and Health Council (OSHC).
- (c) To provide FDHs with handy card produced by LD concerning important advice from the HKSAR Government; "Carefully select your Employment Agencies - Beware of employment traps" leaflet by LD; leaflet on integrated family services by SWD; and leaflet on the crisis intervention and support services by Tung Wah Group of Hospitals CEASE Crisis Centre.
- (d) To provide employers of FDHs with "Points to note for employers on the employment of foreign domestic helpers" by LD; "Tips for Employers of Foreign Domestic Helpers - The responsibilities of taking out employees' compensation insurance and providing free medical treatment" by LD; and "Underpaying foreign domestic helpers is a serious offence" leaflet by LD.

(e) To provide the sample forms listed below to facilitate FDHs and their employers for record-keeping or perusal as and when necessary:

- Sample wage receipt for FDHs (**Appendix 7** in Chapter 5);
- Sample letter of termination of SEC initiated by FDH (**Appendix 8a** in Chapter 5) and by FDH employer (**Appendix 8b** in Chapter 5); and
- Sample receipt for payment upon termination/expiry of SEC (**Appendix 9** in Chapter 5).

4.10.7 To avoid disputes, EAs should ask FDHs and their employers (whoever as appropriate) to acknowledge receipt of the publications and sample forms as listed in paragraph 4.10.6 above, and to confirm that they have been briefed about their rights and obligations in full and understand such in writing. EAs should include the written acknowledgement or confirmation as part of the placement records for inspection by LD, particularly in case there are any disputes or complaints against the EAs concerned.

### 4.11 Adopting good record management practices

4.11.1 EAs are required to keep records relating to their dealings with job-seekers and their employers. Apart from keeping the employment records as required under the law (see paragraph 3.4.2 above), EAs should provide the signing parties copies of all documents that the job-seekers and employers have signed in their dealing with the EA, and also keep other relevant records including the service agreements (paragraph 4.5.1 and 4.6.1), payment receipts issued (paragraph 4.7.1), the acknowledgement from employers and FDHs regarding their receipt of the signed SEC (paragraph 4.8.3), the sample SEC in the mother language of the FDH concerned (paragraph 4.10.4), publicity materials and sample forms (paragraph 4.10.7), enquiries handled, and assistance or advice rendered to job-seekers and their employers, etc.. These records could serve as useful information in case the government authorities contact EAs to investigate disputes in relation to their dealings with employers and/or job-seekers. These are particularly relevant to EAs engaged in FDH placements. A sample acknowledgment/confirmation for FDHs and their employers are respectively provided at **Appendices 5a and 5b** in Chapter 5 so that they may confirm having received the various documents, information and having been explained their rights and obligations as required in this Chapter.

### 4.12 Avoiding involvement in financial affairs of job-seekers

4.12.1 EAs should not be directly or indirectly involved in the financial affairs of job-seekers. They should not advise, arrange, encourage or force job-seekers to take out loans from any financial institutions or individuals. This is particularly relevant to EAs involved in

FDH placements. They should not help any other persons, organisations or companies (including recruiting agents or intermediaries located in or outside Hong Kong) to collect fees for arranging FDHs concerned to come to Hong Kong, or training fees for any local or overseas recruiters, agents or training centres, etc.. They should not advise, arrange, encourage or force FDHs to borrow money from any institutions in or outside Hong Kong, regardless of the purpose of the loan (e.g. for personal use or for job placement/training in or outside Hong Kong).

### **4.13 Job-seekers' passports or personal identification documents**

- 4.13.1 EAs in the course of placing job-seekers to/from overseas may need the passport or personal identification document of the non-local job-seekers, or local job-seekers who are seeking overseas employment. However, upon obtaining the employment or relevant visa for the job-seeker concerned, EAs shall return the passport or personal identification document directly to the job-seeker without delay. EAs should not withhold job-seekers' passports or personal identification documents, etc. in order to force them to pay or repay any sum of money such as training fees, fees for arranging them to come to Hong Kong, loans made by FDHs, etc. regardless of whether the sum of money arose before the FDHs came to Hong Kong. These are particularly relevant to EAs engaged in FDH placements.

### **4.14 Protecting job-seekers from false self-employment**

- 4.14.1 EAs should explain clearly to the job-seeker the nature of the job including whether or not the job-seeker will be engaged as an employee with the organization that he/she is placed, be employed as the EA's direct employee, or a self-employed person/contractor, before a contract is entered into. EAs should also inform the job-seeker concerned about the difference between an employee and a self-employed person/contractor, in particular the employment rights and benefits that he/she may not enjoy in the latter case. EAs should not change or encourage employers to change the status of their employees to a status of self-employed persons/contractors for the reasons of avoiding their obligations under EO, ECO and any relevant laws.

## References

To implement and comply with the statutory requirements and standards set out in this CoP, this Chapter provides sample forms as mentioned in Chapter 3 and 4 as well as some useful reference materials for EAs' easy reference. The relevant sample forms, guidebooks, pamphlets and reference materials have been uploaded onto the Employment Agencies Portal (<http://www.eaa.labour.gov.hk/en/resources.html>). EAs may download them for distribution, or provide the relevant links for reference by job-seekers and employers.

### (A) SAMPLE FORMS FOR EAs

- Sample record sheet for keeping information of job-seekers (English/Chinese) – **Appendix 1**
- Sample service agreement for EAs
  - Sample service agreement with FDH job-seekers (English/Tagalog/Indonesian/Hindi/Thai/Sinhala/Myanmar language/Khmer) – **Appendix 2a**
  - Sample service agreement with FDH employers – **Appendix 2b**
  - Sample service agreement with other job-seekers (English/Chinese) – **Appendix 2c**
  - Sample service agreement with other employers (English/Chinese) – **Appendix 2d**
- Sample resume of FDH job-seekers (English/Tagalog/Indonesian/Hindi/Thai/Sinhala/Myanmar language/Khmer) – **Appendix 3**
- Sample receipt from EAs
  - Sample receipt to FDH job-seekers (English/Chinese/Tagalog/Indonesian/Hindi/Thai/Sinhala/Myanmar language/Khmer) – **Appendix 4a**
  - Sample receipt to FDH employers (English/Chinese) – **Appendix 4b**
  - Sample receipt to other job-seekers (English/Chinese) – **Appendix 4c**
  - Sample receipt to other employers (English/Chinese) – **Appendix 4d**

- Sample acknowledgment/confirmation for FDH job-seekers and their employers
  - Sample acknowledgment/confirmation for FDH job-seekers (English/Chinese/Tagalog/Indonesian/Hindi/Thai/Sinhala/Myanmar language/Khmer) – **Appendix 5a**
  - Sample acknowledgment/confirmation for FDH employers (English/Chinese) – **Appendix 5b**
- Sample SEC
  - For FDHs – **Appendix 6a**  
(English/Chinese/Tagalog/Indonesian/Hindi/Thai/Sinhala/Myanmar language/Khmer)
  - For workers imported under SLS – **Appendix 6b**  
(English/Chinese)
- Sample wage receipt for FDHs – **Appendix 7**  
(English/Tagalog/Indonesian/Hindi/Thai/Sinhala/Myanmar language/Khmer)
- Sample letter of termination of SEC
  - Sample letter of termination initiated by FDH – **Appendix 8a**  
(English/Tagalog/Indonesian/Hindi/Thai/Sinhala/Myanmar language/Khmer)
  - Sample letter of termination initiated by FDH employers – **Appendix 8b**  
(English/Tagalog/Indonesian/Hindi/Thai/Sinhala/Myanmar language/Khmer)
- Sample receipt for payment upon termination/expiry of SEC – **Appendix 9**  
(English/Tagalog/Indonesian/Hindi/Thai/Sinhala/Myanmar language/Khmer)

### **(B) RELEVANT GUIDEBOOKS AND PAMPHLETS**

#### **For EAs :**

- “Practical guide for operating an employment agency” by LD  
(<http://www.labour.gov.hk/eng/public/guide/>)
- “The Do’s and Don’ts” leaflet for foreign domestic helpers, employers and employment agencies by LD  
([http://www.fdh.labour.gov.hk/res/pdf/Dos\\_and\\_Donts\\_Leaflet\\_Eng.pdf](http://www.fdh.labour.gov.hk/res/pdf/Dos_and_Donts_Leaflet_Eng.pdf))  
✂ Versions in Tagalog, Indonesian, Thai, Myanmar language and Khmer are also available

**For both FDHs and employers :**

- “Practical guide for employment of foreign domestic helpers - What foreign domestic helpers and their employers should know” by LD  
(<http://www.labour.gov.hk/eng/public/wcp/FDHguide.pdf>)  
✂ Versions in Tagalog, Indonesian, Hindi, Thai, Myanmar language and Khmer are also available
- “Foreign domestic helpers’ rights and protection under the Employment Ordinance” by LD  
([http://www.labour.gov.hk/eng/public/wcp/FDHLeaflet\\_Eng.pdf](http://www.labour.gov.hk/eng/public/wcp/FDHLeaflet_Eng.pdf))  
✂ Versions in Tagalog, Indonesian, Hindi, Thai, Myanmar language and Khmer are also available
- “Important notes for foreign domestic helpers and their employers when using the service of employment agencies in Hong Kong” leaflet by LD  
([http://www.labour.gov.hk/eng/public/wcp/Important\\_FDH\\_Eng.pdf](http://www.labour.gov.hk/eng/public/wcp/Important_FDH_Eng.pdf))  
✂ Versions in Tagalog, Indonesian, Hindi, Thai, Sinhala, Bengali, Nepali, Myanmar language, Urdu and Khmer are also available
- “The Do’s and Don’ts” leaflet for foreign domestic helpers, employers and employment agencies by LD  
([http://www.fdh.labour.gov.hk/res/pdf/Dos\\_and\\_Donts\\_Leaflet\\_Eng.pdf](http://www.fdh.labour.gov.hk/res/pdf/Dos_and_Donts_Leaflet_Eng.pdf))  
✂ Versions in Tagalog, Indonesian, Thai, Myanmar language and Khmer are also available
- “Important Information for Employers and Employees on Compensation for Work Injuries and Occupational Diseases” leaflet by LD  
([http://www.labour.gov.hk/eng/public/ecd/ImportantInformationForEmployersAandEmployees\\_Eng.pdf](http://www.labour.gov.hk/eng/public/ecd/ImportantInformationForEmployersAandEmployees_Eng.pdf))  
✂ Versions in Tagalog, Indonesian, Hindi, Thai, Nepali and Urdu are also available
- “Illegal employment of foreign domestic helpers is prohibited” leaflet by ImmD
- “Foreign domestic helpers - Safety requirements for cleaning outward-facing windows” leaflet by LD and OSHC  
([http://ww1.oshc.org.hk/bookshelf/Household\\_Helper\\_Flyer.pdf](http://ww1.oshc.org.hk/bookshelf/Household_Helper_Flyer.pdf))  
✂ Versions in Tagalog, Indonesian and Thai are also available

**For FDHs :**

- Handy card produced by LD on important advice from the HKSAR Government  
✂ Versions in Tagalog, Indonesian, Thai, Myanmar language and Khmer are also available
- “Carefully select your Employment Agencies - Beware of employment traps” by LD  
([http://www.fdh.labour.gov.hk/res/pdf/Leaflet\\_employment\\_traps.pdf](http://www.fdh.labour.gov.hk/res/pdf/Leaflet_employment_traps.pdf))
- Leaflet on integrated family services by SWD  
([http://www.swd.gov.hk/en/index/site\\_pubsvc/page\\_family/sub\\_listofserv/id\\_ifs/](http://www.swd.gov.hk/en/index/site_pubsvc/page_family/sub_listofserv/id_ifs/))
- Leaflet on the crisis intervention and support services by Tung Wah Group of Hospitals CEASE Crisis Centre  
([http://ceasecrisis.tungwahcsd.org/document/pamphlet\\_eng.pdf](http://ceasecrisis.tungwahcsd.org/document/pamphlet_eng.pdf))

### For FDH employers :

- "Points to note for employers on the employment of foreign domestic helpers" by LD ([http://www.labour.gov.hk/eng/public/wcp/PointToNotesForEmployersOnEmployment\(FDH\).pdf](http://www.labour.gov.hk/eng/public/wcp/PointToNotesForEmployersOnEmployment(FDH).pdf))
- "Tips for Employers of Foreign Domestic Helpers - The responsibilities of taking out employees' compensation insurance and providing free medical treatment "by LD ([http://www.fdh.labour.gov.hk/res/pdf/Leaflet\\_for\\_FDHS\\_on\\_insurance\\_Eng.pdf](http://www.fdh.labour.gov.hk/res/pdf/Leaflet_for_FDHS_on_insurance_Eng.pdf))
- "Underpaying foreign domestic helpers is a serious offence" leaflet by LD ([http://www.labour.gov.hk/eng/public/pdf/Underpaying\\_foreign\\_domestic\\_helpers\\_is\\_a\\_serious\\_offence\\_2017.pdf](http://www.labour.gov.hk/eng/public/pdf/Underpaying_foreign_domestic_helpers_is_a_serious_offence_2017.pdf))

### (C) USEFUL CONTACTS

- 1823 (Government general enquiries and complaints service)

Telephone : 1823

Fax : 2760 1823

Mobile App : Tell me@1823

Email : tellme@1823.gov.hk

Send text SMS : 6163 1823

Mail : Tsuen Wan PO Box 1823

- Labour Relations Division, Labour Department

☒ Telephone : 2717 1771 (handled by "1823")

Office	Address
<b>Hong Kong</b>	
Hong Kong East	12/F, Cityplaza Three, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong
Hong Kong West	3/F, Western Magistracy Building, 2A Pokfulam Road, Hong Kong
<b>Kowloon</b>	
Kowloon East	UGF, Trade and Industry Tower, 3 Concorde Road, Kowloon
Kowloon West	Room 1009, 10/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Sham Shui Po, Kowloon
Kowloon South	2/F, Mongkok Government Offices, 30 Luen Wan Street, Mongkok, Kowloon
Kwun Tong	Units 801-806, 8/F, Tower 1, Millennium City 1, 388 Kwun Tong Road, Kwun Tong, Kowloon.
<b>New Territories</b>	
Tsuen Wan	5/F, Tsuen Wan Government Offices, 38 Sai Lau Kok Road, Tsuen Wan, New Territories
Kwai Chung	6/F, Kwai Hing Government Offices, 166 - 174 Hing Fong Road, Kwai Chung, New Territories
Tuen Mun	Unit 2, East Wing, 22/F, Tuen Mun Central Square, 22 Hoi Wing Road, Tuen Mun, New Territories
Sha Tin & Tai Po	Rooms 304 - 313, 3/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories



- Information and Liaison Section, Immigration Department

Telephone : 2824 6111                      Fax : 2877 7711  
Email : enquiry@immd.gov.hk  
Mail : 2nd Floor, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong

- Customs and Excise Department

General Enquiry Hotline : 2815 7711    Information Hotline : 2545 6182  
Fax : 2543 4942                      Email : customs enquiry@customs.gov.hk  
Mail : Hong Kong General Post Office Box 1166

- Office of the Privacy Commissioner for Personal Data

Telephone : 2827 2827                      Fax : 2877 7026  
Email : enquiry@pcpd.org.hk  
Mail : 12/F, Sunlight Tower, 248 Queen's Road East, Wan Chai, Hong Kong

- Equal Opportunities Commission

Telephone : 2511 8211                      Fax : 2511 8142  
Email : eoc@eoc.org.hk  
Mail : 16/F, 41 Heung Yip Road, Wong Chuk Hang, Hong Kong

- Independent Commission Against Corruption

Corruption Prevention Advisory Service  
Hotline : 2526 6363    Fax : 2522 0505    Email : cpas@cpd.icac.org.hk  
Report Corruption  
Hotline : 2526 6366    Mail : Hong Kong General Post Office Box 1000

### **(D) ENQUIRIES**

- Employment Agencies Administration (EAA), Labour Department

For enquiries about Part XII of EO, EAR and this CoP, you may contact EAA through:

---

Address : Unit 906, 9/F, One Mong Kok Road Commercial Centre, 1 Mong Kok Road, Kowloon  
Telephone : 2115 3667                      Fax : 2115 3756  
Email : ea-ee@labour.gov.hk    Employment Agencies Portal : www.eaa.labour.gov.hk



# Record Sheet for Keeping Information of Job-seekers Sample

## 求職者資料紀錄表 樣本

# Appendices

Appendix 1

Details of Job-seeker 求職者資料		Details of Employer 僱主資料		Date of Employment 受僱日期	Commission received from job-seeker (must not be more than 10% of the job-seeker's first-month's wages received for each successful job placement) 向求職者收取的佣金 (就每一宗成功介紹而言，不得多於 求職者覓得職位後收取的第一個月工資的 百分之十) (如無收取任何費用，請填「無」) (Please keep copies of written receipts for Labour Department's inspection) (請保留書面收據副本以供勞工處查閱)		
Name 姓名	Address and Contact Tel No./Email Address 地址及聯絡電話 號碼 / 電郵地址	HKID Card No. (in case of a non-resident, passport no. and citizenship) 香港身分證號碼 (如非香港居民， 其護照號碼及國籍)	Name 姓名或名稱		Address and Contact Tel No./ Email Address 地址及 聯絡電話號碼 / 電郵地址	Commission 佣金	Receipt No. 收據號碼



[Name of Employment Agency]  
[Address]  
[Telephone and Fax Number/Email Address]

### Sample Service Agreement (Between employment agency and FDH)

This Agreement is made on [Date] between [Name of Employment Agency] and the foreign domestic helper (FDH) whose personal particulars are set out in Parts I and II.

#### Part I: Information of FDH

Information of Job-Seeker	
Name:	HKID/Passport* No.:
Nationality:	Telephone No.:
Address and Email Address:	

#### Part II: Employment History in Past Two Years (to be completed by FDH)^

Name of employer	Employment period	How was the contract ended

#### Part III: Type of Services Sought#

<input type="checkbox"/> Seek employer in HK from the EA	<input type="checkbox"/> Direct Hire
<input type="checkbox"/> Others (please specify): _____	<input type="checkbox"/> Contract renewal Name of employer: _____

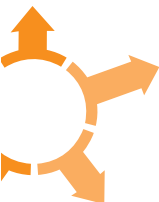
#### Part IV: Commission Fee Details#

<input type="checkbox"/> [Name of Employment Agency] will not charge any fees from the above-stated FDH.
<input type="checkbox"/> After successful placement, [Name of Employment Agency] will charge a commission fee of HK\$_____ from the above-mentioned FDH. The commission is not more than 10% of the job-seeker's first-month's wages received for successful job placement. The commission will be paid after he/she has received the first-month's wages. <sup>Note2</sup>

\* Please delete where appropriate

# Please "✓" as appropriate

^ Information in this section is to be provided on a voluntary basis



## Part V: Consent for Disclosing Personal Profile to Potential Employers<sup>#</sup>

I, \_\_\_\_\_, agree that [Name of Employment Agency] may disclose my personal profile (Appendix 3 attached) to potential employers for the purpose of seeking employment as \_\_\_\_\_ [post title] \_\_\_\_\_ for me.

Signature of FDH	Signature of Employment Agency Representative	Company Chop of Employment Agency
( Name of FDH: _____ )	( Name: _____ )	
Date: _____	( Position: _____ )	
	Date: _____	

Note 1: This is a sample document for reference only. Parties referring to this sample should ensure that its contents are appropriate for their use before adoption. They are also reminded to seek independent professional advice where appropriate.

Note 2: According to EO and EAR, the maximum commission which may be received by an EA from a job-seeker shall be an amount not exceeding a sum equal to 10% of the first-month's wages received by the job-seeker for each employment that he/she has been successfully placed by the EA. The provisions are applicable to **all** job-seekers.

<sup>#</sup> Please "✓" as appropriate



[Pangalan ng Ahensiyang Pang-empleyo]

[Address]

[Numero ng Telepono at Fax/Email Address]

**Halimbawa ng Kasunduansa Pagserbisyo  
(Sa Pagitan ng Ahensiyang Pang-empleyo at FDH)**

Ang kasunduang ito ay ginawa nuong     [Petsa]     sa pagitan ng     [Pangalan ng Ahensiyang Pang-empleyo]     at ng dayuhang kasambahay o *Foreign Domestic Helper* (FDH) na ang mga personal na detalye ay naisaad sa I at II bahagi.

**Bahagi I: Impormasyon ng FDH**

**Impormasyon ng Naghahanap ng Trabaho**

Pangalan :	HKID/Pasaporte* Numero :
Nacionalidad :	Numero ng Telepono. :
Tirahan at Email Address :	

**Bahagi II: Kasaysayan ng Pagtrabaho sa nakaraang Dalawang Taon (FDH ang magsusulat)<sup>^</sup>**

Pangalan ng Amo	Panahon ng Pagtrabaho	Paano nagtapos ang kontrata

**Bahagi III: Uri ng Serbisyonang Hanap<sup>#</sup>**

<input type="checkbox"/> Paghahanap ng amo o employer sa HK <input type="checkbox"/> Iba pa (tukuyin lamang): _____	<input type="checkbox"/> Direktang Pang-Employo <input type="checkbox"/> Muling pagpirmahan ng Kontrata Pangalan ng Amo: _____
---	--

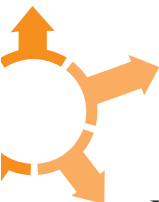
**Bahagi IV: Detalye ng Bayad na Komisyon<sup>#</sup>**

<input type="checkbox"/> Ang [Pangalan ng Ahensiyang Pang-Employo] ay hindi maniningil ng anumang bayad mula sa FDH. <input type="checkbox"/> Sa matagumpay na paglalagaysa pwesto, ang [Pangalan ng Ahensiyang Pang-Employo] ay maniningil ng bayad na komisyonang HK\$ _____ mula sa FDH. Ang komisyon ay hindi dapat sumobra sa 10% ng unang buwang sahod o sweldo na tinanggap ng naghahanap ng trabaho sa matagumpay na paglalagay sa puwesto ng trabaho. Ang komisyon ay babayaran pagkatapos niyang matanggap ang kanyang unang buwang sahod. <sup>Pananda 2</sup>
--

\* Maaring tanggalin kung hindi kinakailangan

# Lagyan ng "✓" kung kinakailangan

<sup>^</sup> Ang mga impormasyon ay ibibigay ng kusang-loob sa seksyong ito



**Bahagi V: Pahintulot upang maihayag ang personal na impormasyon potensyal na maging amo/employer<sup>#</sup>**

Ako si, \_\_\_\_\_, ay sumasang-ayon na maihayag ng [Pangalan ng Ahensiyang Pang-Employo] ang aking mga personal na impormasyon (Kalakip ang Apendiks 3) sa sa potensyal na maging amo upang ako ay makahanap ng trabaho bilang \_\_\_\_\_ [Titulo ng Trabaho].

\_\_\_\_\_  
Lagda ng FDH  
(Pangalan : \_\_\_\_\_)  
Petsa : \_\_\_\_\_

\_\_\_\_\_  
Lagda ng Kinatawan ng Ahensiyang  
Pang-Employo  
Kinatawan ng Ahensiya  
(Pangalan : \_\_\_\_\_)  
(Posisyon : \_\_\_\_\_)  
Petsa : \_\_\_\_\_

\_\_\_\_\_  
Selyong Tatak ng  
Ahensiyang Pang-Employo

Pananda 1 : Ito ay isang halimbawa o basehang dokumento lamang. Ang mga partido na tumutunghay sa halimbawang ito ay dapat na siguraduhing ang mga nilalaman nito ay angkop sa kanilang layunin bago gamitin. Sila rin ay pinaaalalahanan na sumangguni sa isang propesyunal kung nararapat.

Pananda 2 : Ayon sa EO at EAR, ang pinakamataas na komisyon na maaaring matanggap ng isang EA mula sa isang aplikante ng trabaho ay halagang hindi dapat lalampas sa halagang katumbas na 10% ng unang buwang sahod ng kasambahay o manggagawa sa bawat o tuwing matagumpay na pag-eepleyo ng EA. Ang probisyong ito ay angkop sa **lahat** ng aplikante ng trabaho.

<sup>#</sup> Lagyan ng "✓" kung kinakailangan

# Indonesian version



[Nama Agensi Penempatan Tenaga Kerja]

[Alamat]

[Nomor Telepon dan Fax/Alamat Email]

## Contoh Persetujuan Layanan

(Antara agensi penempatan tenaga kerja dan PLRTA)

Persetujuan ini dibuat pada tanggal      [Tanggal] antara      [Nama Agensi Penempatan Kerja] dan Penata Laksana Rumah Tangga Asing (PLRTA) yang data-data pribadinya dicantumkan di dalam Bagian I dan II.

### Bagian I: Informasi PLRTA

#### Informasi Pencari Kerja

Nama :	No. KTP HK/Paspor* :
Kewarganeraan :	No. Telepon :
Alamat and Alamat Email :	

### Bagian II: Riwayat Kerja dalam masa Dua Tahun terakhir ini (untuk diisi oleh PLRTA)^

Nama Majikan	Masa Kerja	Bagaimana Kontrak Berakhir

### Bagian III: Jenis Layanan yang Dicari#

<input type="checkbox"/> Mencari majikan di HK dari APK	<input type="checkbox"/> Cari Majikan Sendiri
<input type="checkbox"/> Lainnya (harap sebutkan): _____	<input type="checkbox"/> Perpanjangan Kontrak Nama majikan : _____

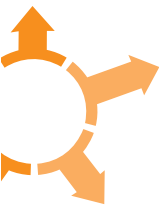
### Bagian IV: Detil Biaya Komisi#

<input type="checkbox"/> [Nama Agensi Penempatan Kerja] tidak akan menarik biaya apa pun dari PLRT tersebut di atas.
<input type="checkbox"/> Jika berhasil menempatkan pekerja, [Nama Agensi Penempatan Kerja] akan menarik biaya komisi sebesar HK\$_____ dari PLRT tersebut di atas. Komisi nya tidak boleh lebih dari 10% gaji bulan pertama yang diterima sang pencari kerja jika dia berhasil ditempatkan. Komisi nya akan dibayar setelah dia menerima gaji pertama dia. <small>Catatan 2</small>

\* Harap coret yang tidak perlu

# Harap beri tanda "✓" di kotak yang sesuai

^ Informasi di bagian ini disediakan secara sukarela



### Bagian V: Izin untuk mengungkapkan profil pribadi kepada para calon majikan<sup>#</sup>

Saya, \_\_\_\_\_, setuju bahwa \_\_\_\_ [Nama Agensi Penempatan Kerja] \_\_\_\_ boleh memberitahukan profil pribadi saya (Lampiran 3 yg terlampir) kepada para calon majikan untuk tujuan mencari pekerjaan sebagai \_\_\_\_ [nama jabatan/pekerjaan] \_\_\_\_ bagi saya.

_____	_____	_____
Td Tangan PLRT	Td Tangan Wakil Agensi	Cap Perusahaan dari Agensi
(Nama : _____)	Penempatan Kerja	Penempatan Kerja
Tanggal : _____	(Nama : _____)	
	(Jabatan : _____)	
	Tgl : _____	

Catatan 1: Ini adalah contoh dokumen untuk rujukan saja. Para pihak yg merujuk ke contoh ini harus memastikan agar isi nya cocok untuk dipakai mereka sebelum mereka menggunakannya. Mereka juga diingatkan untuk mencari advis professional yg independen bila dirasa perlu.

Catatan 2: Menurut UU Tenaga Kerja (UU TK) dan Peraturan Agensi Penempatan Kerja (PAPK), komisi maksimum yg boleh didapatkan oleh APK dari pencari kerja adalah jumlah yg tidak boleh lebihdari 10% dari gaji bulan pertama yg diterima oleh pencari kerja untuk tiap penempatan kerja dimana dia telah berhasil ditempatkan oleh APK. Ketentuan ini berlaku untuk semua pencari kerja.

<sup>#</sup> Harap beri tanda "✓" di kotak yang sesuai



[रोजगार एजेंसी का नाम]  
[पता]  
[टेलीफोन और फैक्स नंबर / ईमेल पता]

## नमूना `वा अनुबंध (रोजगार एजेंसी और एफडीएच के बीच)

यह मझौता \_\_\_[दिनांक]\_\_\_ पर \_\_\_[रोजगार एजेंसी का नाम]\_\_\_ और विदेशी घरेलू सहायक (एफडीएच) के बीच किया गया है जिसका व्यक्तिगत विवरण भाग I और II में दिया गया है।

### भाग I: एफडीएच की जानकारी

नौकरी-साधक की जानकारी	
नाम:	एचकेआईडी/पासपोर्ट* नंबर:
राष्ट्रीयता:	टेलीफोन नंबर:
पता और ईमेल पता:	

### भाग II: पिछले 2 वर्षों का रोजगार इतिहास (एफडीएच द्वारा पूरा किया जाना है)^

नियोक्ता का नाम	रोजगार अवधि	अनुबंध कै ` समाप्त हुआ

### भाग III: `वा प्रकार खोजना#

<input type="checkbox"/> ईए रोजगारएजेंसी द्वारा हॉगकॉग में नियोक्ता की तलाश	<input type="checkbox"/> सीधी भरती
<input type="checkbox"/> अन्य कृप्या बताएँ: _____	<input type="checkbox"/> अनुबंध नवीनीकरण नियोक्ता का नाम: _____

### भाग IV: कमीशन शुल्क विवरण#

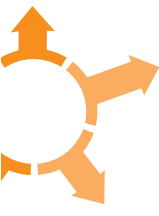
<input type="checkbox"/> [रोजगार एजेंसी का नाम] उपर्युक्त एफडीएच से कोई शुल्क नहीं लेगा।
<input type="checkbox"/> सफल नियुक्ति के बाद, [रोजगार एजेंसी का नाम] उपर्युक्त एफडीएच ` HK\$(हॉगकॉगडालर _____ का कमीशन शुल्क लेगा। फल नौकरी की नियुक्ति के लिए कमीशन प्राप्त नौकरी-साधक के प्रथम महीने की मजदूरी के 10% ` अधिक नहीं होना चाहिए। कमीशन का भुगतान प्रथम महीने की मजदूरी प्राप्त करने के बाद किया जाएगा। <sup>नोट2</sup>

\* कृप्या जहाँ उपयुक्त हो हटाएँ

# कृप्या उपयुक्त पर “✓” लगाएँ

^ इस खंड में जानकारी स्वैच्छिक आधार पर प्रदान की जानी है





## भाग v: संभावित नियोक्ताओं के लिए व्यक्तिगत प्रोफ़ाइल को प्रकट करने की सहमति #

- मैं, \_\_\_\_\_, सहमत हूँ कि [रोजगार एजेंसी का नाम] मेरे लिए संभावित रूप से रोजगार पाने की इच्छा के लिए [पद शीर्षक] के लिए संभावित नियोक्ताओं को मेरी व्यक्तिगत विवरण (परिशिष्ट 3 संलग्न) को प्रकट कर सकती है।

एफडीएच के हस्ताक्षर

रोजगार एजेंसी प्रतिनिधि के  
हस्ताक्षर

रोजगार एजेंसी की कंपनी  
चोप

(एफडीएच का नाम: \_\_\_\_\_)  
तिथि: \_\_\_\_\_

(नाम: \_\_\_\_\_)  
(पद: \_\_\_\_\_)  
तिथि: \_\_\_\_\_

- नोट 1: यह दस्तावेज़ केवल एक नमूना दस्तावेज़ है। इस नमूने का उपयोग करते हुए दलों को इसका उपयोग करने से पहले यह सुनिश्चित करना चाहिए कि इसकी सामग्री उनके उपयोग के लिए उपयुक्त है। जहाँ उपयुक्त हो उन्हें एक उपयुक्त पेशेवर सलाह लेने की भी सलाह दी जाती है।
- नोट 2: ईओ रोजगार अध्यादेश और ईएआर रोजगार एजेंसी के नियमों के अनुसार, अधिकतम कमीशन जो नौकरी तलाशने वाले से ईए ( रोजगार एजेंसी ) द्वारा प्राप्त किया जा सकता है वो ईए द्वारा प्रत्येक सफल नौकरी की नियुक्ति के लिए कमीशन प्राप्त नौकरी-साधक या (अधिकांश)के प्रथम महीने की मजदूरी के 10% से अधिक नहीं होगा। प्रावधान सभी नौकरी चाहने वालों के लिए लागू होते हैं।



[ชื่อบริษัทหางาน]  
[ที่อยู่]  
[เบอร์โทรศัพท์และโทรสาร / อีเมล]  
ตัวอย่างข้อตกลงการบริการ  
(ระหว่างบริษัทหางานและผู้ช่วยแม่บ้านต่างชาติ)

ข้อตกลงนี้ได้ทำขึ้นเมื่อ [วันที่] ระหว่าง [ชื่อบริษัทหางาน] และผู้ช่วยแม่บ้านต่างชาติ (ผู้ช่วยแม่บ้าน) ผู้มีข้อมูลส่วนตัวปรากฏอยู่ในตอนที่ I และ II

### ตอนที่ I : ข้อมูลผู้ช่วยแม่บ้านต่างชาติ

ข้อมูลผู้หางาน	
ชื่อ :	บัตรประชาชนฮ่องกง/หนังสือเดินทาง* เลขที่ :
สัญชาติ :	เบอร์โทรศัพท์ :
ที่อยู่และอีเมล :	

### ตอนที่ II : ประวัติการทำงานในเวลาสองปีที่ผ่านมา (กรอกข้อความโดย ผู้ช่วยแม่บ้านต่างชาติ)^

ชื่อนายจ้าง	ระยะเวลาการทำงาน	วิธีการสิ้นสุดสัญญาจ้าง

### ตอนที่ III : ประเภทของบริการที่ต้องการ#

<input type="checkbox"/> หานายจ้างในฮ่องกง	<input type="checkbox"/> ว่าจ้างโดยตรง
<input type="checkbox"/> อื่นๆ (โปรดระบุ): _____	<input type="checkbox"/> ต่อสัญญาจ้าง ชื่อของนายจ้าง : _____

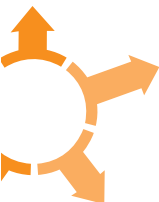
### ตอนที่ IV : รายละเอียดของค่า นายหน้า#

<input type="checkbox"/> [ชื่อบริษัทหางาน] จะไม่มีการคิดค่าบริการใดๆ จาก ผู้ช่วยแม่บ้าน ดังกล่าวข้างต้น
<input type="checkbox"/> หลังจากหางานได้เป็นผลสำเร็จแล้ว [ชื่อบริษัทจัดหางาน] จะคิดค่าหน้าเป็นเงิน _____ เหรียญฮ่องกงจากผู้ช่วยแม่บ้านต่างชาติข้างต้น ค่าหน้าจะต้องไม่เกินกว่า 10% ของเงินเดือนแรกของผู้หางานที่จะได้รับหลังจากหางานได้แล้ว ค่าหน้าจะทำการจ่ายก็ต่อเมื่อผู้ช่วยแม่บ้านต่างชาติได้รับเงินเดือนแรกแล้วเท่านั้น <small>หมายเหตุ 2</small>

\* โปรดขีดฆ่าตามความเหมาะสม

# โปรด "✓" ตามความเหมาะสม

^ การให้ข้อมูลในส่วนนี้ เป็นไปโดยความสมัครใจ



ตอนที่ V : คำยินยอมให้เปิดเผยรายละเอียดส่วนบุคคลให้กับนายจ้าง<sup>#</sup>

ข้าพเจ้า \_\_\_\_\_ ยินยอมให้ \_\_\_\_\_ [บริษัทจัดหางาน] \_\_\_\_\_ เปิดเผยข้อมูลส่วนตัวของข้าพเจ้า (ภาคผนวกที่ 3 แนบท้าย) ให้กับนายจ้างที่สนใจได้ ทั้งนี้เพื่อจุดประสงค์ในการหางาน \_\_\_\_\_ [ตำแหน่งหน้าที่] แก่ข้าพเจ้าด้วย

ลายเซ็นชื่อของ ผู้ช่วยแม่บ้านต่างชาติ (ชื่อ : _____) วันที่ : _____	ลายเซ็นชื่อของตัวแทนบริษัทจัดหางาน (ชื่อ : _____) (ตำแหน่ง : _____) วันที่ : _____	ตราประทับของบริษัทจัดหางาน
---	---	----------------------------

- หมายเหตุ1: นี่คือตัวอย่างเอกสารสำหรับใช้ในการอ้างอิงเท่านั้น บุคคลที่จะเลือกใช้ตัวอย่างนี้ควรพิจารณาข้อความดังกล่าวว่าเหมาะสมหรือไม่ หรือควรปรึกษาขอความคิดเห็นจากผู้เชี่ยวชาญก่อน
- หมายเหตุ2: ตามระเบียบการของ EO and EAR, จำนวนเงินค่านายหน้าขั้นสูงสุดที่ EA จะได้รับจากผู้หางานนั้นจะต้องไม่เกิน 10% ของเงินเดือนแรกของผู้หางานที่จะได้รับหลังจากที่หางานได้แล้ว โดย EA ซึ่งทั้งนี้มีผลใช้กับผู้หางานทุกรายไป



# Sinhala version

[රැකියා නියෝජිත ආයතනයේ නම]  
[ලිපිනය]  
[දුරකථන හා ෆැක්ස් අංකය/ විද්‍යුත් ලිපිනය]

## ආදර්ශ සේවා ගිවිසුම (රැකියා නියෝජිත ආයතනය හා විදේශීය ගෘහ සේවකයා අතර)

මෙම ගිවිසුම [දිනය] දා [රැකියා නියෝජිත ආයතනයේ නම] සහ විදේශීය ගෘහ සේවකයා අතර ඇති වූ අතර ඔවුන්ගේ පෞද්ගලික තොරතුරු I හා II කොටසේ ලැයිස්තුගත කර ඇත.

### I කොටස: විදේශීය ගෘහ සේවකයාගේ තොරතුරු

රැකියා අපේක්ෂකයාගේ තොරතුරු	
නම:	හොංකොං හැඳුනුම්පත්/ විදේශ ගමන් බලපත් * අංකය:
ජාතිකත්වය :	දුරකථන අංකය:
ලිපිනය හා විද්‍යුත් ලිපිනය:	

### II කොටස: පසුගිය වසර දෙක තුළ රැකියා ඉතිහාසය ( විදේශීය ගෘහ සේවකයා විසින් සම්පූර්ණ කළ යුතුය ) ^

සේවා යෝජකයාගේ නම	රැකියා කාලපරිච්ඡේදය	ගිවිසුම අවසන් වූයේ කෙසේද?

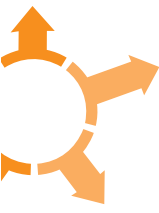
### III කොටස: අයදුම් කරන සේවා වර්ගය #

<input type="checkbox"/> රැකියා නියෝජිත ආයතනය හරහා හොං කොං හි සේවා යෝජකයෙක් සෙවීම	<input type="checkbox"/> සෘජු බඳවා ගැනීම
<input type="checkbox"/> වෙනත් (කරුණාකර පැහැදිලි කරන්න): _____	<input type="checkbox"/> ගිවිසුම අළුත් කිරීම සේවා යෝජකයාගේ නම: _____

### IV කොටස: කොමිස් ගාස්තු විස්තර #

<input type="checkbox"/> [රැකියා නියෝජිත ආයතනයේ නම] ඉහත සඳහන් විදේශීය ගෘහ සේවකයාගෙන් කිසිදු ගාස්තුවක් අය නොකරයි.
<input type="checkbox"/> සාර්ථක රැකියා ස්ථාපනයකින් පසු [රැකියා නියෝජිත ආයතනයේ නම] හොං කොං ඩොලර් _____ ක කොමිස් ගාස්තුවක් ඉහත සඳහන් විදේශීය ගෘහ සේවකයාගෙන් අය කරනු ඇත. එය රැකියා අපේක්ෂකයාගේ සාර්ථක රැකියා ස්ථාපනයක පළමු මාසයේ ලද වැටුපෙන් 10% කට වඩා නොවැඩි විය යුතුය. මෙම කොමිස් මුදල ගෙවනු ලබනුයේ ඔහු/ඇය පළමු මාසයේ වැටුප ලබා ගැනීමෙන් පසුවයි. සටහන <sup>2</sup>

\* කරුණාකර අනවශ්‍ය කොටස්කපා හරින්න.  
# කරුණාකර ගැලපෙන පරිදි “✓” ලකුණ යොදන්න.  
^ මෙම කොටසේ විමසන තොරතුරු ලබා දීම ඔබේ සියලුමැත්ත මත පදනම් වේ.

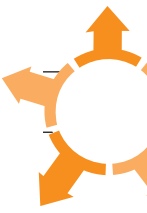


**V කොටස: අනාගත සේවා යෝජකයන් සඳහා පෞද්ගලික අකෘතිය අණාවරණය කිරීම සඳහා කැමැත්ත පළ කිරීම<sup>#</sup>**

\_\_\_\_\_ වන මම [රැකියා නියෝජිත ආයතනයේ නම] විසින් මා හට [තනතුරේ නම] රැකියාවක් සෙවීමේ අරමුණින් සුදුසු සේවා යෝජකයන්ට මාගේ පෞද්ගලික අකෘතිය (ඇමිණුම 3 අමුණා ඇත) අණාවරණය කිරීම සඳහා එකඟතාවය පළ කරමි.

විදේශීය ගෘහ සේවකයාගේ අත්සන	රැකියා නියෝජිත ආයතනයේ නියෝජිතයාගේ අත්සන	රැකියා නියෝජිත ආයතනයේ නිල මුද්‍රාව
( විදේශීය ගෘහ සේවකයාගේ නම: _____ )	( නම: _____ )	
දිනය: _____	( තනතුර: _____ )	
	දිනය: _____	

- සටහන 1: මෙය නිර්දර්ශනය කිරීම සඳහා ආදර්ශ ලේඛනයක් පමණි. මෙම ආදර්ශය භාවිතයට ගන්නා පාර්ශ්වයන් එය භාවිතයට පෙර එහි අන්තර්ගතය ඔවුන්ගේ භාවිතයට සුදුසු දැයි තහවුරු කර ගත යුතුය. සුදුසු අවස්ථාවලදී ස්වාධීන වෘත්තීය උපදෙස් ලබාගැනීමටද ඔවුන්ට මතක් කර ඇත.
- සටහන 2: රැකියා ආඥා පනත හා රැකියා නියෝජිත රෙගුලාසි අනුව, රැකියා නියෝජිත ආයතනය විසින් රැකියා අපේක්ෂකයාට ඔහුට/ඇයට ස්ථාපනය කර ඇති සෑම සාර්ථක රැකියාවකටම නියෝජිත ආයතනයක් විසින් රැකියා අපේක්ෂකයෙකුගෙන් අය කර හැකි උපරිම කොමිස් මුදල එම රැකියාව සඳහා ලද පළමු මාසයේ වැටුපෙන් 10% ට වඩා සමාන මුදලක් නොඉක්මවිය යුතුය. මෙම විධිවිධාන සියලුම රැකියා අපේක්ෂකයින් සඳහා අදාළ වේ.



# Myanmar language version

[အလုပ်အကိုင်ရှာဖွေရေးအကျိုးဆောင်အမည်]  
[လိပ်စာ]  
[ယ လီဖုန်းနှင့်ဖက်စ်ဖုန်းနံပါတ်]

ဝန်ဆောင်မှုအတည်ပြုစာချုပ်(စာကြမ်း)  
(FDHနှင့် အလုပ်အကိုင်ရှာဖွေရေး အကျိုးဆောင်လုပ်ငန်းများကြား အလုပ်ခန့်ခြင်း)

ဤသဘောတူညီမှုသည် [နေ့စွဲ] ၊ င် [အလုပ်အကိုင်ရှာဖွေရေးအကျိုးဆောင်] နှင့် အောက်ဖော်ပြပါ ပေးထားသော ကိုယ်ရေးအချက်အလက်များနှင့် သက်ဆိုင်သည့် FDH ကြား သဘောတူလက်ခံထားသော စာချုပ်ဖြစ်သည်။

### အပိုင်း ၁: FDH ၏အချက်အလက်များ

အလုပ်သမား၏အချက်အလက်များ	
အမည်:	ဟောင်ကောင် ID အမှတ်/ပတ်စပို့နံပါတ်:
လူမျိုး:	တယ်လီဖုန်းနံပါတ်:
အိမ်နှင့် အိမ်ထောင်စုအဖွဲ့အစည်း:	

### အပိုင်း ၂: လွန်ခဲ့သော (၂)နှစ်အတွင်း အလုပ်အကိုင်အတွေ့အကြုံ (FDH မှဖြည့်ရမည်)<sup>^</sup>

အလုပ်ရှင်အမည်	အလုပ်ခွဲသည့်ကြာချိန်	စာချုပ်သက်တမ်းကုန်ဆုံးခဲ့ချိန်

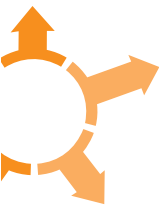
### အပိုင်း ၃: ဝန်ဆောင်မှုအမျိုးအစား<sup>#</sup>

<input type="checkbox"/> EA မှ စီဆင့် ဟောင်ကောင် ID အလုပ်ရှင်ရှာခြင်း	<input type="checkbox"/> ဝိုက်ရိုက်လူခေါ်ငှားရမ်းခြင်း
<input type="checkbox"/> အခြားသောအကြောင်းအရာ (ရှိပါက): _____	<input type="checkbox"/> စာချုပ်အသစ် ဝိုင်းခြင်း အလုပ်ရှင်အမည်: _____

### အပိုင်း ၄: ကွန်မရှင်ခေတောင်းခံခြင်းအချက်အလက်များ<sup>#</sup>

<input type="checkbox"/> [အလုပ်အကိုင်ရှာဖွေရေးအကျိုးဆောင်] မှ အထက်တွင်ဖော်ပြခဲ့သော အခကြေးငွေများကို FDH ထံမှ မတောင်းခံပါ။
<input type="checkbox"/> အလုပ်ရပြီးပါက, [အလုပ်အကိုင်ရှာဖွေရေးအကျိုးဆောင် မှ] HK\$ _____ ကို FDH ထံမှ တောင်းခံပါမည်။ ထိုကော်မရှင်ခသည် အလုပ်ရရှိပြီး အလုပ်သမား၏ ပထမဆုံးလစာ၏ ၁၀ရာခိုင်နှုန်းထက် မများရပါ။ ပထမဦးဆုံးလစာရရှိချိန်တွင် ကော်မရှင်ခကို ပေးရမည်။ မှတ်ချက် ၂

<sup>\*</sup> မလိုအပ်သည့်နေရာများကိုဖျက်ပါ။  
<sup>#</sup> လိုအပ်ပါက "✓"အမှန်ဖြစ်ခြင်းဖြစ်ပါ။  
<sup>^</sup> ဤနေရာတွင်ရှိသော အချက်အလက်များကို ဖြည့်ပေးရမည်။



အပိုင်း ၅: #

ကျွန်ုပ်အနေဖြင့် \_\_\_\_\_ [ အလုပ်အကိုင်ရှာဖွေရေးအကျိုးဆောင် မှ ] [နေရာအ \_\_\_\_\_] ကျွန်ုပ်၏ကိုယ်ရေးအချက်အလက်များကို အလုပ်ရှင်များထံပေးအပ်ရှာဖွေခြင်းကို သဘောတူပါသည်။

_____	_____	_____
FDH လက်မှတ်	အလုပ်အကိုင်ရှာဖွေရေးအကျိုးဆောင် ကိုယ်စားလှယ်လက်မှတ်	အလုပ်အကိုင်ရှာဖွေရေးအကျိုးဆောင် ကုမ္ပဏီ၏ဆိပ်
(FDH အမည်: _____ )	(အမည်: _____ )	
နေ့စွဲ: _____	(ရာထူး: _____ )	
	နေ့စွဲ: _____	

မှတ်ချက် ၁: ဤစာသည် ကိုးကားရန်အတွက်သာဖြစ်ပါသည်။ အသုံးမပြုခင် (သို့) ကိုးကားခြင်းမပြုခင် ပါဝင်သော အကြောင်းအရာများနှင့် ကိုက်ညီသလား ပြန်လည်စစ်ဆေးပါ။ လိုအပ်ပါက ကျွမ်းကျင်သူများ၏ အကြံပေးချက်ကို တောင်းခံပါ။

မှတ်ချက် ၂: EO နှင့် EAR စည်းကမ်းချက်များအရ အလုပ်အကိုင်ရှာဖွေရေးအကျိုးဆောင် အနေဖြင့် အလုပ်ရှာဖွေသူ အလုပ်သမားတစ်ဦး အလုပ်ရတိုင်း အလုပ်ရှင်ထံမှ ကွန်မရှင်သည် အလုပ်သမား၏ ပထမဆုံးလစာ၏ ၁၀ရာခိုင်နှုန်းထက် မများရပါ။ ဤစည်းကမ်းချက်များသည် အလုပ်ရှင် အားလုံး အတွက် အကျိုးဝင်ပါသည်။

# လိုအပ်ပါက "✓"အမှန်ဖြစ်ခြင်းဖြစ်ပါ။



[ឈ្មោះទីភ្នាក់ងារជ្រើសរើស]

[អាស័យដ្ឋាន]

[លេខទូរស័ព្ទ និងលេខទូរសារ / អ៊ីមែល]

### គំរូកិច្ចព្រមព្រៀងផ្នែកសេវាកម្ម

(រវាងទីភ្នាក់ងារជ្រើសរើស និងស្រ្តីជំនួយការផ្ទះជាជនជាតិបរទេស (FDH))

កិច្ចព្រមព្រៀងនេះធ្វើឡើងនៅ [កាលបរិច្ឆេទ] រវាង [ឈ្មោះទីភ្នាក់ងារជ្រើសរើស] និងស្រ្តីជំនួយការផ្ទះជាជនជាតិបរទេស ដែលព័ត៌មានជាក់លាក់របស់ស្រ្តីជំនួយការផ្ទះត្រូវបានចែងនៅក្នុងផ្នែកទី១ និងទី២។

ផ្នែកទី១៖ ព័ត៌មានអំពីស្រ្តីជំនួយការផ្ទះជាជនជាតិបរទេស

ព័ត៌មានអំពីអ្នកស្វែងរកការងារ	
ឈ្មោះ៖	លេខអត្តសញ្ញាណប័ណ្ណហុងកុង / លេខលិខិតឆ្លងដែន*៖
សញ្ជាតិ៖	លេខទូរស័ព្ទ៖
អាស័យដ្ឋាន និងអ៊ីមែល៖	

ផ្នែកទី២៖ ប្រវត្តិការងារក្នុងរយៈពេលពីរឆ្នាំកន្លងមក (ត្រូវបំពេញដោយស្រ្តីជំនួយការផ្ទះជាជនជាតិបរទេសដោយផ្ទាល់)^

ឈ្មោះនិយោជក	រយៈពេលធ្វើការ	កិច្ចសន្យាត្រូវបានបញ្ចប់ដោយរបៀបណា

ផ្នែកទី៣៖ ប្រភេទសេវាកម្មដែលចង់ធ្វើ#

<input type="checkbox"/> ស្វែងរកនិយោជកនៅក្នុងតាមរយៈ ទីភ្នាក់ងារជ្រើសរើស	<input type="checkbox"/> ជួលដោយចៅកែផ្ទាល់
<input type="checkbox"/> ផ្សេងៗ (សូមបញ្ជាក់)៖ _____	<input type="checkbox"/> បន្តកិច្ចសន្យាថ្មី ឈ្មោះនិយោជក៖ _____

ផ្នែកទី៤៖ ព័ត៌មានលម្អិតអំពីកម្រៃជើងសារ#

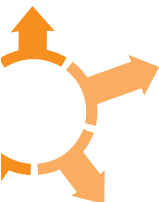
<input type="checkbox"/> [ឈ្មោះទីភ្នាក់ងារជ្រើសរើស] នឹងមិនគិតថ្លៃសេវាពីស្រ្តីជំនួយការផ្ទះជាជនជាតិបរទេសខាងលើនេះឡើយ
<input type="checkbox"/> បន្ទាប់ពីដាក់ឱ្យធ្វើការរួចរាល់ហើយ [ឈ្មោះទីភ្នាក់ងារជ្រើសរើស] នឹងគិតថ្លៃកម្រៃជើងសារចំនួន _____ ជាដុល្លារហុងកុងពីស្រ្តីជំនួយការផ្ទះខាងលើ។ ថ្លៃកម្រៃជើងសារមិនត្រូវលើសពី ១០ % នៃប្រាក់ ប្តូរលើខ្ទង់ប្រាក់ដែលបានទទួលបាន បន្ទាប់ពីដាក់ឱ្យធ្វើការរួចរាល់ហើយ។ កម្រៃជើងសារនឹងត្រូវបានបង់ បន្ទាប់ពីគាត់ទទួលបានប្រាក់ ប្តូរដំបូង។ <small>ចំណាំ ទី ២</small>

\* សូមគូសចោលកន្លែងដែលមិនត្រឹមត្រូវ

# សូមគូសដឹក "✓" ឱ្យបានត្រឹមត្រូវ

^ ព័ត៌មានទៅផ្នែកនេះត្រូវបានចែងដោយយោងតាមការស្ម័គ្រចិត្ត





ផ្នែកទី៥៖ ការយល់ព្រមក្នុងការផ្តល់ព័ត៌មានផ្ទាល់ខ្លួនទៅនិយោជក#

នាងខ្ញុំឈ្មោះ \_\_\_\_\_ យល់ព្រមថា [ឈ្មោះទីភ្នាក់ងារជ្រើសរើស] អាចបង្ហាញព័ត៌មានផ្ទាល់ខ្លួនរបស់នាងខ្ញុំ (ដូចដែលបានភ្ជាប់នៅក្នុងឧបសម្ព័ន្ធទី៣) ទៅដល់និយោជកក្នុងគោលបំណងស្វែងរកការងារជា [មុខងារតួនាទី] សម្រាប់ខ្ញុំ។

ហត្ថលេខារបស់ស្ត្រីជំនួយការផ្ទះជាជនជាតិបរទេស	ហត្ថលេខារបស់តំណាងទីភ្នាក់ងារជ្រើសរើស	ក្រាសម្គាល់របស់ទីភ្នាក់ងារជ្រើសរើស
(ឈ្មោះស្ត្រីជំនួយការផ្ទះជាជនជាតិបរទេស _____ )	(ឈ្មោះនិយោជក៖ _____ ) (មុខងារ៖ _____ )	
កាលបរិច្ឆេទ៖ _____	កាលបរិច្ឆេទ៖ _____	

- ចំណាំទី ១ ៖ នេះជាឯកសារគំរូសម្រាប់ជាឯកសារយោងតែប៉ុណ្ណោះ។
- ភាគីពាក់ព័ន្ធនៅក្នុងគំរូនេះគួរតែធ្វើអោយប្រាកដថាខ្លឹមសារព័ត៌មានទាំងនេះសមស្របត្រឹមត្រូវសម្រាប់ការប្រើប្រាស់ មុនចូលធរមាន។
- ពួកគេត្រូវបានណែនាំដើម្បីស្វែងរកដំបូន្មានពីអ្នកជំនាញអច្បាញ ដែលស្របស្រប និងត្រឹមត្រូវ។
- ចំណាំ ទី ២៖ យោងតាម EO និង EAR កម្រៃជើងសារអតិបរិមាដែលទីភ្នាក់ងារជ្រើសរើសត្រូវទទួលបានពីអ្នកស្វែងរកការងារធ្វើ គឺមិនត្រូវលើសពី១០% នៃប្រាក់ ឆ្នួលនៅខែដំបូងរបស់អ្នកស្វែងរកការងារធ្វើ សម្រាប់ការងារនីមួយៗ និងរាល់ការងារដែលទីភ្នាក់ងារជ្រើសរើសដាក់ឱ្យពួកគាត់ធ្វើ។ បទប្បញ្ញត្តិនេះអនុវត្តចំពោះអ្នកស្វែងរកការងារធ្វើ**ទាំងអស់**។

# សមត្ថភាព "✓" ឱ្យបានត្រឹមត្រូវ



[Name of Employment Agency]
[Address]
[Telephone and Fax Number/Email Address]

Sample Service Agreement
(Between employment agency and FDH employer)

This Agreement is made on [Date] between [Name of Employment Agency] and the undersigned client (i.e. FDH employer) whose personal particulars are set out in Parts I and II.

Part I: Information of FDH Employer

Name in Chinese:
Name in English:
Telephone No:
Email address:
Address:

Part II: History of Employing FDHs in Past Two Years (To be completed by FDH Employer)^

Table with 3 columns: Name of FDH, Employment period, How was the contract ended

Part III: Type of Foreign Domestic Helper Sought#

Recruit FDH from overseas
FDH already working in HK
Contract renewal
Direct Hire
Others (please specify):

Part IV: Service Charge Details#

Agency fee : \$ \_\_\_\_\_, which covers the following services as marked with "✓"
Consulate fees
Airport pick-up upon helper's arrival
Visa fee and departure expenses at the domicile of the helper
Arrange helper to report duty to concerned Consulate-General
HK visa fee (as required by HK Immigration Department)
FDH in-service follow-up and counseling services
One-way airfare to HK (as required by Standard Employment Contract)
FDH working manual
2-years Overseas Workers Welfare Administration (OWWA) fee for Filipino helper
Translation, allograph and consultation services of relevant labour legislations
Helper's HKID card application (HKID card application at HK Immigration Department is free of charge)
Useful forms for employer (e.g. wages and holiday receipt)
Medical examination in helper's home country Note 1
Medical examination in HK Note 1
Others (please specify):

\* Please delete where appropriate
# Please "✓" as appropriate
^ Information in this section is to be provided by FDH Employer on a voluntary basis and will be released to prospective FDHs to whom the employer intends to offer employment.



**Other items with/without\* extra charge**

Item	Amount
<input type="checkbox"/> Employees' compensation insurance (Hong Kong) 1 year/2 years* Other details: _____	
<input type="checkbox"/> Mandatory insurance as required by the Philippines Government	
<input type="checkbox"/> Others (please specify): _____	
<input type="checkbox"/> Others (please specify): _____	

**Part V: Payment Schedule#**

<input type="checkbox"/> Payment in full upon selection of FDH <input type="checkbox"/> Payment in full upon completion of recruitment service <input type="checkbox"/> Other (please specify): _____ _____	<input type="checkbox"/> By _____ installments: 1 <sup>st</sup> installment (\$ _____) due by (date) _____ 2 <sup>nd</sup> installment (\$ _____) due by (date) _____ 3 <sup>rd</sup> installment (\$ _____) due by (date) _____ 4 <sup>th</sup> installment (\$ _____) due by (date) _____
--	---

**Part VI: Terms of Guarantee#**

<input type="checkbox"/> Guarantee period: _____ months Fee for replacement of FDH: \$ _____ for _____ times maximum during the guarantee period Additional conditions (if any, please specify): _____ _____	<input type="checkbox"/> No guarantee period
---	--

**Part VII: Refund/Other Arrangements#**

Refund/Other arrangements\* (e.g. selecting another FDH) in case the service is not delivered in full (please specify):

If FDH fails to obtain employment visa: \_\_\_\_\_

If employer's application not approved by authorities: \_\_\_\_\_

If FDH fails to report duty: \_\_\_\_\_

If FDH's actual date of reporting duty is different from the agreed date: \_\_\_\_\_

Other situation (please specify): \_\_\_\_\_

\* Please delete where appropriate  
# Please "✓" as appropriate



**Part VIII: Other Terms and Conditions of this Service Agreement**

<List other terms and conditions of this Service Agreement here>

**Part IX: Brief Client on Standard Employment Contract (SEC) (To be ticked and signed by client) #**

The employment agency representative has explained to me the content of the SEC and I confirm understanding of the terms therein.

Signature of Client/Date

\_\_\_\_\_  
Signature of Client  
(FDH Employer)  
\_\_\_\_\_  
Name of Client (FDH Employer)  
Date: \_\_\_\_\_

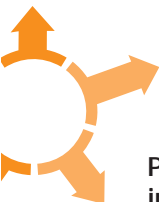
\_\_\_\_\_  
Signature of Employment  
Agency Representative  
( Name: \_\_\_\_\_ )  
( Position: \_\_\_\_\_ )  
Date: \_\_\_\_\_

\_\_\_\_\_  
Company Chop of  
Employment Agency

**Part X: Consent for Disclosing Part II of this Agreement to Prospective FDHs to Whom the Employer Intends to Offer Employment#**

I, \_\_\_\_\_, agree that [Name of Employment Agency] may disclose my history of employing FDHs in past two years to prospective FDHs to whom I intend to offer employment as my FDH.

# Please "✓" as appropriate



**Part XI: Information of FDH (with CV attached) and the Expected Timeline for Processing the Application (Fill in when the suitable FDH is selected) #**

Name: \_\_\_\_\_

Nationality: \_\_\_\_\_

HKID/Passport\* No.: \_\_\_\_\_

Stages of Application	Expected Date of Completion
Contact FDH/Overseas intermediaries to verify information, arrange for signing of Standard Employment Contract (SEC), medical examination, etc.	
Submit application to Consulate-General in Hong Kong for attestation of the SEC (if necessary)	
Submit application for employment visa to the HK Immigration Department	
Arrange for visa and departure at the domicile of FDH	
FDH reporting duty	

The employment agency representative has given the copy of the resume of the selected FDH to me.

_____ Signature of Client (FDH Employer)	_____ Signature of Employment Agency Representative ( Name: _____ ) ( Position: _____ ) Date: _____	_____ Company Chop of Employment Agency
Name of Client (FDH Employer)		
Date: _____		

- Note 1: According to the Code of Practice on Employment under the Disability Discrimination Ordinance published by Equal Opportunities Commission, employers should ensure that the medical information is relevant to the particular duties and responsibilities of the job and should be obtained only if it is necessary to ascertain that the person is able to carry out the inherent requirements of the job.
- Note 2: This is a sample document for reference only. Parties referring to this sample should ensure that its contents are appropriate for their use before adoption. They are also reminded to seek independent professional advice where appropriate.
- Note 3: According to EO and EAR, the maximum commission which may be received by an EA from a job-seeker shall be an amount not exceeding a sum equal to 10% of the first-month's wages received by the job-seeker for each employment that he/she has been successfully placed by the EA. The provisions are applicable to **all** job-seekers.

\* Please delete where appropriate  
# Please "✓" as appropriate



[Name of Employment Agency]  
 [ 職業介紹所名稱 ]  
 [Address]  
 [ 地址 ]  
 [Telephone and Fax Number/Email Address]  
 [ 電話及傳真號碼 / 電郵地址 ]

**Sample Service Agreement**  
**(Between employment agency and Job-seeker)**  
**職業介紹所與求職者簽訂的服務協議樣本**  
**[For non-FDH Job-seeker]**  
**[適用於非外傭求職者]**

This Agreement is made on \_\_\_ [Date] \_\_\_ between \_\_\_ [Name of Employment Agency] \_\_\_ and the job-seeker whose personal particulars are set out in Part I.

本協議由 [ 職業介紹所名稱 ] 及以下求職者於 \_\_\_ 年 \_\_\_ 月 \_\_\_ 日訂立，求職者資料已載於第一部。

**Part I: Information of Job-seeker**

**第一部：求職者資料**

Name 姓名：	HKID/Passport* No. 香港身分證 / 護照* 號碼：
Nationality 國籍：	Telephone No. 電話號碼：
Address and email address 住址及電郵地址：	

**Part II: Type of Services Sought#**

**第二部：求職服務類型#**

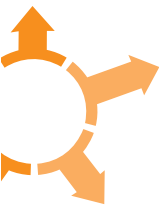
Vacancies Title 職位空缺：	
Vacancies Nature 工作性質：	<input type="checkbox"/> Part time 兼職 <input type="checkbox"/> Full time 全職
Employment Terms 聘用形式：	<input type="checkbox"/> Permanent 長工 <input type="checkbox"/> Temporary 臨時工 <input type="checkbox"/> Summer Job 暑期工 <input type="checkbox"/> Others (please specify) 其他（請註明）： _____ <input type="checkbox"/> Employment in Hong Kong / outside Hong Kong* 在香港/香港以外地方工作*

\* Please delete where appropriate

\* 請刪去不適用者

# Please "✓" as appropriate

# 請在適當方格內填上「✓」號



### Part III: Commission Fee Details<sup>#</sup>

#### 第三部：佣金費用詳情<sup>#</sup>

- [Name of Employment Agency] will not charge any fees from the above-stated job-seeker.  
[職業介紹所名稱] 不會向上述求職者收取任何費用。
- After successful placement, [Name of Employment Agency] will charge a commission fee of HK\$\_\_\_\_\_ from the above-mentioned job-seeker. The commission is not more than 10% of the job-seeker's first-month's wages received for successful job placement. The commission will be paid after the job-seeker has received the first-month's wages.<sup>Note2</sup>  
上述求職者獲聘後，[職業介紹所名稱] 會在求職者收取第一個月工資後，向其收取港幣\_\_\_\_\_元作為佣金費用，該款項並不多於求職者成功覓得職位後收取的第一個月工資的百分之十。<sup>註2</sup>

### Part IV: Consent for Disclosing Personal Profile to Potential Employers<sup>#</sup>

#### 第四部：同意向準僱主披露個人履歷<sup>#</sup>

- I, \_\_\_\_\_, agree that [Name of Employment Agency] may disclose my personal profile to potential employers for the purpose of seeking employment as \_\_\_\_\_ [post title] \_\_\_\_\_ for me.  
本人 \_\_\_\_\_ 同意 [職業介紹所名稱] 在替本人尋覓 \_\_\_\_\_ [職位名稱] \_\_\_\_\_ 職位時，向準僱主披露本人的個人履歷。

\_\_\_\_\_  
Signature of Job-seeker  
求職者簽署

\_\_\_\_\_  
Signature of Employment  
Agency Representative  
職業介紹所代表簽署

\_\_\_\_\_  
Company Chop of  
Employment Agency  
職業介紹所的公司印鑑

( Name of Job-seeker

求職者姓名: \_\_\_\_\_)

Date 日期: \_\_\_\_\_

( Name 姓名: \_\_\_\_\_)

( Position 職位: \_\_\_\_\_)

Date 日期: \_\_\_\_\_

Note 1: This is a sample document for reference only. Parties referring to this sample should ensure that its contents are appropriate for their use before adoption. They are also reminded to seek independent professional advice where appropriate.

此樣本文件只供參考，有關人士在使用前須確保其內容適合作相關用途。如有需要，應尋求專業人士的獨立意見。

Note 2: According to EO and EAR, the maximum commission which may be received by an EA from a job-seeker shall be an amount not exceeding a sum equal to 10% of the first-month's wages received by the job-seeker for each employment that he/she has been successfully placed by the EA. The provisions are applicable to **all** job-seekers.

根據《僱傭條例》及《職業介紹所規例》，職業介紹所向求職者收取的佣金最高限額，就每一宗成功介紹而言，不得多於求職者覓得職位後收取的第一個月工資的百分之十。此規定適用於**所有**求職者。

<sup>#</sup> Please "✓" as appropriate

<sup>#</sup> 請在適當方格內填上「✓」號



[Name of Employment Agency]
[職業介紹所名稱]
[Address]
[地址]
[Telephone and Fax Number/Email Address]
[電話及傳真號碼 / 電郵地址]

Sample Service Agreement
(Between employment agency and employer)
職業介紹所與僱主簽訂的服務協議樣本
[For non-FDH employer]
[適用於非外傭僱主]

This Agreement is made on [Date] between [Name of Employment Agency] and the undersigned client (i.e. employer) whose particulars are set out in Part I.

本協議由 [職業介紹所名稱] 及以下簽署客戶 (即僱主) 於 年 月 日訂立，僱主資料已載於第一部。

Part I: Information of Employer
第一部：僱主資料

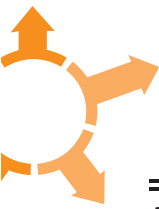
Name in Chinese 中文名稱 / 姓名:
Name in English 英文名稱 / 姓名:
Telephone No. 電話號碼:
Address and email address 地址及電郵地址:

Part II: Type of Services Sought#
第二部：聘請僱員類型#

Table with 2 columns: Vacancies Title, Job Description, Requirements of candidates, Vacancies Nature, Employment Terms. Includes checkboxes for Part time, Full time, Permanent, Temporary, Summer Job, and Others.

# Please "✓" as appropriate
# 請在適當方格內填上「✓」號





**Part III: Service Charge Details**

**第三部：收費詳情**

Agency fee : \$ \_\_\_\_\_, which covers the following services:

服務收費：\$ \_\_\_\_\_，包括以下服務：

\_\_\_\_\_  
\_\_\_\_\_

**Part IV: Payment Schedule#**

**第四部：付款安排#**

- Payment in full upon completion of recruitment service 完成服務後全數付清
- Other (please specify): \_\_\_\_\_  
其他(請註明)：\_\_\_\_\_

- By \_\_\_\_\_ installments:  
分\_\_\_\_\_期付款：  
1<sup>st</sup> installment 第一期(\$ \_\_\_\_\_)  
due by(date) 於(日期) \_\_\_\_\_ 繳付  
2<sup>nd</sup> installment 第二期(\$ \_\_\_\_\_)  
due by(date) 於(日期) \_\_\_\_\_ 繳付

**Part V: Other Terms and Conditions of this Service Agreement**

**第五部：本服務協議的其他條款及細則**

<List other terms and conditions of this Service Agreement here eg. guarantee period, refund arrangement, etc.>  
<在此列出協議的其他條款及細則如保證條款及退款安排等>

\_\_\_\_\_  
Signature of Client (Employer)  
客戶(僱主)簽署

\_\_\_\_\_  
Signature of Employment  
Agency Representative  
職業介紹所代表簽署

\_\_\_\_\_  
Company Chop of  
Employment Agency  
職業介紹所的公司印鑑

Name of Client (Employer) ( Name 姓名: \_\_\_\_\_ )  
 客戶(僱主)姓名: \_\_\_\_\_ ( Position 職位: \_\_\_\_\_ )  
 Date 日期: \_\_\_\_\_ Date 日期: \_\_\_\_\_

Note 1: According to the Code of Practice on Employment under the Disability Discrimination Ordinance published by Equal Opportunities Commission, employers should ensure that the medical information is relevant to the particular duties and responsibilities of the job and should be obtained only if it is necessary to ascertain that the person is able to carry out the inherent requirements of the job.

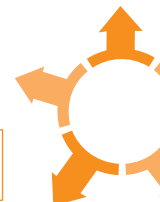
根據平等機會委員會公佈的殘疾歧視條例僱傭實務守則，僱主若要求求職者接受身體檢查，應確保醫療資料與工作的職責和責任相關，並只應在需要確定應徵者能否執行工作的固有要求時，才索取相關的健康資料。

Note 2: This is a sample document for reference only. Parties referring to this sample should ensure that its contents are appropriate for their use before adoption. They are also reminded to seek independent professional advice where appropriate.

此樣本文件只供參考，有關人士在使用前須確保其內容適合作相關用途。如有需要，應尋求專業人士的獨立意見。

# Please "✓" as appropriate

# 請在適當方格內填上「✓」號



[Name of Employment Agency]  
 [Address]  
 [Telephone and Fax Number/Email Address]

## Sample Resume of Foreign Domestic Helper

### Part I: Personal Particulars

<b>Name:</b>
<b>Date of birth:</b> (day) (month) (year)
<b>Nationality:</b>
<b>Education:</b>
<b>Height:</b>
<b>Weight:</b>

Please affix recent photo here

\*\* Note to employment agencies : Employment agencies are reminded to observe Personal Data (Privacy) Ordinance (PDPO) and anti-discrimination ordinances administered by Equal Opportunities Commission (EOC) when collecting, handling and displaying the personal information of foreign domestic helpers, e.g. religion, age, marital status, etc.

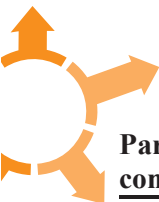
### Part II: Capabilities<sup>#</sup> (Please provide documentary proof such as certificate, diploma, etc. (if any))

	Excellent	Good	Fair	Poor	Supplementary Information/ Remarks/Verification Comments of EA
<b>Language:</b>					
Cantonese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mandarin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Others (please specify): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Skills:</b>					
Care of Infant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Care of Child	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Care of Elderly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Care of Disabled Person	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Care of Bedridden Person	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Care of Pet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cooking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
General Housework (e.g. Cleaning, Washing & Ironing)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Car Washing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Others (please specify): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Others (please specify): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### Part III: Qualifications (Please provide documentary proof such as certificate, diploma, record of attendance, etc.)

Name and Address of Issuing Institute	Issue Date	Expiry Date (if applicable)	Qualifications	Verification Comments of EA

\* Please delete where appropriate  
 # Please "✓" as appropriate



**Part IV: Working Experience in Hong Kong (Please provide documentary proof such as employment contract, work visa, reference letter of previous employer, etc.)**

Working Location	Working Period	Duties	Verification Comments of EA

**Part V: Overseas Working Experience Relevant to the Work of FDH (Please provide documentary proof such as employment contract, work visa, reference letter of previous employer, etc.)**

Working Location	Working Period	Duties	Verification Comments of EA

**Part VI: Job Expectations**

Work Contents		Verification Comments of EA
Duties good at and preferred:		
Duties not preferred (if any):		
Preferred family type and size (no. of family members):		
Others:		
Remunerations and Benefits		
Wages:		
Accommodation:		
Others:		

**Part VII: Other Related Information**

	Verification Comments of EA
[Please provide other related information here, if any]	

**Part VIII: Brief FDH on Standard Employment Contract (SEC) (To be ticked and signed by FDH) #**

The employment agency representative has explained to me the content of the SEC and I confirm understanding of the terms therein.

Signature of FDH / Date	
-------------------------	--

\_\_\_\_\_  
 Signature of FDH  
 ( Name: \_\_\_\_\_ )  
 Date: \_\_\_\_\_

# Please "✓" as appropriate



## Part IX: Verification of Information<sup>#</sup>

(Please "✓" to indicate to what extent the information provided in this form has been verified by the Employment Agency.)

- All the information in relation to the foreign domestic helper set out in this form has been verified by this EA.
- This EA has verified Part I/II/III/IV/V/VI/VII\* of this profile whereas the rest of this profile was provided by the foreign domestic helper/overseas employment agency/training school/government\*.
- Others (Please specify) \_\_\_\_\_

## Part X: Personal Information Collection Statement

---



---



---



---

EAs should provide a Personal Information Collection Statement <sup>Note 1</sup> based on the information they are going to obtain from the FDH pursuant to the requirements under PDPO.

Note 1 : When preparing the Personal Information Collection Statement, the following areas should be included (i.e. items (i) to (iv) below). If EAs intend to carry out direct marketing activities by using the personal data of FDHs, EAs should also consider taking additional step to inform the FDHs about item (v).

- (i) Statement of purpose

Suggested sample text :

*The information collected from you will be used for the following purposes : [Insert here the collection purposes by the EA]. Your photograph, [Insert here the information that will be posted on the EA's website] may be posted on our website for the purpose of facilitating prospective employers' selection process.*

- (ii) Statement as to whether it is obligatory or voluntary for the job-seeker to supply his/her personal data

Suggested sample text :

*Please note that it is mandatory for you to provide the personal data in the following sections of this form : [Insert here the relevant sections]. We may not be able to provide you with placement services in the absence of the aforesaid information. Please note that it is optional for you to provide the personal data in [Insert here the relevant sections] of this form.*

- (iii) Statement of possible transferees

Suggested sample text :

*For the purposes of providing the aforesaid service(s) to you, the information collected from you may be transferred to [Insert descriptions of the classes of transferees by their distinctive features].*

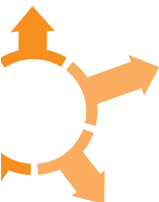
- (iv) Statement of rights of access, correction and contact details

Suggested sample text :

*You have the right to request access to and correction of information held by us about you. If you wish to access or correct your personal data, please contact [Insert here the name and/or post, contact details (such as address, phone number, email, etc.)].*

\* Please delete where appropriate

# Please "✓" as appropriate



- (v) Direct marketing  
EAs must provide notification to and obtain consent from data subjects before the use or provision of their personal data for use in direct marketing activities.

Suggested sample text :

*Your name, phone number and home address collected by us will be used for providing you with the information about our employment agency services [other marketing purposes may be specified here where appropriate]. We cannot use your personal data unless we received your consent or indication of no objection. If you agree to the above, please tick the box below :*

- I have no objection to the proposed use of my personal data as stated above.  
(If such personal data will be transferred to a third party for direct marketing purposes, additional information (as stated in Part 6A of PDPO) should be provided in the above sample text.)*

\_\_\_\_\_  
*Signature of FDH*  
(Name : \_\_\_\_\_ )  
Date : \_\_\_\_\_

Note 2: This is a sample document for reference only. Parties referring to this sample should ensure that its contents are appropriate for their use before adoption. They are also reminded to seek independent professional advice where appropriate.

Note 3: According to EO and EAR, the maximum commission which may be received by an EA from a job-seeker shall be an amount not exceeding a sum equal to 10% of the first-month's wages received by the job-seeker for each employment that he/she has been successfully placed by the EA. The provisions are applicable to **all** job-seekers.



# Tagalog version

[Pangalan ng Ahensiyang Pang-empleyo]

[Address]

[Numero ng Telepono at Fax Number/Email Address]

## Halimbawa ng Form para sa Personal na Impormasyon ng Dayuhang Kasambahay

### Bahagi I: Mga Pampersonal na Detalye

**Pangalan:**

**Petsa ng Kapanganakan:** (araw) (buwan) (taon)

**Nasyonalidad:**

**Edukasyon:**

**Taas:**

**Timbang:**

Idikit ditto ang  
pinakabagong litrato

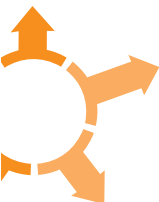
\*\* Paalala sa mga ahensiyang pang-empleyo : Pinaaalalahanan ang mga ahensiyang pang-empleyo na sundin ang Kautusan sa Personal na (Pampribadong) Datos (PDPO) at mga kautusang kontra-diskriminasyon na inilalapat ng Equal Opportunities Commission (EOC) kapag kumukuha, humahawak at naghahayag ng mga impormasyong personal ng dayuhang kasambahay, halimbawa: relihiyon, edad, estadong matrimonyal.

### Bahagi II: Mga kakayahan<sup>#</sup> (Magbigay ng mga dokumentong katibayan gaya ng sertipikasyon, diploma, at iba pa (kung mayroon)).

	Napakagaling	Magaling	Tama lang	Mahina	Mga dagdag na Impormasyon/Pahayag/ Komentong Beripikasyon ng EA
<b>Wika:</b>					
Intsik (Canton)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ingles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Instsik (Mandarin)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Iba pa (Tukuyin lamang):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Mga Kakayahan:</b>					
Pag-aalaga ng Sanggol	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pag-aalaga ng Bata	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pag-aalaga ng Matanda	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pag-aalaga ng Taong May Kapansanan o Imbalido	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pag-aalaga ng Taong Nakaratay sa higaan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pag-aalaga ng Alagang Hayop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pagluluto	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pangkalahatang Gawaing Bahay (hal. Paglilinis, Paglalaba at Pamamalantsa)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Paglilinis ng Sasakyan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Iba pa (Isalaysay): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Iba pa (Isalaysay): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

\* Maaring tanggalin kung hindi kinakailangan

# Lagyan ng "✓" kung kinakailangan



**Bahagi III: Kuwalipikasyon (Magbigay ng mga dokumentong katibayan gaya ng sertipikasyon, diploma, talaan ng pagpasok, iba pa)**

Pangalan at lugar ng nagkaloob na Institusyon	Petsa ng Ipinagkaloob	Petsa ng Pagkapaso (kung mayroon)	Kakayahan	Komentong Beripikasyon ng EA

**Bahagi IV: Karanasan sa Pagtratrabaho sa Hong Kong (Magbigay ng dokumentong katibayan gaya ng kontratang pang-empleyo, bisang pangtrabaho, sulat na reperensiya ng naunang amo, atbp.)**

Lugar na Pinagtrabahuhan	Panahon ng Pagtratrabaho	Mga tungkulin	Komentong Beripikasyon ng EA

**Bahagi V: Karanasan ng Pagtratrabaho sa Ibayong Dagat (ibang Bansa) na may kaugnayan sa trabaho bilang FDH (Magbigay ng dokumentong katibayan gaya ng kontratang pang-empleyo, bisa ng trabaho, sulat na reperensiya ng naunang amo, atbp.)**

Lugar na Pinagtrabahuhan	Panahon ng Pagtratrabaho	Mga tungkulin	Komentong Beripikasyon ng EA

**Bahagi VI: Mga Inaasahan sa Trabaho**

Nilalaman ng Pagtrabaho		Komentong Beripikasyon ng EA
Mga trabahong kung saan mahusay at mas gugustuhin:		
Trabahong hindi gusto (kung mayroon man):		
Pipiliing uri ng pamilya at laki (bilang ng miyembro ng pamilya):		
Iba pa:		
<b>Mga sahod at benepisyo</b>		
Suweldo:		
Akomodasyon:		
Iba pa:		

**Bahagi VII : Iba pang Kaugnay na Impormasyon**

	Mga Komentong Beripikasyon ng EA
[Magbigay ng iba pang kaugnay na impormasyon dito, kung mayroon man]	

**Bahagi VIII: Pagpapaliwanag sa FDH sa Ulirang Kontrata sa Pag-empleyo/ Standard Employment Contract (SEC).(Lalagyan ng tsek at lalagdaan ng FDH) #**

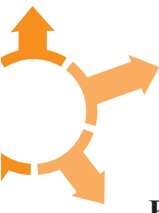
Ang kinatawan ng ahensiyang pang-empleyo ay ipinaliwanag sa akin ang mga nilalaman ng SEC at pinatotohanan ko ang pagkakaunawa sa mga kundisyon dito

Lagda ng FDH / Petsa

\_\_\_\_\_  
Lagda ng FDH  
(Pangalan: \_\_\_\_\_)  
Petsa: \_\_\_\_\_

# Lagyan ng "✓" kung kinakailangan





## Bahagi IX: Beripikasyon ng mga Impormasyon #

(Lagyan ng "✓" bilang pagpapahiwatig na kung hanggang saan ang pagkakaberipika ng Ahensiyang Pang-empleyo sa mga impormasyong naibigay.)

- Lahat ng impormasyon na may kaugnayan sa dayuhang kasambahay na naisulat sa form na ito ay bineripika ng EA na ito.
- Ang EA na ito ay bineripika ang Bahagi I/II/III/IV/V/VI/VII\* ng profile na ito habang ang iba sa profile na ito ay ibinigay ng dayuhang kasambahay/ahensiyang pang-empleyo sa ibayong dagat/eskwelahang tagapagsanay/pamahalaan\*.
- Iba pa (isalaysay)\_\_\_\_\_

## Bahagi X : Paghahayag ng Pagkuha ng Personal na Impormasyon

Ang mga EA ay dapat magbigay ng salaysay sa pagkuha ng personal na impormasyon <sup>Pananda 1</sup> base sa impormasyon na kukunin nila mula sa FDH.

Pananda 1: Ang salaysay sa Pagkuha ng Personal na Impormasyon ay dapat na maglalaman ng ( gaya ng bilang mula i hangang iv sa ibaba) Kung ang EAs ay nagnanais na gamitin ang personal na imormasyon ng FDHs sa direktang pagpapakilala, ang EAs ay dapat ding ikonsidera na ipaalam sa FDHs ang tungkol sa item bilang v.

(i) Salaysay ng layunin

Mungkahing teksto :

*Ang mga impormasyon na nakuha mula sa inyo ay gagamitin sa mga sumusunod na mga layunin: [Isingit dito ang layon ng pagkuha ng EA]. Ang inyong larawan, [Isingit dito ang mga impormasyon na ipapaskel o iaanunsiyo ng EA sa website] ay maaaring ilagay sa website ng EA upang makatulong sa mabilisang desisyon ng potensyal na amo/employer.*

(ii) Salaysay kung ang mga aplikante ng trabaho ay obligado o hindi na magbigay ng personal na datos

Mungkahing ng teksto :

*Tandaan lamang na kinakailangang kayo ay magbigay ng personal na datos sa sumusunod na mga seksyon sa form na ito: [Ipasok dito ang mga kaugnay na seksyon]. Maaaring hindi kami makahanap ng trabaho para sa inyo kung wala ang mga nasabing impormasyon. Tandaan lamang na maaari kayong mamili kung ibibigay ninyo ang inyong personal na datos sa [Ipasok dito ang kaugnay na seksyon] form na ito.*

(iii) Salaysay ng posibleng magsisilipat

Mungkahing teksto :

*Para sa layunin ng pagbibigay ng nasabing (mga) serbisyo sa inyo, ang mga impormasyon na kinuha mula sa inyo ay maaaring mailipat sa/kay [Ipasok ang mga paglalarawan ng mga uri ng mga nagsisilipat ayon sa kanilang mga natatanging pagkakakilanlan].*

\* Maaring tanggalin kung hindi kinakailangan

# Lagyan ng "✓" kung kinakailangan



(iv) Salaysay ng karapatang makita, pagwawasto at mga detalyeng pangkontak

Mungkahing teksto :

*Kayo ay may karapatang humiling na makita at pagwawasto ng impormasyon na nasa aming pag-iingat tungkol sa inyo. Kung nais ninyong makita o maiwasto ang inyong personal na datos, mangyari lamang na makipag-ugnayan sa [Ipasok dito ang pangalan at/o ang posisyon, mga detalyeng pangkontak (gaya ng tirahan, numero ng telepono, email, atbp.)].*

(v) Direktahang pagpapakilala (ng aplikante sa trabaho)

Ang mgaEA ay dapat magbigay ng isang pagpapabatid at kumuha ng pahintulot mula sa kinuhanang nagmamay-ari ng mga datos bago ito magamit o sa pagbibigay ng kanilang mga pampersonal na datos para sa paggamit sa mga direktahang aktibidades ng pagpapakilala (sa aplikante sa trabaho.)

Mungkahing halimbawa ng teksto :

*Ang inyong pangalan, numero ng telepono at lugar na tirahan na aming kinuha ay gagamitin para kayo ay mabigyan ng mga impormasyon tungkol sa aming serbisyo [ang iba pang layunin para sa pagpapakilala ng aplikante ng trabaho ay maaaring isaad dito kung nararapat]. Hindi namin maaaring magamit ang inyong personal na datos maliban lamang kung matanggap namin ang inyong pahintulot o pahiwatig ng hindi pagtutol. Kung kayo ay sumasang-ayon sa nasa itaas, pakilagyan ng tsek ang kahon na nasa ibaba:*

*Wala akong tutol sa mungkahing paggamit ng aking personal na datos gaya ng nakasaad sa itaas.*

*(Kung ang mga personal na impormasyon o datos ay maiibigay o maililipat sa ibang tao o partido maliban sa naunang EA, karagdagang impormasyon (tulad ng nasusulat sa Part 6a ng PDPO) ay kailangang idagdag sa mungkahing teksto.)*

\_\_\_\_\_  
Lagda ng FDH  
(Pangalan : \_\_\_\_\_ )  
Petsa : \_\_\_\_\_

Pananda 2: Ito ay isang halimbawang dokumento lamang. Ang mga partido na tumutunghay sa halimbawang ito ay dapat na siguraduhing ang mga nilalaman nito ay angkop sa kanilang layunin bago gamitin. Sila rin ay pinaaalalahan na sumangguni sa isang propesyunal kung nararapat.

Pananda 3: Ayon sa EO at EAR, ang pinakamataas na komisyon na maaaring matanggap ng isang EA mula sa isang aplikante ng trabaho ay halagang hindi dapat lalampas sa halagang katumbas na 10% ng unang buwang sahod ng kasambahay o manggagawa sa bawat o tuwing matagumpay na pag-empleyo ng EA. Ang probisyong ito ay angkop sa **lahat** ng aplikante ng trabaho.

[Nama Agensi Penempatan Kerja]

[Alamat]

[Nomor Telepon dan Fax/Alamat Email]

## Contoh Formulir untuk Profil Penata Laksana Rumah Tangga Asing

### Bagian I: Data-data Pribadi

<b>Nama:</b>	
<b>Tanggal Lahir:</b>	(tgl) (bulan) (tahun)
<b>Kewarganegaraan:</b>	
<b>Pendidikan:</b>	
<b>Tinggi:</b>	<b>Berat badan:</b>

Harap Tempelkan  
foto yg terkini  
di sini

\*\* Catatan untuk agensi penempatan kerja : Agensi penempatan kerja di-ingatkan untuk mematuhi Ordonansi Data Pribadi (Privasi) (ODPP) dan ordonansi anti-diskriminasi yg dikeluarkan oleh Komisi Kesetaraan Kesempatan/Equal Opportunities Commission (EOC) saat mengum-pulkan, menangani dan memasang/menunjukkan informasi pribadi dari penata laksana rumah tangga asing, misalnya agama, usia, status perkawinannya.

### Bagian II: Kemampuan<sup>#</sup> (Harap berikan bukti dokumen misalnya ijazah, sertifikat, dll. (jika ada))

	Baik Sekali	Bagus	Sedang	Jelek	Informasi Tambahan/ Catatan/ Komentar ttg Verifikasi dari APK
<b>Bahasa:</b>					
Kanton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Inggris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mandarin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lainnya (harap sebutkan): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Ketrampilan:</b>					
Merawat Bayi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Merawat Anak-anak	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Merawat Orang Lanjut Usia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Merawat Orang Cacat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Merawat Orang Yg Harus Di Ranjang Terus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Merawat Hewan Peliharaan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Memasak	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pekerjaan Rumah Tangga Umum (misalnya Bersih-bersih, Cuci & Setrika)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cuci Mobil	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lainnya (harap sebutkan): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lainnya (harap sebutkan): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

\* Harap coret yang tidak perlu

# Harap beri tanda "✓" di kotak yang sesuai



**Bagian III: Kualifikasi (Harap berikan bukti dokumen seperti ijazah, sertifikat, catatan kehadian, dll.)**

Nama dan Alamat Lembaga Yg Mengeluarkan	Tgl Pengeluaran	Tgl Habis Berlakunya (jika ada)	Kualifikasi	Komentar verifikasi dari APK

**Bagian IV: Pengalaman Kerja di Hong Kong (Harap berikan bukti dokumen seperti kontrak kerja, visa kerja, surat referensi dari majikan sebelumnya, dll.)**

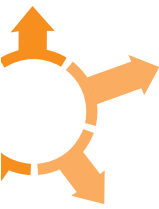
Lokasi Kerja	Masa Bekerja	Tugas-tugas nya	Komentar verifikasi dari APK

**Bagian V: Pengalaman kerja di luar negeri yg relevan dgn pekerjaan sbg PLRTA (Harap berikan dokumen bukti seperti kontrak kerja, visa kerja, surat referensi dari mantan majikan, dll.)**

Lokasi Kerja	Masa Bekerja	Tugas-tugas nya	Komentar verifikasi dari APK

**Bagian VI: Pekerjaan Yg Diharapkan**

Rincian Pekerjaan		Komentar verifikasi dari APK
Tugas-tugas yg anda kuasai dan lebih anda sukai:		
Tugas-tugas kurang anda sukai (jika ada):		
Jenis & ukuran keluarga yg disukai (jumlah anggota keluarga):		
Lain nya:		
Gaji dan Tunjangan		
Gaji:		
Akomodasi:		
Lainnya:		



## Bagian VII: Informasi Terkait Lainnya

	Komentar verifikasi dari APK
[Harap berikan informasi terkait lainnya di sini, jika ada]	

## Bagian VIII: Menjelaskan kpd PLRTA tentang Kontrak Kerja Standar (KKS) (Untuk diberi tanda koreksi dan ditandatangani oleh PLRTA) #

- Wakil dari agensi penempatan kerja telah menjelaskan kepada saya isi dari KKS dan saya konfirmasi telah mengerti persyaratan di dalamnya.

Tanda Tangan PLRTA / Tanggal	
------------------------------	--

\_\_\_\_\_  
Tanda Tangan PLRTA  
(Nama : \_\_\_\_\_)  
Tgl : \_\_\_\_\_

## Bagian IX: Verifikasi Informasi #

(Harap beri tanda "✓" untuk menunjukkan sejauh mana informasi yg diberikan di dalam formulir ini telah diverifikasi oleh Agensi Penempatan Kerja.)

- Semua informasi yg berkenaan dengan pelaksana rumah tangga asing yg dipaparkan di dalam formulir ini telah diverifikasi oleh APK.
- APK ini telah melakukan verifikasi terhadap Bagian I/II/III/IV/V/VI/VII\* dari profil ini sedangkan sisanya diberikan oleh penata laksana rumah tangga asing/agensi penempatan kerja luar negeri/lembaga training/pemerintah\*.
- Lainnya (Harap sebutkan) \_\_\_\_\_

## Bagian X: Pernyataan Pengumpulan Informasi Pribadi

---

---

---

---

APK harus memberi pernyataan pengumpulan informasi pribadi <sup>Catatan 1</sup> berdasarkan informasi yang akan mereka minta dari PLRTA.

Catatan 1: Ketika mempersiapkan Pernyataan Pengumpulan Informasi Pribadi harus mencakup : (yaitu: poin (i) sampai poin (iv) dibawah), kalau APK bermaksud untuk melaksanakan kegiatan pemasaran langsung dengan menggunakan data dari PLRT, APK harus juga mempertimbangkan langkah tambahan untuk memberitahukan PLRT tentang poin (v)

\* Harap coret yang tidak perlu

# Harap beri tanda "✓" di kotak yang sesuai



(i) Pernyataan Mengenai Tujuan

Contoh teks yang disarankan :

*Informasi yg dikumpulkan dari anda akan digunakan untuk tujuan di bawah ini: [Tulis disini tujuan pengumpulan informasi oleh APK] . Foto anda, [Tulis di sini informasi yang akan dipasang di laman website APK] bisa dipasang di laman website kami untuk tujuan mempermudah proses penyeleksian oleh calon majikan.*

(ii) Pernyataan mengenai apakah memberikan data pribadi merupakan suatu keharusan atau pilihan sukarela bagi pencari kerja.

Teks yang disarankan :

*Harap dicatat bahwa merupakan keharusan bagi anda untuk memberikan data pribadi di bagian-bagian dari formulir di bawah ini : [Tulis disini bagian-bagian yg relevan]. Kami mungkin tidak akan dapat memberikan jasa penempatan kerja jika tidak ada informasi tersebut di atas. Harap dicatat bahwa merupakan pilihan sukarela bagi anda apakah mau memberikan data pribadi di [Tulis disini bagian-bagian yg relevan] dari formulir ini.*

(iii) Pernyataan mengenai kemungkinan transfer informasi

Teks yang disarankan :

*Untuk tujuan memberikan jasa yang disebutkan di atas kepada anda, informasi yg didapatkan dari anda bisa ditransfer ke [Tulis disini golongan yg akan menerima transfer informasi dan fitur jelasnya.].*

(iv) Pernyataan tentang hak untuk mengakses, membetulkan dan detail kontak

Teks yang disarankan :

*Anda memiliki hak untuk meminta akses dan membetulkan informasi mengenai anda yg kami simpan. Jika anda ingin mengakses atau membetulkan data pribadi anda, harap kontak [Tulis nama dan/ atau detail alamat pos atau kontak (misalnya seperti alamat, nomor telepon, email, dll.)].*

(v) Pemasaran langsung

APK harus memberi pemberitahuan dahulu dan minta izin dari pemilik data sebelum memakai atau memerikan data pribadi mereka untuk dipergunakan dalam aktivitas pemasaran langsung.

Teks yang disarankan :

*Nama, nomor telepon dan alamat rumah anda yg disimpan oleh kami akan dipakai untuk memberi anda informasi mengenai pelayanan dari agensi penempatan kerja kami [ tujuan pemasaran lain nya bisa disebutkan di sini jika ada / cocok dengan situasi nya]. Kami tidak dapat memakai data pribadi anda kecuali jika kami mendapatkan persetujuan dari anda atau isyarat dari anda bahwa anda tidak keberatan. Jika anda setuju dengan yang di atas, harap anda beri tanda koreksi di kotak di bawah ini :*

*Saya tidak keberatan terhadap pemakaian data pribadi saya seperti yang diusulkan dan disebutkan di atas.*

*(kalua data peribadi ini akan dipindahkan ke pihak ketiga untuk tujuan pemasaran langsung, informasi tambahan (sebagaimana dinyatakan dalam Bagian 6A dari PDPO) harus disediakan di contoh tulisan diatas)*

\_\_\_\_\_  
Td Tangan PLRT

( Nama : \_\_\_\_\_ )

Tgl : \_\_\_\_\_

Catatan 2: Ini adalah contoh dokumen untuk rujukan saja. Pihak-pihak yg merujuk ke contoh ini harus memastikan bahwa isi nya cocok untuk dipakai mereka sebelum mereka menggunakannya. Mereka juga diingatkan untuk mencari advis professional yg independen bila dirasa perlu.

Catatan 3: Menurut UU Tenaga Kerja (UU TK) dan Peraturan Agensi Penempatan Kerja (PAPK), komisi maksimum yg boleh didapatkan oleh APK dari pencari kerja adalah jumlah yg tidak boleh lebihdari 10% dari gaji bulan pertama yg diterima oleh pencari kerja untuk tiap penempatan kerja dimana dia telah berhasil ditempatkan oleh APK. Ketentuan ini berlaku untuk **semua** pencari kerja.



# Hindi version

[रोजगार एजेंसी का नाम]  
[पता]  
[टेलीफोन और फैक्स नंबर / ईमेल पता]

## विदेशी घरेलू सहायक (एफ.डी.एच) संक्षिप्त विवरण नमूना

### भाग I: व्यक्तिगत विवरण

नाम:			
जन्म तिथि:	(दिन)	(महीना)	(वर्ष)
राष्ट्रीयता:			
शिक्षा:			
कद:	वजन:		

कृप्या हाल ही की तस्वीर यहाँ लगाएँ

\*\* रोजगार एजेंसियों को निर्देश : विदेशी घरेलू सहायकों की व्यक्तिगत जानकारी एकत्र करने, उनका संचालन करने और प्रदर्शित करते समय रोजगार एजेंसियों को व्यक्तिगत विवरण (गोपनीयता) अध्यादेश (पीडीपीओ) और समान अवसर आयोग (ईओसी) द्वारा नियंत्रित विदेशी भेदभाव संबंधी अध्यादेशों का पालन करने की याद दिलाई जाती है। उदाहरण के लिए, धर्म, आयु, वैवाहिक स्थिति आदि।

### भाग II: क्षमता<sup>#</sup> (कृपया प्रमाण पत्र, डिप्लोमा, आदि जै ` दस्तावेजी प्रमाण प्रदान करें (यदि कोई हो))

	उत्कृष्ट	अच्छा	ठीक	खराब	अनुपूरक जानकारी/ रोजगार एजेंसी (ईए) की टिप्पणियां / सत्यापन टिप्पणियां
<b>भाषा:</b>					
कैटोनीज़	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
अंग्रेज़ी	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
मंडारिन	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
अन्य, कृपया बताएँ:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>कौशल:</b>					
नवजात शिशु की देखभाल	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
बच्चे की देखभाल	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
बुजुर्गों की देखभाल	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
विकलांग व्यक्ति की देखभाल	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
बेदखल व्यक्ति की देखभाल	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
पालतू जानवर की देखभाल	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
खाना बनाना	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
जनरल गृहकार्य (जै ` कि सफाई, धुलाई और कपड़ों की इस्त्री)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
कार धोना	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
अन्य, कृपया बताएँ:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
अन्य, कृपया बताएँ:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### भाग III: योग्यता (कृपया प्रमाण पत्र, डिप्लोमा, उपस्थिति का रिकॉर्ड आदि जै ` दस्तावेजी प्रमाण प्रदान करें)

जारीकर्ता संस्थान का नाम और पता	जारी करने की तिथि	समाप्ति तिथि (यदि लागू हो)	योग्यता	ईए की सत्यापन टिप्पणियां

\* कृपया जहाँ उचित हो हटाएँ

# कृपया उचित के लिए “✓” का उपयोग करें



भाग IV: हागकांग में कार्य अनुभव (कृपया दस्तावेजी प्रमाण प्रदान करें जैसे रोजगार अनुबंध, कार्य वीजा, पिछले नियोक्ता के संदर्भ पत्र आदि)

कार्य स्थान	कार्य अवधि	कर्तव्य	ईए की सत्यापन टिप्पणियां

भाग V: एफडीएच के कार्य से संबंधित विदेशी कामकाजी अनुभव (कृपया दस्तावेजी प्रमाण प्रदान करें जैसे रोजगार अनुबंध, कार्य वीजा, पिछले नियोक्ता के संदर्भ पत्र आदि)

कार्य स्थान	कार्य अवधि	कर्तव्य	ईए की सत्यापन टिप्पणियां

भाग VI: नौकरी उम्मीद

कार्य विषय-सूची	ईए की सत्यापन टिप्पणियां
कृत्य अच्छे और पसंदीदा:	
कृत्य जो पसंद नहीं (यदि कोई है):	
पसंदीदा परिवार प्रकार और आकार (परिवार के सदस्यों की संख्या):	
अन्य:	
पारिश्रमिक और लाभ	
वेतन:	
आवास:	
अन्य:	

भाग VII: अन्य संबंधित जानकारी

	ईए की सत्यापन टिप्पणियां
[कृपया अन्य संबंधित जानकारी यहाँ प्रदान करें, यदि कोई है।]	

भाग VIII: मानक रोजगार अनुबंध (एस.ई.सी) ( की शर्तों को एफडीएच को समझाना जो एफडीएच द्वारा चिह्नित और हस्ताक्षर किया जाना है) \*

<input type="checkbox"/> रोजगार एजेंसी के प्रतिनिधि ने मुझे एसईसी की सामग्री समझाई है और मैं उन शर्तों को समझने की पुष्टि करता हूँ।
एफडीएच के हस्ताक्षर / दिनांक

एफडीएच के हस्ताक्षर

(नाम: \_\_\_\_\_)

तिथि: \_\_\_\_\_





## भाग IX: चना का सत्यापन #

(यह सूचित करने के लिए कृपया "✓" लगाकर बताएँ कि इस फॉर्म में दी गई जानकारी को कितनी हद तक रोजगार एजेंसी द्वारा सत्यापित किया गया है।)

- इस फार्म में निर्धारित विदेशी घरेलू सहायक के संबंध में सभी जानकारी इस ईए द्वारा सत्यापित की गई है।
- इस ईए ने इस विवरण के भाग I/II/III/IV/V/VI/VII\* सत्यापित किया है जबकि बाकी विवरण विदेशी घरेलू सहायक / विदेशी रोजगार एजेंसी / प्रशिक्षण विद्यालय / सरकार \* द्वारा प्रदान किया गया था।
- अन्य, कृपया बताएँ \_\_\_\_\_

## भाग X: व्यक्तिगत जानकारी संग्रह विवरण

---



---



---



---

ईए को पीडीपीओ के तहत आवश्यकताओं के अनुसार एफडीएच प्राप्त होने वाली जानकारी के आधार पर व्यक्तिगत जानकारी संग्रह कथन<sup>नोट 1</sup> देना चाहिए।

नोट 1 : व्यक्तिगत चना संग्रह वक्तव्य की तैयारी करते समय, निम्नलिखित क्षेत्रों को शामिल किया जाना चाहिए जैसे की नीचे दिए विषय i) (iv)। यदि ईए एफडीएच के व्यक्तिगत आंकड़ों का उपयोग करके प्रत्यक्ष विपणन गतिविधियों को पूरा करने का इरादा रखते हैं, तो रोजगार एजेंसी को भी विषय (v) के बारे में एफडीएच को सूचित करने के लिए अतिरिक्त कदम उठाने पर विचार करना चाहिए।

### (i) उद्देश्य का विवरण

प्रस्तावित नमूना पाठ :

आपके द्वारा एकत्र की गई जानकारी का उपयोग निम्नलिखित उद्देश्यों के लिए किया जाएगा: [ईए द्वारा संग्रह प्रयोजनों को सम्मिलित करें]। आपकी तस्वीर, [ईए की वेबसाइट पर पोस्ट की जाने वाली जानकारी सम्मिलित करें] भावित नियोक्ताओं की चयन प्रक्रिया को सुविधाजनक बनाने के उद्देश्य के लिए हमारी वेबसाइट पर पोस्ट की जा सकती है।

### (ii) व्यक्त करें कि नौकरी के साधक / अधिकार के लिए अपनी व्यक्तिगत जानकारी देना अनिवार्य या स्वैच्छिक है

प्रस्तावित नमूना पाठ :

कृपया ध्यान दें कि आपके लिए इस फॉर्म के निम्नलिखित अनुभागों में व्यक्तिगत डेटा प्रदान करना अनिवार्य है: [यहां प्रांगिक अनुभाग सम्मिलित करें] हम आपको उपरोक्त चना के अभाव में प्लेसमेंट सेवाओं प्रदान नहीं कर सकते। कृपया ध्यान दें कि इस फॉर्म [यहां प्रांगिक अनुभागों को सम्मिलित करें] में व्यक्तिगत डेटा प्रदान करना यह वैकल्पिक है।

### (iii) विवरण का सम्भावित स्थानान्तरण

प्रस्तावित नमूना पाठ :

आपको उपरोक्त सेवाओं को प्रदान करने के प्रयोजनों के लिए, आपके द्वारा एकत्र की गई जानकारी को स्थानांतरित किया जा सकता है [उनके विशिष्ट विशेषताओं द्वारा ट्रांसफर वर्गों का विवरण डालें]।

\* कृपया जहाँ उचित हो हटाएँ

# कृपया उचित के लिए "✓" का उपयोग करें



- (iv) सम्पर्क विवरण को जानने और उसमें सुधार करने का अधिकार

प्रस्तावित नमूना पाठ :

हमारे पास आपके बारे में आपके द्वारा दी गई जानकारी जो है उसे जानने और उसे सुधार का अनुरोध करने का आपको अधिकार है। यदि आप अपना व्यक्तिगत विवरण जानना या सही करना चाहते हैं, तो कृपया [नाम और / या पोस्ट, सम्पर्क विवरण जैसे पता, फोन नंबर, ईमेल आदि] यहाँ सम्मिलित करें।]

- (v) प्रत्यक्ष विपणन

प्रत्यक्ष विपणन गतिविधियों में उनके व्यक्तिगत विवरण के उपयोग या प्रावधान से पहले ईए को सूचना प्रदान करनी चाहिए और विवरण-विषयक से सहमति लेनी चाहिए

प्रस्तावित नमूना पाठ :

हमारे द्वारा एकत्रित आपका नाम, फोन नंबर और घर का पता हमारी रोजगार एजेंसी 'वाओं के बारे में जानकारी प्रदान करने के लिए उपयोग किया जाएगा [यहाँ उपयुक्त हो वहाँ अन्य विपणन उद्देश्यों को निर्दिष्ट किया जा सकता है] हम आपके व्यक्तिगत डेटा का उपयोग तब तक नहीं करते हैं जब तक आपकी सहमति न हो या आपको कोई आपत्ति न हो। यदि आप उपर्युक्त से सहमत हैं, तो कृपया नीचे दिए गए बॉक्स पर चिन्ह लगाएँ:

- ऊपर वर्णित मेरे व्यक्तिगत डेटा के प्रस्तावित उपयोग के लिए मुझे कोई आपत्ति नहीं है।

I

(यदि इस तरह के व्यक्तिगत डेटा को प्रत्यक्ष विपणन उद्देश्यों के लिए तीसरी पार्टी में स्थानांतरित किया जाएगा, अतिरिक्त जानकारी जैसा कि पीडीपीओ के भाग 6 ए में कहा गया है) उपरोक्त नमूना पाठ में दी जानी चाहिए।)

एफडीएच के हस्ताक्षर

(नाम : \_\_\_\_\_ )

तिथि : \_\_\_\_\_

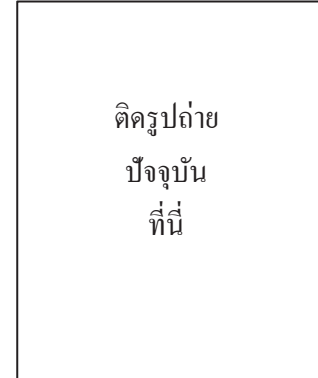
नोट 2: यह दंर्भ के लिए केवल एक नमूना दस्तावेज़ है। इस नमूने का दंर्भ करते हुए दलों को इसका उपयोग करने से पहले यह निश्चित करना चाहिए कि इसकी सामग्री उनके उपयोग के लिए उपयुक्त है। जहाँ उपयुक्त हो उन्हें एक उपयुक्त पेशेवर सलाह लेने की भी सलाह दी जाती है।

नोट 3: ईओ और ईएआर के अनुसार, अधिकतम कमीशन जो नौकरी तलाशने वाले से ईए द्वारा प्राप्त किया जा सकता है वो ईए द्वारा सफल नौकरी की नियुक्ति के लिए कमीशन प्राप्त नौकरी-साधक के प्रथम महीने की मजदूरी के 10% से अधिक नहीं होगा। प्रावधान **सभी** नौकरी चाहने वालों के लिए लागू होते हैं।

[ชื่อบริษัทจัดหางาน]  
 [ที่อยู่]  
 [เบอร์โทรศัพท์และโทรสาร / อีเมลล์]  
 ตัวอย่างแบบฟอร์มประวัติส่วนตัวของผู้ช่วยแม่บ้านต่างชาติ

**ตอนที่ I : รายละเอียดส่วนบุคคล**

ชื่อ :	
วันเดือนปีเกิด :	(วัน) (เดือน) (ปี)
สัญชาติ :	
การศึกษา :	
ส่วนสูง :	น้ำหนัก :



\*\* หมายเหตุ สำหรับบริษัทจัดหางาน : ข้อคัดค้านเพื่อให้บริษัทจัดหางานปฏิบัติตามบทบัญญัติเกี่ยวกับข้อมูลส่วนบุคคล (ความลับ) (PDPO) และบทบัญญัติต่อต้านการเลือกปฏิบัติซึ่งบริหารโดยคณะกรรมการความเท่าเทียมทางโอกาส (Equal Opportunities Commission (EOC)) ในการเก็บ ใช้ และเสนอข้อมูลส่วนบุคคลของผู้ช่วยแม่บ้านต่างชาติ เช่น ศาสนา อายุ สถานสภาพสมรส เป็นต้น

**ตอนที่ II : ความสามารถ # (โปรดแสดงเอกสารหลักฐาน เช่น ใบรับรอง ประกาศนียบัตร เป็นต้น (ถ้ามี))**

	ดีมาก	ดี	พอใช้	ไม่ดี	ข้อมูลเพิ่มเติม/ข้อสังเกต/ความคิดเห็นของ EA
<b>ภาษา :</b>					
จีนกวางตุ้ง	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
อังกฤษ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
จีนกลาง	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
อื่นๆ (โปรดระบุ) : _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>ความชำนาญ :</b>					
ดูแลเด็กทารก	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ดูแลเด็ก	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ดูแลคนชรา	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ดูแลผู้พิการ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ดูแลผู้ป่วยบนเตียง	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ดูแลสัตว์เลี้ยง	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ทำอาหาร	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
งานบ้านทั่วไป (อย่างเช่น ทำความสะอาด ซักผ้า และรีดผ้า)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ทำความสะอาดรถยนต์	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
อื่นๆ (โปรดระบุ) : _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
อื่นๆ (โปรดระบุ) : _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

\* โปรดขีดฆ่าตามความเหมาะสม  
 # โปรด "✓" ตามความเหมาะสม



**ตอนที่ III : วุฒิกการศึกษา (โปรดแสดงเอกสารหลักฐาน เช่น ใบรับรอง ประกาศนียบัตร บันทึกการเข้าเรียน เป็นต้น)**

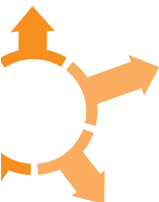
ชื่อและที่อยู่ของสถาบันการศึกษา	วันที่ออกวุฒิกการศึกษา	วันที่หมดอายุ (หากระบุ)	วุฒิกการศึกษาที่ได้รับ	ความคิดเห็นของ EA

**ตอนที่ IV : ประสบการณ์การทำงานในฮ่องกง (โปรดแสดงเอกสารหลักฐาน เช่น สัญญาจ้าง วิชาทำงาน  
จดหมายรับรองจากนายจ้างเก่า เป็นต้น)**

สถานที่ที่ทำงาน	ระยะเวลาที่ทำงาน	หน้าที่	ความคิดเห็นของ EA

**ตอนที่ V : ประสบการณ์การทำงานในต่างประเทศที่เกี่ยวข้องกับงานของ ผู้ช่วยแม่บ้านต่างชาติ (โปรดแสดงเอกสารหลักฐาน  
เช่น สัญญาจ้าง วิชาทำงาน จดหมายรับรองจากนายจ้างเก่า เป็นต้น)**

สถานที่ที่ทำงาน	ระยะเวลาที่ทำงาน	หน้าที่	ความคิดเห็นของ EA



**ตอนที่ VI : งานที่ประสงค์จะทำ**

รายละเอียดของงาน		ความคิดเห็นรับรองของ EA
หน้าที่ที่ทำได้ดีและชอบทำ :		
หน้าที่ที่ไม่ชอบทำ (ถ้ามี) :		
ประเภทและขนาด (จำนวนสมาชิก) ของครอบครัวที่ต้องการ :		
อื่นๆ :		
<b>คำตอบแทนและสวัสดิการต่างๆ</b>		
เงินเดือน :		
ที่พัก :		
อื่นๆ :		

**ตอนที่ VII : ข้อมูลอื่นๆ ที่เกี่ยวข้อง**

	ความคิดเห็นของ EA
[โปรดระบุข้อมูลที่เกี่ยวข้องอื่นๆ ที่นี้ ถ้ามี]	

**ตอนที่ VIII : สรุปย่อๆ เกี่ยวกับสัญญาจ้างมาตรฐาน (SEC) (ให้ขีด “✓” และเซ็นชื่อโดย ผู้ช่วยแม่บ้านต่างชาติ) #**

ตัวแทนของบริษัทจัดหางานได้อธิบายข้อความในสัญญาจ้างมาตรฐาน (SEC) แก่ข้าพเจ้าแล้ว และข้าพเจ้าขอยืนยันว่าเข้าใจเงื่อนไขการจ้างนั้น

ลายเซ็นชื่อของผู้ช่วยแม่บ้านต่างชาติ / วันที่	
---	--

ลายเซ็นชื่อของผู้ช่วยแม่บ้านต่างชาติ  
(ชื่อ : \_\_\_\_\_)  
วันที่ : \_\_\_\_\_

# โปรด “✓” ตามความเหมาะสม



## ตอนที่ IX : การยืนยันข้อมูล #

(โปรด "✓" เพื่อแสดงว่าข้อมูลต่างๆที่กรอกในแบบฟอร์มนี้ได้รับการยืนยันโดยบริษัทจัดหางานแล้ว)

- ข้อมูลทั้งหมดของผู้ช่วยแม่บ้านต่างชาติที่กรอกในแบบฟอร์มนี้ได้รับการยืนยันโดย EA นี้แล้ว
- EA นี้ได้ยืนยันตอนที่ I/II/III/IV/V/VI/VII ของประวัตินี้แล้ว ตามรายละเอียดที่ผู้ช่วยแม่บ้านต่างชาติ /บริษัทจัดหางานต่างประเทศ / โรงเรียน กักหัด /รัฐบาล
- อื่นๆ (โปรดระบุ) \_\_\_\_\_

## ตอนที่ X : ข้อแถลงเกี่ยวกับการเก็บข้อมูลส่วนตัว

EA ควรให้ข้อแถลงเกี่ยวกับการเก็บข้อมูลส่วนตัว <sup>หมายเหตุ 1</sup> ขึ้นอยู่กับข้อมูลที่จะเรียกเก็บจากผู้ช่วยแม่บ้านต่างชาติ

หมายเหตุ 1: เมื่อมีการเตรียมการเก็บข้อแถลงเกี่ยวกับข้อมูลส่วนบุคคลจะต้องประกอบด้วย (เช่น ข้อ (i)ถึงข้อ (iv))ตามข้างท้าย หาก EAS ประารถนาที่จะดำเนินกิจกรรมทางธุรกิจโดยตรง โดยใช้ข้อมูลส่วนบุคคลของผู้ช่วยแม่บ้านต่างชาติ EAS ควรแจ้งให้ผู้ช่วยแม่บ้านต่างชาติทราบตามข้อ (v)

(i) จุดประสงค์ของข้อ แถลง

ตัวอย่างข้อความที่แนะนำ:

ข้อมูลที่เก็บจากคุณจะถูกใช้ในจุดประสงค์ดังต่อไปนี้: [กรอกจุดประสงค์ของการเก็บโดย EA ที่นี้]  
รูปถ่ายของคุณ [กรอกข้อมูลที่นี่เพื่อที่จะลงในเว็บไซต์ของ EA] ซึ่งอาจจะใช้ในในเว็บไซต์ของเรา  
ทั้งนี้ก็เพื่ออำนวยความสะดวกในกระบวนการหานายจ้าง

(ii) ข้อแถลงที่ว่าข้อมูลส่วนบุคคลเสนอโดยผู้หางานนั้นเป็นการเสนอตามหน้าที่หรือด้วยความ สมจริตใจ

ตัวอย่างข้อความที่แนะนำ:

โปรดทราบว่าเป็นความจำเป็นที่คุณต้องให้ข้อมูลส่วนบุคคลในส่วนต่างๆในแบบฟอร์มนี้:

[กรอกส่วนต่างๆที่เกี่ยวข้องที่นี่] เราอาจไม่สามารถหางานให้คุณได้ หากไม่มีข้อมูลดังกล่าว

โปรดทราบว่าเป็นข้อมูลเพิ่มเติมที่คุณสามารถเสนอให้ [กรอกส่วนต่างๆที่เกี่ยวข้องถึงที่นี่] ในแบบฟอร์มนี้

(iii) ข้อแถลงที่อาจมีการ โอนถึงบุคคลอื่น

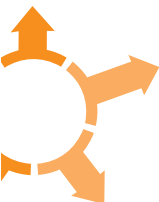
ตัวอย่างข้อความที่แนะนำ:

จุดประสงค์เพื่อให้บริการต่างๆ ข้างต้นแก่คุณ ข้อมูลที่ได้เก็บจากคุณอาจมีการ โอนไปให้กับ

[กรอกรายละเอียดลำดับขั้นของผู้รับ โอนตามลักษณะพิเศษ]

\* โปรดขีดฆ่าตามความเหมาะสม

# โปรด "✓"ตามความเหมาะสม



(iv) ข้อตกลงของสิทธิในการเข้าถึง การแก้ไข และวิธีการติดต่อรายละเอียดเกี่ยวกับวิธีการติดต่อ ตัวอย่างข้อความที่แนะนำ :

คุณมีสิทธิที่จะร้องขอในการเข้าถึงและแก้ไขข้อมูลของคุณที่มีอยู่กับเราได้

หากคุณต้องการที่จะเข้าถึงหรือแก้ไขข้อมูลส่วนบุคคล โปรดติดต่อ [กรอกชื่อและ/หรือตำแหน่ง รายละเอียดวิธีการติดต่อ ที่นี่ (เช่น ที่อยู่ เบอร์โทรศัพท์ อีเมลล์ เป็นต้น)]

(v) การติดต่อเพื่อธุรกิจการค้าโดยตรง : EA

ต้องแจ้งและรับคำยินยอมจากเจ้าของข้อมูลก่อนที่จะใช้หรือจัดหาข้อมูลส่วนบุคคลสำหรับการใช้ในการติดต่อเพื่อ ธุรกิจการค้าต่างๆ

ตัวอย่างข้อความที่แนะนำ :

ชื่อ เบอร์โทรศัพท์ และที่อยู่ของคุณที่ได้เก็บรักษาไว้กับเรานี้

จะใช้ในการเสนอข้อมูลแก่คุณเกี่ยวกับการบริการของบริษัทจัดหางานของเรา

[ระบุจุดประสงค์ในธุรกิจการค้าอื่นๆตามความเหมาะสมถ้ามี]

เราไม่สามารถที่จะใช้ข้อมูลส่วนบุคคลของคุณได้โดยปราศจากคำยินยอมหรือคำชี้แจงไม่คัดค้านจากคุณ

หากคุณยินยอมต่อข้อความข้างต้น โปรดกากะบาทในช่องข้างล่างนี้ :

ข้าพเจ้าไม่คัดค้านการใช้ข้อมูลส่วนบุคคลของข้าพเจ้า ตามที่ระบุไว้ข้างต้น

(หากจะมีการโอนข้อมูลส่วนบุคคลดังกล่าวให้บุคคลที่สาม เพื่อวัตถุประสงค์ด้านธุรกิจโดยตรง

ควรให้ข้อมูลเพิ่มเติม (ตามที่ระบุใน ส่วนที่ 6 ของ PDPO) ในตัวอย่างข้างต้น)

ลายเซ็นชื่อของ ผู้ช่วยแม่บ้านต่างชาติ

(ชื่อ : \_\_\_\_\_ )

วันที่ : \_\_\_\_\_

หมายเหตุ 2 : นี่คือตัวอย่างเอกสารสำหรับการอ้างอิงเท่านั้น บุคคลที่จะเลือกใช้ตัวอย่างนี้ควรพิจารณาข้อความดังกล่าว ว่าเหมาะสมหรือไม่ หรือควรปรึกษาขอความคิดเห็นจากผู้เชี่ยวชาญก่อน

หมายเหตุ 3 : ตามระเบียบการของ EO และ EAR, จำนวนเงินค่านายหน้าขั้นสูงสุดที่ EA จะได้รับจากผู้หางานจะต้องไม่เกิน 10% ของเงินเดือนๆแรกของผู้หางานในแต่ละและทุกๆการจ้างงานที่จะได้รับหลังจากหางานได้แล้ว โดย EA ทั้งนี้ข้อกำหนดนี้ใช้กับผู้หางานทุกคน



# Sinhala version

[රැකියා නියෝජිත ආයතනයේ නම]  
[ලිපිනය]  
[දුරකථන හා ෆැක්ස් අංකය/ විද්‍යුත් ලිපිනය]

## විදේශීය ගෘහ සේවකයා සඳහා ආදර්ශ රැකියා අයදුම්පත

### I කොටස: පෞද්ගලික විස්තර

නම:	
උපන් දිනය:	(දිනය) (මාසය) (වර්ෂය)
ජාතිකත්වය:	
අධ්‍යාපනය:	
උස:	බර:

ළඟදී ලබාගත් ඡායාරූපයක් මෙහි අමුණන්න.

\*\* රැකියා නියෝජිත ආයතන වෙත සටහන: විදේශීය ගෘහ සේවකයින්ගේ පුද්ගලික තොරතුරු රැස් කිරීම, කළමනාකරණය සහ පුද්ගලික කිරීමේදී සමාන අවස්ථා කොමිෂම සභාව (EOC) විසින් පරිපාලනය කරනු ලබන පෞද්ගලික දත්ත (පුද්ගලිකත්ව) ආඥාපනත (PDPO) හා නීති විරෝධී වෙනස්කම් සැලකීම කරන ආඥාපනත පිළිපැදිය යුතු ලෙස රැකියා නියෝජිත ආයතන වෙත සිහිපත් කරනු ලැබේ. උදා. ආගම, වයස, විවාහක බව, ආදිය

### II කොටස: හැකියාවන්<sup>#</sup> (කරුණාකර සහතිකපත්‍ර, ඩිප්ලෝමා, වැනි, එවැනි තවත් ලිඛිත සාක්ෂි ඉදිරිපත් කරන්න. (නිබේ නම්))

	ඉතා හොඳයි	හොඳයි	සාමාන්‍යයි	දුර්වලයි	අතිරේක තොරතුරු / සටහන් / රැකියා නියෝජිත ආයතනයේ සහතික කිරීමේ අදහස්
<b>භාෂාව:</b>					
කැන්ටොනීස්	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ඉංග්‍රීසි	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
මැන්ඩරින්	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
වෙනත් (කරුණාකර සඳහන් කරන්න):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>කුසලතා:</b>					
ළදරු රැක බලා ගැනීම	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ළමා රැක බලා ගැනීම	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
වැඩිහිටි රැක බලා ගැනීම	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ආබාධිත පුද්ගලයන් රැක බලා ගැනීම	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ඔත්පළ වූ අය රැක බලා ගැනීම	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
සුරතලුන් සඳහා රැකවරණය	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
කෑම පිසීම	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
සාමාන්‍ය නිවසේ වැඩ කටයුතු (උදා: පිරිසුදු කිරීම, සේදීම හා මැදීම)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
වාහන සේදීම	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
වෙනත් (කරුණාකර සඳහන් කරන්න):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
වෙනත් (කරුණාකර සඳහන් කරන්න):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

\* අනවශ්‍ය කොටස් කපා හරින්න.  
# කරුණාකර ගැලපෙන ස්ථාන වල “✓” යොදන්න.





**III කොටස: සුදුසුකම් (කරුණාකර සහතිකපත්‍ර, ඩිප්ලෝමා, පැමිණීම වාර්තාවක් වැනි, එවැනි තවත් ලිඛිත සාක්ෂි ඉදිරිපත් කරන්න.)**

නිකුත් කරන ආයතනයේ නම හා ලිපිනය	නිකුත් කල දිනය	කල් ඉකුත් වන දිනය (අදාළ නම්)	සුදුසුකම්	රැකියා නියෝජිත ආයතනයේ සහතික කිරීමේ අදහස්

**IV කොටස: හොං කොං හි සේවා අත්දැකීම් (කරුණාකර සේවා ගිවිසුම, සේවා වීසා, කලින් සේවයෝජකයාගේ නිර්දේශ ලිපි වැනි, එවැනි තවත් ලිඛිත සාක්ෂි ඉදිරිපත් කරන්න.)**

රැකියා ස්ථානය	රැකියා කාලපරිච්ඡේදය	රාජකාරි	රැකියා නියෝජිත ආයතනයේ සහතික කිරීමේ අදහස්

**V කොටස: විදේශීය ගෘහ සේවකයෙකුගේ කාර්යයට අදාළ විදේශීය රැකියා අත්දැකීම් (කරුණාකර සේවා ගිවිසුම, සේවා වීසා, කලින් සේවයෝජකයාගේ නිර්දේශ ලිපි වැනි එවැනි තවත් ලිඛිත සාක්ෂි ඉදිරිපත් කරන්න.)**

රැකියා ස්ථානය	රැකියා කාලපරිච්ඡේදය	රාජකාරි	රැකියා නියෝජිත ආයතනයේ සහතික කිරීමේ අදහස්

**VI කොටස: රැකියා අපේක්ෂාවන්**

වැඩ අන්තර්ගතය	රැකියා නියෝජිත ආයතනයේ සහතික කිරීමේ අදහස්
සිදු කිරීමට කැමති හෝ වඩාත් දක්ෂ රාජකාරි:	
සිදු කිරීමට අකැමැති රාජකාරි (නිබේ නම්):	
කැමති පවුල් වර්ගය හා ප්‍රමාණය (පවුල් සාමාජිකයන් ගණන):	
වෙනත්:	
<b>ගෙවීම් සහ වාසි</b>	
වැටුප්:	
නවාතැන්:	
වෙනත්:	

**VII කොටස: වෙනත් අදාළ තොරතුරු**

	රැකියා නියෝජිත ආයතනයේ සහතික කිරීමේ අදහස්
[කරුණාකර වෙනත් අදාළ තොරතුරු මෙහි සඳහන් කරන්න, ඇතොත්]	



**VIII කොටස: සම්මත රැකියා ගිවිසුම පිළිබඳ විදේශීය ගෘහ සේවකයා දැනුවත් කිරීම (විදේශීය ගෘහ සේවකයා හරි ලකුණ දමා සහ අත්සන් කළ යුතුය) #**

සම්මත රැකියා ගිවිසුමේ අන්තර්ගතය රැකියා නියෝජිතයන්ගේ නියෝජිතයා මට පැහැදිලි කර දී ඇති අතර එහි කොන්දේසි මම අවබෝධය කරගත් බව සනාථ කරමි.

විගමණික ගෘහ සේවකයාගේ අත්සන/ දිනය	
----------------------------------	--

විදේශීය ගෘහ සේවකයාගේ අත්සන  
(නම: \_\_\_\_\_)  
දිනය: \_\_\_\_\_

**IX කොටස: තොරතුරු තහවුරු කිරීම #**

(කරුණාකර “✓” ලකුණ යොදා මෙම ආකෘති පත්‍රයේ ලබා දී ඇති තොරතුරු රැකියා නියෝජිත ආයතනය විසින් තහවුරු කර ඇති ආකාරය කොපමණ දුරකට ද යන්නයි.)

- මෙම ආකෘති පත්‍රයේ සපයා ඇති විදේශීය ගෘහ සේවකයාට අදාළ සියලු තොරතුරු මෙම රැකියා නියෝජිත ආයතනය විසින් තහවුරු කරන ලදී.
- මෙම ආකෘතියේ I/II/III/IV/V/VI/VII\* කොටස් මෙම රැකියා නියෝජිත ආයතනය විසින් තහවුරු කර ඇති අතර අනෙක් ආකෘති විදේශීය ගෘහ සේවකයෙකු / විදේශීය රැකියා නියෝජිත ආයතනය / පුහුණු පාසල / රජය විසින් සපයන ලද\* අනෙකුත් තොරතුරු
- වෙනත් (සඳහන් කරන්න): \_\_\_\_\_

**X කොටස: පෞද්ගලික තොරතුරු රැස්කිරීමේ ප්‍රකාශය**

---



---



---

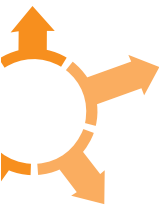


---

රැකියා නියෝජිත ආයතනය විසින් පුද්ගලික තොරතුරු රැස්කිරීමේ ප්‍රකාශය සැපයිය යුතුය. <sup>සංක</sup>1 පෞද්ගලික දත්ත (පුද්ගලිකත්ව) ආඥාපනත (PDPO) යටතේ අවශ්‍යතාවය අනුව විදේශීය ගෘහ සේවකයෙකුගෙන් ලබා ගන්නා තොරතුරු මත පදනම්ව.

සටහන 1 : පුද්ගලික තොරතුරු රැස්කිරීමේ ප්‍රකාශය සකස් කරන විට, පහත කොටස් ඇතුළත් විය යුතුය. (එනම් අංක: පහතින් (i) සිට (iv) දක්වා). රැකියා නියෝජිත ආයතනය විසින් විදේශීය ගෘහ සේවකයෙකුගේ පෞද්ගලික දත්ත භාවිතා කිරීමෙන් සෘජු අලෙවිකරණ ක්‍රියාකාරකම් සිදු කිරීමට අදහස් කරන්නේ නම්, රැකියා නියෝජිත ආයතනය විසින් විදේශීය ගෘහ සේවකයාට අයිතම (v) පිළිබඳ තොරතුරු දැනුම් දීමට අතිරේක පියවරක් ගැනීම සලකා බැලිය යුතුය.

- (i) ප්‍රකාශයේ අරමුණ  
යෝජිත ආදර්ශ සටහන:  
*ඔබෙන් ලබාගත් තොරතුරු පහත සඳහන් කාර්යයන් සඳහා භාවිතා කරනු ඇත: [මෙහි රැකියා නියෝජිත ආයතනය විසින් රැස්කිරීමේ අරමුණු ඇතුළත් කරන්න]. ඔබගේ ඡායාරූපය, [රැකියා නියෝජිත ආයතනය වෙබ් අඩවියේ පළ කරනු ලබන තොරතුරු මෙන්ම ඇතුළත් කරන්න]. අනාගත සේවාදායකයන්ගේ තෝරා ගැනීමේ ක්‍රියාවලිය පහසු කිරීම සඳහා අපගේ වෙබ් අඩවියෙහි පළවිය හැකිය.*



- (ii) රැකියා අපේක්ෂකයාට ඔහුගේ / ඇයගේ පෞද්ගලික තොරතුරු සැපයීමට අනිවාර්ය හෝ ස්වේච්ඡාවෙන් ඉදිරිපත් වනවාද යන්න පිළිබඳ ප්‍රකාශ

යෝජිත ආදර්ශ සටහන:

මෙම පෝරමයෙහි පහත දැක්වෙන කොටස් වල පෞද්ගලික තොරතුරු සැපයීමට ඔබට අනිවාර්ය බව කරුණාවෙන් සැලකිල්ලට ගන්න. : [අදාල කොටස් මෙහි ඇතුළත් කරන්න]. ඉහතකී තොරතුරු නොමැතිව රැකියා පත්කිරීමේ සේවාවන් සැපයීමට අප හට නොහැකි වනු ඇත. මෙම පෝරමයේ [අදාල කොටස් මෙහි ඇතුළත් කරන්න] හි ඔබේ පෞද්ගලික දත්ත සැපයීම එය අනවශ්‍ය බව කරුණාවෙන් සැලකිල්ලට ගන්න.

- (iii) පැවරුම්ලාභීන්ගේ විස්තර ප්‍රකාශ

යෝජිත ආදර්ශ සටහන:

ඔබට පෙර කී සේවාව (සේවාවන්) ලබා දීම සඳහා, ඔබෙන් ලබාගත් තොරතුරු මාරු කළ හැකිය. [ඔවුන්ගේ විශේෂ ලක්ෂණ අනුව මාරු කරන්නන්ගේ ක්‍රමානුකූල සේ සකස්කරන ලද විස්තර ඇතුළත් කරන්න.].

- (iv) ප්‍රවේශඅයිතිය, නිවැරදි කිරීම සහ සම්බන්ධතා තොරතුරු පිළිබඳ ප්‍රකාශ

යෝජිත ආදර්ශ සටහන:

ඔබ පිළිබඳව අප ළඟ තිබෙන තොරතුරු වලට ප්‍රවේශ කිරීමට සහ නිවැරදි කිරීම සඳහා ඉල්ලා සිටීමට ඔබට අයිතියක් තිබේ. ඔබ ඔබගේ පෞද්ගලික දත්ත ප්‍රවේශ කිරීමට හෝ නිවැරදි කිරීමට කැමති නම්, කරුණාකර අමතන්න [නම සහ / හෝ තනතුර, සම්බන්ධතා විස්තර (ලිපිනය, දුරකථන අංකය, ඊමේල් වැනි, එවැනි තවත් දේ මෙහි ඇතුළත් කරන්න)].

- (v) සෘජු අලෙවිකරණ

සෘජු අලෙවිකරණ ක්‍රියාකාරකම් සඳහා භාවිතා කිරීමට ඔවුන්ගේ පෞද්ගලික දත්ත භාවිතා කිරීමට හෝ ලබා දීමට පෙර රැකියා නියෝජිත ආයතනය මගින් දැනුම් දීම සහ අවසර ලබා ගැනීම කළ යුතුය.

යෝජිත ආදර්ශ සටහන:

අප විසින් රැස් කරන ලද ඔබගේ නම, දුරකථන අංකය සහ නිවසේ ලිපිනය අපගේ රැකියා නියෝජිත ආයතනයේ සේවාවන් පිළිබඳ තොරතුරු ඔබට ලබා දීම සඳහා භාවිතා කරනු ඇත [වෙනත් වෙළඳ අරමුණු මෙහි සුදුසු පරිදි දක්වා තිබෙනු ඇත]. ඒ සඳහා ඔබේ කැමැත්ත හෝ විරුද්ධත්වයක් නොමැති බවට ඔබේ අවසරය නොලැබේ නම්, ඔබගේ පුද්ගලික දත්ත අපට භාවිතා කළ නොහැකිය. ඉහත දක්වා ඇති කරුණු වලට ඔබ එකඟ නම්, කරුණාකර පහත කොටුව සලකුණු කරන්න:

ඉහතින් සඳහන් කර ඇති මගේ පුද්ගලික දත්ත භාවිතා කිරීම සම්බන්ධයෙන් මාගේ විරෝධතාවයක් නොමැත.

(එබඳු පෞද්ගලික දත්ත සෘජු අලෙවිකරණ අරමුණු සඳහා තෙවන පාර්ශවයක් වෙත මාරු කරනු ලැබුවහොත්, ඉහත සඳහන් ආදර්ශ සටහනේ අතිරේක තොරතුරු සටහන් වනු ඇත.) (PDPO හි 6A හි දැක්වෙන පරිදි සඳහන් කළ යුතුය)

විදේශීය ගෘහ සේවකයාගේ අත්සන  
(නම : \_\_\_\_\_)  
දිනය : \_\_\_\_\_

සටහන 2: මෙය නිර්දේශනය කිරීම සඳහා ආදර්ශ ලේඛනයක් පමණි. මෙම ආදර්ශය භාවිතයට ගන්නා පාර්ශවයන් එය භාවිතයට පෙර එහි අන්තර්ගතය ඔවුන්ගේ භාවිතයට සුදුසු දැයි තහවුරු කර ගත යුතුය. සුදුසු අවස්ථාවලදී ස්වාධීන වෘත්තීය උපදෙස් ලබා ගැනීමටද ඔවුනටමතක් කර ඇත.

සටහන 3: රැකියා ආඥා පනත හා රැකියා නියෝජිත රෙගුලාසි අනුව රැකියා නියෝජිත ආයතනය විසින් රැකියා අපේක්ෂකයාට ඔහුට/ඇයට ස්ථාපනය කර ඇති සෑම සාර්ථක රැකියාවක් සඳහාම රැකියා නියෝජිත ආයතනයක් විසින් රැකියා අපේක්ෂකයෙකුගෙන් අය කර හැකි උපරිම කොමිස් මුදල එම රැකියාව සඳහා ලද පළමු මාසයේ වැටුපෙන් 10% ට වඩා සමාන මුදලක් නොඉක්මවිය යුතුය. මෙම විධිවිධාන සියලුම රැකියා අපේක්ෂකයින් සඳහා අදාළ වේ.

# Myanmar language version



[အလုပ်အကိုင်ရှာဖွေရေးအကျိုးဆောင်အမည်]  
[လိပ်စာ]  
[ ယ လီဖုန်းနှင့်ဖက်စ်ဖုန်းနံပါတ်/အီးမေးလ်လိပ်စာ]

နိုင်ငံခြားအိမ်ထောင်မှုအကူအပံ့များ၏အလုပ်လျှောက်စာ

အပိုင်း ၁: ကိုယ်ရေးအချက်အလက်များ

အမည်:			
မွေးနေ့:	(နေ့)	(လ)	(နှစ်)
လူမျိုး:			
ပညာအရည်အချင်း:			
အရပ်အမြင့်:		အလေးချိန်:	



\*\* အလုပ်အကိုင်ရှာဖွေရေးအကျိုးဆောင်များ သိစေရန် : အကျိုးဆောင်မှ အလုပ်သမားများ၏ ကိုယ်ရေးအချက်အလက်များကို သိမ်းဆည်းရာတွင် လူမျိုး၊ အသက်၊ အိမ်ထောင်ရှိမရှိ စသည့်အချက်အလက်များကို ကိုယ်ရေးကိုယ်တာဆိုင်ရာနှင့် န ့်းတူ ကွန်မရင်ဖျက်ရန်အတွက် သိမ်းဆည်းထားရပါမည်။

အပိုင်း ၂: စွမ်းရည်များ\* (အရည်အချင်းအသိအမှတ်ပြုလက်မှတ်၊ ဒီပလိုမာလက်မှတ်, (ရှိလျှင်))အထောက်အထားပြပါ။

	အလွန်ကောင်းသည်	ကောင်းသည်	သာမန်	မတတ်ပါ။	အလုပ်အကိုင်ရှာဖွေရေးအကျိုးဆောင်မှ အထောက်အထား
<b>ဘာသာစကား:</b>					
ကန် ့်	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
အင်္ဂလိပ်	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
မန်ဒရင်း(ရ ့်)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
အခြားဘာသာစကား (ရေးပါ။): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>လုပ်ဆောင်စွမ်းရည်များ:</b>					
နို့ရိုအရွယ်ကလေးထိန်းခြင်း	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ကလေးထိန်းခြင်း	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
သက်ကြီးရွယ်အိုများ ပြုစုခြင်း	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
မသန်စွမ်းသူများ ပြုစုခြင်း	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
အိပ်ယာထ လဲနေသူများ ပြုစုခြင်း	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
အိမ်မွေး ့်ရတ္တန်များစောင့်ရှောက်ခြင်း	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ချက်ပြု ့်ခြင်း	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
အိမ်မှုကိစ္စလုပ်ကိုင်ခြင်း (e.g. သန့်ရှင်းရေး၊မီးပူ ့်ကိုင်ခြင်းနှင့် အဝတ်လျှော်ခြင်း)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ကားရေးဆေးခြင်း	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
အခြားလုပ်နိုင်သည်များ (ရေးပါ။): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
အခြားလုပ်နိုင်သည်များ (ရေးပါ။): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

အပိုင်း ၃ : ပညာအရည်အချင်း(အရည်အချင်းအသိအမှတ်ပြုလက်မှတ်၊ ဒီပလိုမာလက်မှတ်, (ရှိလျှင်))အထောက်အထားပြပါ။

က ့်ရောက်ခဲ့သော ကျောင်းအမည်	က ့်ရောက်ခဲ့သည့်နေ့	ြီးဆုံးသောနေ့ (အတိအကျရှိလျှင်)	ပညာအရည်အချင်းမှ ့်မ ့်း	အလုပ်အကိုင်ရှာဖွေရေးအကျိုးဆောင်မှ အထောက်အထား

\* မလိုအပ်သည်များကို ဖျက်ပါ။  
# သင်လျှော်ရာကို "✓" အမှန်ခြစ်ပါ။



**အပိုင်း ၄ : ဟောင်ကောင်တွင် အလုပ်လုပ်ခဲ့သော အတွေ့အကြုံ ( အလုပ်စာချုပ်၊ အလုပ်စီစဉ်၊ ယခင်အလုပ်ရှင်မှ ထောက်ခံစာများရှိလျှင် ဖော်ပြပါ။)**

အလုပ်နေရာ	အလုပ်လုပ်ခဲ့သော ကြာချိန်	လုပ်ခဲ့သည့်အလုပ်များ	အလုပ်အကိုင်ရှာဖွေရေးအကျိုးဆောင်မှ အထောက်အထား

**အပိုင်း ၅ : FDH ၏ နိုင်ငံခြား အလုပ်အတွေ့အကြုံ ( အလုပ်စာချုပ်၊ အလုပ်စီစဉ်၊ ယခင်အလုပ်ရှင်မှ ထောက်ခံစာများရှိလျှင် ဖော်ပြပါ။)**

အလုပ်နေရာ	အလုပ်လုပ်ခဲ့သော ကြာချိန်	လုပ်ခဲ့သည့်အလုပ်များ	အလုပ်အကိုင်ရှာဖွေရေးအကျိုးဆောင်မှ အထောက်အထား

**အပိုင်း ၆ : မျှော်မှန်းအလုပ်ပုံစံ**

အလုပ်ပုံစံ	EA မှ မှ ချက်
လုပ်ဆောင်လိုသော အလုပ်ပုံစံ:	
မလုပ်ချင်သော အလုပ် (ရှိလျှင်):	
အလုပ်လုပ်ပေးလိုသော မိသားစုပုံစံ (မိသားစုဝင်အရေအတွက်):	
အခြား:	
<b>ရရှိခွင့်များ</b>	
လစာ:	
နေရာထိုင်ခင်း:	
အခြားအရာများ:	

**အပိုင်း ၇ : အခြားသော ဆက်စပ်နေသည့် အကြောင်းအရာများ**

အခြားဆက်စပ်နေသော အကြောင်းအရာများရှိကဖော်ပြပေးပါ။	အလုပ်အကိုင်ရှာဖွေရေးအကျိုးဆောင်မှ အထောက်အထား
[အခြားဆက်စပ်နေသော အကြောင်းအရာများရှိကဖော်ပြပေးပါ။]	

**အပိုင်း ၈ : FDH ၏ အလုပ်ခန့်အပ်ကြောင်းအတည်ပြုစာချုပ်(SEC) (FDH မှ အမှန်ခြစ်ပြီး လက်မှတ်ထိုးရမည်) #**

အလုပ်အကိုင်ရှာဖွေရေးအကျိုးဆောင်မှ အလုပ်ပုံစံအကြောင်းကို သေချာစွာရှင်းပြပေးပြီး အားလုံးကို နားလည်ပါကြောင်း လက်မှတ်ထိုးပါသည်။

FDH လက်မှတ် / နေ့စွဲ	
----------------------	--

\_\_\_\_\_ FDH လက်မှတ်  
 ( အမည်: \_\_\_\_\_ )  
 နေ့စွဲ: \_\_\_\_\_

# သင်လျှောက်ရာကို "✓" အမှန်ခြစ်ပါ။



**အပိုင်း ၉: အချက်အလက်များအတည်ပြုခြင်း #**

(အလုပ်အကိုင်ရှာဖွေရေးအကျိုးဆောင်မှ အတည်ပြုထားသော အချက်အလက်များ မှန်ကန်ကြောင်းကို "✓" အမှန်ဖြစ်ပြု ဖြေဆိုပါ။ )

- အလုပ်အကိုင်ရှာဖွေရေးအကျိုးဆောင်မှ အတည်ပြုထားသော ယခု ဖော်ပြပါ form မှာ အိမ်အကူအလုပ်သမား၏ အချက်အလက်များအားလုံး မှန်ကန်ကြောင်း
- အလုပ်အကိုင်ရှာဖွေရေးအကျိုးဆောင်အနေဖြင့် အပိုင်း ၁ မှ ၇ အထိ စစ်ဆေးထည့်သွင်းပြီး ကျန်အပိုင်းများကို အိမ်အကူအလုပ်သမား/ နိုင်ငံခြား အလုပ်အကိုင်စီ/ သင် နှစ် ကျောင်း/ အစိုးရမှ ဖြည့်စွက်ထားကြောင်း ။
- အခြား (ရှိလျှင်) \_\_\_\_\_

**အပိုင်း ၁၀: ကိုယ်ရေးအချက်အလက်များ သိမ်းဆည်းရယူခြင်း**

---



---



---

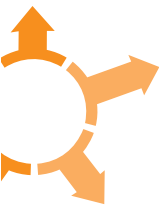
အလုပ်အကိုင်ရှာဖွေရေးအကျိုးဆောင်များ မှ ကိုယ်ရေးကိုယ်တာအချက်အလက်များ သိမ်းဆည်းရန်အတွက် ထုတ်ပေးရမည်။<sup>၄</sup> မှတ် ၁ PDPO အောက်မှ လိုအပ်ချက်များအတိုင်း ဖြည့်ထားသော အချက်အလက်များအပေါ် အခြေခံ၍

မှတ်ချက် ၁ : ကိုယ်ရေးအချက်အလက်များ သိမ်းဆည်းသည့် မူပြင်ဆင်ရာတွင် အောက်ဖော်ပြပါ အချက်အလက်များပါဝင်ရပါမည်။ (i.e. အမှတ်စဉ် (၁) to (၅) အထိ). အလုပ်အကိုင်ရှာဖွေရေးအကျိုးဆောင်မှ ထိုအချက်အလက်များကို အသုံးပြုပြီး အလုပ်ရှာဖွေပေးမည်ဆိုပါက အလုပ်အကိုင်ရှာဖွေရေးအကျိုးဆောင်အနေဖြင့် လိုအပ်သောအချက်အလက်များကို နိုင်ငံခြားသားအိမ်ထောင်မှုအကူအပံ့များထံမှ တောင်းခံပြီး အတည်ပြုထားရန် လိုအပ်ပါသည်။

- (i) အချက်အလက်များသိမ်းဆည်းသည့်အကြောင်းရင်း
  - စာကြမ်းပုံစံ :  
သင်ထောက်ပံ့ပေးထားသော အချက်အလက်များကို အောက်ပါ အကြောင်းအရာများအောက် အသုံးပြုပါမည်။ :  
[အလုပ်အကိုင်ရှာဖွေရေးအကျိုးဆောင်မှ အကြောင်းရင်းကို ဖြည့်စွက်ပေးရမည်။]. ဓါတ်ပုံ, [အလုပ်အကိုင်ရှာဖွေရေးအကျိုးဆောင် web စာမျက်နှာပေါ်တွင် ဖော်ပြရမည့် အချက်အလက်အားလုံးကို ထည့်ထားပါ။] အလုပ်ရှာဖွေပေးရန် အကြောင်းကြောင့် ဤအချက်အလက်များကို အသုံးပြုခြင်းဖြစ်ပါသည်။
- (ii) ဤအချက်အလက်များကို အလုပ်လျှောက်သူမှ မှန်ကန်ပြည့်စုံစွာဖြည့်စွက်ပေးရပါမည်။
  - စာကြမ်းပုံစံ :  
သင့်ကိုယ်ရေးအချက်အလက်များကို ဤစာပွင့်ဖြည့်ပါ။ : [သင့်တော်ရာနေရာ ပြည့်ဖြည့်ပါ။]. သင့်ကို အလုပ်လုပ်ရမည့် ဝန်ဆောင်မှုများ နှင့်ပတ်သတ်၍ မပြောပြနိုင်ပါရှိပါသည်။ သင့်ဖြည့်ရန် သင်ကိုယ်တိုင် ရွေးချယ်ဆုံးဖြတ်ပါ။ သင် ဖြည့်ရမည့် အချက်အလက်များကို [သင့်တော်ရာနေရာ ပြည့်ဖြည့်ပါ။] စာတွင်ဖြည့်ပါ။
- (iii) သင့်ကိုယ်ရေးအချက်အလက်များကိုရွေ့ပြောင်းခြင်း
  - စာကြမ်းပုံစံ :  
အလုပ်ရှာဖွေပေးသည့် ဝန်ဆောင်မှုကိုအသုံးပြုသည့်အတွက် သင့်ထံမှ ကိုယ်ရေးအချက်အလက်များကို တခြားထံ လွှဲပြောင်းပေးရမှုများရှိနိုင်ပါသည်။ [လိုအပ်သော ကုန်ကျစရိတ်အားလုံးကိုဖြည့်ပါ။].
- (iv) ဆက်သွယ်ရန်အချက်အလက်များ
  - စာကြမ်းပုံစံ :  
သင့်အနေဖြင့် သင့်အကြောင်းကို ပြန်လည် မြင်ဆင်ရန်အတွက် ကျွန်ုပ်တို့ကို တောင်းဆိုနိုင်ပါသည်။ မြင်ဆင်လိုသည့်အကြောင်းအရာများကို [နာမည်နှင့် ဆက်သွယ်ရန်အချက်အလက်(များ)ဖြစ်သည့် ဖုန်းနံပါတ်၊ လိပ်စာ၊ အီးမေးလ်လိပ်စာတို့ကို ဖြည့်ပါ။].

<sup>၄</sup> မလိုအပ်သည်များကို ဖျက်ပါ။

# သင်လျှော်ရာကို "✓" အမှန်ဖြစ်ပါ။



(v) ကြော်ငြာခြင်း  
 အလုပ်အကိုင်ရှာဖွေရေးအကျိုးဆောင်များ မှ ထိုအချက်အလက်များကို ကြော်ငြာရာတွင် သုံးစွဲပါက ထိုအတွက် သက်ဆိုင်သူထံ ကြိုတင်အကြောင်းကြား အသိပေးထားခြင်းမျိုးရှိရမည်။

စာကြမ်းပုံစံ :

အမည်၊ ဖုန်းနံပါတ်နှင့် အိမ်လိပ်စာတို့ကို ကျွန်ုပ်တို့မှ သိမ်းဆည်းထားပြီး သင့်ကို အလုပ်ရှာဖွေပေးရန်အတွက် အသုံးပြုပါမည်။  
 [ [ ဓားအသုံးပြုရန် ရှိပါက ဖြည့်စွက်ပါ။ ] . သင့်ခွင့်ပြုချက်မရှိဘဲ အသုံးပြုမည်မဟုတ်ပါ။ ခွင့်ပြုကြောင်း အတည်ပြုရန်အတွက် အမှန်ဖြစ်ခြင်းဖြစ်ပါ။

ကျွန်ုပ်တို့၏ ကိုယ်ရေးအချက်အလက်များအသုံးပြုခြင်းအတွက် ကန့်ကွက်ခြင်းမရှိပါ။  
 (ကြော်ငြာရန်အတွက်သာ အချက်အလက်များကို ထောက်ပံ့ပေးရန်ဖြစ်သည်။ အခြားအသုံးပြုမှုများအတွက် (PDPO ၏ အပိုင်း ၆အေ တွင် ဖော်ပြထားသည့်အတိုင်း ) စာဖြင့်ရေးသားဖော်ပြရပါမည်။)

\_\_\_\_\_  
 FDH လက်မှတ်  
 (အမည် : \_\_\_\_\_ )  
 နေ့စွဲ : \_\_\_\_\_

မှတ်ချက် ၂ : ဤစာသည် ကိုးကားရန်အတွက်သာဖြစ်ပါသည်။ အသုံးမပြုခင်(သို့) ကိုးကားခြင်းမပြုခင် ပါဝင်သော အကြောင်းအရာများနှင့် ကိုက်ညီသလား ပြန်လည်စစ်ဆေးပါ။ လိုအပ်ပါက ကျွမ်းကျင်သူများ၏ အကြံပေးချက်ကို တောင်းခံပါ။

မှတ်ချက် ၃ : EO နှင့် EAR စည်းကမ်းချက်များအရ အလုပ်အကိုင်ရှာဖွေရေးအကျိုးဆောင် အနေဖြင့် အလုပ်ရှာဖွေသူ အလုပ်သမားတစ်ဦး အလုပ်ရတိုင်း အလုပ်ရှင်ထံမှ ကွန်မရှင်သည် အလုပ်သမား၏ ပထမဆုံးလစာ၏ ၁၀ရာခိုင်နှုန်းထက် မများရပါ။ ဤစည်းကမ်းချက်များသည် အလုပ်ရှင် အားလုံး အတွက် အကျိုးဝင်ပါသည်။



# Khmer version

[ឈ្មោះទីភ្នាក់ងារជ្រើសរើស]

[អាស័យដ្ឋាន]

[លេខទូរស័ព្ទ និងទូរសារ / អ៊ីម៉ែល]

## គំរូប្រតិបត្តិរបស់ស្រីជំនួយការផ្ទះ (FDH)

ផ្នែកទី១: ព័ត៌មានផ្ទាល់ខ្លួន

ឈ្មោះ :
ថ្ងៃ ខែ ឆ្នាំកំណើត :                      ( ថ្ងៃ )                      ( ខែ )                      ( ឆ្នាំ )
សញ្ជាតិ :
កម្រិតវប្បធម៌ :
កម្ពស់ :
ទម្ងន់ :

សូមបិទប៊ុចកម្រិត ដែលទើបចតថ្មី  
នៅទីនេះ

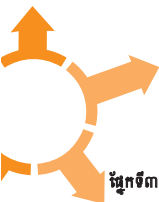
\* \*  
កំណត់សម្គាល់សម្រាប់ទីភ្នាក់ងារជ្រើសរើស: ទីភ្នាក់ងារជ្រើសរើសគួរពិនិត្យមើលបទប្បញ្ញត្តិបើទិទួម៉ីយផ្ទាល់ខ្លួន (ឯកជនភាព) (PDPO)  
និងបទប្បញ្ញត្តិប្រឆាំងការរើសអើង ដែលត្រូវគ្រងដោយគណៈកម្មការនៃកាណាឌូឡាដេវឡូប្រឆាំងការរើសអើង (EOC) នៅពេលប្រមូល ដោះស្រាយ  
និងបង្ហាញព័ត៌មានផ្ទាល់ខ្លួនរបស់ស្រីជំនួយការផ្ទះ ដូចជាសាសនា អាយុ ស្ថានភាពគ្រួសារជាដើម។

### ផ្នែកទី២: សមត្ថភាព # (សូមផ្តល់ឯកសារបញ្ជាក់ដូចជាវិញ្ញាបនបត្រ ឬសញ្ញាបត្រជាដើម (ប្រសិនបើមាន))

	ល្អប្រសើរ	ល្អ	បង្ក	ខ្សោយ	ព័ត៌មាន/កំណត់សម្គាល់/មតិយោបល់ផ្សេងទៀតនៃ EA
<b>ភាសា</b>					
ចិនកាតាំង	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
អង់គ្លេស	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ចិនកុកដី	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ផ្សេងៗ (សូមបញ្ជាក់): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>ជំនាញ</b>					
ថែទាំទារក	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ថែទាំកុមារ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ថែទាំមនុស្សចាស់	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ថែទាំជនពិការ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ថែទាំអ្នកជំងឺនៅលើគ្រែ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ថែទាំសត្វ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ការចម្អិន ធ្វើម្ហូប	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ការងារផ្ទះទូទៅ (ឧ. លាងសម្អាត បោកគក់ និងអ៊ុត)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
លាងវ៉ែយក្តូ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ផ្សេងៗ (សូមបញ្ជាក់): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ផ្សេងៗ (សូមបញ្ជាក់): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

\* សូមគូសចោលកន្លែងដែលមិនត្រឹមត្រូវ  
# សូមគូសដឹក "✓" ឱ្យបានត្រឹមត្រូវ





**ផ្នែកទី៣៖ គុណវុឌ្ឍិ (សូមផ្តល់ឯកសារបញ្ជាក់ដូចជាវិញ្ញាបនបត្រ សញ្ញាប័ត្រ សម្រាប់បញ្ជាក់មានជាដើម)**

ឈ្មោះ និងអាស័យដ្ឋាននៃវិទ្យាស្ថានដែលបានបញ្ជាក់	កាលបរិច្ឆេទបញ្ជាក់	កាលបរិច្ឆេទផុតកំណត់ (ប្រសិនបើមាន)	លក្ខណៈសម្បត្តិ	មតិយោបល់ផ្ទៀងផ្ទាត់ពី EA

**ផ្នែកទី៤៖ បទពិសោធន៍ការងារនៅហុងកុង (សូមផ្តល់ឯកសារបញ្ជាក់ដូចជាកិច្ចសន្យាការងារ ទិដ្ឋាការការងារ លិខិតបញ្ជាក់ពីនិយោជកមុនជាដើម)**

អាស័យដ្ឋានកន្លែងធ្វើការ	រយៈពេលធ្វើការ	ភារកិច្ច	មតិយោបល់ផ្ទៀងផ្ទាត់ពី EA

**ផ្នែកទី៥៖ បទពិសោធន៍ការងារនៅក្រៅប្រទេសដែលទាក់ទងនឹងការងារ FDH (សូមផ្តល់ឯកសារបញ្ជាក់ដូចជាកិច្ចសន្យាការងារ ទិដ្ឋាការការងារ លិខិតបញ្ជាក់ពីនិយោជកមុនជាដើម)**

អាស័យដ្ឋានកន្លែងធ្វើការ	រយៈពេលធ្វើការ	ភារកិច្ច	មតិយោបល់ផ្ទៀងផ្ទាត់ពី EA

**ផ្នែកទី៦៖ ការវិនិច្ឆ័យទុកស្តីពីការងារ**

មាតិកាការងារ	មតិយោបល់ផ្ទៀងផ្ទាត់ពី EA
ការងារដែលត្រូវ និងពេញចិត្ត៖	
ការងារដែលមិនពេញចិត្ត (ប្រសិនបើមាន)៖	
ប្រភេទ និងទំហំគ្រួសារដែលចង់ធ្វើការជាមួយ (ចំនួនសមាជិកគ្រួសារ)៖	
ផ្សេងៗ៖	
<b>ប្រាក់បន្ថែម សក្តានុប្រយោជន៍ផ្សេងៗ</b>	
ប្រាក់ រូបិយ	
ការស្នាក់នៅ	
ផ្សេងៗ	

**ផ្នែកទី៧៖ ព័ត៌មានពាក់ព័ន្ធផ្សេងទៀត**

	មតិយោបល់ផ្ទៀងផ្ទាត់ពី EA
[សូមផ្តល់ព័ត៌មានពាក់ព័ន្ធផ្សេងទៀតនៅទីនេះ ប្រសិនបើមាន]	



**ផ្នែកទី៨៖ សេចក្តីសម្រេចទាក់ទង FDH នៅក្នុងតំបន់ស្រុកស្រាវជ្រាវស្តង់ដារ (SEC) (ត្រូវគ្រួសពិភាក្សា និងចុះហត្ថលេខាដោយ FDH) #**

តំណាងទីភ្នាក់ងារជ្រើសរើសបានពន្យល់នូវខ្លឹមសារ SEC ដូចនេះនឹងខ្ញុំសូមបញ្ជាក់ថា នឹងខ្ញុំបានយល់នូវលក្ខខណ្ឌដែលមានចែងនៅក្នុងកិច្ចសន្យានេះហើយ។

ហត្ថលេខារបស់ FDH / កាលបរិច្ឆេទ

ហត្ថលេខារបស់ FDH

(ឈ្មោះ: \_\_\_\_\_)

កាលបរិច្ឆេទ: \_\_\_\_\_

**ផ្នែកទី៩ ៖ ការផ្សេងគ្នាពីតំបន់ #**

(សូមគ្រួសពិភាក្សា "✓" ដើម្បីបញ្ជាក់អំពីខ្លឹមសារព័ត៌មាន ដែលបានផ្តល់នៅក្នុងឯកសារនេះ ត្រូវបានផ្សេងគ្នាពីដោយទីភ្នាក់ងារជ្រើសរើស (EA)។)

ព័ត៌មានទាំងអស់ដែលពាក់ព័ន្ធនឹងស្តង់ដារការផ្ទុះ និងបានចែងនៅក្នុងឯកសារនេះត្រូវបានផ្សេងគ្នាពីដោយ EA។

EA បានផ្សេងគ្នាពីផ្នែកទី ១/២/៣/៤/៥/៦/៧\* នៃព័ត៌មានរបស់ស្តង់ដារការផ្ទុះនេះ រីឯផ្នែកផ្សេងទៀតនៃព័ត៌មានរបស់ពួកគាត់ត្រូវបានផ្តល់ដោយពួកគាត់ផ្ទាល់ / ទីភ្នាក់ងារជ្រើសរើសនៅក្រៅប្រទេស / សាលាបណ្តុះបណ្តាល / រដ្ឋាភិបាល\*។

ផ្សេងៗ (សូមបញ្ជាក់) \_\_\_\_\_

**ផ្នែកទី១០ ៖ របាយការណ៍ទាក់ទងព័ត៌មានផ្ទាល់ខ្លួន**

ទីភ្នាក់ងារ EA គួរផ្តល់នូវរបាយការណ៍ទាក់ទងព័ត៌មានផ្ទាល់ខ្លួន <sup>ចំណាំទី១</sup> ផ្អែកលើព័ត៌មានដែលទទួលបានពី FDH ដោយអនុលោមតាមលក្ខខណ្ឌដែលមាននៅក្នុង PDPO ។

ចំណាំទី១៖ នៅពេលរៀបចំរបាយការណ៍ទាក់ទងព័ត៌មានផ្ទាល់ខ្លួន ត្រូវបញ្ជូនចំណុចខាងក្រោមទាំងនេះ (ឧទាហរណ៍៖ ចំណុច (១) ដល់ (៥) ខាងក្រោម)។ ប្រសិនបើ EA ចង់អនុវត្តសកម្មភាពទីផ្សារផ្ទាល់ដោយប្រើប្រាស់ទិន្នន័យផ្ទាល់ខ្លួនរបស់ FDHs នោះ EAs ត្រូវពិចារណាទៅលើដំណាក់កាលបន្ថែមទៀតដើម្បីជូនដំណឹងដល់ FDHs អំពីចំណុច (៥) ។

(១) របាយការណ៍បញ្ជាក់ពីគោលបំណង

អត្ថបទគំរូ៖

ព័ត៌មានដែលអ្នកប្រមូលបានមក នឹងត្រូវប្រើក្នុងគោលបំណងដូចខាងក្រោម៖

[បញ្ជាក់គោលបំណងដោយ EA នៅទីនេះ] ។ រូបថតរបស់អ្នក [បញ្ជាក់ព័ត៌មាននៅទីនេះ ដែលនឹងត្រូវបង្ហាញនៅលើគេហទំព័ររបស់ EA] នឹងត្រូវបង្ហាញនៅលើគេហទំព័ររបស់យើង ក្នុងគោលបំណងដើម្បីជួយសម្រួលដល់ដំណើរការនៃការជ្រើសរើសរបស់វិទ្យាសាស្ត្រ ដែលត្រូវជ្រើសរើស។

(២) របាយការណ៍បញ្ជាក់ប្រសិនបើជាកាតព្វកិច្ច ឬការស្ម័គ្រចិត្តពីអ្នកស្វែងរកការងារធ្វើ ក្នុងការផ្តល់ទិន្នន័យផ្ទាល់ខ្លួនរបស់គាត់។

អត្ថបទគំរូ៖

សូមចំណាំថា អ្នកត្រូវផ្តល់នូវទិន្នន័យផ្ទាល់ខ្លួនទៅក្នុងផ្នែកខាងក្រោមនៃឯកសារនេះ៖

[សូមបញ្ជាក់ពីអ្នកដែលពាក់ព័ន្ធនៅទីនេះ] ។ យើងនឹងមិនអាចផ្តល់ឱ្យអ្នកនូវសេវាកម្មដាក់ឱ្យធ្វើការនៅកន្លែងធ្វើការបានទេ ប្រសិនបើគ្មានព័ត៌មានជាក់លាក់ដូចដែលបានបញ្ជាក់ខាងលើ។

\* សូមគ្រួសពិភាក្សាផ្ទៃក្នុងដែលមិនត្រឹមត្រូវ

# សូមគ្រួសពិភាក្សា "✓" ឱ្យបានត្រឹមត្រូវ





[Name of Employment Agency]  
[職業介紹所名稱]  
[Address 地址]  
[Telephone and Fax Number/Email Address]  
電話及傳真號碼 / 電郵地址

### Sample Receipt from EA - to FDH 職業介紹所收據樣本 - 發給外籍家庭傭工

Date 日期 : \_\_\_\_\_  
Name of Foreign Domestic Helper 外傭姓名 : \_\_\_\_\_  
Name of Employer 僱主姓名 : \_\_\_\_\_

<p>Commission fee (<i>must not be more than 10% of the job-seeker's first-month's wages received for each successful job placement</i>) 佣金費用 (就每一宗成功介紹而言, 不得多於求職者覓得職位後收取的第一個月工資的百分之十)</p>	<input type="checkbox"/> Cash 現金 <input type="checkbox"/> Bank Transfer 銀行轉帳	\$ _____
---	---	----------

A copy of the Service Agreement with employment agency and signed by both parties has been provided to the FDH  
已向外傭提供由職業介紹所及外傭雙方簽署的服務協議

\_\_\_\_\_  
Signature of FDH  
外傭簽署

\_\_\_\_\_  
Signature of Employment Agency Representative  
職業介紹所代表簽署

\_\_\_\_\_  
Company Chop of Employment Agency  
職業介紹所的公司印鑑

( Name 姓名 : \_\_\_\_\_ )  
Date 日期 : \_\_\_\_\_

( Name 姓名 : \_\_\_\_\_ )  
( Position 職位 : \_\_\_\_\_ )  
Date 日期 : \_\_\_\_\_

Note: This is a sample document for reference only. Parties referring to this sample should ensure that its contents are appropriate for their use before adoption. They are also reminded to seek independent professional advice where appropriate.  
註: 此樣本文件只供參考, 有關人士在使用前須確保其內容適合作相關用途。如有需要, 應尋求專業人士的獨立意見。



# Tagalog/ English version

[Pangalan ng Ahensiyang Pang-empleyo]  
[Name of Employment Agency]  
[Lokasyon Address]  
[Numero ng Telepono at Fax/Email Address]  
Telephone and Fax Number/Email Address]

## Halimbawa ng Resibo mula sa EA – para sa FDH Sample Receipt from EA – to FDH

Petsa Date : \_\_\_\_\_

Pangalan ng Dayuhang Kasambahay Name of Foreign Domestic Helper : \_\_\_\_\_

Pangalan ng Amo Name of Employer : \_\_\_\_\_

<p>Bayad sa Kumisyon (<i>hindi dapat humigit sa 10% ng unang buwang sahod ng aplikante sa trabaho para sa bawat isang matagumpay na paglalagay sa pwesto ng trabaho</i>) Commission fee (<i>must not be more than 10% of the job-seeker's first-month's wages received for each successful job placement</i>)</p>	<p><input type="checkbox"/> Pera Cash <input type="checkbox"/> Idinaan sa Bangko Bank Transfer</p>	<p>\$ _____</p>
---	--	-----------------

- Ang isang kopya ng Kasunduan ng Serbisyo sa ahensiyang pang-empleyo at nilagdaan ng parehong partido ay nalibigay sa FDH  
A copy of the Service Agreement with employment agency and signed by both parties has been provided to the FDH

\_\_\_\_\_  
Lagda ng FDH  
Signature of FDH  
(Pangalan Name : \_\_\_\_\_)  
Petsa Date : \_\_\_\_\_

\_\_\_\_\_  
Lagda ng Kinatawan ng Ahensiyang  
Pang-empleyo  
Signature of Employment Agency  
Representative  
(Pangalan Name : \_\_\_\_\_)  
(Posisyon Position : \_\_\_\_\_)  
Petsa Date : \_\_\_\_\_

\_\_\_\_\_  
Tatak na Selyo ng Tanggapan ng  
Ahensiyang Pang-Empleyo  
Company Chop of  
Employment Agency

Pananda Note: Ito ay isang halimbawang dokumento lamang. Ang mga partido na tumutunghay sa halimbawang ito ay dapat na siguraduhing ang mga nilalaman nito ay angkop sa kanilang layunin bago gamitin. Sila rin ay pinaaalalahanan na sumangguni sa isang propesyunal kung ito ay nararapat.  
This is a sample document for reference only. Parties referring to this sample should ensure that its contents are appropriate for their use before adoption. They are also reminded to seek independent professional advice where appropriate.

Lagyan ng markang "✓" ang  kung nararapat  
For items with "", please "✓" as appropriate



# Indonesian/ English version

[Nama Agensi Penempatan Kerja]  
[Name of Employment Agency]  
[Alamat Address]  
[Nomor Telepon dan Fax/Alamat Email]  
Telephone and Fax Number/Email Address]

## Contoh Tanda Terima dari APK – kepada PLRT Sample Receipt from EA – to FDH

Tanggal Date : \_\_\_\_\_

Nama Penata Laksana Rumah Tangga Asing

Name of Foreign Domestic Helper : \_\_\_\_\_

Nama Majikan Name of Employer : \_\_\_\_\_

<p>Biaya komisi (<i>tak boleh lebih dari 10% dari gaji bulan pertama dari si pencari kerja untuk tiap dan setiap berhasil ditempatkan kerja</i>) Commission fee (<i>must not be more than 10% of the job-seeker's first-month's wages received for each successful job placement</i>)</p>	<p><input type="checkbox"/> Uang tunai Cash <input type="checkbox"/> Transfer Bank Bank Transfer</p>	<p>\$ _____</p>
---	--	-----------------

- Satu salinan dari Surat Persetujuan tentang Pelayanan dengan agensi penempatan kerja dan ditandatangani oleh kedua belah pihak telah diberikan kepada PLRTA  
A copy of the Service Agreement with employment agency and signed by both parties has been provided to the FDH

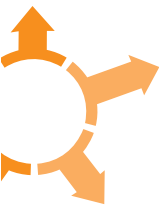
\_\_\_\_\_  
Tanda Tangan PLRTA  
Signature of FDH  
(Nama Name : \_\_\_\_\_)  
Tgl Date : \_\_\_\_\_

\_\_\_\_\_  
Tanda Tangan Wakil Dari Agensi  
Penempatan Kerja  
Signature of Employment Agency  
Representative  
(Nama Name : \_\_\_\_\_)  
(Jabatan Position : \_\_\_\_\_)  
Tgl Date : \_\_\_\_\_

\_\_\_\_\_  
Cap Kantor dari Agensi  
Penempatan Kerja  
Company Chop of  
Employment Agency

Catatan Note: Ini adalah contoh dokumen untuk rujukan saja. Pihak-pihak yg merujuk ke contoh ini harus memastikan bahwa isi nya cocok untuk dipakai mereka sebelum mereka menggunakannya. Mereka juga diingatkan untuk mencari advis professional yg independen bila dirasa perlu.  
This is a sample document for reference only. Parties referring to this sample should ensure that its contents are appropriate for their use before adoption. They are also reminded to seek independent professional advice where appropriate.

Untuk bagian yg ada "□", harap tandai dengan "✓" di jawaban yg cocok  
For items with "□", please "✓" as appropriate



# Hindi/ English version

[रोजगार एजेंसी का नाम]  
[Name of Employment Agency]  
[पता Address]  
[टेलीफोन और फैक्स नंबर / ईमेल पता  
Telephone and Fax Number/Email Address]

## रोजगार एजेंसी (ई. ए.) ` विदेशी घरेलू सहायक(एफ.डी.एच.) को नमूने की रीट Sample Receipt from EA - to FDH

तिथि Date: \_\_\_\_\_  
विदेशी घरेलू सहायक का नाम Name of Foreign Domestic Helper: \_\_\_\_\_  
नियोक्ता का नाम Name of Employer: \_\_\_\_\_

<p>कमीशन शुल्क (प्रत्येक सफल नौकरी दिलाने के लिए नौकरी-साधक के पहले महीने के वेतन के 10% ` अधिक नहीं होना चाहिए) Commission fee (must not be more than 10% of the job-seeker's first-month's wages received for each successful job placement)</p>	<p><input type="checkbox"/> नकद Cash <input type="checkbox"/> बैंक हस्तांतरण Bank Transfer</p>	<p>\$ _____</p>
--	--	-----------------

रोजगार एजेंसी के साथ `वा अनुबंध की एक प्रति और दोनों पक्षों द्वारा हस्ताक्षरित विदेशी घरेलू सहायक को प्रदान किया गया है  
A copy of the Service Agreement with employment agency and signed by both parties has been provided to the FDH

विदेशी घरेलू सहायक के हस्ताक्षर  
Signature of FDH

रोजगार एजेंसी प्रतिनिधि  
के हस्ताक्षर  
Signature of Employment  
Agency Representative

रोजगार एजेंसी की  
कंपनी चोप  
Company Chop of  
Employment Agency

( नाम Name : \_\_\_\_\_ )  
तिथि Date : \_\_\_\_\_

( नाम Name : \_\_\_\_\_ )  
( पद Position : \_\_\_\_\_ )  
तिथि Date : \_\_\_\_\_

नोट : यह `दर्भ के लिए केवल एक नमूना दस्तावेज़ है। इस नमूने का `दर्भ करते हुए दलों को इसका उपयोग करने ` पहले यह निश्चित करना चाहिए कि इसकी ममगी उनके उपयोग के लिए उपयुक्त है। जहाँ उपयुक्त हो उन्हें एक उपयुक्त पेशेवर सलाह लेने की भी सलाह दी जाती है।

This is a sample document for reference only. Parties referring to this sample should ensure that its contents are appropriate for their use before adoption. They are also reminded to seek independent professional advice where appropriate.

"□" वाले स्थान के लिए, कृप्या "✓" का उपयोग करें  
For items with "□", please "✓" as appropriate

# Thai/ English version

[ชื่อบริษัทจัดหางาน]  
[Name of Employment Agency]  
[ที่อยู่ Address]  
[เบอร์โทรศัพท์และโทรสาร / อีเมลล์]  
[Telephone and Fax Number/Email Address]

## ตัวอย่างใบเสร็จรับเงินจาก EA - ถึง ผู้ช่วยแม่บ้านต่างชาติ Sample Receipt from EA - to FDH

วันที่ Date : \_\_\_\_\_

ชื่อของ ผู้ช่วยแม่บ้านต่างชาติ Name of Foreign Domestic Helper : \_\_\_\_\_

ชื่อของ นายจ้าง Name of Employer : \_\_\_\_\_

ค่า นายหน้า (ต้องไม่เกิน 10% ของเงินเดือนแรกของผู้หางานที่จะได้รับหลังจากที่ห งานได้แล้ว)  Commission fee (must not be more than 10% of the job-seeker's first-month's wage received for each successful job placement)	<input type="checkbox"/> เงินสด Cash <input type="checkbox"/> โอนเข้าบัญชีธนาคาร Bank Transfer	\$ _____
--	--	----------

- สำเนาข้อตกลงการบริการกับบริษัทจัดหางานซึ่งได้เซ็นชื่อแล้วทั้งสอง'าย' ได้มอบให้กับผู้ช่วยแม่บ้านต่างชาติแล้ว  
A copy of the Service Agreement with employment agency and signed by both parties has  
been provided to the FDH

ลายเซ็นชื่อของผู้ช่วยแม่บ้านต่างชาติ  
Signature of FDH  
(ชื่อ Name : \_\_\_\_\_)  
วันที่ Date : \_\_\_\_\_

ลายเซ็นชื่อของตัวแทนบริษัทจัดหางาน  
Signature of Employment Agency  
Representative  
(ชื่อ Name : \_\_\_\_\_)  
(ตำแหน่ง Position : \_\_\_\_\_)  
วันที่ Date : \_\_\_\_\_

ตราประทับของ บริษัทจัดหางาน  
Company Chop of  
Employment Agency

หมายเหตุ Note: นี่เป็นตัวอย่างเอกสารสำหรับการอ้างอิงเท่านั้น บุคคลที่จะเลือกใช้ตัวอย่างนี้ควรพิจารณาข้อความดังกล่าวว่าเหมาะสมหรือไม่  
หรือควรปรึกษาความคิดเห็นจากผู้เชี่ยวชาญก่อน  
This is a sample document for reference only. Parties referring to this sample should ensure that its  
contents are appropriate for their use before adoption. They are also reminded to seek independent  
professional advice where appropriate.



[රැකියා නියෝජිත ආයතනයේ නම]  
[Name of Employment Agency]  
[ලිපිනය Address]  
[දුරකථන හා ෆැක්ස් අංකය/ විද්‍යුත් ලිපිනය  
Telephone and Fax Number/Email Address]

රැකියා නියෝජිත ආයතනයෙන් - විදේශීය ගෘහ සේවකයාට ලබා දෙන  
කුවිත්තාන්සියේ ආදේශනය  
**Sample Receipt from EA – to FDH**

දිනය Date : \_\_\_\_\_

විදේශීය ගෘහ සේවකයාගේ නම Name of Foreign Domestic Helper : \_\_\_\_\_

සේවා යෝජකයාගේ නම Name of Employer : \_\_\_\_\_

<p>කොමිස් ගාස්තු ( රැකියා අපේක්ෂකයාගේ සෑම සාර්ථක රැකියා ස්ථාපනයකම පළමු මාසයේ ලද වැටුපෙන් 10% කට වඩා නොවැඩි විය යුතුය.) Commission fee (must not be more than 10% of the job-seeker's first-month's wages received for each successful job placement)</p>	<input type="checkbox"/> මුදල් Cash <input type="checkbox"/> බැංකුව හරහා යැවීම Bank Transfer	\$ _____
--	--	----------

සේවා නියෝජිත ආයතනය සමඟ පාර්ශවයන් දෙදෙනා විසින් අත්සන් කර ඇති සේවා ගිවිසුමේ පිටපතක් විදේශීය ගෘහ සේවකයා වෙත ලබා දී ඇත.  
A copy of the Service Agreement with employment agency and signed by both parties has been provided to the FDH

විදේශීය ගෘහ සේවකයාගේ අත්සන  
Signature of FDH

( නම Name : \_\_\_\_\_ )

දිනය Date : \_\_\_\_\_

රැකියා නියෝජිත ආයතනයේ නියෝජිතයාගේ අත්සන  
Signature of Employment Agency Representative

( නම Name : \_\_\_\_\_ )

( තනතුර Position : \_\_\_\_\_ )

දිනය Date : \_\_\_\_\_

රැකියා නියෝජිත ආයතනයේ නිල මුද්‍රාව  
Company Chop of Employment Agency

සටහන Note: මෙය නිර්දේශනය කිරීම සඳහා ආදර්ශ ලේඛනයක් පමණි. මෙම ආදර්ශය භාවිතයට ගන්නා පාර්ශවයන් භාවිතයට පෙර එහි අන්තර්ගතය ඔවුන්ගේ භාවිතයට සුදුසු දැයි තහවුරු කර ගත යුතුය. සුදුසු අවස්ථාවලදී ස්වාධීන වෘත්තීය උපදෙස් ලබා ගැනීමටද ඔවුනට මතක් කර ඇත.

This is a sample document for reference only. Parties referring to this sample should ensure that its contents are appropriate for their use before adoption. They are also reminded to seek independent professional advice where appropriate.

"□" සලකුණ සහිත අයිතම වලට ගැලපෙන පරිදි, කරුණාකර "✓" යොදන්න.  
For items with "□", please "✓" as appropriate.



# Myanmar language/ English version

[အလုပ်အကိုင်ရှာဖွေရေးအကျိုးဆောင်အမည်]  
[Name of Employment Agency]  
[လိပ်စာ Address]  
[ ယ်းဖုန်းနှင့်ဖက်စ်ဖုန်းနံပါတ်/အီးမေးလ်လိပ်စာ  
Telephone and Fax Number/Email Address]

## အလုပ်အကိုင်ရှာဖွေရေးအကျိုးဆောင်၏ငွေစောင်းခံစာလက်ခံ - FDH သို့ Sample Receipt from EA – to FDH

နေ့စွဲ Date : \_\_\_\_\_  
နိုင်ငံခြားသားအိမ်ထောင်မှုအကူအပံ့အမည် Name of Foreign Domestic Helper : \_\_\_\_\_  
အလုပ်ရှင်အမည် Name of Employer : \_\_\_\_\_

ကွန်မရှင်ခ (အိမ်အကူအလုပ်ရပြီးသည်နှင့် စီမံခန့်ခွဲရေးဦးစီးဌာန၏ ပထမလစာ၏ ၁၀ရာခိုင်နှုန်းထက် မပိုရပါ။) Commission fee (must not be more than 10% of the job-seeker's first-month's wages received for each successful job placement)	<input type="checkbox"/> ငွေသားဖြင့် Cash <input type="checkbox"/> ဘဏ်ငွေလွှဲဖြင့် Bank Transfer	\$ _____
---	---	----------

အလုပ်အကိုင်ရှာဖွေရေးအကျိုးဆောင်၏ ဝန်ဆောင်မှုကို အတည်ပြုစာချုပ်အား နှစ်ဦးနှစ်ဖက်မှ သဘော လက်မှတ် ထိုးပြီး နိုင်ငံခြားသားအိမ်ထောင်မှုအကူအပံ့ ကို မိမိပေးထားခြင်း  
A copy of the Service Agreement with employment agency and signed by both parties has been provided to the FDH

\_\_\_\_\_  
Signature of FDH

\_\_\_\_\_  
Signature of Employment Agency Representative

\_\_\_\_\_  
Company Chop of Employment Agency

( အမည် Name : \_\_\_\_\_ )

( အမည် Name : \_\_\_\_\_ )

နေ့စွဲ Date : \_\_\_\_\_

( ရာထူး Position : \_\_\_\_\_ )

နေ့စွဲ Date : \_\_\_\_\_

မှတ်ချက်  
Note: ဤစာသည် ကိုးကားရန်အတွက်သာဖြစ်ပါသည်။ အသုံးမပြုခင်(သို့) ကိုးကားခြင်းမပြုခင် ပါဝင်သော အကြောင်းအရာများနှင့် ကိုက်ညီသလား ပြန်လည်စစ်ဆေးပါ။ လိုအပ်ပါက ကျွမ်းကျင်သူများ၏ အကြံပေးချက်ကို တောင်းခံပါ။  
This is a sample document for reference only. Parties referring to this sample should ensure that its contents are appropriate for their use before adoption. They are also reminded to seek independent professional advice where appropriate.

[ឈ្មោះទីភ្នាក់ងារជ្រើសរើស]  
[Name of Employment Agency]  
[អាសយដ្ឋាន Address]  
[លេខទូរស័ព្ទ និងលេខទូរសារ / អ៊ីមែល  
Telephone and Fax Number/Email Address]

**គំរូបង្គាប់ដៃរបស់ទីភ្នាក់ងារជ្រើសរើសសម្រាប់ស្ត្រីជំនួយការផ្ទះជាជនជាតិបរទេស (FDH)  
Sample Receipt from EA – to FDH**

កាលបរិច្ឆេទ៖ Date \_\_\_\_\_

ឈ្មោះរបស់ស្ត្រីជំនួយការផ្ទះ៖ Name of Foreign Domestic Helper \_\_\_\_\_

ឈ្មោះរបស់និយោជក៖ Name of Employer \_\_\_\_\_

<p>កម្រៃជើងសារ (មិនត្រូវគិតលើសពី ១០% នៃប្រាក់ ឬលទ្ធផលដំបូង ដែលអ្នកស្វែងរកការងារទទួលបានឡើយ នៅរាល់ពេលដាក់ឱ្យអ្នកតាមដើរការងារបានសម្រេចហើយ) Commission fee (must not be more than 10% of the job-seeker's first-month's wages received for each successful job placement)</p>	<p><input type="checkbox"/> សាច់ប្រាក់ Cash <input type="checkbox"/> តាមរយៈធនាគារ Bank Transfer</p>	<p>\$ _____</p>
---	---	-----------------

ច្បាប់ចម្លងនៃកិច្ចព្រមព្រៀងផ្នែកសេវាកម្មជាមួយទីភ្នាក់ងារជ្រើសរើសចំនួន១ច្បាប់ និងមានហត្ថលេខារបស់ភាគីទាំងពីរសម្រាប់ផ្តល់ជូនដល់ស្ត្រីជំនួយការផ្ទះ

A copy of the Service Agreement with employment agency and signed by both parties has been provided to the FDH

ហត្ថលេខារបស់ស្ត្រីជំនួយការផ្ទះ  
Signature of FDH  
(ឈ្មោះ៖ Name \_\_\_\_\_)

កាលបរិច្ឆេទ៖ Date \_\_\_\_\_

ហត្ថលេខារបស់តំណាងទីភ្នាក់ងារជ្រើសរើស  
Signature of Employment Agency Representative

(ឈ្មោះ៖ Name \_\_\_\_\_)

(តួនាទី៖ Position \_\_\_\_\_)

កាលបរិច្ឆេទ៖ Date \_\_\_\_\_

ត្រាសម្គាល់របស់ទីភ្នាក់ងារជ្រើសរើស  
Company Chop of  
Employment Agency

ចំណាំ ៖ នេះជាឯកសារគំរូសម្រាប់ជាឯកសារយោងតែប៉ុណ្ណោះ។ ភាគីពាក់ព័ន្ធនៅក្នុងគំរូនេះគួរតែធ្វើអោយប្រាកដថាខ្លួនស្របតាមតម្រូវការទាំងនេះសម្រាប់ប្រើប្រាស់ មុនចូលរៀបចំ។  
Note: ពួកគេត្រូវបានណែនាំដើម្បីស្វែងរកជំនួយពីអ្នកជំនាញអចិន្ត្រៃយ៍ ដែលស្របសម្រាប់ និងត្រឹមត្រូវ។

This is a sample document for reference only. Parties referring to this sample should ensure that its contents are appropriate for their use before adoption. They are also reminded to seek independent professional advice where appropriate.



[Name of Employment Agency]  
 [職業介紹所名稱]  
 [Address 地址]  
 [Telephone and Fax Number/Email Address  
 電話及傳真號碼 / 電郵地址]

Appendix 4b

## Sample Receipt from EA - to FDH Employer 職業介紹所收據樣本 - 發給外傭僱主

Date 日期: \_\_\_\_\_  
 Name of Employer 僱主姓名: \_\_\_\_\_  
 Name of Foreign Domestic Helper 外傭姓名: \_\_\_\_\_  
 Expected Date of Reporting Duty 預計到職日期: \_\_\_\_\_

Agency fee for employing FDH (Please refer to the Service Agreement for the service included in the agency fee) 聘請外傭費用 (請參閱「服務協議」內列明的收費及所包括的服務)		\$ _____
Other charges (if applicable) 其他費用 (如適用)		\$ _____
Total 合計		\$ _____
Paid amount 已付金額	<input type="checkbox"/> Cash 現金	\$ _____
	<input type="checkbox"/> EPS 易辦事	
	<input type="checkbox"/> Cheque 支票	
Outstanding balance 尚欠金額		\$ _____

Service Agreement has been provided to the employer  
 已向僱主提供「服務協議」

\_\_\_\_\_  
 Signature of Employment Agency Representative  
 職業介紹所代表簽署

( Name 姓名: \_\_\_\_\_ )

( Position 職位: \_\_\_\_\_ )

Date 日期: \_\_\_\_\_

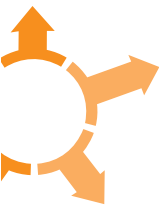
\_\_\_\_\_  
 Company Chop of Employment Agency  
 職業介紹所的公印鑑

Note 1: This is a sample document for reference only. Parties referring to this sample should ensure that its contents are appropriate for their use before adoption. They are also reminded to seek independent professional advice where appropriate.

此樣本文件只供參考，有關人士在使用前須確保其內容適合作相關用途。如有需要，應尋求專業人士的獨立意見。

Note 2: According to EO and EAR, the maximum commission which may be received by an EA from a job-seeker shall be an amount not exceeding a sum equal to 10% of the first-month's wages received by the job-seeker for each employment that he/she has been successfully placed in employment by the EA. The provisions are applicable to **all** job-seekers.

根據《僱傭條例》及《職業介紹所規例》，職業介紹所向求職者收取的佣金最高限額，就每一宗成功介紹而言，不得多於求職者覓得職位後收取的第一個月工資的百分之十。此規定適用於**所有**求職者。



[Name of Employment Agency]  
[職業介紹所名稱]  
[Address 地址]  
[Telephone and Fax Number/Email Address  
電話及傳真號碼 / 電郵地址]

**Sample Receipt from EA - to Job-seeker**  
**職業介紹所收據樣本 - 發給求職者**  
**[For non-FDH Job-seeker]**  
**[適用於非外傭求職者]**

Date 日期 : \_\_\_\_\_

Name of Job-seeker 求職者姓名 : \_\_\_\_\_

Name of Employer 僱主名稱 / 姓名 : \_\_\_\_\_

<p>Commission fee (<i>must not be more than 10% of the job-seeker's first-month's wages received for each successful job placement</i>) 佣金費用 (就每一宗成功介紹而言, 不得多於求職者覓得職位後收取的第一個月工資的百分之十)</p>	<p><input type="checkbox"/> Cash 現金 <input type="checkbox"/> Bank Transfer 銀行轉帳 <input type="checkbox"/> Cheque 支票</p>	<p>\$ _____</p>
---	--	-----------------

\_\_\_\_\_  
Signature of Employment Agency Representative  
職業介紹所代表簽署

\_\_\_\_\_  
Company Chop of Employment Agency  
職業介紹所的公司印鑑

( Name 姓名 : \_\_\_\_\_ )

( Position 職位 : \_\_\_\_\_ )

Date 日期 : \_\_\_\_\_

Note: This is a sample document for reference only. Parties referring to this sample should ensure that its contents are appropriate for their use before adoption. They are also reminded to seek independent professional advice where appropriate.

註: 此樣本文件只供參考, 有關人士在使用前須確保其內容適合作相關用途。如有需要, 應尋求專業人士的獨立意見。



[Name of Employment Agency]

[ 職業介紹所名稱 ]

[Address 地址]

[Telephone and Fax Number/Email Address

電話及傳真號碼 / 電郵地址 ]

**Sample Receipt from EA - to Employer****職業介紹所收據樣本 - 發給僱主****[For non-FDH employer]****[ 適用於非外傭僱主 ]**

Date 日期 : \_\_\_\_\_

Name of Employer 僱主名稱 / 姓名 : \_\_\_\_\_

Name of Job-seeker 求職者姓名 : \_\_\_\_\_

Agency fee for employing the job-seeker (Please refer to the Service Agreement for the service included in the agency fee) 聘請求職者費用 (請參閱「服務協議」內列明的收費及所包括的服務)		\$ _____
Other charges (if applicable) 其他費用 (如適用)		\$ _____
Total 合計		\$ _____
Paid amount 已付金額	<input type="checkbox"/> Cash 現金 <input type="checkbox"/> Bank Transfer 銀行轉帳 <input type="checkbox"/> Cheque 支票	\$ _____
Outstanding balance 尚欠金額		\$ _____

Signature of Employment Agency Representative  
職業介紹所代表簽署

( Name 姓名 : \_\_\_\_\_ )

( Position 職位 : \_\_\_\_\_ )

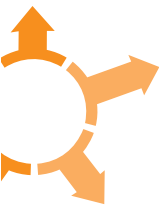
Date 日期 : \_\_\_\_\_

Company Chop of Employment Agency  
職業介紹所的公司印鑑

**Note::** This is a sample document for reference only. Parties referring to this sample should ensure that its contents are appropriate for their use before adoption.  
 註： They are also reminded to seek independent professional advice where appropriate.

此樣本文件只供參考，有關人士在使用前須確保其內容適合作相關用途。如有需要，應尋求專業人士的獨立意見。

For items with “□”, please “✓” as appropriate  
 請在適當方格內填上「✓」號



[Name of Employment Agency]  
[職業介紹所名稱]  
[Address 地址]  
[Telephone and Fax Number/Email Address  
電話及傳真號碼 / 電郵地址]

## Sample Acknowledgement/Confirmation - FDH 外傭簽收/確認紀錄樣本

Name of FDH Employer (僱主姓名) : \_\_\_\_\_  
Name of FDH (外傭姓名) : \_\_\_\_\_ (D.H. Contract No. 家庭傭工合約號碼 \_\_\_\_\_)

	Acknowledgement/Confirmation by FDH (Please sign in the boxes below) 外傭簽收/確認 (請於下列方格內簽名)	Date of Acknowledgement / Confirmation 簽收/確認日期
(a) I acknowledge receipt of a copy of the sample Standard Employment Contract in my mother language. 本人確認收到以本人母語撰寫的標準僱傭合約樣本。		
(b) I acknowledge receipt of the original of the Standard Employment Contract (D.H. Contract No. _____) duly signed by my employer and me. 本人確認收到由僱主及本人簽署的標準僱傭合約 (家庭傭工合約號碼 : _____) 正本。		
(c) I acknowledge having been briefed my rights and obligations under the Standard Employment Contract, Employment Ordinance, Employees' Compensation Ordinance, Personal Data (Privacy) Ordinance and anti-discrimination ordinances that are employment related. 本人確認已獲講解在標準僱傭合約、《僱傭條例》、《僱員補償條例》、《個人資料 (私隱) 條例》, 以及與僱傭有關的歧視條例下的權益和責任。		
(d) I acknowledge having been briefed the channels to seek assistance from HKSAR Government and other organizations. 本人確認已獲講解向香港特區政府及其他有關機構求助的途徑。		
(e) I acknowledge receipt of the publicity materials relating to FDHs' rights and benefits as well as relevant sample forms. 本人確認收到與外傭權益有關的指南、小冊子等宣傳資料, 以及有關表格樣本。		

**Note:**  
註:

(1) This is a sample document for reference only. Parties referring to this sample should ensure that its contents are appropriate for their use before adoption. They are also reminded to seek independent professional advice where appropriate.  
此樣本文件只供參考, 有關人士在使用前須確認其內容適合其相關用途。如有需要, 應尋求專業人士的獨立意見。

(2) Employment agency should provide a copy of the signed acknowledgement/confirmation to the FDH for reference and retention.  
職業介紹所需向外籍家庭傭工提供已簽署的簽收/確認紀錄副本, 以供參考及保留。

# Tagalog/ English version

[Pangalan ng Ahensiyang Pang-employo]  
[Name of Employment Agency]

[Lugar Address]  
[Numero ng Telepono at Fax / Email Address  
Telephone and Fax Number/Email Address]

## Huwaran/Halimbawa ng Pagpapatunay/Pagpapatotoo – FDH Sample Acknowledgement/Confirmation - FDH

Pangalan ng Amo ng FDH Name of FDH Employer : \_\_\_\_\_  
Pangalan ng FDH Name of FDH : \_\_\_\_\_ (Numero ng Kontrata ng D.H. D.H. Contract No. \_\_\_\_\_)

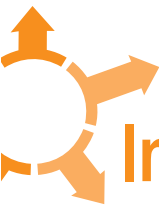
	Pagpapatunay/Pagpapatotoo ni FDH (Pakilagdaan sa kahon sa ibaba) Acknowledgement/Confirmation by FDH (Please sign in the boxes below)	Petsa ng Pagpapatunay/ Pagpapatotoo Date of Acknowledgement / Confirmation
(a)	Pinatutunayan ko ang pagtanggap ng isang kopya ng <u>huwarang</u> Istandard na Kontratang Pang-employo sa aking kinalakhang wika. I acknowledge receipt of a copy of the <u>sample</u> Standard Employment Contract in my mother language.	
(b)	Pinatutunayan ko ang pagtanggap ng orihinal ng Istandard na Kontratang Pang-employo (Numero ng Kontrata ng D.H. _____ ) na nilagdaan namin ng aking amo. I acknowledge receipt of the <u>original</u> of the Standard Employment Contract (D.H. Contract No. _____ ) duly signed by my employer and me.	
(c)	Pinatutunayan kong ako ay nabigyan ng paliwanag tungkol sa aking mga karapatan at obligasyon sa ilalim na Istandard na Kontratang Pang-employo, Kautusan sa Pananabuhayan, Mga kautusan sa Danyos at Kabayaran sa Empleyado, Kautusang Pampersonal (Pampribadong) na Datos at mga kautusan Laban sa Diskriminasyon na mga kaugnay sa Pag-employo. I acknowledge having been briefed my rights and obligations under the Standard Employment Contract, Employment Ordinance, Employees' Compensation Ordinance, Personal Data (Privacy) Ordinance and anti-discrimination ordinances that are employment related.	
(d)	Pinatutunayan kong ako ay nabigyan ng paliwanag tungkol sa mga paraan ng paghingi ng tulong mula sa pamahalaan ng HKSAR at iba pang mga organisasyon. I acknowledge having been briefed the channels to seek assistance from HKSAR Government and other organizations.	
(e)	Pinatutunayan ko ang pagtanggap ng mga papeles na paglalathala patungkol sa mga karapatan at benepisyo ng FDH pati na rin ang kaugnay na huwaran ng porm. I acknowledge receipt of the publicity materials relating to FDHs' rights and benefits as well as relevant sample forms.	

Panawala  
Note:

- (1) Ito ay isang halimbawang dokumento na pang batayan lamang. Ang mga partidong gegamit sa mga batayang ito ay dapat na siguraduhing ang mga nilalaman nito ay angkop sa kaniyang pinagkasunduan bago gamitin. Pinasaalalahanin din sila na humingi ng independienteng paying-eksperto kung kailangan.  
This is a sample document for reference only. Parties referring to this sample should ensure that its contents are appropriate for their use before adoption. They are also reminded to seek independent professional advice where appropriate.
- (2) Ang ahensiyang pang-employo ay dapat na magbigay ng piramdong kopya ng pagpapatunay/pagpapatotoo sa FDH para sa pansariling kopaya at reperensiya.  
Employment agency should provide a copy of the signed acknowledgement/confirmation to the FDH for reference and retention.







# Indonesian/ English version

[Nama Agensi Penempatan Tenaga Kerja]  
[Name of Employment Agency]  
[Alamat Address]  
[Address]  
[Nomor Telepon dan Fax / Alamat Email]  
Telephone and Fax Number/Email Address]

## Contoh Akuan/Konfirmasi – PLRTA Sample Acknowledgement/Confirmation - FDH

Nama Majikan dari PLRTA Name of FDH Employer : \_\_\_\_\_

Nama PLRTA Name of FDH : \_\_\_\_\_ (Kontrak PLRTA No. D.H. Contract No. \_\_\_\_\_)

	Akuan/Konfirmasi oleh PLRTA (Harap tanda tangan di kolom-kolom di bawah ini) Acknowledgement/Confirmation by FDH (Please sign in the boxes below)	Tanggal Akuan / Konfirmasi Date of Acknowledgement / Confirmation
(a) Saya mengakui telah menerima salinan dari contoh Kontrak Kerja Standar dalam bahasa ibu saya. I acknowledge receipt of a copy of the <u>sample</u> Standard Employment Contract in my mother language.		
(b) Saya mengakui telah menerima Kontrak Kerja Standar asli (Kontrak PLRTA No. _____) yang telah diandatangani oleh majikan saya dan saya. I acknowledge receipt of the <u>original</u> of the Standard Employment Contract (D.H. Contract No. _____) duly signed by my employer and me.		
(c) Saya mengakui telah diterangkan mengenai hak dan kewajiban saya di bawah Kontrak Kerja Standar, Ordonansi/UU Tenaga Kerja, Ordonansi Kompensasi Tenaga Kerja, Ordonansi Data Pribadi (Privasi) dan ordonansi anti-diskriminasi yang berkaitan dengan ketenagakerjaan. I acknowledge having been briefed my rights and obligations under the Standard Employment Contract, Employment Ordinance, Employees' Compensation Ordinance, Personal Data (Privacy) Ordinance and anti-discrimination ordinances that are employment related.		
(d) Saya mengakui telah diterangkan mengenai jalur-jalur untuk meminta bantuan dari Pemerintah Hong Kong SAR dan organisasi-organisasi lainnya. I acknowledge having been briefed the channels to seek assistance from HKSAR Government and other organizations.		
(e) Saya mengakui telah menerima bahan publisitas mengenai hak dan tunjangan PLRTA serta contoh formulir-formulir yang berkaitan. I acknowledge receipt of the publicity materials relating to FDHs' rights and benefits as well as relevant sample forms.		

Catatan  
Note:

- (1) Ini adalah dokumen contoh untuk referensi saja. Pihak-pihak yang merujuk ke contoh ini harus memastikan bahwa isinya cocok untuk dipakai mereka sebelum mempergunakannya. Mereka juga diingatkan untuk mencari advis profesional yang independen bila perlu.  
This is a sample document for reference only. Parties referring to this sample should ensure that its contents are appropriate for their use before adoption. They are also reminded to seek independent professional advice where appropriate.
- (2) Agensi penempatan tenaga kerja harus memberikan salinan akuan/konfirmasi yang telah diandatangani kepada PLRTA untuk rujukan dan disimpan.  
Employment agency should provide a copy of the signed acknowledgement/confirmation to the FDH for reference and retention.

# Hindi/ English version

[रोजगार एजेंसी का नाम]  
[Name of Employment Agency]  
[पता Address]  
[टेलीफोन और फैक्स नंबर / ईमेल पता]  
Telephone and Fax Number/Email Address]

## नमूना स्वीकृति / पुष्टिकरण - विदेशी घरेलू सहायक (एफडीएच) Sample Acknowledgement/Confirmation - FDH

एफडीएच नियोजता का नाम Name of FDH Employer : \_\_\_\_\_

एफडीएच का नाम Name of FDH : \_\_\_\_\_ ( डी.एच. अनुबंध 'ख'या D.H. Contract No. \_\_\_\_\_ )

	एफडीएच द्वारा स्वीकृति / पुष्टि (कृपया नीचे दिए बक्स में हस्ताक्षर करें) Acknowledgement/Confirmation by FDH (Please sign in the boxes below)	स्वीकृति / पुष्टिकरण की तिथि Date of Acknowledgement / Confirmation
(a)	मैं अपनी मातृ भाषा में मानक रोजगार अनुबंध के नमूने की प्रति की प्रतिति को स्वीकार करता हूँ। I acknowledge receipt of a copy of the sample Standard Employment Contract in my mother language.	
(b)	मैं मानक नियोजता अनुबंध (डी.एच. अनुबंध 'ख'या _____) के मूल की रीढ़ प्रतिति को स्वीकार करता हूँ जो मेरे नियोजता और मेरे द्वारा हस्ताक्षरित है। I acknowledge receipt of the original of the Standard Employment Contract (D.H. Contract No. _____) duly signed by my employer and me.	
(c)	मैं मानता हूँ कि मेरे रोजगार और मानक 'बंधी अनुबंध, रोजगार अध्यादेश, कर्मचारी मआवजा अध्यादेश, व्यक्तिगत डेटा (गोपनीयता) अध्यादेश और विरोधी भेदभाव के नियमों के तहत, 'बंधित और जिम्मेदारियों के बारे में बताया गया है हैं। I acknowledge having been briefed my rights and obligations under the Standard Employment Contract, Employment Ordinance, Employees' Compensation Ordinance, Personal Data (Privacy) Ordinance and anti-discrimination ordinances that are employment related.	
(d)	मैं स्वीकृत करता हूँ कि मुझे HKSAR सरकार और अन्य 'गठनों ' सहायता लेने के लिए चैनलों के बारे में सूचित किया गया है। I acknowledge having been briefed the channels to seek assistance from HKSAR Government and other organizations.	
(e)	मैं एफडीएच के अधिकारों और लाभों के साथ-साथ प्रासंगिक नमूना रूपों से संबंधित प्रचार 'मगगी की प्रतिति को स्वीकार करता हूँ। I acknowledge receipt of the publicity materials relating to FDHs' rights and benefits as well as relevant sample forms.	

नोट (1) यह 'दर्भ के लिए केवल एक नमूना दस्तावेज है। इस नमूने का 'दर्भ करते हुए दलों को इसका उपयोग करने ' पहले यह 'निश्चित करना चाहिए कि इसकी सामग्री उनके उपयोग के लिए उपयुक्त है। जहाँ उपयुक्त हो उन्हें एक उपयुक्त पेशेवर सलाह लेने की भी सलाह दी जाती है।

Note:

(2) This is a sample document for reference only. Parties referring to this sample should ensure that its contents are appropriate for their use before adoption. They are also reminded to seek independent professional advice where appropriate.

(2) रोजगार एजेंसी को 'दर्भ और प्रतियाण के लिए एफडीएच को हस्ताक्षरित स्वीकृत / पुष्टि की एक प्रतिति प्रदान करना चाहिए।  
Employment agency should provide a copy of the signed acknowledgement/confirmation to the FDH for reference and retention.





# Thai/ English version

[ชื่อบริษัทจัดหางาน]  
[Name of Employment Agency]

[ที่อยู่ Address]  
[เบอร์โทรศัพท์และโทรสาร / ให้อีเมล  
Telephone and Fax Number/Email Address]

ตัวอย่างการรับทราบ/การยืนยัน – ผู้ช่วยแม่บ้านต่างชาติ

## Sample Acknowledgement/Confirmation – FDH

ชื่อของพี่เลี้ยงผู้ช่วยแม่บ้านต่างชาติ Name of FDH Employer : \_\_\_\_\_

ชื่อผู้ช่วยแม่บ้านต่างชาติ Name of FDH : \_\_\_\_\_ ( สัญญาว่าจ้างผู้ช่วยแม่บ้านต่างชาติเลขที่ D.H. Contract No. \_\_\_\_\_ )

	การรับทราบการยืนยันโดยผู้ช่วยแม่บ้านต่างชาติ (กรุณาเซ็นชื่อในช่องข้างล่าง) Acknowledgement/Confirmation by FDH (Please sign in the boxes below)	วันที่รับทราบ/ยืนยัน Date of Acknowledgement / Confirmation
(a)	ข้าพเจ้าขอรับว่าได้รับสำเนาข้อมูลของสัญญาว่าจ้างมาตรฐานฉบับภาษาไทยและภาษาอังกฤษ I acknowledge receipt of a copy of the <b>sample</b> Standard Employment Contract in my mother language.	
(b)	ข้าพเจ้าขอรับว่าได้รับสำเนารับของสัญญาว่าจ้างมาตรฐาน (สัญญาว่าจ้างผู้ช่วยแม่บ้านต่างชาติเลขที่ _____) ที่เซ็นชื่ออย่างถูกต้องโดยนายจ้างของข้าพเจ้าและตัวข้าพเจ้า I acknowledge receipt of the <u>original</u> of the Standard Employment Contract (D.H. Contract No. _____) duly signed by my employer and me.	
(c)	ข้าพเจ้าขอรับว่าได้รับฟังการสรุปเป็นลายลักษณ์อักษรเกี่ยวกับหน้าที่ความรับผิดชอบของข้าพเจ้าภายใต้สัญญาว่าจ้างมาตรฐาน, กฎหมายค่าตอบแทนของถูกต้อง, กฎหมายข้อมูลส่วนบุคคล และ กฎหมายต่อต้านการเลือกปฏิบัติที่เกี่ยวข้องกับการจ้างงาน I acknowledge having been briefed my rights and obligations under the Standard Employment Contract, Employment Ordinance, Employees' Compensation Ordinance, Personal Data (Privacy) Ordinance and anti-discrimination ordinances that are employment related.	
(d)	ข้าพเจ้าขอรับว่าได้รับฟังการสรุปในช่องทางราชการรับความช่วยเหลือจากทั้งรัฐบาลฮ่องกงและองค์กรอื่นๆ I acknowledge having been briefed the channels to seek assistance from HKSAR Government and other organizations.	
(e)	ข้าพเจ้าขอรับว่าได้รับวัสดุสิ่งพิมพ์ที่เผยแพร่เกี่ยวกับสิทธิและผลประโยชน์ของข้าพเจ้ารวมทั้งสัญญาว่าจ้างมาตรฐานที่ข้าพเจ้าเซ็นชื่อ I acknowledge receipt of the publicity materials relating to FDHs' rights and benefits as well as relevant sample forms.	

หมายเหตุ  
Note:

- (1) นี่เป็นตัวอย่างเอกสารสำหรับใช้เพื่อการอ้างอิงเท่านั้น. เอกสารที่เซ็นชื่อโดยผู้ช่วยแม่บ้านต่างชาติจะมีความแตกต่างจากเอกสารที่ส่งมาเพื่อเป็นต้นแบบ. โปรดใช้เอกสารที่ส่งมาเพื่อเป็นต้นแบบ.
- (2) นี่เป็นตัวอย่างเอกสารให้สำหรับสำเนาที่เซ็นชื่อการรับทราบ. / กรุณาเซ็นชื่อ. แต่ผู้ช่วยแม่บ้านต่างชาติต้องเซ็นชื่อเอกสารที่ส่งมา. Employment agency should provide a copy of the signed acknowledgement/confirmation to the FDH for reference and retention.

They are also reminded to seek independent professional advice where appropriate.

# Sinhala/ English version

[රැකියා නියෝජිත ආයතනයේ නම]  
[Name of Employment Agency]  
[ලිපිනය Address]  
[දුරකථන හා ෆැක්ස් අංක/විද්‍යුත් තැපෑල ලිපිනය  
Telephone and Fax Number/Email Address]

## විදේශීය ශාඛ සේවක (FDH) - ආදර්ශය පිළිගැනීම / තහවුරු කිරීම Sample Acknowledgement/Confirmation - FDH

විදේශීය ශාඛ සේවා යෝජකයාගේ නම Name of FDH Employer :

විදේශීය ශාඛ සේවකයාගේ නම Name of FDH : \_\_\_\_\_ (විදේශීය ශාඛ සේවා ගිවිසුම් අංකය : D.H. Contract No \_\_\_\_\_)

	විදේශීය ශාඛ සේවකයා විසින් පිළිගැනීම / තහවුරු කිරීම (කරුණාකර පහත කොටු තුළ අත්සන් කරන්න) Acknowledgement/Confirmation by FDH (Please sign in the boxes below)	පිළිගැනීම / තහවුරු කිරීමේ දිනය Date of Acknowledgement / Confirmation
(අ) මාගේ මව හාභාවෙන් සමමත රැකියා ගිවිසුමේ ආදර්ශක පිටපතක් ලද බව මම පිළිගනිමි. <i>I acknowledge receipt of a copy of the sample Standard Employment Contract in my mother language.</i>		
(ආ) මාගේ සේවායෝජකයා සහ මා විසින් අත්සන් කරන ලද ප්‍රථම සමමත රැකියා ගිවිසුමේ (ශාඛ සේවා ගිවිසුම් අංකය. _____) මුද්‍රිත පිටපතක් ලද බව මම පිළිගනිමි. <i>I acknowledge receipt of the original of the Standard Employment Contract (D.H. Contract No. _____) duly signed by my employer and me.</i>		
(ඇ) සමමත රැකියා ගිවිසුම, රැකියා ආඥාපනත, සේවක වන්දි ආඥාපනත, පෞද්ගලික දත්ත (පුද්ගලිකත්වය) ආඥාපනත සහ රැකියා නියුක්තිය සම්බන්ධව නීති විරෝධී ආඥාපනත් යටතේ මගේ අයිතිවාසිකම් සහ වගකීම් පිළිබඳව මා දැනුවත් කර ඇති බව මම පිළිගනිමි. <i>I acknowledge having been briefed my rights and obligations under the Standard Employment Contract, Employment Ordinance, Employees' Compensation Ordinance, Personal Data (Privacy) Ordinance and anti-discrimination ordinances that are employment related.</i>		
(ඈ) මාගේ සේවායෝජකයා සහ මා විසින් අත්සන් කරන ලද ප්‍රථම සමමත රැකියා ගිවිසුමේ (ශාඛ සේවා ගිවිසුම් අංකය. _____) මුද්‍රිත පිටපතක් ලද බව මම පිළිගනිමි. <i>I acknowledge having been briefed the channels to seek assistance from HKSAR Government and other organizations.</i>		
(ඉ) විදේශීය ශාඛ සේවකයින්ගේ අයිතිවාසිකම් සහ ප්‍රතිලාභ වලට අදාළ ප්‍රචාරක කරුණු මෙන්ම අදාළ ආකෘතිවල ආදර්ශක පිටපත ලද බව මම පිළිගනිමි. <i>I acknowledge receipt of the publicity materials relating to FDHs' rights and benefits as well as relevant sample forms.</i>		

සටහන  
Note:

- (1) මෙය නිර්දේශනය සඳහා පමණක් වන ආදර්ශ ලේඛනයකි. මෙම ආදර්ශය භාවිතා කරන පාර්ශ්වයන් භාවිතයට පෙර මේ අන්තර්ගතය මුද්‍රිතයට සුදුසු දැයි තහවුරු කළ යුතුය. සුදුසු අවස්ථාවලදී ස්වාධීන වෘත්තීය උපදෙස් ලබා ගැනීමටද මුද්‍රිතයට මතක් කර ඇත. This is a sample document for reference only. Parties referring to this sample should ensure that its contents are appropriate for their use before adoption. They are also reminded to seek independent professional advice where appropriate.
- (2) සේවා නියුක්ති ආයතනය විසින් නිර්දේශනයට භා ලබා තබා ගැනීම සඳහා විදේශීය ශාඛ සේවකයා වෙත අත්සන් කරන ලද පිළිගැනීම / තහවුරු කිරීමේ පිටපතක් සැපයිය යුතුය. Employment agency should provide a copy of the signed acknowledgement/confirmation to the FDH for reference and retention.





# Myanmar language/ English version

[အလုပ်အကိုင်ရှာဖွေရေးအကျိုးစေတင်အမည်]  
[Name of Employment Agency]  
[လိပ်စာ Address]  
[ဖုန်းနံပါတ်/အီးမေးလ်လိပ်စာ  
Telephone and Fax Number/Email Address]

## အသိအမှတ်ပြု/အတည်ပြုစာ(စာကြမ်း) - နိုင်ငံခြားအိမ်ထောင်မှုအကူအပံ့ (FDH) Sample Acknowledgement/Confirmation - FDH

နိုင်ငံခြားအိမ်ထောင်မှုအကူအပံ့၏ အလုပ်ရှင်အမည် Name of FDH Employer : \_\_\_\_\_ ( D.H. ဆက်သွယ်ရန်နံပါတ် D.H. Contract No. \_\_\_\_\_ )  
နိုင်ငံခြားအိမ်ထောင်မှုအကူအပံ့အမည် Name of FDH : \_\_\_\_\_

	နိုင်ငံခြားအိမ်ထောင်မှုအကူအပံ့မှ အတည်ပြုကြောင်း (အောက်တွင် လက်မှတ်ထိုးပါ) Acknowledgement/Confirmation by FDH (Please sign in the boxes below)	သဘောပူး / အတည်ပြုချက် Date of Acknowledgement / Confirmation
(a) ကျွန်ုပ်တို့အိမ်ထောင်မှုအကူအပံ့နှင့် ရောင်းချထားသော အလုပ်ခန့်အပ်စာချုပ် ဖွဲ့စည်းခြင်း (စာကြမ်း) လက်ခံကျိတ်ထားပါသည်။ I acknowledge receipt of a copy of the <u>sample</u> Standard Employment Contract in my mother language.		
(b) အလုပ်ခန့်အပ်စာချုပ် (စာကြမ်း) နှင့် အလုပ်ရှင်နှင့် ကျွန်ုပ်တို့အိမ်ထောင်မှုအကူအပံ့အဖွဲ့အစည်း ( D.H. ဆက်သွယ်ရန်နံပါတ် _____ ) သို့ အလုပ်ရှင်၏ မူရင်း (စာကြမ်း) လက်ခံကျိတ်ထားပါသည်။ I acknowledge receipt of the <u>original</u> of the Standard Employment Contract ( D.H. Contract No. _____ ) duly signed by my employer and me.		
(c) အလုပ်ခန့်အပ်စာချုပ် ၊ အလုပ်လုပ်ခွင့်၊ အလုပ်သမားရေးရာ စည်းကမ်းချက်များ၊ တိုင်းရင်းစားအဖွဲ့အစည်းများ သိမ်းဆည်းခြင်းနှင့် အလုပ်သမားအခွင့်အရေးများအတွက် လိုက်နာရမည့် အကြောင်းအရာအားလုံးကို သိရှိကြောင်းအကြောင်း အတည်ပြုပါသည်။ I acknowledge having been briefed my rights and obligations under the Standard Employment Contract, Employment Ordinance, Employees' Compensation Ordinance, Personal Data (Privacy) Ordinance and anti-discrimination ordinances that are employment related.		
(d) အစိုးရနှင့် အခြားအဖွဲ့အစည်းများမှ ရရှိသော အကူအညီများကိုလည်း သိရှိကြောင်း အတည်ပြုပါသည်။ I acknowledge having been briefed the channels to seek assistance from HKSAR Government and other organizations.		
(e) နိုင်ငံခြားအိမ်ထောင်မှုအကူအပံ့ စာပို့စာရင်းနှင့် အကျိုးခံစားခွင့်နှင့် ပတ်သက်သည့် စာရွက်စာတမ်းများကိုလည်း လက်ခံကျိတ်ထားကြောင်း အတည်ပြုပါသည်။ I acknowledge receipt of the publicity materials relating to FDHs' rights and benefits as well as relevant sample forms.		

မှတ်ချက်  
Note:  
(1) ဤစာသည် ကိုယ်စားပြုအထောက်အကူအပံ့အဖွဲ့အစည်း၏ အသုံးပြုမှုအတွက်သာ ဖြစ်ပါသည်။ အသုံးပြုမှု (သို့) ကိုယ်စားပြုမှုအတွက် မသင့်လျော်ပါ။  
This is a sample document for reference only. Parties referring to this sample should ensure that its contents are appropriate for their use before adoption. They are also reminded to seek independent professional advice where appropriate.  
(2) နိုင်ငံခြားအိမ်ထောင်မှုအကူအပံ့မှ ကိုယ်စားပြုအထောက်အကူအပံ့အဖွဲ့အစည်းမှ အလုပ်အကိုင်ရှာဖွေရေးအကျိုးစေတင်အမည် လက်မှတ်ထိုးအပ်ပြီးနောက် အလုပ်အကိုင်ရှာဖွေရေးအကျိုးစေတင်အမည်ကို ဖော်ပြထားသော စာကို မူပိုင်ခွင့်ပေးရမည်။  
Employment agency should provide a copy of the signed acknowledgement/confirmation to the FDH for reference and retention.

[ឈ្មោះទីភ្នាក់ងារស្រីសង្គម]  
[Name of Employment Agency]  
[អាសយដ្ឋាន Address]  
[លេខទូរស័ព្ទ និងលេខទូរសារ / ឡីកែមល]  
Telephone and Fax Number/Email Address

## គំរូនៃការទទួលស្គាល់ / សេចក្តីបញ្ជាក់ - ប្រសិទ្ធិយោធាពិការភាព (FDH) Sample Acknowledgement/Confirmation - FDH

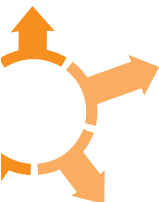
ឈ្មោះនិយោជកៈ Name of FDH Employer \_\_\_\_\_  
ឈ្មោះប្រសិទ្ធិយោធាពិការភាព (FDH) Name of FDH \_\_\_\_\_ ( លេខរៀងនៃកិច្ចសន្យាប្រសិទ្ធិយោធាពិការភាព: D.H. Contract No. \_\_\_\_\_ )

	ការទទួលស្គាល់ / សេចក្តីបញ្ជាក់ដោយប្រសិទ្ធិយោធាពិការភាព (FDH) ( សូមចុះហត្ថលេខានៅទីកន្លែងខ្ទង់ខាងក្រោម ) Acknowledgement/Confirmation by FDH (Please sign in the boxes below)	កាលបរិច្ឆេទនៃការទទួលស្គាល់ / ការបញ្ជាក់ Date of Acknowledgement / Confirmation
(ក)	ខ្ញុំទទួលស្គាល់ថាខ្ញុំទទួលបានទម្រង់ច្បាប់គម្របគ្របប្រយោជន៍ប្រសិទ្ធិយោធាពិការភាព។ I acknowledge receipt of a copy of the sample Standard Employment Contract in my mother language.	
(ខ)	ខ្ញុំទទួលស្គាល់ថាខ្ញុំទទួលបានទម្រង់ដើមនៃកិច្ចសន្យាប្រសិទ្ធិយោធាពិការភាព ( លេខរៀងនៃកិច្ចសន្យាប្រសិទ្ធិយោធាពិការភាព: _____ ) ចុះកិច្ចសន្យាប្រឹក្សាដោយនិយោជក និងខ្ញុំ។ I acknowledge receipt of the original of the Standard Employment Contract (D.H. Contract No. _____) duly signed by my employer and me.	
(គ)	ខ្ញុំទទួលស្គាល់ថា ខ្ញុំទទួលបានការពន្យល់ដោយសម្របសម្រួលទាក់ទងនឹងសិទ្ធិ និងកាតព្វកិច្ចរបស់ខ្ញុំនៅក្នុងកិច្ចសន្យាប្រសិទ្ធិយោធាពិការភាព។ បច្ចុប្បន្នកិច្ចសន្យាប្រសិទ្ធិយោធាពិការភាពនេះ បច្ចុប្បន្នកិច្ចសន្យាប្រសិទ្ធិយោធាពិការភាពដែលបានកំណត់ដោយ បច្ចុប្បន្នកិច្ចសន្យាប្រសិទ្ធិយោធាពិការភាព ( ឯកសារ ) និងច្បាប់បច្ចុប្បន្នកិច្ចសន្យាប្រសិទ្ធិយោធាពិការភាពដែលបានកំណត់ដោយប្រតិបត្តិការសម្រាប់ប្រយោជន៍ប្រសិទ្ធិយោធាពិការភាព។ I acknowledge having been briefed my rights and obligations under the Standard Employment Contract, Employment Ordinance, Employees' Compensation Ordinance, Personal Data (Privacy) Ordinance and anti-discrimination ordinances that are employment related.	
(ឃ)	ខ្ញុំទទួលស្គាល់ថាខ្ញុំបានទទួលបានការពន្យល់ដោយសម្របសម្រួលទាក់ទងនឹងឆ្លងកាត់ឯកសារស្វែងរកការងារ (HKSAR) និងអង្គការដទៃទៀត។ I acknowledge having been briefed the channels to seek assistance from HKSAR Government and other organizations.	
(ង)	ខ្ញុំទទួលស្គាល់ថាខ្ញុំទទួលបានទម្រង់ច្បាប់គម្របគ្របប្រយោជន៍ប្រសិទ្ធិយោធាពិការភាព: ពាក់ព័ន្ធនឹងសិទ្ធិ និងអត្ថប្រយោជន៍របស់ប្រសិទ្ធិយោធាពិការភាព (FDH) ក៏ដូចជាឯកសារគំរូផ្សេងៗដែលពាក់ព័ន្ធនឹង។ I acknowledge receipt of the publicity materials relating to FDHs' rights and benefits as well as relevant sample forms.	

ចំណាំ  
Note:  
( ខ ) គំរូនៃការទទួលស្គាល់/សេចក្តីបញ្ជាក់គ្របគ្របប្រយោជន៍ប្រសិទ្ធិយោធាពិការភាពនេះ គួរតែប្រើប្រាស់តែប៉ុណ្ណោះ។ ភាគីពាក់ព័ន្ធនីមួយៗគួរតែប្រាកដថាខ្លួនបានទទួលបានការពន្យល់ប្រយោជន៍ប្រសិទ្ធិយោធាពិការភាព និងប្រយោជន៍ប្រសិទ្ធិយោធាពិការភាព។ ភាគីពាក់ព័ន្ធនីមួយៗគួរតែប្រាកដថាខ្លួនបានទទួលបានការពន្យល់ប្រយោជន៍ប្រសិទ្ធិយោធាពិការភាព និងប្រយោជន៍ប្រសិទ្ធិយោធាពិការភាព។  
This is a sample document for reference only. Parties referring to this sample should ensure that its contents are appropriate for their use before adoption. They are also reminded to seek independent professional advice where appropriate.  
( គ ) ទីភ្នាក់ងារស្រីសង្គមគួរតែផ្តល់ច្បាប់គម្របគ្របប្រយោជន៍ប្រសិទ្ធិយោធាពិការភាព / សេចក្តីបញ្ជាក់ទៅប្រសិទ្ធិយោធាពិការភាព ដល់ភ្នាក់ងារស្រីសង្គម និងអង្គការ។  
Employment agency should provide a copy of the signed acknowledgement/confirmation to the FDH for reference and retention.







[Name of Employment Agency]  
[職業介紹所名稱]  
[Address 地址]  
[Telephone and Fax Number/Email Address  
電話及傳真號碼 / 電郵地址]

## Sample Acknowledgement/Confirmation – FDH Employer 外傭僱主簽收/確認紀錄樣本

Name of FDH Employer 外傭僱主姓名：\_\_\_\_\_ (D.H. Contract No. 家庭傭工合約號碼：\_\_\_\_\_)

	Acknowledgement/Confirmation by FDH Employer (Please sign in the boxes below) 外傭僱主簽收/確認 (請於下列方格內簽名)	Date of Acknowledgement / Confirmation 簽收/確認日期
(a) I acknowledge receipt of the original of the Standard Employment Contract (D.H. Contract No. _____) duly signed by me and my FDH. 本人確認收到由本人及外傭簽署的標準僱傭合約 (家庭傭工合約號碼：_____ ) 正本。		
(b) I acknowledge having been briefed my rights and obligations under the Standard Employment Contract, Employment Ordinance and Immigration Ordinance. 本人確認已獲講解在標準僱傭合約、《僱傭條例》和《入境條例》下的權益和責任。		
(c) I acknowledge having been reminded to take out suitable employees' compensation insurance for my FDH as required under the Employees' Compensation Ordinance and my obligations under Clause 9 of the Standard Employment Contract in relation to medical expenses of my FDH. 本人確認已獲提醒本人須按照《僱員補償條例》的規定，為外傭投購適當的僱員補償保險；以及根據標準僱傭合約第 9 款有關外傭醫療開支的責任。		
(d) I acknowledge receipt of the publicity materials relating to FDHs' rights and benefits as well as relevant sample forms. 本人確認收到與外傭權益有關的指南、小冊子等宣傳資料，以及有關表格樣本。		

Note: This is a sample document for reference only. Parties referring to this sample should ensure that its contents are appropriate for their use before adoption. They are also reminded to seek independent professional advice where appropriate.  
註：(1) 此樣本文件只供參考，有關人士在使用前須確保其內容適合作相關用途。如有需要，應尋求專業人士的獨立意見。  
(2) Employment agency should provide a copy of the signed acknowledgement/confirmation to the FDH employer for reference and retention.  
職業介紹所需向外傭僱主提供已簽署的簽收/確認紀錄副本，以供參考及保留。



D. H. Contract No. \_\_\_\_\_

**EMPLOYMENT CONTRACT  
(For A Domestic Helper recruited from abroad)**

This contract is made between .....  
("the Employer") and ..... ("the Helper")  
on ..... and has the following terms:

1. The Helper's place of origin for the purpose of this contract is .....

2. (A)† The Helper shall be employed by the Employer as a domestic helper for a period of two years commencing on the date on which the Helper arrives in Hong Kong.

(B)† The Helper shall be employed by the Employer as a domestic helper for a period of two years commencing on ....., which is the date following the expiry of D.H. Contract No. .... for employment with the same employer.

(C)† The Helper shall be employed by the Employer as a domestic helper for a period of two years commencing on the date on which the Director of Immigration grants the Helper permission to remain in Hong Kong to begin employment under this contract.

3. The Helper shall work and reside in the Employer's residence at .....

4. (a) The Helper shall only perform domestic duties as per the attached Schedule of Accommodation and Domestic Duties for the Employer.

(b) The Helper shall not take up, and shall not be required by the Employer to take up, any other employment with any other person.

(c) The Employer and the Helper hereby acknowledge that Clause 4 (a) and (b) will form part of the conditions of stay to be imposed on the Helper by the Immigration Department upon the Helper's admission to work in Hong Kong under this contract. A breach of one or both of the said conditions of stay will render the Helper and/or any aider and abettor liable to criminal prosecution.

5. (a) The Employer shall pay the Helper wages of HK\$ ..... per month. The amount of wages shall not be less than the minimum allowable wage announced by the Government of the Hong Kong Special Administrative Region and prevailing at the date of this contract. An employer who fails to pay the wages due under this employment contract shall be liable to criminal prosecution.

(b) The Employer shall provide the Helper with suitable and furnished accommodation as per the attached Schedule of Accommodation and Domestic Duties and food free of charge. If no food is provided, a food allowance of HK\$ ..... a month shall be paid to the Helper.

(c) The Employer shall provide a receipt for payment of wages and food allowance and the Helper shall acknowledge receipt of the amount under his/her\* signature.

6. The Helper shall be entitled to all rest days, statutory holidays, and paid annual leave as specified in the Employment Ordinance, Chapter 57.

7. (a) The Employer shall provide the Helper with free passage from his/her\* place of origin to Hong Kong and on termination or expiry of this contract, free return passage to his/her\* place of origin.

(b) A daily food and travelling allowance of HK\$100 per day shall be paid to the Helper from the date of his/her\* departure from his/her\* place of origin until the date of his/her\* arrival at Hong Kong if the travelling is by the most direct route. The same payment shall be made when the Helper returns to his/her\* place of origin upon expiry or termination of this contract.

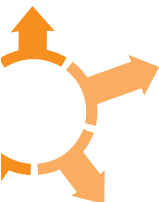
8. The Employer shall be responsible for the following fees and expenses (if any) for the departure of the Helper from his/her place of origin and entry into Hong Kong:—

- (i) medical examination fees;
- (ii) authentication fees by the relevant Consulate;
- (iii) visa fee;
- (iv) insurance fee;
- (v) administration fee or fee such as the Philippines Overseas Employment Administration fee, or other fees of similar nature imposed by the relevant government authorities; and
- (vi) others: .....

In the event that the Helper has paid the above costs or fees, the Employer shall fully reimburse the Helper forthwith the amount so paid by the Helper upon demand and production of the corresponding receipts or documentary evidence of payment.

\* Delete where inappropriate.  
† Use either Clause 2A, 2B or 2C whichever is appropriate.





9. (a) In the event that the Helper is ill or suffers personal injury during the period of employment specified in Clause 2, except for the period during which the Helper leaves Hong Kong of his/her\* own volition and for his/her\* own personal purposes, the Employer shall provide free medical treatment to the Helper. Free medical treatment includes medical consultation, maintenance in hospital and emergency dental treatment. The Helper shall accept medical treatment provided by any registered medical practitioner.

(b) If the Helper suffers injury by accident or occupational disease arising out of and in the course of employment, the Employer shall make payment of compensation in accordance with the Employees' Compensation Ordinance, Chapter 282.

(c) In the event of a medical practitioner certifying that the Helper is unfit for further service, the Employer may subject to the statutory provisions of the relevant Ordinances terminate the employment and shall immediately take steps to repatriate the Helper to his/her\* place of origin in accordance with Clause 7.

10. Either party may terminate this contract by giving one month's notice in writing or one month's wages in lieu of notice.

11. Notwithstanding Clause 10, either party may in writing terminate this contract without notice or payment in lieu in the circumstances permitted by the Employment Ordinance, Chapter 57.

12. In the event of termination of this contract, both the Employer and the Helper shall give the Director of Immigration notice in writing within seven days of the date of termination. A copy of the other party's written acknowledgement of the termination shall also be forwarded to the Director of Immigration.

13. Should both parties agree to enter into new contract upon expiry of the existing contract, the Helper shall, before any such further period commences and at the expense of the Employer, return to his/her\* place of origin for a paid/unpaid\* vacation of not less than seven days, unless prior approval for extension of stay in Hong Kong is given by the Director of Immigration.

14. In the event of the death of the Helper, the Employer shall pay the cost of transporting the Helper's remains and personal property from Hong Kong to his/her\* place of origin.

15. Save for the following variations, any variation or addition to the terms of this contract (including the annexed Schedule of Accommodation and Domestic Duties) during its duration shall be void unless made with the prior consent of the Commissioner for Labour:

(a) a variation of the period of employment stated in Clause 2 through an extension of the said period of not more than one month by mutual agreement and with prior approval obtained from the Director of Immigration;

(b) a variation of the Employer's residential address stated in Clause 3 upon notification in writing being given to the Director of Immigration, provided that the Helper shall continue to work and reside in the Employer's new residential address;

(c) a variation in the Schedule of Accommodation and Domestic Duties made in such manner as prescribed under item 7 of the Schedule of Accommodation and Domestic Duties; and

(d) a variation of item 4 of the Schedule of Accommodation and Domestic Duties in respect of driving of a motor vehicle, whether or not the vehicle belongs to the Employer, by the helper by mutual agreement in the form of an Addendum to the Schedule and with permission in writing given by the Director of Immigration for the Helper to perform the driving duties.

16. The above terms do not preclude the Helper from other entitlements under the Employment Ordinance, Chapter 57, the Employees' Compensation Ordinance, Chapter 282 and any other relevant Ordinances.

17. The Parties hereby declare that the Helper has been medically examined as to his/her fitness for employment as a domestic helper and his/her medical certificate has been produced for inspection by the Employer.

Signed by the Employer \_\_\_\_\_  
(Signature of Employer)

in the presence of \_\_\_\_\_  
(Name of Witness) \_\_\_\_\_  
(Signature of Witness)

Signed by the Helper \_\_\_\_\_  
(Signature of Helper)

in the presence of \_\_\_\_\_  
(Name of Witness) \_\_\_\_\_  
(Signature of Witness)

\* Delete where inappropriate.



## SCHEDULE OF ACCOMMODATION AND DOMESTIC DUTIES

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.
2. Employer's residence and number of persons to be served
  - A. Approximate size of flat/house ..... square feet/square metres\*
  - B. State below the number of persons in the household to be served on a regular basis:  
 ..... adult ..... minors (aged between 5 to 18) ..... minors (aged below 5) ..... expecting babies.  
 ..... persons in the household requiring constant care or attention (excluding infants).  
 (Note: Number of Helpers 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 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

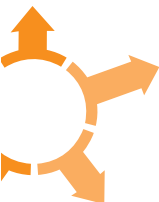
(g) Refrigerator  Yes  No

(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 this 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. 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.

Employer’s name and signature	Date	Helper’s name and signature	Date
-------------------------------	------	-----------------------------	------

\* delete where inappropriate

tick as appropriate



## 僱傭合約 (適用於從外國聘用的家庭傭工)

本合約由\_\_\_\_\_ (『僱主』) 和 \_\_\_\_\_ (『傭工』) 於\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日訂立。並載有下列各項條件：

1. 就本合約而言，傭工的原居地是\_\_\_\_\_

---

2. (A)<sup>†</sup> 傭工將由僱主聘用為家庭傭工，為期兩年，由傭工到達香港當日起計。  
(B)<sup>†</sup> 傭工將由僱主聘用為家庭傭工，為期兩年，由\_\_\_\_\_ (日期) 起計，該日即是與同一僱主簽訂家庭傭工合約 (號碼\_\_\_\_\_ ) 屆滿日期之後的一日。  
(C)<sup>†</sup> 傭工將由僱主聘用為家庭傭工，為期兩年，由入境事務處處長批准傭工在香港逗留以開始按照本合約受僱工作之日起計。

---

3. 傭工須於僱主的住址工作及居住，住址為\_\_\_\_\_

---

4. (a) 傭工只能根據附錄的「住宿及家務安排」為僱主料理家務。  
(b) 傭工不得受僱於任何其他人士從事任何其他職務，僱主亦不得著令傭工受僱於任何其他人士從事任何其他職務。  
(c) 僱主及傭工現承認第 4(a) 及 (b) 項為入境事務處准許該傭工來港履行此合約時所施加的逗留條件的一部分。違反以上任何一項逗留條件可導致該傭工及/或其教唆者遭受刑事檢控。

---

5. (a) 僱主須每月向傭工支付港幣\_\_\_\_\_元的工資。工資的金額不得少於香港特別行政區政府公布，並於訂立本合約的日期適用的「規定最低工資」。僱主如沒有按本僱傭合約支付到期應付的工資可遭受刑事檢控。  
(b) 僱主須根據附錄的「住宿及家務安排」免費為傭工提供合適的和設有傢具的居所及膳食。如不提供膳食，則應每月給予傭工港幣\_\_\_\_\_元的膳食津貼。  
(c) 僱主在支付工資及膳食津貼時須提供收據，而傭工須在收據上簽署以確認收到有關款項。

---

6. 傭工應享有香港法例第 57 章《僱傭條例》所規定的所有休息日、法定假日及有薪年假。

---

7. (a) 僱主須負責傭工自原居地到香港的旅費及於合約終止或屆滿時返回原居地的旅費。  
(b) 如傭工採取最直接的路線來港，則自離開其原居地當日起計直至抵達香港為止的期間，每天應得港幣壹佰元的膳食及交通津貼。傭工在本合約屆滿或終止後返回其原居地時，亦應得相同的津貼金額。

---

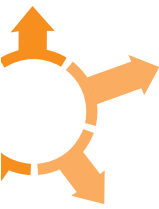
8. 僱主應負責傭工離開其原居地及進入香港所需的下列費用 (如有的話)：
  - (i) 體格檢驗費用；
  - (ii) 有關領事館的核實費用；
  - (iii) 簽證費；
  - (iv) 保險費；
  - (v) 行政費用，或其他如菲律賓海外僱傭行政費，或有關政府機構徵收的類似費用；
  - (vi) 其他：\_\_\_\_\_

如傭工已繳付以上費用，僱主在傭工出示該類付款的收據或證明文件時，須發還有關費用給傭工。

\* 刪除不適用者

† 擇 2A、2B 或 2C 其中適用的一項

11/2016



9. (a) 當傭工在第 2 條款指明的受僱期內（但不包括傭工出於自願及基於個人理由離開香港期間）生病或受傷，無論是否因受僱而引致，僱主須提供免費醫療，包括診症費用、住 費用及牙科急診。傭工須接受任何註冊醫生的診治服務。

(b) 如僱員在受僱工作期間因工遭遇意外而受傷或患上職業病，則僱主須根據香港法例第 282 章《僱員補償條例》支付補償款項。

(c) 如有醫生證明傭工不適宜再繼續工作，僱主可在不違反有關條例的規定下終止 僱傭合約，並應立即採取行動，根據第 7 條款將傭工遣返原居地。

10. 本合約任何一方可給予對方一個月的書面通知或支付相等於一個月薪金的代通知金，以終 本合約。

11. 儘管第 10 條款已有規定，但在香港法例第 57 章《僱傭條例》所准許的情況下，本合約任何一方均可毋須給予通知或支付代通知金而以書面終止合約。

12. 在終止本合約時，僱主及傭工須於合約終止日期的七天內各自向入境事務處處長提出書面通知，亦須將對方作出的關於終止合約的書面確認的副本遞交入境事務處處長。

13. 如雙方同意於現行合約屆滿時續訂合約，除非事先獲得入境事務處處長批准在港延期逗留，否則在新合約開始前，傭工須返回其原居地放取不少於七天的有薪/無薪\*假期，費用由僱主支付。

14. 如傭工死亡，僱主須負責支付將傭工遺體及個人物品運返其原居地的運費。

15. 對本合約條款在有效期間作出的任何變更或增加（包括附錄的「住宿及家務安排」），除非獲得勞工處處長同意，否則均屬無效，但下列變更除外：

- (a) 對在第 2 條款註明的僱用期作出變更，而該變更屬延長傭工的僱用期不多於一個月，並經雙方同意及預先得到入境事務處處長的批准；
- (b) 對在第 3 條款註明的僱主住址作出變更，並經已書面通知入境事務處處長，而該傭工須繼續於僱主新的住址工作及居住；
- (c) 按照「住宿及家務安排」第 7 項的規定方式下對住宿及家務安排作出更改；
- (d) 對「住宿及家務安排」第 4 項，在雙方同意及入境事務處處長書面批准下，以補遺方式作出變更，以容許傭工執行駕駛車輛職責，不論該車輛是否屬於僱主所有。

16. 以上條款並不妨礙傭工享受香港法例第 57 章《僱傭條例》，香港法例第 282 章《僱員補償條例》及其他有關條例所規定的其他權利。

17. 有關人等現謹聲明：該傭工已接受有關其是否適合擔任家庭傭工一職的體格檢驗，其醫生證明書亦已出示給僱主審閱。

由僱主簽署 \_\_\_\_\_  
(僱主簽署)

見證人： \_\_\_\_\_  
(姓名)

\_\_\_\_\_ (見證人簽署)

由傭工簽署 \_\_\_\_\_  
(傭工簽署)

見證人： \_\_\_\_\_  
(姓名)

\_\_\_\_\_ (見證人簽署)

\* 刪除不適用者



## 住宿及家務安排

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》收集及使用本安排內所載的資料。

2. 僱主的住所及所需照料的人<sup>4</sup>：

(A) 住所的面積約為\_\_\_\_\_平方呎/平方公尺\*

(B) 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<sup>4</sup> 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  有  沒有

(b) 廁所及沐浴設備  有<sup>4</sup>  沒有

(c) 床鋪<sup>4</sup>  有<sup>4</sup>  沒有<sup>4</sup>

(d) 氈或被  有  沒有

(e) 枕頭  有<sup>4</sup>  沒有

(f) 衣櫃  有  沒有

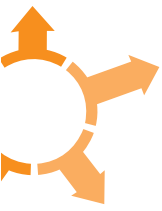
(g) 雪櫃  有<sup>4</sup>  沒有

(h) 桌子  有<sup>4</sup>  沒有

(i) 其他設備（請說明） \_\_\_\_\_

\* 刪除不適用者

請於適當的空格填上「✓」號



4. 僱工只可以在僱主的住所執行家務職責。僱工根據本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. 照料家中年老人士（需要/不需要\*經常照料或留意）
4. 褸姆
5. 照顧小孩
6. 其他（請說明）\_\_\_\_\_

6. 當僱主要求僱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（可合理地供僱工安全工作）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) 僱工除了手臂外，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，僱主須要通知該僱工及入境事務處處長，並送交一份經僱主及僱工雙方簽署的修訂住宿及家務安排表（ID 407G）副本予入境事務處處長，以作紀錄。

\_\_\_\_\_  
僱主姓名及簽署

\_\_\_\_\_  
日期

\_\_\_\_\_  
僱工姓名及簽署

\_\_\_\_\_  
日期

\* 刪除不適用者

請於適當的空格填上「✓」號





## Kontrata sa Paggawa (Para sa kasambahay na nakalap mula sa ibang bansa)

Ang kontrata na ito ay ginawa sa pagitan nina \_\_\_\_\_ (ang "Amo") at \_\_\_\_\_ (ang "Kasambahay") noong \_\_\_\_\_ na may mga sumusunod na kondisyon:

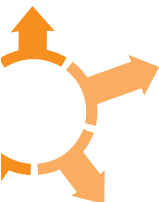
1. Ang pook ng pinagmulan ng Kasambahay, para sa layunin ng kontratang ito ay \_\_\_\_\_.
2. (A)<sup>†</sup> Ang Kasambahay ay kinuha ng Amo bilang kasambahay sa loob ng dalawang taon na magsisimula sa araw na ang Kasambahay ay dumating sa Hong Kong.  
(B)<sup>†</sup> Ang Kasambahay ay kinuha ng Amo upang magtrabaho bilang kasambahay sa loob ng dalawang taon magmula sa \_\_\_\_\_, na ang petsa ay kasunod na araw ng pagtatapos ng D.H. Contract No. \_\_\_\_\_ para magtrabaho sa nasabing amo.  
(C)<sup>†</sup> Ang Kasambahay ay kinuha ng Amo bilang kasambahay sa loob ng dalawang taon magmula sa petsa na kung kailan pinahintulutan ng Director of Immigration ang Kasambahay na manatili sa Hong Kong para magsimulang magtrabaho ayon sa kontratang ito.
3. Ang Kasambahay ay magtatrabaho at maninirahan sa bahay ng Amo na matatagpuan sa \_\_\_\_\_.
4. (a) Ang Kasambahay ay dapat gumanap lamang ng mga tungkuling pantahanan ayon sa nakapaloob na "Schedule of Accommodation and Domestic Duties" for the Employer.  
(b) Ang Kasambahay ay hindi dapat tumanggap, at hindi dapat hilingan ng Amo na tumanggap ng iba pang trabaho sa ibang tao.  
(c) Ang Amo at ang Kasambahay sa pamamagitan nito ay kinikilala na ang Clause 4 (a) at (b) ay magiging bahagi ng mga kondisyon ng pamamalagi na ipapataw ng Immigration Department sa Kasambahay sa oras na tinanggap niya ang trabaho sa Hong Kong ayon sa kontratang ito. Ang Kasambahay at/o sinumang tutulong sa kaniya sa pagsira sa isa o kapwa nasabing kondisyon ng pamamalagi ay mananagot sa pag uusig na kriminal.
5. (a) Ang Amo ay dapat bayaran ang sahod ng Kasambahay ng HK\$ \_\_\_\_\_ bawat buwan. Ang halaga ng sahod ay hindi maaaring bumaba sa pinakamababang sahod na inihayag ng Pamahalaan ng Hong Kong Special Administrative Region at umiiral sa petsa ng kontratang ito. Ang Amo hindi sumusunod sa pagbabayad ng sahod na nakasaad sa kontratang ito ay mananagot sa pag uusig na Kriminal.  
(b) Ang Amo ay dapat magbigay sa Kasambahay ng may kasangkapan at akmang tirahan ayon sa nakapaloob na "Schedule of Accommodation and Domestic Duties" at ng libreng pagkain. Kung walang pagkaing ibibigay, ang panggastos sa pagkain na HK\$ \_\_\_\_\_ bawat buwan ay dapat bayaran sa Kasambahay.  
(c) Ang Amo ay dapat magbigay ng resibo sa pagbayad ng sahod at panggastos sa pagkain at ang Kasambahay ay dapat magpatunay sa pagtanggap ng bayad na may lagda.
6. Ang Kasambahay ay dapat mabigyan ng karapatan sa lahat ng araw ng pahinga, statutory holidays, at taunang bakasyon na may bayad na tahasang sinsabi sa Ordinansa ng Paggawa, Kabanata 57.
7. (a) Ang Amo ay dapat magbigay sa Kasambahay ng libreng pamasaha mula sa kanyang pook ng pinagmulan papuntang Hong Kong, at sa pagputol o pagtatapos ng kontratang ito, libreng pamasaha pabalik sa kanyang pook ng pinagmulan.  
(b) Ang gastos sa pang-araw araw na pagkain at sa paglalakbay sa halagang HK\$100 bawat araw ay dapat bayaran sa Kasambahay mula sa araw ng pag alis galing sa kanyang pook ng pinagmulan hanggang sa araw ng kanyang pagdating sa Hong Kong kung ang paglalakbay ay sa pinakadirektang ruta. Kasinghalagang bayad ang dapat ibigay sa Kasambahay sa pagbalik sa kanyang pook ng pinagmulan sa sandaling matapos o maputol ang kontratang ito.
8. Ang Amo ay dapat managot sa mga sumusunod na mga bayarin at gastusin (kung mayroon man) para sa pag alis ng Kasambahay mula sa kanyang pook ng pinagmulan at sa pagpasok sa Hong Kong:
  - (i) mga bayarin para sa iksamenasyong medikal;
  - (ii) bayarin sa pagpapatunay (authentication fees) ng nauukol na Konsulado;
  - (iii) bayarin sa bisa;
  - (iv) bayarin sa seguro;
  - (v) bayaring administratibo o bayarin gaya ng "Philippine Overseas Employment Administration fee", o iba pang bayarin na magkakahalintulad na pinataw ng kinauukulang sangay ng pamahalaan; at
  - (vi) iba pa: \_\_\_\_\_

Sa pagkakataon na ang Kasambahay ay nagbayad ng mga gastusin at bayarin na nakasaad sa itaas, ang Amo ay dapat agad na bayaran ng buo ang halagang ibinayad ng Kasambahay sa sandali ng paghingi at pagpapakita ng mga nauukol na resibo at dokumento na nagpapatunay ng bayad.

\* Tanggalin kung kinakailangan.

† Gamitin ang Clause 2A, 2B o 2C kung alin man ang nararapat.





9. (a) Sa pagkakataon na ang Kasambahay ay maysakit o magkapinsala sa loob ng panahon ng pagtatrabaho na nakasaad sa Clause 2, maliban sa panahon kung kailan ang Kasambahay ay umalis ng Hong Kong sa kanyang sariling kagustuhan at para sa kanyang pansariling kadahilanan, ang Amo ay dapat na magbigay ng libreng pagpapagamot sa Kasambahay. Kabilang sa libreng pagpapagamot ay ang pagpapakonsulta sa doktor, pamamalagi sa ospital at ang pagpapagamot ng ngipin sa oras ng biglaang pangangailangan. Ang Kasambahay ay dapat tanggapin ang pagpapagamot mula sa sinumang rehistradong doktor.

(b) Kung ang Kasambahay ay mapinsala sanhi ng aksidente o sakit dahil sa pagtatrabaho o habang nagtatrabaho, ang Amo ay dapat na magbayad ng kompensasyong naayon sa Employees' Compensation Ordinance, Kabanata 282.

(c) Sa pagkakataong ang doktor ay nagpapatunay na ang Kasambahay ay wala ng kakayanang maglingkod, ang Amo, ayon sa mga probisyon ng naangkop na Ordinansa, ay maaaring itigil o tapusin ang pagtatrabaho at agarang gumawa ng mga hakbang upang ang Kasambahay ay maibalik sa kanyang pook ng pinagmulan ayon sa Clause 7.

10. Alinmang panig ay maaring tapusin o itigil ang kontratang ito sa pamamagitan ng pagbibigay ng nakasulat na isang buwang abiso o isang buwang suweldo sa halip na abiso.

11. Sa kabila ng Clause 10, alinmang panig sa pamamagitan ng sulat ay maaring tapusin o itigil ang kontrata kahit na walang abiso o kabayaran kapalit, ayon sa mga pangyayaring pinapayagan ng Employment Ordinance, Kabanata 57.

12. Sa pagkakataong natapos o natigil ang kontrata, ang Amo at ang Kasambahay ay kapwa dapat magbigay sa Director of Immigration ng nakasulat na abiso sa loob ng pitong araw pagkatapos ang pagtigil ng kontrata. Kailangan ring isumite sa Director of Immigration ang isang kopya ng sulat na nagsasaad na tinanggap ng kabilang panig ang pagtigil ng kontrata.

13. Sakaling ang parehong panig ay magkasundong pumasok sa bagong kontrata matapos mawalan ng bisa ang kasalukuyang kontrata, ang Kasambahay ay, bago mag umpisa ang bagong kontrata at sa kagustuhan ng Amo, kailangang bumalik sa kanyang pook ng pinagmulan para sa bakasyon na mayroong/walang\* bayad na hindi iikli sa pitong araw, maliban na lamang kung may paunang pahintulot mula sa Director of Immigration na dugtungan ang pamamalagi sa Hong Kong.

14. Sa pangyayaring mamatay ang Kasambahay, Ang Amo ay dapat na bayaran ang halaga ng pagbibiyahe ng labi ng Kasambahay at mga personal na ari arian nito galing Hong Kong pabalik sa kanyang pook ng pinagmulan.

15. Maliban sa mga sumusunod na mga pagbabago, anumang pagbabago o pagdadagdag sa mga nakasaad sa kontratang ito (maging sa nakalakup na "Schedule of Accommodation and Domestic Duties"), sa panahon na ang kontrata ay epektibo pa, ay walang bisa maliban na lamang kung may paunang pahintulot mula sa Commissioner for Labour:

(a) pagbabago sa durasyon ng pagtatrabaho na nakasaad sa Clause 2 sa pamamagitan ng pagpapahaba ng nasabing durasyon na hindi lalampas sa isang buwan na pinagkasunduan ng parehong panig at may paunang pahintulot mula sa Director of Immigration;

(b) pagbabago sa tirahan ng Amo na nakasaad sa Clause 3 na ipinagbigay alam sa Director of Immigration sa pamamagitan ng sulat, sa kondisyon na ang Kasambahay ay magpapatuloy sa kanyang trabaho at pagtira sa bagong tirahan ng Amo,

(c) pagbabago sa "Schedule of Accommodation and Domestic Duties" na ginawa ayon sa item 7 ng "Schedule of Accommodation and Domestic Duties"; at

(d) pagbabago sa item 4 ng "Schedule of Accommodation and Domestic Duties" na may kinalaman sa pagmamaneho ng Kasambahay ng isang sasakyang de motor, pag aari man o hindi ng Amo ang sasakyan, at may kasunduan sa pagitan ng parehong panig sa pamamagitan ng isang Addendum to the Schedule at may nakasulat na pahintulot mula sa Director of Immigration para sa Kasambahay na gampanan ang tungkulin na pagmamaneho ng sasakyan.

16. Ang mga nakasaad sa itaas ay hindi hinahadlangan ang Kasambahay sa kanyang iba pang karapatan o benepisyo sa ilalim ng Employment Ordinance, Kabanata 57, ang Employees Compensation Ordinance, Kabanata 282 at iba pang naaangkop na mga ordinansa.

17. Pinatutunayan ng parehong panig na ang Kasambahay ay sumailalim sa isang iksamenasyong medikal upang masiguro na siya ay malusog upang magtabaho bilang kasambahay at ang medical certificate ay ipinakita para sa pagsusuri ng Amo.

Nilagdaan ng Amo

\_\_\_\_\_ (Lagda ng Amo)

Sa harap ni

\_\_\_\_\_ (Pangalan ng Saksi)

\_\_\_\_\_ (Lagda ng Saksi)

Nilagdaan ng Helper

\_\_\_\_\_ (Lagda ng Helper)

Sa harap

\_\_\_\_\_ (Pangalan ng Saksi)

\_\_\_\_\_ (Lagda ng Saksi)

\* Tanggalin kung kinakailangan.



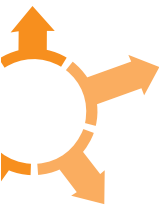
## Schedule of Accommodation and Domestic Duties

1. Kapuwa ang Amo at ang Kasambahay ay dapat pumirma bilang pagpapatunay na nabasa at sumasang ayon sila sa mga nilalaman ng "Schedule" na ito, at pinapatunayan na kanilang pinahihintulutan ang Immigration Department at iba pang mga sangay ng pamahalaan na kumuha at gamitin ang mga impormasyong napapaloob sa "Schedule" na ito alinsunod sa mga probisyon ng Personal Data (Privacy) Ordinance.
2. Tahanan ng Amo at ang bilang ng mga taong pagsisilbihan
  - A. Tinatayang sukat ng bahay \_\_\_\_\_ piye kwadrado/metro kwadrado\*
  - B. Ipahayag sa ibaba ang bilang ng mga tao sa loob ng tahanan na pagsisilbihan sa regular na batayan: \_\_\_\_\_ matanda \_\_\_\_\_ bata (may edad 5 hanggang 18) \_\_\_\_\_ bata (may edad 4 pababa) \_\_\_\_\_ mga inaasahang isisilang na bata. \_\_\_\_\_ mga tao sa tahanan na kinakailangan ng patuloy na pag-aaruga o pansin (hindi kasama ang mga sanggol). (Tandaan: Bilang ng Kasambahay na kasalukuyang nagtatrahaho sa Amo na naninilbihan sa tahanan \_\_\_\_\_)
3. Tirahan at mga gamit na ibibigay sa Kasambahay
  - A. Tirahan para sa Kasambahay  
Habang ang karaniwang laki ng bahay sa Hong Kong kung ikukumpara ay maliit at ang pagkakaroon ng hiwalay na kwarto para sa mga Kasambahay ay hindi karaniwan, dapat bigyan ng Amo ang Kasambahay ng akmang tirahan na may makatuwirang kasarinlan. Halimbawa ng hindi akmang tirahan ay: Ang Kasambahay ay pinapatulog sa mga hindi komportableng kama sa pasilyo na may kakaunting kasarinlan at siya ay nakikitulog sa kuwarte ng isang matanda/teenager ng hindi kapareho ng kasarian.  
 Oo. Tinatayang sukat ng kwarto ng Kasambahay \_\_\_\_\_ piye kwadrado/metro kwadrado\*  
 Hindi. Napagkasunduang tulugan ng Kasambahay:  
 Makikitulog sa kwarto ng \_\_\_\_\_ bata/mga bata na may gulang na \_\_\_\_\_  
 nakahiwalay na lugar na may laki \_\_\_\_\_ piye kwadrado/metro kwadrado \*  
 Iba pa. Ilarawan \_\_\_\_\_
  - B. Mga pasilidad na ipapagamit sa Kasambahay:  
(Tandaan: Ang pagkuha ng entry visa ay karaniwang hindi pinahihintulutan kung ang mga kinakailangang pasilidad na nakalista mula (a) hanggang (f) ay hindi ibibigay ng libre.)  

(a) Tubig at ilaw	<input type="checkbox"/> Oo	<input type="checkbox"/> Hindi
(b) Banyo at mga gamit dito	<input type="checkbox"/> Oo	<input type="checkbox"/> Hindi
(c) Kama	<input type="checkbox"/> Oo	<input type="checkbox"/> Hindi
(d) Kumot o kubrekama	<input type="checkbox"/> Oo	<input type="checkbox"/> Hindi
(e) Unan	<input type="checkbox"/> Oo	<input type="checkbox"/> Hindi
(f) Damit	<input type="checkbox"/> Oo	<input type="checkbox"/> Hindi
(g) Refrigerator	<input type="checkbox"/> Oo	<input type="checkbox"/> Hindi
(h) Mesa	<input type="checkbox"/> Oo	<input type="checkbox"/> Hindi
(i) Iba pang pasilidad (Pakibanggit)	_____	_____

\* Tangalin kung kinakailangan.

Lagyan ng check kung alin ang tama..



4. Ang Kasambahay ay dapat gumanap lamang ng mga tungkuling pantahanan sa bahay ng kanyang Amo. Alinsunod sa kontratang ito, hindi kasama sa mga tungkuling pangtahanan ng Kasambahay ang pagmamaneho ng mga sasakyang de motor ng kahit anong uri para sa kung ano pa mang layunin, pag aari man o hindi ng Amo ang sasakyan.
5. Kasama sa mga tungkuling pantahanan ang mga sumusunod.

Malaking bahagi ng mga tungkuling pantahanan:

1. Mga gawaing bahay
  2. Pagluluto
  3. Pag alaga sa matanda na kasama sa bahay (patuloy na pag aaruga o pansin ay kailangan/hindi kailangan\*)
  4. Pag alaga sa bata
  5. Pag tingin sa bata
  6. Iba pa (Pakibanggit) \_\_\_\_\_
6. Kapag kinakailangang linisin ng kasambahay ang labas ng anumang bintana na kung saan ay hindi matatagpuan sa pinakaibaba ng gusali o tapat sa balkonahe (kung saan ligtas na puedeng magtrabaho ang Kasambahay) o karaniwang korridor ("exterior window cleaning"), ang paglilinis ng labas ng bintana ay dapat na gawin lamang sa ilalim ng mga sumusunod na mga kundisyones:
    - (i) Ang bintana ay kinabitan ng rehas na di natatanggal o naka kandado upang hindi mabuksan; at
    - (ii) walang bahagi ng katawan ng kasambahay ang nakalabas sa bintana maliban sa braso nito.
  7. Dapat ipagbigay alam ng Amo sa Helper at sa Director of Immigration ang anumang kaukulang pagbabago sa items 2, 3 at 5 sa pamamagitan ng pagbigay ng kopya ng "Revised Schedule of Accomodation and Domestic Duties" (ID 407G) sa Director of Immigration na pirmado ng kapwa Amo at Helper para maitala.

\_\_\_\_\_  
Pangalan ng Amo at Lagda

\_\_\_\_\_  
Petsa

\_\_\_\_\_  
Pangalan ng Kasambahay at Lagda

\_\_\_\_\_  
Petsa

\* Tangalin kung kinakailangan.

Lagyan ng check kung alin ang tama..



## Perjanjian Kerja (Untuk Penata Rumah Tangga yang direkrut dari luar Hong Kong)

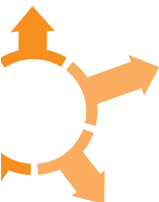
Kontrak ini dibuat antara \_\_\_\_\_ ("Majikan") dan \_\_\_\_\_ ("Pembantu") pada tanggal \_\_\_\_\_ dengan ketentuan ketentuan sebagai berikut:

1. Tempat asal Pembantu untuk tujuan kontrak ini adalah \_\_\_\_\_
2. (A)† Pembantu akan dipekerjakan oleh Majikan sebagai pembantu rumah tangga untuk jangka waktu dua tahun dimulai sejak tanggal kedatangan Pembantu di Hong Kong.  
(B)† Pembantu akan dipekerjakan oleh Majikan sebagai seorang pembantu rumah tangga untuk jangka waktu dua tahun dimulai sejak tanggal \_\_\_\_\_, yang merupakan tanggal berakhirnya Kontrak PRT No. \_\_\_\_\_ untuk pekerjaan dengan majikan yang sama.  
(C)† Pembantu akan dipekerjakan oleh Majikan sebagai seorang pembantu rumah tangga untuk jangka waktu dua tahun dimulai sejak tanggal saat Direktur Imigrasi menyetujui permintaan Pembantu untuk tetap tinggal di Hong Kong untuk memulai pekerjaan atas dasar kontrak ini.
3. Pembantu akan bekerja dan bertempat tinggal di kediaman Majikan di \_\_\_\_\_
4. (a) Pembantu hanya akan menjalankan tugas tugas rumah tangga seperti yang terdapat pada Daftar Akomodasi dan Tugas tugas Rumah Tangga terlampir bagi Majikan.  
(b) Pembantu tidak akan menjalankan, atau tidak akan diharuskan oleh Majikan untuk menjalankan segala bentuk pekerjaan lain dengan pihak lain.  
(c) Majikan dan Pembantu dengan ini memahami, bahwa Klausula 4 (a) dan (b) akan membentuk bagian dari persyaratan untuk tinggal yang akan dikenakan terhadap Pembantu oleh Departemen Imigrasi setelah Pembantu diizinkan untuk bekerja di Hong Kong berdasarkan kontrak ini. Pelanggaran atas satu atau kedua persyaratan tinggal tersebut, akan mengakibatkan Pembantu dan/atau yang bersekongkol melakukan pelanggaran dapat dikenakan tuntutan pidana.
5. (a) Majikan harus membayar gaji Pembantu sebesar HK\$ \_\_\_\_\_ per bulan. Jumlah gaji tidak boleh kurang dari jumlah gaji minimum yang diizinkan dan diumumkan oleh Pemerintah Hong Kong Special Administrative Region dan yang berlaku pada tanggal kontrak ini. Majikan yang tidak membayar gaji sesuai dengan kontrak kerja ini akan dikenakan tuntutan pidana.  
(b) Majikan harus menyediakan akomodasi yang layak dan berperabot bagi Pembantu sesuai Daftar Akomodasi dan Tugas tugas Rumah Tangga terlampir serta memberikan makanan secara gratis. Jika tidak menyediakan makanan, tunjangan makan sebesar HK\$ \_\_\_\_\_ sebulan harus dibayarkan kepada Pembantu.  
(c) Majikan harus menyediakan tanda terima pembayaran gaji dan tunjangan makan dan Pembantu harus mengakui jumlah yang diterimanya dengan membubuhkan tandatangannya\*.
6. Pembantu berhak atas seluruh hari istirahat, hari libur resmi, dan cuti tahunan yang dibayar sebagaimana ditentukan dalam UU Ketenagakerjaan (Employment Ordinance), Bab 57.
7. (a) Majikan harus menanggung biaya perjalanan Pembantu dari tempat daerah asalnya\* ke Hong Kong dan pada saat berakhirnya kontrak dan biaya perjalanan pulang ke tempat daerah asalnya\*.  
(b) Tunjangan uang makan dan perjalanan sebesar HK\$100 per hari harus dibayarkan kepada Pembantu dari tanggal keberangkatannya\* dari tempat asalnya sampai tanggal kedatangannya\* di Hong Kong jika menempuh rute perjalanan paling langsung. Pembayaran yang sama harus diberikan ketika Pembantu pulang ke tempat daerah asalnya\* setelah berakhirnya atau pemutusan kontrak ini.
8. Majikan harus bertanggung jawab atas biaya dan ongkos ongkos (jika ada) berikut, untuk keberangkatan Pembantu dari tempat asalnya dan untuk memasuki Hong Kong:
  - (i) biaya pemeriksaan kesehatan;
  - (ii) biaya penanganan oleh Konsulat terkait;
  - (iii) biaya visa;
  - (iv) biaya asuransi;
  - (v) biaya administrasi atau biaya lainnya seperti biaya Indonesian Overseas Employment Administration, atau biaya lain yang serupa yang dikenakan oleh pihak pemerintah yang berwenang; dan
  - (vi) lainnya: \_\_\_\_\_

Jika Pembantu telah membayar ongkos ongkos atau biaya tersebut di atas, Majikan harus membayar kembali kepada Pembantu dengan mengganti sepenuhnya jumlah pengeluaran yang dibayar oleh Pembantu, sesuai dengan bukti pembayaran yang dapat ditunjukkan/diberikan oleh Pembantu.

\* Coret yang tidak perlu

† Terapkan salah satu Klausula 2A, 2B atau 2C, mana saja yang sesuai  
11/2016



9. (a) Jika Pembantu sakit atau mengalami cedera selama masa kerja sebagaimana ditentukan dalam Klausa 2, kecuali untuk periode di mana Pembantu meninggalkan Hong Kong atas keinginannya\* sendiri dan untuk keperluan pribadinya\*, Majikan harus menyediakan perawatan medis gratis kepada Pembantu. Perawatan medis bebas biaya ini termasuk konsultasi medis, perawatan di rumah sakit dan perawatan gigi darurat. Pembantu akan menerima perawatan medis yang diberikan oleh praktisi medis yang terdaftar.  
(b) Jika Pembantu menderita cedera akibat kecelakaan kerja atau penyakit yang ditimbulkan oleh pekerjaan dan dalam masa kerjanya, Majikan harus membayar kompensasi yang sesuai dengan UU Kompensasi Karyawan, Bab 282.  
(c) Jika praktisi medis menyatakan, bahwa Pembantu tidak dalam kondisi yang baik untuk melanjutkan pekerjaan, maka berdasarkan ketetapan hukum dari Undang Undang terkait, Majikan dapat memutuskan hubungan kerja dan segera mengambil langkah untuk memulangkan Pembantu ke tempat asalnya\* sesuai dengan Klausa 7.
10. Salah satu pihak dapat memutuskan kontrak ini dengan memberikan satu bulan pemberitahuan di muka secara tertulis atau membayar satu bulan gaji sebagai pengganti tidak adanya pemberitahuan tertulis satu bulan di muka.
11. Tanpa ada Klausa 10 pun, salah satu pihak dapat memutuskan kontrak ini tanpa pemberitahuan tertulis atau tanpa membayar satu bulan gaji sebagai pengganti tidak adanya pemberitahuan tertulis satu bulan di muka dalam kondisi yang diizinkan oleh UU Ketenagakerjaan, Bab 57.
12. Dalam hal pemutusan kontrak ini, baik Majikan maupun Pembantu, harus memberitahu Direktur Imigrasi secara tertulis dalam waktu tujuh hari dari tanggal pemutusan. Salinan pengakuan secara tertulis dari pihak lainnya yang menerima pemutusan kontrak dimaksud, juga harus disampaikan kepada Direktur Imigrasi.
13. Jika kedua pihak sepakat untuk mengikat kontrak baru setelah berakhirnya kontrak yang sekarang, Pembantu harus pulang lebih dahulu ke tempat asalnya\* untuk liburan yang dibayar/tak dibayar\* selama tidak kurang dari tujuh hari, sebelum mulai melanjutkan masa kontrak yang baru, kecuali jika permohonan perpanjangan izin tinggal di Hong Kong sudah disetujui sebelumnya oleh Direktur Imigrasi.
14. Dalam hal Pembantu meninggal dunia, Majikan harus membayar biaya pemulangan jenazah dan barang barang pribadi milik Pembantu dari Hong Kong ke tempat asalnya\*.
15. Kecuali perubahan berikut, segala perubahan atau tambahan apa pun pada persyaratan kontrak ini (termasuk Daftar Akomodasi dan Tugas tugas Rumah Tangga terlampir) selama masa berlakunya akan menjadi batal kecuali dibuat dengan izin sebelumnya dari Commissioner for Labour (Menteri Tenaga Kerja) atas:
  - (a) perubahan masa kerja yang dinyatakan dalam Klausa 2 melalui perpanjangan masa kerja tersebut yang tidak lebih dari satu bulan berdasarkan kesepakatan bersama dan dengan persetujuan sebelumnya yang diperoleh dari Direktur Imigrasi;
  - (b) perubahan alamat kediaman Majikan sebagaimana dinyatakan dalam Klausa 3, setelah diberitahukan secara tertulis kepada Direktur Imigrasi, asalkan Pembantu dimaksud tetap akan terus bekerja dan tinggal di alamat kediaman baru Majikan dimaksud;
  - (c) perubahan dalam Daftar Akomodasi dan Tugas tugas Rumah Tangga yang dibuat sedemikian rupa sebagaimana ditentukan dalam poin 7 dari Daftar Akomodasi dan Tugas tugas Rumah Tangga dimaksud;
  - (d) perubahan dalam poin 4 dari Daftar Akomodasi dan Tugas tugas Rumah Tangga sehubungan dengan pengemudian kendaraan bermotor oleh Pembantu, terlepas apakah kendaraan itu milik Majikan atau bukan, berdasarkan kesepakatan bersama dalam bentuk Addendum Daftar dimaksud dan dengan izin tertulis yang diberikan oleh Direktor Imigrasi yang mengizinkan Pembantu untuk melakukan tugas tugas mengemudi.
16. Persyaratan di atas tidak mengecualikan Pembantu dari hak hak lain menurut UU Ketenagakerjaan, Bab 57, UU Kompensasi Karyawan, Bab 282 dan Undang Undang (UU) lainnya yang terkait.
17. Para pihak dengan ini menyatakan, bahwa Pembantu telah menjalani pemeriksaan medis sehubungan dengan kondisi kebugarannya untuk dapat bekerja sebagai pembantu rumah tangga dan sertifikat kesehatannya telah diperiksa oleh Majikan.

Ditandatangani oleh Majikan \_\_\_\_\_  
(Tanda tangan Majikan)

disaksikan \_\_\_\_\_  
(Nama Saksi) \_\_\_\_\_  
(Tanda tangan Saksi)

Ditandatangani oleh Pembantu \_\_\_\_\_  
(Tanda tangan Pembantu)

disaksikan \_\_\_\_\_  
(Nama Saksi) \_\_\_\_\_  
(Tanda tangan Saksi)

\* Coret yang tidak perlu



## Daftar Akomodasi dan Tugas Tugas Rumah Tangga

1. Majikan maupun Pembantu, keduanya harus membubuhkan tandatangan untuk mengakui, bahwa mereka telah membaca dan menyetujui isi dari Daftar ini, dan menegaskan persetujuannya kepada Departemen Imigrasi dan otoritas pemerintah terkait lainnya untuk mengumpulkan dan menggunakan informasi yang termuat dalam Daftar ini sesuai dengan ketetapan UU mengenai Peraturan Data Pribadi (Privasi).
2. Tempat kediaman Majikan dan jumlah orang yang akan dilayani
  - A. Perkiraan luas flat/rumah ..... kaki/meter persegi\*
  - B. Cantumkan di bawah ini, jumlah anggota keluarga yang akan dilayani secara teratur:  
..... dewasa ..... anak (usia antara 5 s/d 18) ..... anak (usia di bawah 5) ..... bayi yang akan lahir.  
..... orang di dalam rumah yang memerlukan perawatan atau perhatian terus menerus (tidak termasuk bayi/balita).  
(Catatan: Jumlah Pembantu yang sekarang dipekerjakan oleh Majikan untuk mengurus rumah tangga ..... )
3. Akomodasi dan fasilitas yang disediakan untuk Pembantu

### A. Akomodasi untuk Pembantu

Walaupun ukuran flat di Hong Kong rata-rata kecil dan tersedianya kamar pembantu secara terpisah bukan hal yang umum, Majikan harus menyediakan akomodasi yang layak dan dengan privasi yang wajar bagi Pembantu. Contoh akomodasi yang tidak layak yaitu: Pembantu harus tidur di kasur lipat di gang yang nyaris tidak memiliki ruang privasi dan berbagi kamar dengan orang dewasa/remaja dari jenis kelamin yang berbeda.

Ya. Perkiraan luas kamar pembantu ..... kaki/meter persegi\*

Tidak. Pengaturan tidur bagi Pembantu:

..... Berbagi kamar dengan ..... anak/anak-anak usia .....

..... Ruang dengan partisi pemisah sebatas ..... kaki/meter persegi\*

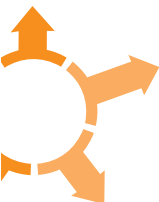
..... Lainnya. Harap jelaskan .....

### B. Fasilitas yang disediakan untuk Pembantu:

(Catatan: Permohonan visa masuk biasanya tidak akan disetujui jika fasilitas pokok dari poin (a) s.d. (f) tidak disediakan secara cuma-cuma.)

- |   |                             |                                |
|---|-----------------------------|--------------------------------|
| (a) Pasokan listrik dan air               | <input type="checkbox"/> Ya | <input type="checkbox"/> Tidak |
| (b) Fasilitas jam'anan dan kamar mandi    | <input type="checkbox"/> Ya | <input type="checkbox"/> Tidak |
| (c) Tempat tidur                          | <input type="checkbox"/> Ya | <input type="checkbox"/> Tidak |
| (d) Selimut                               | <input type="checkbox"/> Ya | <input type="checkbox"/> Tidak |
| (e) Bantal                                | <input type="checkbox"/> Ya | <input type="checkbox"/> Tidak |
| (f) Lemari pakaian                        | <input type="checkbox"/> Ya | <input type="checkbox"/> Tidak |
| (g) Kulkas                                | <input type="checkbox"/> Ya | <input type="checkbox"/> Tidak |
| (h) Meja                                  | <input type="checkbox"/> Ya | <input type="checkbox"/> Tidak |
| (i) Fasilitas lain (harap jelaskan) ..... |                             |                                |

\* Coret yang tidak perlu harap beri tanda “√” di jawaban yg sesuai



4. Pembantu hanya boleh mengerjakan tugas tugas rumah tangga di kediaman Majikan. Tugas rumah tangga yang dikerjakan oleh Pembantu berdasarkan kontrak ini tidak termasuk mengemudikan kenderaan bermotor dalam bentuk apa pun untuk maksud apa pun, baik kenderaan itu milik Majikan atau bukan.
5. Tugas tugas rumah tangga antara lain seperti tercantum di bawah.

Sebagian besar tugas tugas rumah tangga:

  1. Membereskan rumah
  2. Memasak
  3. Menjaga orang tua usia yang tinggal di rumah (perawatan atau perhatian terus menerus diperlukan/tidak diperlukan\*)
  4. Menjaga bayi
  5. Menjaga/mengurus anak
  6. Lainnya (harap jelaskan) \_\_\_\_\_
6. Ketika meminta Penata Laksana Rumah Tangga untuk membersihkan bagian luar dari setiap jendela yang tidak terletak di lantai dasar atau berdekatan dengan balkon (dimana harus cukup aman bagi Penata Laksana Rumah Tangga untuk bekerja) atau koridor umum ("pembersihan jendela bagian luar"), pembersihan jendela bagian luar harus dilakukan sesuai dengan ketentuan sebagai berikut:
  - (i) Jendela yang sedang dibersihkan dilengkapi dengan teralis besi yang terkunci atau dalam keadaan aman untuk mencegah teralis besi terbuka;
  - (ii) Tidak ada bagian tubuh dari Penata Laksana Rumah Tangga yang keluar melampaui pinggiran jendela, kecuali tangan/lengan.
7. Majikan harus memberitahu Pembantu dan Direktur Imigrasi tentang segala perubahan penting dalam butir 2, 3 dan 5 dengan memberikan salinan Revisi Daftar Akomodasi dan Tugas Tugas Rumah Tangga (ID 407G) yang ditandatangani oleh Majikan dan Pembantu, keduanya, dan ditujukan kepada Direktur Imigrasi untuk arsip.

\_\_\_\_\_  
Nama dan tanda tangan Majikan

\_\_\_\_\_  
Tanggal

\_\_\_\_\_  
Nama dan tanda tangan Pembantu

\_\_\_\_\_  
Tanggal

\* Coret yang tidak perlu  
harap beri tanda "✓" di jawaban yg sesuai





## रोज़गार अनुबंध (विदेश में भर्ती घरेलू सहायक के लिए)

यह अनुबंध निम्न के बीच किया गया है .....  
("नियोक्ता") और ..... ("सहायक")  
को और इसमें निम्नलिखित शर्तें शामिल हैं:

1. इस अनुबंध के प्रयोजन के लिए सहायक का मूल स्थान है .....

2. (क) † नियोक्ता द्वारा सहायक को घरेलू सहायक के रूप में दो वर्ष की अवधि के लिए नौकरी पर रखा जाएगा जिसे की अवधि का आरम्भ हाँगाँग में सहायक के पहुँचने की तिथि से होगा।

(ख) † नियोक्ता द्वारा सहायक को घरेलू सहायक के रूप में दो वर्ष की अवधि के लिए नौकरी पर रखा जाएगा जिसकी अवधि का आरम्भ ..... होगा, जो उक्त नियोक्ता के साथ रोज़गार के लिए डी.एच. अनुबंध नं. \_\_\_\_\_ की माप्ति के बाद की तिथि है।

(ग) † नियोक्ता द्वारा सहायक को घरेलू सहायक के रूप में दो वर्ष की अवधि के लिए रखा जाएगा जिसे की अवधि का आरम्भ इस अनुबंध के तहत सहायक को आप्रवा निदेशक द्वारा रोज़गार शुरू करने के लिए हाँगाँग में रहने की अनुमति देने की तिथि से होगा।

3. सहायक नियोक्ता के निवास पर कार्य करेगा और रहेगा जो है .....

4. (क) सहायक नियोक्ता के लिए संलग्न आवास और घरेलू कार्यों की अनुसूची के अनुसार केवल घरेलू कार्य करेगा।

(ख) सहायक अन्य किसी व्यक्ति के पास रोज़गार नहीं करेगा, और न ही ऐसा करने के लिए नियोक्ता द्वारा आवश्यकता रखी जाएगी।

(ग) नियोक्ता और सहायक एतद्वारा आवास की शर्त के हिस्से के रूप में खंड 4 (क) और (ख) को स्वीकार करते हैं और जिसे सहायक द्वारा इस अनुबंध के तहत हाँगाँग में कार्य करने की स्वीकृति देने पर आप्रवा विभाग द्वारा सहायक के ऊपर लागू किया जाएगा। आवास की उल्लिखित शर्तों में से किसी एक या दोनों के उल्लंघन से सहायक और/या किसी सहायक और उकसाने वाले व्यक्ति के ऊपर आपराधिक मुकदमा दायर किया जाएगा।

5. (क) नियोक्ता द्वारा सहायक को प्रति माह ..... हाँगाँग डॉलर वेतन का भुगतान किया जाएगा। हाँगाँग विशेष प्रशासनिक क्षेत्र की सरकार द्वारा घोषित और इस अनुबंध की तिथि पर प्रचलित न्यूनतम अनुमत वेतन से कम वेतन की रकम नहीं होनी चाहिए। इस रोज़गार अनुबंध के तहत देय वेतन को अदा करने में विफल होने वाले नियोक्ता पर आपराधिक मुकदमा दायर किया जाएगा।

(ख) नियोक्ता संलग्न आवास और घरेलू कार्यों की अनुसूची के अनुसार सहायक को उचित और सुसज्जित आवास और मुफ्त भोजन प्रदान करेगा। भोजन नहीं प्रदान किए जाने पर, प्रति माह ..... हाँगाँग डॉलर का भोजन भत्ता सहायक को अदा किया जाएगा।

(ग) नियोक्ता वेतन और भोजन भत्ते की रकम प्रदान करेगा और सहायक अपने हस्ताक्षर द्वारा उस रकम की प्राप्ति स्वीकार करेगा।

6. रोज़गार अध्यादेश, अध्याय 57 में बताए अनुसार सहायक सभी विश्राम दिन, वैधानिक अवकाश, और वार्षिक वैतनिक छुट्टी का हकदार होगा।

7. (क) नियोक्ता द्वारा सहायक / सहायिका को उक्त मूल स्थान से हाँगाँग तक का किराया और इस अनुबंध की माप्ति या पूरा होने पर उसके मूल स्थान तक का किराया प्रदान करना होगा।

(ख) सहायक / सहायिका को उक्त मूल स्थान से प्रस्थान की तिथि से प्रति दिन हाँगाँग पहुँचने की तिथि तक 100 हाँगाँग डॉलर भोजन और यात्रा भत्ता अदा किया जाएगा यदि यात्रा बस सीधे मार्ग से की गई हो। यही भुगतान तब भी किया जाएगा जब सहायक / सहायिका इस अनुबंध के पूरा होने या समाप्ति पर अपने मूल स्थान पर वापस लौटेगा।

8. नियोक्ता सहायक / सहायिका द्वारा उक्त मूल स्थान से प्रस्थान और हाँगाँग में प्रवेश करने तक निम्नलिखित शुल्क का भी जिम्मेदार होगा:-

- चिकित्सा जांच शुल्क;
- संबंधित वाणिज्य दूतावास द्वारा प्रमाणीकरण शुल्क;
- वीजा शुल्क;
- बीमा शुल्क;
- प्रशासनिक शुल्क या फिलिपींस ओवरसीज एम्प्लॉयमेंट एडमिनिस्ट्रेशन शुल्क जैसा शुल्क, या प्रासंगिक सरकारी प्राधिकरणों द्वारा लिया जाने वाला इसी प्रकार का शुल्क; और
- अन्य: .....

उक्त स्थिति में जब सहायक ने उक्त लागत या शुल्क का भुगतान कर दिया हो, नियोक्ता द्वारा सहायक के मांगे जाने पर और तदनुसार रकम प्रदान या भुगतान के दस्तावेजी सबूत को पेश करने पर उक्त रकम की तत्काल पूर्ण प्रतिपूर्ति कर दी जाएगी।

\* जहाँ अनुपयुक्त हो हटा दें।

† या तो खंड 2क, 2ख या 2ग का उपयोग यथोचित रूप से करें।





9. (क) सहायक के बीमार होने या निजीतौर पर चोट लगने की स्थिति में खंड 2 में बताए अनुसार रोजगार की अवधि के दौरान, सिवाय उस अवधि के जब हायक / सहायिका अपनी इच्छानुसार और अपने निजी उद्देश्य के लिए हाँगकाँग छोड़ कर जाता है, , नियोक्ता द्वारा हायक / सहायिका को मुफ्त चिकित्सा उपचार प्रदान किया जाएगा। मुफ्त चिकित्सा उपचार में चिकित्सा परामर्श, अस्पताल में रखरखाव और आपात दंत उपचार शामिल है। हायक द्वारा की गई भी पंजीकृत चिकित्सा क द्वारा प्रदान चिकित्सा उपचार को स्वीकार किया जाएगा।

(ख) यदि सहायक को रोजगार के दौरान दुर्घटना चोट लगती है या व्यवसाय संबंधित बीमारी होती है, तो नियोक्ता द्वारा कर्मचारी प्रतिपूर्ति अध्यादेश, के अध्याय 282 के अनुसार मुआवजे की प्रतिपूर्ति की जाएगी।

(ग) कि चिकित्सा क द्वारा सहायक को आगे सेवा करने के अयोग्य होने के लिए प्रमाणित किये जाने पर, संबंधित अध्यादेश के वैधानिक प्रावधानों के अधीन रहते हुए नियोक्ता द्वारा रोजगार को समाप्त किया जा सकता है और खंड 7 के अनुरूप वह तुरंत सहायक / सहायिका को उसके मूल स्थान पर वापस भेजने के लिए कदम उठाएगा।

10. कोई भी पक्ष लिखित में एक माह का नोटिस या नोटिस के एवज में एक माह का वेतन देकर इस अनुबंध को समाप्त कर सकता है।

11. खंड 10 के बावजूद, कोई भी पक्ष रोजगार अध्यादेश, अध्याय 57 द्वारा अनुमत परिस्थितियों के एवज में बिना नोटिस दिए या भुगतान किए इस अनुबंध को लिखित में समाप्त कर सकता है।

12. इस अनुबंध की समाप्ति पर, नियोक्ता और सहायक दोनों समाप्ति की तिथि के सात दिनों के भीतर लिखित में आप्रवास निदेशक को नोटिस देंगे। अन्य पक्ष द्वारा समापन की लिखित अभिस्वीकृति की एक प्रति आप्रवास निदेशक को भी भेजी जाएगी।

13. मौजूदा अनुबंध के पूर्ण होने पर दोनों पक्षों द्वारा एक नया अनुबंध करने पर सहमत होने की स्थिति में, ऐसी किसी अवधि के आरम्भ होने से पहले और नियोक्ता के खर्च पर, सहायक / सहायिका कम से कम सात दिन की वैतनिक/अवैतनिक छुट्टी के लिए अपने मूल स्थान पर वापस लौटेगा, जब तक कि आप्रवास निदेशक द्वारा हाँगकाँग में रहने की अवधि में वृद्धि की पूर्व सहमती नहीं दी जाती।

14. सहायक की मृत्यु होने पर, नियोक्ता द्वारा हायक / सहायिका के मृतक शरीर और निजी सम्पत्ति को हाँगकाँग से उसके मूल स्थान तक भेजने की लागत का भुगतान किया जाएगा।

15. निम्नलिखित परिवर्तनों को छोड़कर, अनुबंध की अवधि के दौरान उसकी शर्तों में (संलग्न आवास और घरेलू कर्तव्यों की अनुसूची (हित) कोई परिवर्तन या बढ़ोतरी को निरस्त कर दिया जाएगा जब तक कि श्रम कमिश्नर की पूर्व सहमती नहीं प्राप्त की जाती।

(क) पारस्परिक सहमती और आप्रवास निदेशक से प्राप्त पूर्व सहमती के साथ अधिकतम एक माह की उक्त अवधि के विस्तार के माध्यम से खंड 2 में उल्लिखित रोजगार अवधि में परिवर्तन;

(ख) आप्रवास निदेशक को लिखित में सूचना देने के बाद खंड 3 में उल्लिखित नियोक्ता आवास पते में परिवर्तन, बशर्ते कि सहायक नियोक्ता के नए आवास पते में कार्य और निवास करना जारी रखता है;

(ग) आवास और घरेलू कर्तव्यों की अनुसूची के आइटम 7 के तहत निर्धारित अनुसार आवास और घरेलू कर्तव्यों की अनुसूची में किया गया परिवर्तन; और

(घ) सहायक को गाड़ी चलाने का काम करने के लिए अनुसूची के परिशिष्ट के रूप में पारस्परिक सहमती द्वारा और आप्रवास निदेशक द्वारा मोटर वाहन चलाने की लिखित अनुमति के बिना हायक द्वारा मोटर चलाने के संदर्भ में, चाहे उक्त वाहन का अनुबंध नियोक्ता से है या नहीं, आवास और घरेलू कर्तव्यों की अनुसूची के आइटम 4 में परिवर्तन।

16. उक्त शर्तें सहायक को रोजगार अध्यादेश, अध्याय 57, कर्मचारी प्रतिपूर्ति अध्यादेश, अध्याय 282 और अन्य कि भी प्रासंगिक अध्यादेश के तहत अन्य हक में बाधा नहीं पहुंचाती हैं।

17. पक्ष एतद्वारा घोषणा करते हैं कि घरेलू सहायक के रूप में रोजगार के लिए सहायक / सहायिकाकी चिकित्सा जांच स्वस्थता के लिए कर ली गई है और नियोक्ता द्वारा जांच के लिए उनके चिकित्सा प्रमाणपत्र प्रस्तुत किये गये हैं।

नियोक्ता द्वारा हस्ताक्षरित \_\_\_\_\_  
(नियोक्ता के हस्ताक्षर)

की उपस्थिति में \_\_\_\_\_  
(गवाह का नाम)

\_\_\_\_\_ (गवाह के हस्ताक्षर)

सहायक द्वारा हस्ताक्षरित \_\_\_\_\_  
(सहायक के हस्ताक्षर)

की उपस्थिति में \_\_\_\_\_  
(गवाह का नाम)

\_\_\_\_\_ (गवाह के हस्ताक्षर)

\* जहाँ अनुपयुक्त हो हटा दें।

## आवास और घरेलू कर्तव्यों की अनुसूची

1. नियोक्ता और सहायक दोनों को इस बात कि अभिस्वीकृति देने के लिए हस्ताक्षर करने चाहिए कि उन्होंने इस अनुसूची की विषय वस्तु को पढ़ और समझ लिया है, और इस बात कि पुष्टि करने के लिए कि निजी विवरण (गोपनीयता) अध्यादेश के प्रावधानों के अनुसार इस अनुसूची में शामिल जानकारी को एकत्र और उसका प्रयोग आप्रवासन विभाग और अन्य प्रासंगिक सरकारी प्राधिकरणों द्वारा किया जा सकता है।

2. नियोक्ता का निवास और उन व्यक्तियों की संख्या जिनकी चाकरी की जानी है

क. फ्लैट/घर का अनुमानित आकार, ..... वर्ग फीट/वर्ग मीटर\*

ख. नीचे घर में उन व्यक्तियों की संख्या बताएं जिनकी चाकरी नियमित आधार पर की जानी है:

..... वयस्क, ..... नाबालिग (5 से 18 वर्ष की आयु के बीच), ..... वयस्क (5 वर्ष की आयु से नीचे), ..... अपेक्षित शिशु।

घर में ..... व्यक्ति जिन्हें लगातार देखभाल या ध्यान की आवश्यकता है (शिशुओं को छोड़ कर)।

(नोट: घर में चाकरी के लिए नियोक्ता द्वारा वर्तमान में नौकरी पर रखे गए सहायकों की संख्या .....)

3. सहायक को प्रदान किया जाने वाला आवास और सुविधाएं

क. सहायक को आवास

जबकि हॉगकॉग में फ्लैट का औसत आकार बहुत छोटा होता है और अलग से नौकरों के लिए कमरे की उपलब्धता आम बात नहीं होती है, नियोक्ता द्वारा सहायक को उपयुक्त आवास और साथ ही उचित गोपनीयता प्रदान करनी चाहिए। अनुपयुक्त आवास के उदाहरण इस प्रकार से हैं: सहायक को थोड़ी मात्रा में गोपनीयता के साथ गलियारे में अस्थायी विस्तर पर सोना है और विपरीत लिंग वाले वयस्क/किशोर के साथ कमरे को साझा करता है।

हाँ। नौकर के कमरे का अनुमानित आकार ..... वर्ग फीट/वर्ग मीटर\*

नहीं। सहायक के लिए सोने की व्यवस्था:

..... आयु के ..... बच्चे/बच्चों के साथ कमरा साझा किया जाता है।

..... वर्ग फीट/वर्ग मीटर\* क्षेत्रफल का अलग से विभाजित क्षेत्र

अन्य। कृपया बताएं.....

.....  
.....

ख. सहायक को प्रदान की जाने वाली सुविधाएं

(नोट: प्रवेश वीजा के लिए आवेदन के ऊपर मंजूरी सामान्य रूप से नहीं दी जाएगी यदि आइटम (क) से (घ) तक वाली सुविधाएं मुफ्त प्रदान नहीं की जाती हैं।)

(क) प्रकाश और पानी की आपूर्ति  हाँ  नहीं

(ख) शौचालय और स्नान की सुविधाएं  हाँ  नहीं

(ग) विस्तर  हाँ  नहीं

(घ) कबल या रजाई  हाँ  नहीं

(ङ) तकिया  हाँ  नहीं

(च) अलमारी  हाँ  नहीं

(छ) रेफ्रिजरेटर  हाँ  नहीं

(ज) मेज़  हाँ  नहीं

(झ) अन्य सुविधाएं (कृपया बताएं)

---



---



---

4. सहायक को नियोक्ता के आवास पर केवल घरेलू कार्य करने चाहिए। इस अनुबंध के तहत सहायक द्वारा किए जाने वाले घरेलू कार्यों में किसी भी उद्देश्य के लिए किसी भी विवरण के मोटर वाहन को चलाना शामिल नहीं है, चाहे उस वाहन का संबंध नियोक्ता से क्यों न हो।
5. घरेलू कार्यों में निम्न कार्य शामिल हैं।

मुख्य घरेलू कार्य-

1. घर के काम
2. खाना पकाना
3. घर में वृद्ध लोगों की देखभाल (लगातार देखभाल या ध्यान की आवश्यकता है/आवश्यकता नहीं है\*)
4. शिशु देखभाल
5. बच्चों का ध्यान रखना
6. अन्य (कृपया बताएं)

.....

.....

.....

.....

6. जब सहायक से ऐसी किसी खिड़की को बाहर से साफ करने की आवश्यकता रखी जाती है जो भूतल पर स्थित न हो या बालकनी के निकट हो (जिसके ऊपर सहायक के लिए कार्य करना उचित रूप से सुरक्षित हो) या आम गलियारे में हो ("बाहर से खिड़की की सफाई"), तो बाहर से खिड़की की सफाई को निम्न स्थितियों के तहत किया जाना चाहिए:-
- (i) साफ की जाने वाले खिड़की में गिल फिट हो जिसके ऊपर ताला लगा हुआ हो या इस प्रकार से बंध कर रखी गई हो जिससे गिल को खोलने से रोका जा सके; और
  - (ii) बाजूओं के सिवाय सहायक के शरीर का कोई भी हिस्सा खिड़की की सीमा से बाहर न जाता हो।
7. नियोक्ता को अगडम 2, 3 और 5 में किसी भी महत्वपूर्ण परिवर्तन की जानकारी सहायक और आप्रवासन निदेशक को देनी चाहिये और संशोधित आवास और घरेलू कर्तव्यों की अनुसूची (आईडी 407जी) की एक प्रति रिकॉर्ड के लिए आप्रवासन निदेशक को सौंपी जाएगी जिसके ऊपर नियोक्ता और सहायक दोनों के हस्ताक्षर होंगे।

नियोक्ता का नाम और हस्ताक्षर	तिथि	सहायक का नाम और हस्ताक्षर	तिथि
------------------------------	------	---------------------------	------

\* जहाँ अनुपयुक्त हो हटा दें

जहाँ उपयुक्त हो सही का निशान लगाएं





เลขที่สัญญาจ้าง \_\_\_\_\_  
**ตัวอย่างสัญญาจ้างงาน**  
(สำหรับผู้ช่วยแม่บ้านต่างชาติ)

สัญญาจ้างฉบับนี้ได้จัดทำขึ้นระหว่าง \_\_\_\_\_ (“นายจ้าง”) และ  
\_\_\_\_\_ (“ผู้ช่วยแม่บ้าน”) ในวันที่ \_\_\_\_\_ โดยมีข้อกำหนดและเงื่อนไขดังนี้

1. ผู้ช่วยแม่บ้านที่จ้างมาเพื่อวัตถุประสงค์ตามสัญญานี้ มีภูมิลำเนาอยู่ที่ \_\_\_\_\_
2. (เอ)<sup>†</sup> นายจ้างจ้างผู้ช่วยแม่บ้านในตำแหน่งผู้ช่วยแม่บ้านเป็นระยะเวลาสองปี โดยนับจากวันที่ผู้ช่วยแม่บ้านเดินทางมาถึงฮ่องกง  
(บี)<sup>†</sup> นายจ้างรายเดิมจ้างลูกจ้างในตำแหน่งผู้ช่วยแม่บ้านเป็นระยะเวลาสองปี โดยนับจากวันที่ \_\_\_\_\_ ซึ่งเป็นวันที่สัญญาจ้างหมายเลข \_\_\_\_\_ สิ้นสุดลง  
(ซี)<sup>†</sup> นายจ้างจ้างลูกจ้างในตำแหน่งผู้ช่วยแม่บ้านเป็นระยะเวลาสองปี โดยนับจากวันที่ได้รับอนุมัติจากกรมตรวจคนเข้าเมืองให้ผู้ช่วยแม่บ้านอยู่ในฮ่องกง เพื่อเริ่มทำงานตามสัญญาจ้างฉบับนี้
3. ผู้ช่วยแม่บ้านจะต้องทำงานและพักอาศัยอยู่ในบ้านของนายจ้างที่ \_\_\_\_\_
4. (เอ) ผู้ช่วยแม่บ้านจะทำงานบ้านตามที่ระบุในตารางการทำงานของนายจ้างเท่านั้น  
(บี) ผู้ช่วยแม่บ้านจะต้องไม่ทำงานกับนายจ้างรายอื่นและงานอื่นที่นอกเหนือจากงานผู้ช่วยแม่บ้าน และในขณะที่เดียวกันนายจ้างจะต้องไม่ให้ผู้ช่วยแม่บ้านทำงานกับนายจ้างรายอื่นและงานอื่นที่นอกเหนือจากงานบ้านเช่นกัน  
(ซี) นายจ้างและผู้ช่วยแม่บ้านจะต้องตระหนักดีว่าข้อความในข้อที่ 4 (เอ) และ (บี) เป็นเงื่อนไขหนึ่งในสัญญาจ้างที่กรมตรวจคนเข้าเมืองอนุญาตให้ผู้ช่วยแม่บ้านทำงานในฮ่องกง หากฝ่าฝืนข้อกำหนดดังกล่าวจะเป็นผลให้ผู้ช่วยแม่บ้าน และ/หรือผู้ที่มีส่วนเกี่ยวข้อง อาจถูกดำเนินคดีได้
5. (เอ) นายจ้างจะต้องจ่ายค่าจ้างให้ผู้ช่วยแม่บ้านอัตราเดือนละ \_\_\_\_\_ เหรียญฮ่องกง ซึ่งค่าจ้างจะต้องไม่ต่ำกว่าอัตราค่าจ้างขั้นต่ำที่รัฐบาลฮ่องกงกำหนด และมีผลบังคับใช้ในวันที่ที่ระบุในสัญญาจ้างฉบับนี้ นายจ้างที่ไม่จ่ายค่าจ้างให้ลูกจ้างตามสัญญาจ้างฉบับนี้ จะถือว่ามีความผิด  
(บี) นายจ้างจะต้องจัดที่พักอาศัยพร้อมวัสดุอุปกรณ์ที่เหมาะสมให้กับผู้ช่วยแม่บ้าน ดังที่ได้ระบุใน “ตารางการทำงาน” และจะต้องจัดหาอาหารฟรี หากนายจ้างไม่ได้จัดอาหารให้ ต้องจ่ายเงินค่าอาหารให้แก่ผู้ช่วยแม่บ้านอัตราเดือนละ \_\_\_\_\_ เหรียญฮ่องกง  
(ซี) นายจ้างจะต้องจัดเตรียมใบเสร็จรับรองการจ่ายเงินค่าจ้างและค่าอาหาร และผู้ช่วยแม่บ้านจะต้องลงลายมือชื่อในใบเสร็จเพื่อเป็นการยืนยัน
6. ผู้ช่วยแม่บ้านมีสิทธิที่จะได้หยุดในวันหยุดประจำสัปดาห์ วันหยุดตามประเพณี และได้รับเงินค่าจ้างในระหว่างวันหยุดประจำปี ตามที่ระบุไว้ในบทบัญญัติการจ้างงาน บทที่ 57

\* สามารถลบส่วนที่ไม่เหมาะสมได้

<sup>†</sup> ใช้ข้อ 2เอ, 2บี, หรือ 2ซี, ตามที่เห็นเหมาะสม

7. (เม) นายจ้างจะต้องจ่ายค่าใช้จ่ายในการเดินทางให้แก่ผู้ช่วยแม่บ้านจากภูมิลำเนาไปยังฮ่องกง และเมื่อยกเลิกสัญญาจ้างหรือสิ้นสุดสัญญาจ้าง จะต้องจ่ายค่าใช้จ่ายในการเดินทางกลับไปยังภูมิลำเนา ให้กับผู้ช่วยแม่บ้าน
- (มิ) นายจ้างจะต้องจ่ายค่าอาหารและค่าได้จ่ายในการเดินทางกลับโดยเส้นทางตรงให้ผู้ช่วยแม่บ้าน ในอัตราวันละ 100 เหรียญฮ่องกง นับตั้งแต่วันที่ผู้ช่วยแม่บ้านเดินทางออกจากภูมิลำเนาจนถึงฮ่องกง และเมื่อสัญญาจ้างสิ้นสุดหรือยกเลิกสัญญาจ้าง นายจ้างจะต้องจ่ายให้แก่ผู้ช่วยแม่บ้านเช่นกัน

8. นายจ้างจะต้องรับผิดชอบต่อค่าธรรมเนียมและค่าใช้จ่ายต่างๆ ดังต่อไปนี้ (ถ้ามี) สำหรับการเดินทางออกจากภูมิลำเนาไปยังฮ่องกงของผู้ช่วยแม่บ้าน

- (i) ค่าตรวจโรค
- (ii) ค่ารับรองสัญญาจ้างที่สถานกงสุลประเทศนั้นๆ
- (iii) ค่าวีซ่าทำงาน
- (iv) ค่าประกันภัย
- (v) ค่าดำเนินการหรือค่าธรรมเนียมอื่นๆ เช่น ค่าการจ้างคนงานฟิลิปปินส์ในต่างประเทศ หรือ ค่าธรรมเนียมอื่นๆ ที่เรียกเก็บโดยหน่วยงานราชการที่เกี่ยวข้อง
- (vi) อื่นๆ

ในการนี้ที่ผู้ช่วยแม่บ้านได้จ่ายค่าธรรมเนียมต่างๆ ข้างต้นไปแล้ว นายจ้างจะต้องคืนเงินให้ผู้ช่วยแม่บ้านตามจำนวนที่ผู้ช่วยแม่บ้านได้จ่ายไปล่วงหน้าตามใบเสร็จรับเงินและหลักฐานการจ่ายเงินต่างๆ

9. (เอ) กรณีที่ผู้ช่วยแม่บ้านป่วยหรือได้รับอุบัติเหตุจากการทำงานในช่วงที่ทำงานอยู่กับนายจ้าง ตามที่ระบุไว้ในข้อที่ 2 นายจ้างจะต้องจ่ายค่ารักษาพยาบาลฟรีให้แก่ผู้ช่วยแม่บ้าน ซึ่งรวมถึงการให้คำปรึกษาทางการแพทย์ การพักรักษาตัวในโรงพยาบาล และการรักษาฟื้นฟูกล้ามเนื้อ ซึ่งสถานพยาบาลเหล่านั้นจะต้องผ่านการขึ้นทะเบียนอย่างถูกต้อง ยกเว้นกรณีที่ผู้ช่วยแม่บ้านมีความประสงค์จะเดินทางออกจากฮ่องกงเพื่อกิจธุระส่วนตัว นายจ้างไม่ต้องจ่ายค่ารักษาพยาบาลในช่วงนั้นให้
- (บี) หากผู้ช่วยแม่บ้านได้รับบาดเจ็บหรือป่วยเป็นโรคที่เกิดจากการทำงาน นายจ้างจะต้องจ่ายเงินชดเชยให้ผู้ช่วยแม่บ้านตามบทบัญญัติการจ่ายเงินชดเชยแก่ลูกจ้าง บทที่ 282
- (ซี) กรณีที่แพทย์ผู้ทำการรักษายืนยันว่าลูกจ้างไม่สามารถทำงานได้อีกต่อไป นายจ้างจะต้องปฏิบัติตามบทบัญญัติเกี่ยวกับการยกเลิกสัญญาจ้าง และจะต้องส่งผู้ช่วยแม่บ้านกลับไปยังภูมิลำเนาเดิมตามที่ระบุในข้อ 7 ทันที

10. ทั้งสองฝ่ายสามารถยกเลิกสัญญาจ้างได้โดยการแจ้งล่วงหน้า 1 เดือน ต่ออีกฝ่ายเป็นลายลักษณ์อักษร หรือจ่ายค่าแทนการแจ้งล่วงหน้าเท่ากับค่าจ้าง 1 เดือนในกรณีที่ไม่มีกรแจ้งล่วงหน้า

11. ทั้งสองฝ่ายสามารถยกเลิกสัญญาจ้างเป็นลายลักษณ์อักษรโดยไม่ต้องแจ้งล่วงหน้า 1 เดือนหรือไม่ต้องจ่ายค่าชดเชยแทนการแจ้งล่วงหน้า แต่ต้องไม่ขัดต่อเงื่อนไขที่ระบุในข้อ 10 ตามเงื่อนไขต่างๆ ที่ระบุไว้ในบทบัญญัติการจ้างงาน บทที่ 57

12. ในการยกเลิกสัญญาจ้าง นายจ้างและผู้ช่วยแม่บ้านจะต้องแจ้งเป็นลายลักษณ์อักษรต่ออธิบดีกรมตรวจคนเข้าเมือง ภายใน 7 วันหลังจากที่ยกเลิกสัญญาจ้าง และอีกฝ่ายต้องส่งสำเนาหนังสือการยกเลิกสัญญาจ้างของอีกฝ่ายหนึ่งไปยังอธิบดีกรมตรวจคนเข้าเมืองเช่นกัน

13. ก่อนที่สัญญาเก่าจะหมดอายุและทั้งสองฝ่ายตกลงที่จะทำสัญญาฉบับใหม่ ผู้ช่วยแม่บ้านจะต้องกลับไปยังภูมิลำเนาของตนเพื่อลาพักร้อนโดยได้รับ/ไม่ได้รับค่าจ้าง\* อย่างน้อยไม่ต่ำกว่า 7 วันก่อนจะเริ่มทำงาน ตามสัญญาจ้างฉบับใหม่ ทั้งนี้ นายจ้างจะเป็นผู้จ่ายค่าใช้จ่ายต่างๆ ยกเว้นกรณีที่ได้รับการยินยอมจากอธิบดีกรมตรวจคนเข้าเมืองอนุญาตให้ขยายเวลาต่ออยู่ในฮ่องกง

\*สามารถลงวันที่ไม่พบ เวลมาได้





14. ในกรณีที่ผู้ช่วยแม่บ้านเสียชีวิต นายจ้างจะต้องจ่ายค่าจัดการศพและศพหกลับ รวมทั้งสิ่งของส่วนตัวจากช่องทางไปยังญาติผู้ช่วยแม่บ้าน
15. ในระหว่างที่สัญญาจ้างฉบับนี้ยังมีผลบังคับอยู่ หากเกิดการเปลี่ยนแปลงเงื่อนไขหรือมีการเพิ่มเติมในเนื้อหาของสัญญาฉบับนี้ (รวมทั้งตารางการทำงาน) ถือเป็นโมฆะ ยกเว้นกรณีที่มีการมาพิจารณาแรงงานยินยอมให้แก่ได้ แต่ได้ยกเว้นกรณีดังต่อไปนี้ที่สามารถเปลี่ยนแปลงได้โดยไม่เป็นโมฆะคือ
  - (เอ) การเปลี่ยนแปลงระยะเวลาการทำงานที่ระบุไว้ในข้อที่ 2 โดยได้รับอนุมัติจากอธิบดีกรมตรวจคนเข้าเมืองให้มีการขยายเวลาเป็นระยะเวลาไม่เกิน 1 เดือน และเป็นการยินยอมของทั้งสองฝ่าย
  - (บี) การเปลี่ยนแปลงที่อยู่ของนายจ้างที่ระบุไว้ในข้อที่ 3 โดยแจ้งเป็นลายลักษณ์อักษรต่ออธิบดีกรมตรวจคนเข้าเมือง โดยหลังงานที่มีการเปลี่ยนแปลงแล้ว ผู้ช่วยแม่บ้านจะต้องทำงานต่อนายจ้างรายเดิมและพักอาศัยอยู่ในที่อยู่แห่งใหม่ของนายจ้าง
  - (ซี) การเปลี่ยนแปลงการทำงานจากที่ระบุในข้อที่ 7 ที่กำหนดเกี่ยวกับ "ที่พักอาศัยและตารางการทำงาน"
  - (ดี) การเปลี่ยนแปลงที่ระบุในตารางว่าด้วยเรื่อง "ที่พักอาศัยและตารางการทำงาน" ข้อ 4 ในการอนุญาตให้ผู้ช่วยแม่บ้านขับยานพาหนะ ไม่ว่าจะเป็ยานพาหนะของนายจ้างหรือไม่ก็ตาม จะต้องได้รับการยินยอมจากทั้งสองฝ่าย และได้รับอนุญาตจากจากอธิบดีกรมตรวจคนเข้าเมืองเป็นลายลักษณ์อักษร ในการที่จะอนุญาตให้ผู้ช่วยแม่บ้านทำหน้าที่ขับรถ
16. เงื่อนไขข้างต้นจะต้องไม่ทำให้ผู้ช่วยแม่บ้านเสียสิทธิตามบทบัญญัติการจ้างงาน บทที่ 57 บทบัญญัติว่าด้วยการจ่ายเงินชดเชยแก่ลูกจ้าง บทที่ 282 และบทบัญญัติอื่นๆ ที่เกี่ยวข้อง
17. ทั้งสองฝ่ายได้รับรองว่าผู้ช่วยแม่บ้านได้ผ่านการรับรองด้านสุขภาพจากทางราชการแพทย์ว่ามีสุขภาพที่เหมาะสมจะมาทำงานเป็นผู้ช่วยแม่บ้าน และใบรับรองดังกล่าวได้ให้นายจ้างรับทราบแล้ว

ลงนามโดยนายจ้าง \_\_\_\_\_  
(ลายมือชื่อนายจ้าง)

พยาน \_\_\_\_\_  
(ชื่อตัวบรรจง)

\_\_\_\_\_ (ลายมือชื่อพยาน)

ลงนามโดยผู้ช่วยแม่บ้าน \_\_\_\_\_  
(ลายมือชื่อผู้ช่วยแม่บ้าน)

พยาน \_\_\_\_\_  
(ชื่อตัวบรรจง)

\_\_\_\_\_ (ลายมือชื่อพยาน)

สงวนลิขสิทธิ์โดยไม่พ่วงลิขสิทธิ์

## “ที่พักอาศัยและตารางการทำงาน”

1. นายจ้างและผู้ช่วยแม่บ้านควรลงลายมือชื่อเพื่อยืนยันว่าได้อ่านและตกลงร่วมกันแล้วกับรายละเอียดต่างๆ ที่กำหนด และเป็นที่ยืนยันในการยินยอมให้กรมตรวจคนเข้าเมืองและหน่วยงานรัฐบาลอื่นๆ ที่เกี่ยวข้อง จัดเก็บและใช้ข้อมูลที่บันทึกเป็นรายละเอียดต่างๆ ตามข้อกำหนดของบทบัญญัติว่าด้วยข้อมูลส่วนบุคคล

2. ขนาดบ้านนายจ้างและสมาชิกภายในบ้านของนายจ้าง

(เอ) ขนาดบ้าน โดยประมาณ \_\_\_\_\_ ตารางฟุต/ตารางเมตร\*

(บี) จำนวนสมาชิกภายในบ้านของนายจ้างที่จะต้องทำหน้าที่ดูแลอย่างสม่ำเสมอ

ผู้ใหญ่ \_\_\_\_\_ คน ผู้เยาว์ (อายุตั้งแต่ 5 ถึง 18 ปี) \_\_\_\_\_ คน เด็ก (อายุต่ำกว่า 5 ปี)

\_\_\_\_\_ คน คาดว่าจะมีเด็กทารก \_\_\_\_\_ คน

ผู้ที่ต้องการการดูแลหรือการใส่ใจเป็นพิเศษ (ไม่รวมทารก) \_\_\_\_\_ คน

(หมายเหตุ: ขณะนี้มีผู้ช่วยแม่บ้านที่นายจ้างจ้างอยู่จำนวน \_\_\_\_\_ คน)

3. ที่พักและสิ่งอำนวยความสะดวกที่จัดให้กับผู้ช่วยแม่บ้าน

เอ ที่พักของผู้ช่วยแม่บ้าน

เนื่องจากขนาดของห้องชุดเฉลี่ยในฮ่องกงค่อนข้างจะเล็ก การจัดหาห้องส่วนตัวสำหรับผู้ช่วยแม่บ้าน ทำได้ยาก ดังนั้นนายจ้างควรจัดหาที่พักที่เหมาะสมให้แก่ผู้ช่วยแม่บ้าน โดยมีความเป็นส่วนตัว สำหรับที่พักที่ไม่เหมาะสม ยกตัวอย่างเช่น การจัดให้ลูกจ้างนอนในทางเดินและไม่มีความเป็นส่วนตัว/การจัดให้นอนในห้องเดียวกันกับผู้ใหญ่ต่างเพศ/วัย รุ่นต่างเพศ

ผู้ช่วยแม่บ้านมีห้องพักส่วนตัว มีขนาดประมาณ \_\_\_\_\_ ตารางฟุต/ตารางเมตร\*

ผู้ช่วยแม่บ้านไม่มีห้องพักส่วนตัว แต่ได้จัดให้นอนโดย

นอนรวมในห้องเดียวกับเด็ก \_\_\_\_\_ คน อายุ \_\_\_\_\_ ปี

กั้นบริเวณให้นอน มีขนาดประมาณ \_\_\_\_\_ ตารางฟุต/ตารางเมตร\*

อื่นๆ (โปรดระบุ) \_\_\_\_\_

บี สิ่งอำนวยความสะดวกที่จัดให้แก่ผู้ช่วยแม่บ้าน

หมายเหตุ: โดยปกติการขอวีซ่าเข้าประเทศจะไม่ได้รับการอนุมัติ หากนายจ้างไม่ได้จัดสิ่งอำนวยความสะดวกที่จำเป็นฟรีจากรายการ (เอ) ถึง (ไอ) ให้แก่ผู้ช่วยแม่บ้าน

(เอ) ไฟและน้ำ

จัดให้

ไม่ได้จัดให้

(บี) ห้องน้ำและสิ่งอำนวยความสะดวกในการอาบน้ำ

จัดให้

ไม่ได้จัดให้

(ซี) เตียงนอน

จัดให้

ไม่ได้จัดให้

(ดี) ผ้าห่มหรือผ้าห่ม

จัดให้

ไม่ได้จัดให้

(อี) หมอน

จัดให้

ไม่ได้จัดให้

(เอฟ) ตู้เสื้อผ้า

จัดให้

ไม่ได้จัดให้

(จี) ตู้เย็น

จัดให้

ไม่ได้จัดให้

(เฮช) โต๊ะ

จัดให้

ไม่ได้จัดให้

(ไอ) สิ่งอำนวยความสะดวกอื่นๆ (โปรดระบุ) \_\_\_\_\_

\*สามารถกรอกส่วนที่ไม่เหมาะสมได้

ที่ เจริญธรรม ก) ให้คะแนนที่เห็นสมควร



4. ผู้ช่วยแม่บ้านจะต้องทำงานที่บ้านที่บ้านของนายจ้างเท่านั้น โดยงานบ้านที่ทำงานจะเป็นไปตามหน้าที่ของผู้ช่วยแม่บ้านที่ระบุในสัญญาฉบับนี้ แต่จะไม่รวมถึงการชียานพาหนะไม่ว่าจะด้วยวัตถุประสงค์ใด และไม่ว่าจะเป็นยานพาหนะของนายจ้างหรือไม่ก็ตาม
5. งานบ้านรวมถึงหน้าที่ดังต่อไปนี้  
หน้าที่หลัก
  1. ทำงานบ้านทั่วไป
  2. ทำอาหาร
  3. ดูแลผู้สูงอายุในบ้านนายจ้าง (ต้อง/ไม่ต้อง\* มีการดูแลเป็นพิเศษ)
  4. ดูแลทารกแรกเกิด
  5. ดูแลเด็ก
  6. อื่นๆ (โปรดระบุ) \_\_\_\_\_
6. หากต้องการให้ผู้ช่วยแม่บ้านที่ทำความสะอาดด้านนอกของหน้าต่างที่ไม่ได้อยู่ชั้นล่าง หรือไม่ได้ติดกับระเบียงต้องอยู่ภายใต้เงื่อนไขดังนี้
  - (i) หน้าต่างต้องมีขนาดพอดีกับลูกกรงหน้าต่างซึ่งเชื่อมติดกันหรือทำให้แน่นและมีความปลอดภัย เพื่อป้องกันมิให้ลูกกรงเปิดออกได้
  - (ii) ห้ามมิให้ผู้ช่วยแม่บ้านยื่นอวัยวะส่วนใดของร่างกายออกไปนอกหน้าต่างเพื่อทำความสะอาด ยกเว้นส่วนแขน
7. นายจ้างจะต้องแจ้งผู้ช่วยแม่บ้านและอธิบดีกรมตรวจคนเข้าเมืองหากมีการเปลี่ยนแปลงเพิ่มเติม ในรายการ 2, 3 และ 5 และส่งสำเนาการเปลี่ยนแปลงเกี่ยวกับ "ที่พักอาศัยและตารางการทำงาน" (ID 407C) ฉบับใหม่ที่ทั้งสองฝ่ายลงนามรับทราบร่วมกัน ส่งให้อธิบดีกรมตรวจคนเข้าเมืองบันทึกเป็นหลักฐาน

\_\_\_\_\_

ชื่อตัวบรรจง  
และลายมือชื่อของนายจ้าง

\_\_\_\_\_

วันที่

\_\_\_\_\_

ชื่อตัวบรรจง  
และลายมือชื่อผู้ช่วยแม่บ้าน

\_\_\_\_\_

วันที่



**රැකියා ගිවිසුම**

**(විදේශයකින් සේවයට බඳවා ගත් ගෘහ සහායකයෙකු සඳහා)**

මෙම ගිවිසුම ..... (“සේවා යෝජකයා”) සහ ..... (“සහායක”) අතර .....දින ඇති කර ගන්නා අතර එහි පහත නියමයන් අඩංගු වේ:

1. මෙම ගිවිසුමේ අරමුණ සඳහා සහායකයා පැමිණි ස්ථානය ..... වේ.
  
2. (අ)+සහායකයා හොංකොංවලට පැමිණෙන දිනෙන් ආරම්භව වර්ෂ දෙකක කාලයක් සඳහා සේවා යෝජකයා විසින් සහායකයා සේවයේ යොදවා ගත යුතුය.  
 (ආ)+සහායකයා .....දින වන ගෘහ සේවිකා ගිවිසුම් අංක ..... දරන ගිවිසුම කල් ඉකුත් වන දින දක්වා එකම සේවා යෝජකයා වෙනුවෙන් සේවය කළ යුතුය.  
 (ඇ)+ ආගමන අධ්‍යක්ෂවරයා විසින් මේ ගිවිසුම යටතේ සේවය කිරීම ආරම්භ කිරීම සඳහා හොංකොංහි රැඳී සිටීමට ඇයට අවසර දෙන දිනයේ සිට වර්ෂ දෙකක කාලයක් සඳහා ගෘහ සහායකයකු වශයෙන් සේවා යෝජකයා විසින් වර්ෂ දෙකක් සේවයෙහි යොදවා ගත යුතුය.
  
3. භායකයා ..... දරන ස්ථානයේ සේවා යෝජකයාගේ නිවසේ වැඩ කළ යුතු අතර සහ පදිංචිව සිටිය යුතුය.
  
4. (අ) සහායකයා විසින් මීට අමුණා ඇති සේවා යෝජකයාගේ නවාතැන් සහ ගෘහස්ථ රාජකාරි පිළිබඳ උපලේඛනය අනුව පමණක් ගෘහස්ථ රාජකාරි සිදු කළ යුතුය.  
 (ආ) සේවා යෝජකයා විසින් සහායකයා වෙතත් පුද්ගලයකු සමග කරන වෙනත් රැකියාවක් පැවරීම නොකළ යුතු අතර සහායකයාද එය නොකළ යුතුය.  
 (ඇ) සේවා යෝජකයා සහ සහායකයා විසින් මෙම ගිවිසුම යටතේ සහායකයා හොංකොංහි වැඩ කිරීමට පිළිගැනීම මත ආගමන දෙපාර්තමේන්තුව විසින් පනවනු ලබන නැවතීමේ කොන්දේසි 4 (අ) සහ (ආ) වගන්තියේ ඇතුළත් වන බව පිළිගනී. එම නැවතීමේ කොන්දේසිවලින් එකක් හෝ දෙකම කඩ කිරීම නිසා සහායකයාට අපරාධ නඩු පවරනු ලැබීමට යටත් විය හැක.
  
- 5 (අ) සේවා යෝජකයා විසින් සහායකයා මසකට හොං කොං ඩොලර් .....ක වැටුපක් ගෙවිය යුතුය. වැටුප හොංකොං රජයේ විශේෂ පරිපාලන කලාපය විසින් නියම කර ඇති ගිවිසුමේ දිනයේදී බලපැවැත්වෙන අවම වැටුපට වඩා අඩු නොවිය යුතුය. මේ රැකියා ගිවිසුම යටතේ ගෙවිය යුතු වැටුප ගෙවීම පැහැර හරින සේවා යෝජකයකුට එරෙහිව අපරාධ නඩුවක් පැවරිය හැක.  
 (ආ) සේවා යෝජකයා විසින් මීට අමුණා ඇති නවාතැන් සහ ගෘහස්ථ රාජකාරි උපලේඛනය අනුව බඩු භාණ්ඩ සහිත සුදුසු නවාතැනක් සහායකයාට නොමිලේ සැපයිය යුතුය. ආහාර සපයන්නේ නැත්නම් මසකට හොංකොං ඩොලර්.....ක ආහාර දීමනාවක් සහායකයාට ගෙවිය යුතුය.

\*සුදුසු පරිදි මකන්න.  
 +සුදුසු පරිදි 2අ 2ආහෝ 2ඇ වගන්ති භාවිතා කරන්න



(ඇ) සේවා යෝජකයා විසින් වැටුප් සහ ආහාර දීමනාව සඳහා රිසිට්පතක් සැපයිය යුතු අතර සහායකයා ඔහුගේ/ඇයගේ අත්සන තබා රිසිට් පත භාර ගත යුතුය.

6. සහායකයාට සේවක ආඥා පනතේ 57වන වගන්තියේ දක්වා ඇති පරිදි සියළු විවේක දින, ව්‍යවස්ථානුකූල නිවාඩු ගෙවීම් සහිත වාර්ෂික නිවාඩු , සඳහා හිමිකම් තිබිය යුතුය.

7. (අ) සේවා යෝජකයා විසින් සහායකයා පදිංචිව සිටින ස්ථානයේ සිට ඔහු/ඇයට\* නොමිලේ ගමන් පහසුකම් සැලසිය යුතුය. තවද සේවා ගිවිසුම අවසන් වූ පසු හෝ කල් ඉකුත් වූ පසු භොංකොංවල සිට ඔහු/ඇය\* පදිංචි ස්ථානයටද ආපසු නොමිලේ ගමන් පහසුකම් සැලසිය යුතුය.

(ආ) ගමන වඩාත්ම සෘජු මාර්ගය හරහා සිදු වේ නම් දිනකට HK\$100ක් ඔහු/ඇය\*ඔහුගේ/ඇයගේ\* පදිංචිව සිටින ස්ථානයේ සිට ඔහු/ඇය\* භොංකොංවලට පැමිණෙන දිනය දක්වා සහායකයාට ගෙවිය යුතුය. එම මුදලම ගිවිසුම කල් ඉකුත් වූ විට හෝ එය අවසන් කළ විට ඔහු/ඇය \* පදිංචි රටට යන විටද ගෙවිය යුතුය.

8. සහායකයා ඔහු/ඇය පදිංචි ස්ථානයේ සිට පිටත් වී භොංකොංවලට ඇතුළත්වීම දක්වා පහත සඳහන් ගාස්තු සහ වියදම් (නිබේ නම්) ගෙවීම සඳහා සේවා යෝජකයා වග කිව යුතු වෙයි.: —

- (i) වෛද්‍ය පරීක්ෂණ ගාස්තු;
- (ii) අදාළ කන්සියුලර් කාර්යාලය මගින් සහතික කිරීමේ ගාස්තු;
- (iii) විසා ගාස්තු;
- (iv) රක්ෂණ ගාස්තු;
- (v) පරිපාලන ගාස්තු සහ පිලිපීන විදේශ සේවා පරිපාලන ගාස්තු හෝ අදාළ රාජ්‍ය ආයතන විසින් නියම කර ඇති ඒ හා සමාන වෙනත් ගාස්තු ; සහ
- (vi) වෙනත්: .....

සහායකයා විසින් ඉහත ගාස්තු සහ වියදම් ගෙවා ඇති අවස්ථාවක අදාළ ලදුපත් සහ ගෙවීම් පිළිබඳ ලේඛනමය සාක්ෂි සහිතව සහායකයා විසින් එම මුදල් ඉල්ලා සිටියහොත් එසේ ගෙවන ලද මුදල් ප්‍රමාණය සම්පූර්ණයෙන්ම සේවා යෝජකයා විසින් සහායකයාට ගෙවිය යුතුය.

9. (අ) සහායකයා ඔහුගේ/ඇයගේ\* කැමැත්තෙන්ම සහ ඔහුගේ/ඇයගේම\* අරමුණු මත භොංකොංවලින් පිටත්ව සිටින කාල සීමාවේදී හැර, සහායකයා අසනීපයෙන් පසුවේ නම් හෝ 2වන වගන්තියේ දක්වා ඇති කාලසීමාව තුළ පුද්ගලික කුලාලයකින් පීඩා විදින නම්, සේවා යෝජකයා විසින් සහායකයාට නොමිලේ වෛද්‍ය ප්‍රතිකාර සැපයිය යුතුය. නොමිලේ ලබා දෙන ප්‍රතිකාරවලට වෛද්‍ය උපදෙස්, රෝහලේ නැවතී සිටීම සහ හදිසි දත්ත ප්‍රතිකාර ඇතුළත් වේ. සහායකයා විසින් ඕනෑම ලියාපදිංචි වෛද්‍ය වෘත්තිකයකු විසින් සපයන වෛද්‍ය ප්‍රතිකාර ලබා ගත යුතුය.

(ආ) සහායකයා හදිසි අනතුරක් හෝ රැකියාව හේතුවෙන් ඇතිවන වෘත්තීය රෝගයකින් පෙළෙන්නේ නම්, සේවා යෝජකයා විින් සේවක වන්දි ආඥා පනතේ 282 පරිච්ඡේදය අනුව ගෙවීම් කළ යුතුය.

(ඇ) වෛද්‍ය වෘත්තිකයකු වැඩි දුර සේවය සඳහා සහායකයා සෞඛ්‍ය සම්පන්න නොවන බව සහතික කළොත් සේවා යෝජකයාට අදාළ ආඥා පනත්වල ව්‍යවස්ථාපිත විධිවිධානවලට අනුව සේවය අවසන් කළ හැක. තවද 7වන වගන්තිය අනුව ඔහු/ඇයට\* පැමිණි ස්ථානයට පිටත් කිරීමටද වහාම පියවර ගත යුතුය.

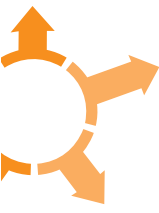
10. ඕනෑම පාර්ශවයකට එක් මසක ලිඛිත දැනුම් දීමක් කිරීමෙන් පසු හෝ දැනුම් දීම වෙනුවට එක් මසක වැටුප කැප කර ගිවිසුම අවසාන කළ හැක.

11. 10වන වගන්තියේ කුමක් සඳහන් වුවද සේවක ආඥා පනතේ 57වන පරිච්ඡේදය අනුව ඉඩදී ඇති අවස්ථාවල ඕනෑ ම පාර්ශවයකට දැනුම්දීමක් හෝ ගෙවීමක් රහිතව ලිඛිතව මෙම ගිවිසුම අවසාන කළ හැක.

12. මෙම ගිවිසුම අවසන් කළහොත් සේවා යෝජකයා සහ සහායකයා යන දෙදෙනාම ආගමන අධ්‍යක්ෂවරයාට අවසන් කිරීමේ දින සිට දින හතක් ඇතුළත ලිඛිතව ඒ ගැන දැනුම් දිය යුතුය. අනෙක් පාර්ශවය විසින් සේවය අවසන් කිරීම පිළිබඳ ලිඛිත පිළිගැනීමක්ද ආගමන අධ්‍යක්ෂවරයාට යොමු කළ යුතුය.

13. පාර්ශවයන් දෙකම පැවති ගිවිසුම කල් ඉකුත් වූ පසු නව ගිවිසුමකට ඇතුළත් වීමට එකඟ වුවහොත් වැඩිදුර කාලයක් ගත වීමට පෙර සේවා යෝජකයාගේ වියදමින් ගෙවීම් සහිත/රහිත\* නිවාඩුවක් සඳහා සහායකයා ඔහු/ඇය පැමිණි ස්ථානයට යා යුතුය. ආගමන විගමන අධ්‍යක්ෂවරයාගෙන් වැඩි දුර නැවතී සිටීම සඳහා පූර්ව අනුමැතිය ලබා ගෙන නැත්නම් එම නිවාඩුව දින හතකට නොඅඩු විය යුතුය.

\*සුදුසු පරිදි මකන්න.



14. සභායකයා මියගියහොත් ඔහුගේ/ඇයගේ\* දේහය හොංකොංහි සිට ඔහුගේ/ඇයගේ පදිංචි ස්ථානයට ප්‍රවාහනය කිරීම සඳහා වූ ගාස්තු සේවා යෝජකයා විසින් ගෙවිය යුතුය.
15. පහත හේතු හැර මෙම ගිවිසුමේ නියමයන්ට එය පවතින කාලයේදී සිදුවන යම් වෙනස් වීමක් හෝ එකතු වීමක් (නවාතැන් සහ ගෘහස්ත රාජකාරි පිළිබඳ අමුණා ඇති උපලේඛනයද ඇතුළුව)හොංකොංහි කම්කරු කොමසාරිස්වරයාගේ පූර්ව අනුමැතිය යටතේ සිදුවී නොමැති නම් බල රහිත විය යුතුය:

(අ) ආගමන අධ්‍යක්ෂවරයාගේ පූර්ව ලිඛිත අනුමැතිය සහිතව අන්‍යෝන්‍ය එකඟතාව මත 2වන වගන්තියේ දක්වා ඇති සේවා කාලය එක් මසකට නොඅඩු කාල සීමාවකින් දික් කිරීම;

(ආ) ආගමන අධ්‍යක්ෂවරයාට ලිඛිතව දැනුම් දීමෙන් අනතුරුව 3වන වගන්තියේ දක්වා ඇති පරිදි සේවා යෝජකයා පදිංචි ලිපිනයෙහි යම් වෙනස්කමක් සිදු වූනොත් සහ සභායකයා සේවා යෝජකයාගේ නව පදිංචි ලිපිනයෙහි දිගටම වැඩ කරන්නේ නම් සහ පදිංචිව සිටින්නේ නම්;

(ඇ) නවාතැන් සහ ගෘහස්ත රාජකාරි පිළිබඳ උපලේඛනයේ 6වන කොටස අනුව දක්වා ඇති පරිදි එහි යම් වෙනස් කිරීමක් කර ඇත්නම්; සහ

(ඈ) මෝටර් රථයක් පැදවීම සම්බන්ධයෙන් නවාතැන් සහ ගෘහස්ත රාජකාරි පිළිබඳ උපලේඛනයේ 4 කොටසේ යම් වෙනස්කමක් සිදු වුවහොත්, එනම් සේවා යෝජකයාට මෝටර් රථ 3 අයත් වුවද නැති වුවද උපලේඛනයට එකතු කිරීමක් ආකාරයෙන් සභායකයා සමග අන්‍යෝන්‍ය එකඟතාවෙන් ආගමන අධ්‍යක්ෂවරයා විසින් සභායකයාට රියැදුරු රාජකාරි කිරීමට ලිඛිත අවසරය දී ඇති විට

16. ඉහත නියමයන් මගින් සභායකයා සේවක ආඥා පනතේ 57 වන වගන්තිය, සේවක වන්දි ආඥා පනතේ 282 වගන්තිය සහ වෙනත් යම් අදාළ ආඥා පනත් අනුව වූ සභායකයාගේ වෙනත් අයිතිවාසිකම් වලක්වනු නොලැබිය යුතුය
17. සභායකයා ඔහු/ඇය ගෘහස්ථ සභායකයන් ලෙස රැකියාවෙහි යෙදීමට සුදුසුද යන්න තීරණය කිරීම සඳහා වෛද්‍ය පරීක්ෂණයට භාජනය කළ බවත් ඔහුගේ/ඇයගේ ජෛව සහතිකය සේවායෝජකයා විසින් පරීක්ෂා කරනු ලැබීමට ඉදිරිපත් කර ඇති බවත් පාර්ශවකරුවෝ මෙයින් ප්‍රකාශ කර සිටිති

සේවා යෝජකයා විසින් පහත අය ඉදිරියේ අත්සන් කරන ලදී \_\_\_\_\_  
 (සේවා යෝජකයාගේ අත්සන)

ඉදිරියේදීය, \_\_\_\_\_  
 (සාක්ෂිකරුවන්ගේ නම)(සාක්ෂිකරුවන්ගේ අත්සන)

සභායකයා විසින් පහත අය ඉදිරියේ අත්සන් කරන ලදී(සභායකයාගේ අත්සන) \_\_\_\_\_

ඉදිරියේදීය, \_\_\_\_\_  
 (සාක්ෂිකරුවන්ගේ නම)(සාක්ෂිකරුවන්ගේ අත්සන)

\* සුදුසු පරිදි මකන්න.



නවතැන් සහ ගෘහස්ත රාජකාරි පිළිබඳ උපලේඛනය

1. සේවා යෝජකයා සහ සභායකයා යන දෙදෙනාම පුද්ගලික දත්ත (පෞද්ගලිකත්ව) ආඥා පනත අනුව උපලේඛනයෙහි සඳහන් තොරතුරු එකතු කිරීමට සහ භාවිතා කිරීමට ආගමන දෙපාර්තමේන්තුවට සහ වෙනත් අදාළ රජයේ බලධාරීන්ට කැමැත්ත තහවුරු කිරීමට සහ එම උපලේඛනය ඔවුන් කියවා ඇති බව සහ එහි අන්තර්ගතයන්ට එකඟ වන බව පිළිගැනීමට උපලේඛනය අත්සන් කළ යුතුය.
2. සේවා යෝජකයා පදිංචි ස්ථානය සහ වැඩ කළ යුතු පුද්ගලයන් ගණන  
 අ. තට්ටු නිවාසයේ/නිවසේ ප්‍රමාණය ආසන්න වශයෙන් වර්ග අඩි/ වර්ගමීටර්\*..... කි  
 ආ. නිතර වැඩ කළ යුතු ගෙදර සිටින පුද්ගලයන්ගේ ගණන පහත සඳහන් කරන්න:  
 වැඩිහිටියන්..... බාල වයස්කරුවන් (අවුරුදු 5ට අඩු) ..... (අවුරුදු 5 සිට 18 දක්වා)  
 ..... ගර්භණී ..... නිරන්තරයෙන් රැක බලා ගත යුතු සහ අවධානය අවශ්‍ය පුද්ගලයින් ගණන  
 (ලදරුවන් හැර).  
 (සටහන: නිවසේ වැඩ කිරීමට සේවා යෝජකයා විසින් දැනට සේවයේ යොදවා ඇති සභායකයන් ගණන .....)

3. සභායකයාට නවතැන් සහ පහසුකම් සැපයීම

අ. සභායකයාගේ නවතැන්  
 භොංකොංහි සාමාන්‍ය තට්ටු නිවාසයක විශාලත්වය සාපේක්ෂව කුඩාය. වෙනම සේවකයන් සඳහා කාමරයක් ලබා දීම බහුලව සිදු නොවුනත්, සේවා යෝජකයා විසින් සභායකයාට සැහෙන පෞද්ගලිකත්වයක් ඇති සුදුසු නවතැනක් සැපයිය යුතුය. නුසුදුසු නවතැන් සඳහා උදාහරණ නම්: සභායකයාට පෞද්ගලිකත්වය අඩු තැනක් වන කොට්ඨාසයක් මත නිදා ගැනීමට සිදුවීම හෝ එහි ඇඳක් තබා ගැනීමට සිදු වීම, විරුද්ධ ලිංගික වැඩිහිටියකු/ නව යෞවනයකු සමග කාමරයක් එකට නිදා ගැනීමට සිදු වීම.

- ඔව්. සේවක කාමරයෙහි ඇස්තමේන්තුගත විශාලත්වය වර්ග අඩි/මීටර්\*.....ක් වේ.
- නැත. සභායකයා නිදා ගන්නා ආකාරය:
  - අවුරුදු ..... ක ළමයකු/ළමයි සමග එක කාමරයක
  - වර්ග අඩි/වර්ග මීටර්\* .....ක වෙන් කළ ස්ථානයක්
  - වෙනත්. කරුණාකර විස්තර කරන්න.....

ආ. සභායකයාගේ පහසුකම්:  
 (සටහන් කරගන්න: (අ) සිට (ඊ) දක්වා ඇති අත්‍යවශ්‍ය පහසුකම් නොමිලේ ලබා නොදෙන්නේ නම් ඇතුළත් වීම සඳහා සෑම ඉල්ලුම්පත්‍රය සාමාන්‍යයෙන් අනුමත නොකරනු ඇත. )

- |   |                              |                          |     |
|---|------------------------------|--------------------------|-----|
| (අ) වැදගත් සහ ජල සැපයුම                 | <input type="checkbox"/> ඔව් | <input type="checkbox"/> | නැත |
| (ආ) වැස්කිලි සහ ස්නාන පහසුකම්           | <input type="checkbox"/> ඔව් | <input type="checkbox"/> | නැත |
| (ඇ) ඇඳ                                  | <input type="checkbox"/> ඔව් | <input type="checkbox"/> | නැත |
| (ඈ) බිලැන්කට් හෝ පිරවූ මෙට්ට            | <input type="checkbox"/> ඔව් | <input type="checkbox"/> | නැත |
| (ඉ) කොට්ට                               | <input type="checkbox"/> ඔව් | <input type="checkbox"/> | නැත |
| (ඊ) අල්මාරි                             | <input type="checkbox"/> ඔව් | <input type="checkbox"/> | නැත |
| (උ) ශීතකරණය                             | <input type="checkbox"/> ඔව් | <input type="checkbox"/> | නැත |
| (ඌ) මේසය                                | <input type="checkbox"/> ඔව් | <input type="checkbox"/> | නැත |
| (ඍ) වෙනත් පහසුකම් (කරුණාකර සඳහන් කරන්න) |                              |                          |     |

4. සභායකයා විසින් සේවා යෝජකයාගේ නිවසේ පමණක් ගෘහස්ත රාජකාරි කළ යුතුය. මෙම ගිවිසුම යටතේ සභායකයා විසින් කළ යුතු ගෘහස්ත රාජකාරිවලට මෝටර් රථයක් පැදවීම අදාළ නොවේ. මෙයට කවර ආකාරයේ මෝටර් රථයක්ද යන්න, කවර අරමුණක් සඳහාද යන්න සහ එය සේවා යෝජකයාට අයත් වේද නොවේද යන්න අදාළ නොවේ.







## အလုပ်ခန့်အပ်ခြင်း သဘောတူစာချုပ် (ပြည်ပမှ လာရောက်လုပ်ကိုင်သည့် အိမ်အကူတစ်ယောက်အတွက်)

("အလုပ်ရှင်") နှင့်.....("အိမ်အကူ")

အကြား ဝှင် ဤသဘောတူစာချုပ်ကို.....တွင် ချုပ်ဆိုထားပြီး အောက်ပါ စည်းကမ်းချက်များ ပါရှိပါသည်-

၁။ ဤစာချုပ် ဝှင် ထည့်သွင်းရမည့် အိမ်အကူ၏ မူရင်းနေရပ်မှာ.....

၂။ (က) ဟောင်ကောင်သို့ အိမ်အကူ ရောက်ရှိသည့် ရက်မှအစပြု၍ နှစ်နှစ် ၁ကာလအ တွက် အိမ်အကူလာရောက်လုပ်ကိုင်သူကို အလုပ်ရှင်က အိမ်အကူ စ ဝှင် ယောက်အဖြစ် အလုပ်ခန့်အပ်ရမည်။

(ခ) D.H.၏ သက် မ ဝှင် ကုန်ဆုံးသည့် .....ရက်မှ အစပြု၍ နှစ်နှစ် ၁ကာလအ ဝှင် အိမ်အကူလာရောက်လုပ်ကိုင်သူကို အလုပ်ရှင်က အိမ်အကူ စ ဝှင် ယောက်အဖြစ် အလုပ်ခန့်အပ်ရမည်။ ဤသည့်အလုပ်ရှင်တွင် အလုပ်ခန့်အပ်ခြင်းအတွက် စာချုပ်အမှ ဝှင် ..... ဖြစ်သည်။

(ဂ) ဤစာချုပ်ပါအ ဝှင် အလုပ်ခန့်အပ်မှုစတင်ရန် လူဝင်မှုကြီးကြပ်ရေး ညွှန်ကြားရေးမှူးက အိမ်အကူကို ဟောင်ကောင်ဝှင် နေထိုင်ခွင့်ပြုထားသည့် ရက်မှ အစပြု၍ နှစ်နှစ် ၁ကာလအ ဝှင် အိမ်အကူလာရောက်လုပ်ကိုင်သူကို အလုပ်ရှင်က အိမ်အကူ စ ဝှင် ယောက်အဖြစ် အလုပ်ခန့်အပ်ရမည်။

၃။ အလုပ်ရှင်မှ သတ်မှ ဝှင် ထားသည့် အလုပ်နေရာတွင် အိမ်အကူအနေဖြင့် စွဲမြဲစွာ နေထိုင်လုပ်ကိုင်ရမည်။.....

၄။ (က) ပူးတွဲပါ နေရာထိုင်ခင်းနှင့် အိမ် ဝှင် တာဝန် အချိန်ဇယားများအ ဝှင် အိမ်အကူသည် အလုပ်ရှင်အတွက် အိမ် ဝှင် အလုပ် ၁ဝန ဝှင် များကိုသာလျှင် လုပ်ကိုင်ရမည်။

(ခ) အိမ်အကူသည် အလုပ်ရှင်က မခိုင်းဘဲနှင့် အခြားပုဂ္ဂိုလ် စ ဝှင် ယောက်ယောက်နှင့် အခြားသော အလုပ် စ ဝှင် ခုခုကို မလုပ်ကိုင်ရပါ။

(ဂ) အလုပ်ရှင်နှင့် အိမ်အကူ ဝှင် အပိုဒ်ငယ် ၄ (က) နှင့် (ခ) ဝှင် ပါရှိသည့် အချက်သည် ဤစာချုပ်ပါအ ဝှင် ဟောင်ကောင်ဝှင် အလုပ်လုပ်ရန် အိမ်အကူ၏ ဝှင် ဝှင် ချက် ရယူပြီး လူဝင်မှုကြီးကြပ်ရေး ဌာနမှ အိမ်အကူအပေါ် သတ်မှ ဝှင် ပြဌာန်းထားသည့် နေထိုင်မှုဆိုင်ရာ စည်းကမ်းချက် ၏ အစ ဝှင် အပိုင်းဖြစ်ကြောင်း အသိအမှ ဝှင် ပြုသည်။ အထက် ဝှင် ပြဌာန်းထားသည့် နေထိုင်မှုဆိုင်ရာ စည်းကမ်းချက် စ ဝှင် ချက် သို့မဟု ဝှင် နှစ်ချက်စလုံးကို ချိုးဖောက်ပါက အိမ်အကူ နှင့်/သို့မဟု ဝှင် အခြား ကူညီသူ စ ဝှင် ယောက်ယောက်နှင့် အားပေးကူညီသူ ဝှင် သည် ဥပဒေနှင့်အညီ ပြစ်မှုအဖြစ် တရားစွဲခံရမည်။

၅။ (က) အလုပ်ရှင်သည် လုပ်အားခအဖြစ် စ ဝှင် လလျှင် ဟောင်ကောင် ဒေါ်လာ..... အား အိမ်အကူကို ပေးရမည်။ လုပ်အားခပမာဏသည် ဟောင်ကောင်အထူး အုပ်ချုပ်ရေး ဒေသ အစိုးရမှ ပြဌာန်းထားသော ရားဝစ ဝှင် အနည်းဆုံး လုပ်အားခထက်မနည်းစေရဘဲ ဤစာချုပ် ည ဝှင် မြနေသရွေ့ ပေးရမည်။ ဤအလုပ်ခန့်အပ်သည့် စာချုပ်ပါအ ဝှင် ပေးရန်ရှိသည့် လုပ်အားခကို ပေးရန်ပျက်ကွက်သည့် အလုပ်ရှင်တစ်ယောက်သည် ဥပဒေအရ ပြစ်မှုအဖြစ် တရားစွဲခံရမည်။

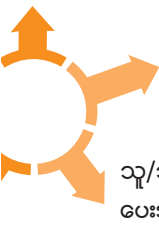
(ခ) အလုပ်ရှင်သည် ပူးတွဲပါ နေရာထိုင်ခင်းနှင့် အိမ်တွင်းတာဝန် လုပ်ငန်းအချိန်ဇယားအ ဝှင် သင့်လျော်သည့် ပရိဘောဂပါရှိသည့် နေရာထိုင်ခင်းကို ကျသင့်ငွေမယူဘဲ စီစဉ်ပေးကာ အစားအစာကို ကျွေးမွေးရမည်။ အစားအစာ မကျွေးလျှင် အစားအစာအ ဝှင် တရားဝင်သတ်မှ ဝှင် ထားသည့် စ ဝှင် လလျှင် ဟောင်ကောင်ဒေါ်လာ .....ကို အိမ်အကူအားပေးရလိမ့်မည်။

(ဂ) အလုပ်ရှင်သည် အစားအစာနှင့်လုပ်အားခ ပေးချေမှုအတွက် လက်ခံဖြ ဝှင် ပိုင်း ကိုပေးရမည်ဖြစ်ပြီး အိမ်အကူကလည်း သူ/သူမ၏ \*လက်မှ ဝှင် ထိုး၍ လက်ခံရရှိသည့်ပမာဏကို အသိအမှ ဝှင် ပြုရမည်။

၆။ နားရက်အားလုံး ပြဌာန်းထားသည့် အားလပ်ရက်များနှင့် အလုပ်ခန့်အပ်ခြင်း အမိန့်၊ ကဏ္ဍ ၅၇ ထဲတွင် သတ်မှ ဝှင် ထားသည့် လုပ်သက်ခွင့်များကို အိမ်အကူအနေဖြင့် ခံစားခွင့်ရှိသည်။

၇။ (က) အလုပ်ရှင်သည် အိမ်အကူ၏\*မူလနေရာဒေသမှ ဟောင်ကောင်သို့ လာသည့် ခရီးစရိ ဝှင် ကို ပေးရမည် ဖြစ်ပြီး စာချုပ်ကို ရပ်စဲသည့်အခါ သို့မဟု ဝှင် စာချုပ်ပြည့်သည့်အခါ သူ/သူမ၏ \*မူရင်းနေရပ်သို့ပြန်ရန် ခရီးစရိ ဝှင် ကျခံရမည်။

\* မသင့်လျော်သည့် နေရာများကို ဖျက်ပါ။  
† ၂က၊ ၂ခ သို့မဟု ဝှင် ၂ဂ ဥပဒေ စာပိုဒ်များမှ သင့်လျော်သည့် စ ဝှင် ခုခုကို အသုံးပြုပါ။



(ခ) ိုက်ရိုက်လမ်းကြောင်းဖြင့် ခရီးသွားရလျှင် သူ/သူမ\*၏ မူရင်းနေရပ်မှ ထွက်ခွာခဲ့သည့် ရက်မှစ၍ ဟောင်ကောင်သို့ သူ/သူမ\*ရောက်ရှိသည့်ရက်အထိ နေ့စဉ်စားသောက်စရိတ် နှင့် ခရီးသွားစရိတ် အဖြစ် နေ့စဉ် ဟောင်ကောင်ဒေါ်လာ ၁၀၀ ကို အိမ်အကူအား ပေးအပ်ရမည်။ ဤစာချုပ်ကို ရပ်စဲလိုက်ခြင်း သို့မဟုတ် စာချုပ်ပြည့်ခြင်းကြောင့် သူ/သူမ\*၏ မူရင်းနေရပ်သို့ ပြန်သည့်အခါ အထက်ဖော်ပြပါ ပမာဏအပိုင်း အိမ်အကူကို ပေးရမည်။

၈။ အိမ်အကူ၏ မူလနေရာဒေသမှ ထွက်ခွာရန်နှင့် ဟောင်ကောင်သို့ ဝင်ရောက်ရန် အောက်ပါ ဝန်ဆောင်ခများနှင့် စရိတ်များ (ရိုလျှင်) အတွက် အလုပ်ရှင်ဘက်မှ ပေးအပ်ရန် ဝန်ဆောင်ခရှိသည်။-

- (၁) ကျန်းမာရေး စစ်ဆေးချက်စရိတ်များ၊
- (၂) သက်ဆိုင်သည့် ကောင်စစ်ဝန်ရုံးမှ အထောက်အထားစိစစ်ရသည့် စရိတ်များ၊
- (၃) ဝီဇာခများ၊
- (၄) အာမခံ စရိတ်၊
- (၅) အလုပ်ခန့်အပ်မှု စီမံခန့်ခွဲမှု စရိတ်ကဲ့သို့ စရိတ်များ သို့မဟုတ် သက်ဆိုင်သည့် အစိုးရအာဏာပိုင်များမှ သတ်မှတ်သည့် အလားတူ အခြားစရိတ်များ၊ နှင့်
- (၆) အခြားစရိတ်များ၊.....

အထက်ပါ ကျသင့်ငွေများနှင့် စရိတ်များကို အိမ်အကူဘက်မှ ပေးပြီးဖြစ်သည့် အခြေအနေပင် အိမ်အကူဘက်မှ ပေးခဲ့ရသည့်ပမာဏအပိုင်း သက်ဆိုင်ရာ လက်ခံပြေစာများ သို့မဟုတ် ငွေပေးချေထားကြောင်း စာရွက်စာတမ်း အထောက်အထားများ ပြသလျက် အလုပ်ရှင်ဘက်က ယင်းကျသင့်ငွေများကို အိမ်အကူထံ အပြည့်အဝ ပြန်ထုတ်ပေးရမည်။

၉။ (က) သူ/သူမ၏\* ကိုယ်ပိုင် သဘောဆန္ဒနှင့် သူ/သူမ၏\* ကိုယ်ပိုင် ကိုယ်ရေးကိုယ်ရာ ရည်ရွယ်ချက်များအတွက် အိမ်အကူက ဟောင်ကောင်မှ ထွက်ခွာစဉ်ကာလအပိုင်းမှလွဲ၍ အပိုဒ်ငယ် ၂ တွင် သတ်မှတ်ထားသည့် အလုပ်ခန့်မှု ကာလအပိုင်း အိမ်အကူမှ ဖျားနာခြင်း သို့မဟုတ် ကိုယ်ပိုင် ထိခိုက်ဒဏ်ရာ ရရှိသည့် ဖြစ်ရပ်တွင် အလုပ်ရှင်က အိမ်အကူအတွက် အခမဲ့ ဆေးကုသမှုကို ပံ့ပိုးရပါမည်။ အခမဲ့ ဆေးကုသမှုတွင် ဆေးကုသမှုဆိုင်ရာ ပိုင်ပင်ဆွေးနွေးမှု၊ ဆေးရုံ ဝင် ပြုစောင့်ရှောက်မှုနှင့် အရေးပေါ် သွားဘက်ဆိုင်ရာ ကုသမှု ပါဝင်ပါသည်။ အိမ်အကူသည် မည်သည့် မှတ်ပုံတင်ထားသော ဆေးကုသမှု ကျွမ်းကျင်သူထံမှမဆို ဆေးကုသမှုကို လက်ခံရပါမည်။

(ခ) အလုပ်ကြောင့်ဖြစ်ပေါ်ပြီး အလုပ်လုပ်စဉ်အတွင်း ဖြစ်သည့် မတော်ဆယ် ထိခိုက်ဒဏ်ရာ သို့မဟုတ် ရောဂါကို အိမ်အကူက ခံစားရပါက အလုပ်ရှင်သည် ဝန်ထမ်းများ၏ နစ်နာကြေး ပေးလျော်ရေး ဥပဒေ၊ အခန်း ၂၈၂ နှင့်အညီ နစ်နာကြေးကို ပေးအပ်ရမည်။

(ဂ) အိမ်အကူသည် နောက်ထပ် ဝန်ဆောင်မှုပေးရန် သင့်လျော်မှု မရှိတော့ကြောင်း ဆေးကုသမှု ကျွမ်းကျင်သူတစ်ဦးက တရားဝင် ဖော်ပြသည့် ဖြစ်ရပ်တွင် အလုပ်ရှင်သည် သက်ဆိုင်ရာ ဥပဒေများ၏ ပြဌာန်းချက်များနှင့်အညီ အလုပ်ခန့်အပ်မှုကို ရပ်စဲနိုင်ပြီး အိမ်အကူကို အပိုဒ်ခွဲ ၇ နှင့် အညီ သူ/သူမ၏\* မူရင်းနေရပ်သို့ ပြန်ပို့ရန် လိုအပ်သည့် အဆင့်များကို ချက်ချင်းဆောင်ရွက်ရမည်။

၁၀။ စိတ်ဖက်ဖက်မှ တစ်လ ကြိုတင် အကြောင်းကြား၍ ဖြစ်စေ၊ ကြိုတင် သတိပေးချက်အစား တစ်လစာ လုပ်အားခ ပေးခြင်းဖြင့် ဖြစ်စေ ဤစာချုပ်ကို ရပ်စဲနိုင်သည်။

၁၁။ အပိုဒ်ငယ် ၁၀ တွင် မည်သို့ပင်ဖော်ပြထားစေကာမူ စိတ်ဖက်ဖက်သည် အလုပ်အကိုင်ဆိုင်ရာ ဥပဒေ၊ အခန်း ၅၇ အရ ခွင့်ပြုထားသည့် ဖြစ်စဉ်များတွင် ကြိုတင်အကြောင်းကြားခြင်း သို့မဟုတ် ယင်းအစား ငွေပေးချေခြင်းကို မပြုလုပ်ဘဲ ဤစာချုပ်ကို စာဖြင့်ရေးသား၍ အဆုံးသတ် ကောင်း သတ်နိုင်ပါသည်။

၁၂။ ဤစာချုပ်ကို ရပ်စဲသည့်အခါ အလုပ်ရှင်နှင့် အိမ်အကူ နှစ်ဦးစလုံးက စာချုပ်ရပ်စဲသည့်ရက်မှစ၍ ခုနစ်ရက်အတွင်း လူဝင်မှုကြီးကြပ်ရေး၏ ညွှန်ကြားရေးမှူးအား စာဖြင့်ရေးသား အကြောင်းကြားရမည်။ စာချုပ်ရပ်စဲခြင်းအကြောင်း တစ်ဖက်ဖက်မှ စာဖြင့်ရေးသားထားသော အသိအမှတ်ပြုမှု မိတ္တူကိုလည်း လူဝင်မှုကြီးကြပ်ရေး ညွှန်ကြားရေးမှူးထံသို့ တစ်ဆင့်ပေးပို့ရပါမည်။

၁၃။ ညီဆီ စာချုပ်၏ သက်တမ်းကုန်ဆုံး၍ စာချုပ်အသစ်ကို ချုပ်ဆိုရန် နှစ်ဖက်စလုံးက သဘောတူပါက ဟောင်ကောင်တွင် နေထိုင်ခွင့်သက်တမ်းတိုးခြင်းကို လူဝင်မှုကြီးကြပ်ရေး ညွှန်ကြားရေးမှူးမှ ကြိုတင်ခွင့်ပြုထားခြင်းမရှိလျှင် အိမ်အကူသည် လစာပေး/လစာမဲ့အားလပ်ရက်အဖြစ် အနည်းဆုံး ခုနစ်ရက်ကြာအောင် သူ/သူမ၏\* မူရင်းနေရပ်သို့ ပြန်နိုင်သည်။ နောက်စာချုပ်အသစ်၏ သက်တမ်းမစတင်မီ ပြန်ရမည်ဖြစ်ပြီး အိမ်ပြန်သည့်ကုန်ကျစရိတ်ကို အလုပ်ရှင်ဘက်မှ ပေးအပ်ရမည်။

၁၄။ အိမ်အကူ သေဆုံးသည့် ဖြစ်ရပ်တွင် အလုပ်ရှင်သည် အိမ်အကူ၏ ရုပ်ကလပ်နှင့် ၎င်းပိုင်ဆိုင်သည့်ပစ္စည်းများကို ဟောင်ကောင်မှ သူ/သူမ၏\* မူရင်းနေရပ်သို့ ပို့ဆောင်ရေးအတွက် ကုန်ကျစရိတ်ကို ပေးရပါမည်။

၁၅။ အလုပ်ခန့်အပ်ထားစဉ် ကာလအပိုင်း အလုပ်သမား ကော်မရှင်နာက ကြိုတင်ခွင့်ပြုထားခြင်း မရှိလျှင် ဤစာချုပ်ပါ စည်းကမ်းချက်များတွင် အောက်ပါ အပြောင်းအလဲများအတွက်၊ အပြောင်းအလဲ တစ်ခုခုအတွက် သို့မဟုတ် ဖြည့်စွက်ချက်အတွက် (နောက်ဆက်တွဲ ဖော်ပြထားသော နေရာထိုင်ခင်းနှင့် အိမ်တွင်းတာဝန်များအတွက် အလုပ်အချိန်ဇယား) ကာကွယ်ပေးထားမှု ပျက်ပြယ်မည် ဖြစ်ပါသည်။

(က) နှစ်ဦးနှစ်ဖက် သဘောတူညီချက်နှင့် လူဝင်မှုကြီးကြပ်ရေး ညွှန်ကြားရေးမှူးထံမှ ကြိုတင် ခွင့်ပြုချက် ဖြင့် အဆိုပါကာလအတွက် စိတ်လထက်မကျော်သော သက်တမ်းတိုးခြင်းဖြင့် အပိုဒ်ငယ် ၂ တွင်ဖော်ပြထားသော အလုပ်ခန့်အပ်မှုကာလ ပြောင်းလဲခြင်း၊



(ခ) အိမ်အကူသည် အလုပ်ရှင်၏ နေအိမ်လိပ်စာအသစ်တွင် ဆက်လက် နေထိုင်၍ အလုပ်လုပ်၍ နေထိုင်မည်ဆိုမှသာ လူဝင်မှုကြီးကြပ်ရေး ညွှန်ကြားရေးမှူးသို့ စာဖြင့်ရေးသား အကြောင်းကြားပြီး အပိုဒ်ငယ် ၃ တွင် ဖော်ပြထားသော အလုပ်ရှင်၏ နေအိမ်လိပ်စာ ပြောင်းလဲခြင်း၊

(ဂ) နေရာထိုင်ခင်းနှင့် အိမ်တွင်းအလုပ် ၁၀နာရီများအတွက် အလုပ်အချိန်ဇယားပါ အချက် ၇ အောက်တွင် ပြဌာန်းထားသည့်အတိုင်း ထိုပုံစံဖြင့် ပြုလုပ်ထားသည့် နေရာထိုင်ခင်းနှင့် အိမ်တွင်းအလုပ် ၁၀နာရီများအတွက် အလုပ်အချိန်ဇယားကို ပြောင်းလဲခြင်း၊

(ဃ) အိမ်အကူမှ ယာဉ်မောင်းနှင်ခြင်းဆိုင်ရာ တာဝန်များကို ဆောင်ရွက်ရန်အတွက် လူဝင်မှုကြီးကြပ်ရေး ညွှန်ကြားရေးမှူးက စာဖြင့် ရေးသား၍ ခွင့်ပြုထားပြီး အလုပ်ချိန် သတ်မှတ်ချက်အတွက် ဖြည့်စွက်ချက်အဖြစ် နှစ်ဦးနှစ်ဖက် သဘောတူညီချက်ဖြင့် အလုပ်ရှင်ပိုင်ဆိုင်သည့် ယာဉ် ဟုတ်သည်ဖြစ်စေ၊ မဟုတ်သည်ဖြစ်စေ မော်တော်ယာဉ်ကို အိမ်အကူမှ မောင်းနှင်ခြင်းနှင့် စပ်လျဉ်း၍ နေရာထိုင်ခင်းနှင့် အိမ်တွင်းအလုပ် တာဝန်များအတွက် အလုပ်အချိန်ဇယား၏ အချက် ၄ ပြောင်းလဲခြင်း။

၁၆။ အထက်ပါစည်းကမ်းချက်များသည် အလုပ်ခန့်အပ်မှု ဥပဒေ၊ အခန်း ၅၇၊ ဝန်ထမ်းများ၏ နှစ်နာကြေးပေးလျှော်ရေး ဥပဒေ၊ အခန်း ၂၈၂ နှင့် အခြားမည်သည့် သက်ဆိုင်ရာ ဥပဒေမဆို၏ အောက်မှ အခြား ခံစားပိုင်ခွင့်များမှ အိမ်အကူအား ဘေးမြစ်ပိတ်ပင်ထားခြင်း မရှိပါ။

၁၇။ အိမ်အကူ စဉ်းအဖြစ် အလုပ်လုပ်ကိုင်မှုအတွက် အိမ်အကူ၏ ကျန်းမာကြံ့ခိုင်မှုအား စစ်ဆေးထားပြီး သူ/သူမ၏ ဆေးလက်မှတ်ကို အလုပ်ရှင်ဘက်မှ စစ်ဆေးနိုင်ရန်အတွက် ပေးထားကြောင်းကို နှစ်ဖက်စလုံးက ဤနေရာတွင် ထုတ်ဖော်ကြေညာပါသည်။

အလုပ်ရှင်မှ လက်မှတ်ရေးထိုးထားသည် \_\_\_\_\_  
(အလုပ်ရှင်၏ လက်မှတ်)

-ရှေ့မှောက်တွင် \_\_\_\_\_  
(သက်သေ၏ အမည်) \_\_\_\_\_ (သက်သေ၏ လက်မှတ်)

အိမ်အကူမှ လက်မှတ်ရေးထိုးထားသည် \_\_\_\_\_  
(အိမ်အကူ၏ လက်မှတ်)

-ရှေ့မှောက်တွင် \_\_\_\_\_  
(သက်သေ၏ အမည်) \_\_\_\_\_ (သက်သေ၏ လက်မှတ်)

\* မသင့်လျော်သည့် နေရာများကို ဖျက်ပါ။



## နေရာထိုင်ခင်းနှင့် အိမ်တွင်းတာဝန်များအတွက် အလုပ်အချိန်ဇယား

၁။ အလုပ်ရှင်နှင့် အိမ်အကူ နှစ်ဦးစလုံးသည် ဤအချိန်ဇယားပါ အကြောင်းအရာများကို ဖတ်ရှုထားပြီး သဘောတူကြောင်းကို အသိအမှတ်ပြုရန်နှင့် ကိုယ်ရေးကိုယ်တာ အချက်အလက် (သီးသန့်ထားရှိမှု) ဆိုင်ရာ ဥပဒေ၏ ပြဌာန်းချက်များနှင့်အညီ ဤအချိန်ဇယားတွင် ပါဝင်သည့် အချက်အလက်ကို လုပ်ငန်း ကြီးကြပ်ရေးဌာနနှင့် အခြား သက်ဆိုင်ရာ အစိုးရအာဏာပိုင်များက စုစည်း၍ အသုံးပြုရန် ခွင့်ပြုကြောင်း အတည်ပြုရန် လက်မှတ်ရေးထိုးသင့်ပါသည်။

၂။ အလုပ်ရှင်၏ နေအိမ်နှင့် အိမ်သားအရေအတွက်

က။ တိုက်ခန်း/အိမ်၏ ခန့်မှန်းခြေ အရွယ်အစား .....စတုရန်းပေ/စတုရန်း မီတာ\*

ခ။ ပုံမှန်အခြေခံအားဖြင့် အလုပ်လုပ်ပေးရမည့် အိမ်ထောင်စုရှိ အိမ်သားအရေအတွက်ကို အောက်တွင် ဖော်ပြပါ-

.....အရွယ်ရောက်ပြီးသူ .....အရွယ်မရောက်သေးသူများ (အသက် ၅ နှစ်မှ ၁၈ နှစ်အတွင်း).....အရွယ်မရောက်သေးသူများ (အသက် ၅ နှစ်အောက်).....ရှိလာနိုင်သည့် ကိုယ်ဝန်ဆောင်ထားဆဲဖြစ်သော ကလေးငယ်များ။

.....စဉ်ဆက်မပြတ် စောင့်ရှောက်မှု သို့မဟုတ် အာရုံစိုက်မှု လိုအပ်သည့် အိမ်ထောင်စုအတွင်းမှ လူများ (မွေးကင်းစကလေးငယ်များ မပါ)။

(မှတ်ချက်- အိမ်ထောင်စုအတွက် အလုပ်လုပ်ပေးရန် အလုပ်ရှင်သက်မှ လက်ရှိ အလုပ်ခန့်ထားသည့် အိမ်အကူ အရေအတွက် .....)

၃။ အိမ်အကူသို့ ပံ့ပိုးပေးရမည့် နေရာထိုင်ခင်းနှင့် အထောက်အပံ့ပစ္စည်းများ

က။ အိမ်အကူအတွက် နေရာထိုင်ခင်း

ဟောင်ကောင်ရှိ ပျမ်းမျှ တိုက်ခန်း အရွယ်အစားသည် အနည်းငယ် သေးငယ်ပြီး အိမ်အကူအတွက် သီးခြားအခန်း ပံ့ပိုးပေးခြင်းသည် ပုံမှန်မဟုတ်သည့်အခါ အလုပ်ရှင်သည် အိမ်အကူအတွက် အတော်အသင့် သီးသန့်ဖြစ်သည့် သင့်လျော်သော နေရာထိုင်ခင်းကို ပံ့ပိုးပေးသင့်ပါသည်။ မသင့်လျော်သော နေရာထိုင်ခင်း ဥပမာများမှာ- အိမ်အကူသည် သီးသန့်မဟုတ်သော ကြံ့ခိုင်လှမ်းတွင် အဆင်ပြေသလိုအိပ်ရခြင်းနှင့် ဆန့်ကျင်ဘက်လိင်ဖြစ်သော အရွယ်ရောက်ပြီးသူ/ဆယ်ကျော်သက်တစ်ဦးနှင့် အခန်းမှူဝေသုံးခြင်း။

ရှိသည် အိမ်အကူအခန်း၏ ခန့်မှန်းခြေ အရွယ်အစား.....စတုရန်း ပေ/စတုရန်း မီတာ\*

မရှိပါအိမ်အကူအတွက် အိပ်ခန်း အစီအစဉ်-

အခန်းမှူဝေသုံးရမည့် ကလေး/ကလေးများ၏ အရေအတွက် ..... ငှားတို့၏ အသက်အရွယ် .....

သီးခြား ဝိုင်းကန်ထားသည့် ဓရိယာ.....စတုရန်း ပေ/စတုရန်း မီတာ\*

အခြားအရာများ မဖော်ပြပါ .....

ခ။ အိမ်အကူသို့ ပံ့ပိုးပေးရမည့် အထောက်အပံ့ပစ္စည်းများ-

(မှတ်ချက်- အချက် (က) မှ (စ) အထိ အရေးပါသော အထောက်အပံ့ပစ္စည်းများကို အခမဲ့ ပံ့ပိုးပေးထားပါက စင်ခွင့်စီစဉ်အတွက် လျှောက်ထားချက်ကို သာမန်အားဖြင့် အတည်ပြုမည် မဟုတ်ပါ။)

- |   |                                 |                                 |
|---|---------------------------------|---------------------------------|
| (က) မီးနှင့်ရေ ပံ့ပိုးမှု                       | <input type="checkbox"/> ရှိသည် | <input type="checkbox"/> မရှိပါ |
| (ခ) ထန်စင်ခန်းနှင့် ရေချိုးခန်းသုံး ပစ္စည်းများ | <input type="checkbox"/> ရှိသည် | <input type="checkbox"/> မရှိပါ |
| (ဂ) အိပ်ရာ                                      | <input type="checkbox"/> ရှိသည် | <input type="checkbox"/> မရှိပါ |
| (ဃ) စောင်များ သို့မဟုတ် အိပ်ရာလွှမ်း            | <input type="checkbox"/> ရှိသည် | <input type="checkbox"/> မရှိပါ |
| (င) ခေါင်းအုံများ                               | <input type="checkbox"/> ရှိသည် | <input type="checkbox"/> မရှိပါ |
| (စ) အဝတ်စိရိ                                    | <input type="checkbox"/> ရှိသည် | <input type="checkbox"/> မရှိပါ |
| (ဆ) ရေခဲသေတ္တာ                                  | <input type="checkbox"/> ရှိသည် | <input type="checkbox"/> မရှိပါ |
| (ဇ) စားပွဲ                                      | <input type="checkbox"/> ရှိသည် | <input type="checkbox"/> မရှိပါ |

(ဇ) အခြား အထောက်အပံ့ပစ္စည်းများ (အသေးစိတ်ဖော်ပြပါ)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



- ၄။ အိမ်အကူသည် အလုပ်ရှင်၏ နေအိမ်၌ အိမ်တွင်း တာဝန်များကိုသာ ဆောင်ရွက်သင့်ပါသည်။ ဤစာချုပ်အရ အိမ်အကူမှ ဆောင်ရွက်ရမည့် အိမ်တွင်း တာဝန်များတွင် အိမ်ရှင်ပိုင်ဆိုင်သည့် ယာဉ် ဟုတ်သည်ဖြစ်စေ၊ မဟုတ်သည်ဖြစ်စေ မည်သည့် ယာဉ်အမျိုးအစားကိုမဆို မည်သည့် ရည်ရွယ်ချက်အတွက်ဖြစ်စေ မောင်းနှင်ခြင်း မပါဝင်ပါ။
- ၅။ အိမ်တွင်းတာဝန်များတွင် အောက်၌ စာရင်းပြုစုထားသော တာဝန်များ ပါဝင်ပါသည်။

အိမ်တွင်း တာဝန်များ၏ အဓိက အပိုင်းကဏ္ဍမှာ—

- ၁။ အိမ်ထောင်စု ဓဝယရာဇဉ္ဇများ
- ၂။ ချက်ပြုတ်ခြင်း
- ၃။ အိမ်ထောင်စုရှိ သက်ကြီးရွယ်အိုများအား ကြည့်ရှုစောင့်ရှောက်ခြင်း (စဉ်ဆက်မပြတ် စောင့်ရှောက်မှု သို့မဟုတ် အာရုံစိုက်မှု လိုအပ်သည်/မလိုအပ်ပါ\*)
- ၄။ ကလေးထိန်းခြင်း
- ၅။ ကလေးကြည့်ပေးခြင်း
- ၆။ အခြားအရာများ (အသေးစိတ်ဖော်ပြပါ)

.....

.....

.....

.....

- ၆။ ဂုဏ်ထူးဆောင် (အိမ်အကူအတွက် အလုပ်လုပ်ရန် ကျိုးကြောင်း သင့်လျော် အန္တရာယ်ကင်းရှမည်) သို့မဟုတ် အများသုံး ကြိတ်ကမ်း ("အပြင် ပြတင်းပေါက် သန့်ရှင်းရေး") နှင့် ဘေးချင်းကပ် သို့မဟုတ် တစ်ချော့ အဆင့်တွင် မရှိသည့် မည်သည့် ပြတင်းပေါက်မဆို၏ အပြင်ဖက်ကို အိမ်အကူအနေဖြင့် သန့်ရှင်းရေးလုပ်ရန် လိုအပ်ပါက အပြင်ဘက် သန့်ရှင်းရေးကို အောက်ပါ အခြေအနေများအတိုင်း ဆောင်ရွက်ရပါမည်—

- (၁) သန့်ရှင်းရေးလုပ်သည့် ပြတင်းပေါက်ကို ကျွန်ုပ်တို့အဖို့ စွန့်ခွာခြင်းမှ ကာကွယ်ပေးသည့် ပုံစံဖြင့် ဘေးခတ် သို့မဟုတ် ဘေးကင်းလုံခြုံအောင်ဆောင်ရွက်ထားသည့် ကျွန်ုပ်တို့အဖို့ တပ်ဆင်ထားရမည်။
- (၂) ပုဂံများမှလွဲ၍ အိမ်အကူ ခန္ဓာကိုယ်၏ မည်သည့်အစိတ်အပိုင်းကမှ ပြတင်းပေါက် အပြင်အဆင့်ထက် မကျော်လွန်ရပါ။

- ၇။ အလုပ်ရှင်သည် အချက် ၂၊ ၃ နှင့် ၅ တွင် နောက်ဆက်တွဲ ပြောင်းလဲမှုများပြုလုပ်ပါက အလုပ်ရှင်နှင့် အိမ်အကူနှစ်ဦးစလုံးမှ လက်မှတ်ရေးထိုးထားသည့် နေရာထိုင်ခင်းနှင့် အိမ်တွင်းတာဝန်များအတွက် မြန်လည်တည်းဖြတ်ထားသော အချိန်ဇယား (ID 407G) ၏ မိတ္တူတစ်စောင်ကို လူဝင်မှုကြီးကြပ်ရေး ညွှန်ကြားရေးမှူးမှ ဖုတ်တမ်းတင်ရန် ပေးအပ်ရမည်ဖြစ်ပြီး အိမ်အကူကိုလည်း အကြောင်းကြားရမည်။

အလုပ်ရှင်၏ အမည်နှင့် လက်မှတ်	ရက်စွဲ	အိမ်အကူ၏ အမည်နှင့် လက်မှတ်	ရက်စွဲ
------------------------------	--------	----------------------------	--------

\* သင့်လျော်မှုမရှိပါက ဖျက်ပစ်ပါ  
 သင့်လျော်လျှင် အမှန်ဖြစ်ပါ

**កិច្ចសន្យាការងារ**  
(សម្រាប់អ្នកជួយធ្វើការផ្ទះដែលបានជ្រើសរើសពីបរទេស)

កិច្ចសន្យានេះត្រូវបានធ្វើឡើងរវាង \_\_\_\_\_ (“និយោជក”) និង \_\_\_\_\_ (“អ្នកជួយធ្វើការ”)

លើ \_\_\_\_\_ និងត្រូវអនុវត្តតាមលក្ខខណ្ឌដូចតទៅ ៖

១. ទីលំនៅដើមរបស់ អ្នកជួយធ្វើការ ក្នុងគោលបំណងនៃកិច្ចសន្យានេះគឺ \_\_\_\_\_

២. (ក) អ្នកជួយធ្វើការ ត្រូវបានជួលដោយ និយោជក ក្នុងនាមជាអ្នកជួយធ្វើការនៅតាមផ្ទះក្នុងកំឡុងពេលពីរឆ្នាំ ដែលចាប់ផ្តើមពីថ្ងៃដែល អ្នកជួយធ្វើការ មកដល់ទីក្រុងហុងកុង ។

(ខ) អ្នកជួយធ្វើការ ត្រូវបានជួលដោយ និយោជក ក្នុងនាមជាអ្នកជួយធ្វើការនៅតាមផ្ទះក្នុងកំឡុងពេលពីរឆ្នាំ ដែលចាប់ផ្តើមពីថ្ងៃ \_\_\_\_\_ ដែលជាកាលបរិច្ឆេទដែលអនុលោមតាមកាលបរិច្ឆេទនៃការផុតកំណត់នៃកិច្ចសន្យារបស់ D. H. លេខ \_\_\_\_\_ សម្រាប់ការងារជាមួយ និយោជកដដែល ។

(គ) អ្នកជួយធ្វើការ ត្រូវបានជួលដោយនិយោជកក្នុងនាមជាអ្នកជួយធ្វើការនៅតាមផ្ទះក្នុងកំឡុងពេលពីរឆ្នាំ ដែលចាប់ផ្តើមពីថ្ងៃ \_\_\_\_\_ ដែលប្រធានផ្នែកអន្តរប្រវេសន៍បានផ្តល់ការអនុញ្ញាតអោយអ្នកជួយធ្វើការក្នុងការស្នាក់នៅទីក្រុងហុងកុង ដើម្បីចាប់ផ្តើមការងារទៅតាមកិច្ចសន្យានេះ ។

៣. អ្នកជួយធ្វើការ ត្រូវធ្វើការ និងស្នាក់នៅទីលំនៅរបស់និយោជកដែលមានទីតាំងស្ថិតនៅ \_\_\_\_\_

៤. (ក) អ្នកជួយធ្វើការ ត្រូវបំពេញតែភារកិច្ចទាក់ទងការងារផ្ទះ ដូចដែលបានចែងនៅក្នុងតារាងនៃទឹកនៃស្នាក់នៅ និងភារកិច្ចទាក់ទងការងារផ្ទះអោយនិយោជកតែប៉ុណ្ណោះ ។

(ខ) អ្នកជួយធ្វើការ មិនត្រូវទទួលយក និងមិនត្រូវសម្រេចតាមនិយោជកដែលអោយទទួលយកការងារផ្សេងទៀតពីបុគ្គលដទៃផ្សេងទៀតទេ ។

(គ) និយោជក និង អ្នកជួយធ្វើការ បានទទួលស្គាល់ថា បញ្ញត្តិ៤(ក) និង(ខ)នៃកិច្ចសន្យានេះ

នឹងក្លាយជាផ្នែកមួយនៃលក្ខខណ្ឌក្នុងការស្នាក់នៅដែលត្រូវបានអនុវត្តលើអ្នកជួយធ្វើការ ដោយនាយកដ្ឋានអន្តរប្រវេសន៍ ដែលយោងលើការទទួលយល់ស្របពី អ្នកជួយធ្វើការ ដើម្បីធ្វើការនៅទីក្រុងហុងកុងតាមកិច្ចសន្យានេះ ។ ការបំពានលើចំណុចណាមួយ ឬចំណុចទាំងពីរនៃលក្ខខណ្ឌដែលបានលើកឡើងខាងលើនឹងធ្វើអោយ អ្នកជួយធ្វើការ និង/ឬ អ្នកជួយជ្រោមជ្រែង និងអ្នកសមគំនិតទទួលខុសត្រូវចំពោះបណ្តឹងព្រហ្មទណ្ឌ ។

៥. (ក) និយោជក ត្រូវផ្តល់ប្រាក់ឈ្នួលដល់អ្នកជួយធ្វើការ ចំនួន \_\_\_\_\_ ដុល្លារហុងកុងក្នុងមួយខែ ។ ចំនួនប្រាក់ឈ្នួល មិនត្រូវតិចជាងប្រាក់ឈ្នួល អប្បបរមាដែលចេញដោយរដ្ឋាភិបាលនៃតំបន់រដ្ឋបាលពិសេសហុងកុង ហើយនឹងត្រូវអនុវត្តចាប់ពីកាលបរិច្ឆេទនៃកិច្ចសន្យានេះ ។ និយោជកណាម្នាក់ដែលមិនបាន ផ្តល់ប្រាក់ឈ្នួល ដោយអនុវត្តតាមកិច្ចសន្យាការងារនេះ នឹងត្រូវទទួលខុសត្រូវចំពោះបណ្តឹងព្រហ្មទណ្ឌ ។

(ខ) និយោជក ត្រូវផ្តល់អោយ អ្នកជួយធ្វើការ នូវកន្លែងស្នាក់នៅសមរម្យ និងសម្ភារៈប្រើប្រាស់គ្រប់គ្រាន់ ដូចដែលបានចែងនៅក្នុងតារាងនៃកន្លែងស្នាក់នៅ និងភារកិច្ចការងារនៃផ្ទះ រួមជាមួយនឹងការផ្តល់ការបូកបញ្ចូលដោយឥតគិតថ្លៃ ។ ប្រសិនបើគ្មានការផ្តល់ការបូកបញ្ចូលទេ នោះត្រូវមានការផ្តល់ប្រាក់លើថ្លៃបូកបញ្ចូល ចំនួន \_\_\_\_\_ ដុល្លារហុងកុងក្នុងមួយខែ ទៅដល់អ្នកជួយធ្វើការ ។

(គ) និយោជក ត្រូវផ្តល់នូវវិក្កយបត្រក្នុងការបើកប្រាក់ឈ្នួល ព្រមទាំងថ្លៃបូកបញ្ចូល ហើយអ្នកជួយធ្វើការ ត្រូវដឹងពីចំនួនប្រាក់ក្នុងវិក្កយបត្រ ដោយមានការចុះហត្ថលេខារបស់ គាត់/នាង\* ។

៦. អ្នកជួយធ្វើការ មានសិទ្ធិលំនៅដ្ឋានថ្លៃសម្រាក ថ្លៃសម្រាកកំណត់ដោយចប់ និងការឈប់សម្រាកដោយមានប្រាក់ឈ្នួល ដូចដែលបានចែងនៅក្នុងបញ្ញត្តិការងារ ជំពូក៥៧ ។

៧. (ក) និយោជក ត្រូវផ្តល់អោយអ្នកជួយធ្វើការ នូវថ្លៃធ្វើដំណើរពីទីលំនៅដើមរបស់គាត់/នាង\* ទៅកាន់ទីក្រុងហុងកុង និងនៅថ្ងៃបញ្ចប់ ឬថ្ងៃផុតកំណត់នៃកិច្ចសន្យានេះ ត្រូវចេញថ្លៃធ្វើដំណើរត្រឡប់ទៅកាន់កន្លែងដើមឱ្យគាត់/នាង\*វិញ ។

(ខ) ថ្លៃបូកបញ្ចូលប្រចាំថ្ងៃ និងថ្លៃស្នាក់នៅចំនួន ១០០ដុល្លារហុងកុង ក្នុងមួយថ្ងៃ ត្រូវផ្តល់ជូនអ្នកជួយធ្វើការ ដោយគិតចាប់ពីថ្ងៃដែលគាត់/នាង\* បានចាកចេញពីទីលំនៅដើម រហូតដល់ថ្ងៃដែល គាត់/នាង\* បានមកដល់ទីក្រុងហុងកុង ប្រសិនបើការធ្វើដំណើរដែលទិសដៅត្រង់បំផុត ។ ការផ្តល់ជូននេះក៏ត្រូវធ្វើឡើង នៅពេលដែលអ្នកជួយធ្វើការត្រឡប់ទៅទីលំនៅដើមរបស់គាត់/នាង\* អាស្រ័យលើថ្ងៃផុតកំណត់ ឬការបញ្ចប់នៃកិច្ចសន្យានេះ ។

៨. និយោជក ត្រូវទទួលខុសត្រូវលើថ្លៃឈ្នួល និងការចំណាយដូចខាងក្រោម (ប្រសិនបើមាន) សម្រាប់ ការចាកចេញពីទីលំនៅដើមរបស់គាត់/នាង\* និងការចូលមកដល់ទីក្រុងហុងកុង ៖

- i. ថ្លៃពិនិត្យសុខភាព
- ii. ថ្លៃសេវាត្រួតពិនិត្យដោយស្ថានក្នុងស៊ុលដែលពាក់ព័ន្ធ
- iii. ថ្លៃទិដ្ឋាការ
- iv. ថ្លៃធានារ៉ាប់រង
- v. ថ្លៃរដ្ឋបាល ឬថ្លៃរដ្ឋបាលការងារអន្តរជាតិហ្វីលីពីន ឬថ្លៃចំណាយផ្សេងៗទៀតដែលមាន លក្ខណៈប្រហាក់ប្រហែលគ្នា ដែលតម្រូវដោយអាជ្ញាធរ រដ្ឋាភិបាលដែលពាក់ព័ន្ធ និង
- vi. ការចំណាយផ្សេងៗទៀត \_\_\_\_\_

ក្នុងករណីដែល អ្នកជួយធ្វើការ បានផ្តល់ថ្លៃចំណាយ ឬថ្លៃឈ្នួលខាងលើ និយោជក ត្រូវបង្វិលសងទៅឱ្យអ្នកជួយធ្វើការវិញអោយគ្រប់ចំនួន ដែលអ្នកជួយធ្វើការ

\* លុបបាននៅត្រង់ចំណុចដែលមិនសមរម្យ  
+ អនុវត្តបញ្ញត្តិទាំង២A ២B ឬ២C ណាមួយដែលសមរម្យ  
អត្ថលេខ ៤០៧ (១១/២០១៦)





បានចំណាយដោយ ងទៅតាមតម្រូវការ និងទំនិញដែលមានក្នុងវិកយបត្រ ឬឯកសារដែលជាភស្តុតាងនៃការចំណាយ ។

៩. (ក) ក្នុងករណីដែលអ្នកជួយធ្វើការ មានជំងឺ ឬទទួលរងរបួសដោយខ្លួនឯង ក្នុងអំឡុងពេលធ្វើការដូចមានចែងក្នុងបញ្ញត្តិទី២ និងយោជកត្រូវផ្តល់នូវការព្យាបាលសុខភាពដោយឥតគិតថ្លៃទៅដល់អ្នកជួយធ្វើការ លើកលែងតែអំឡុងពេលដែលអ្នកជួយធ្វើការបានចាកចេញពីទីក្រុងហុងកុង ដោយឆន្ទៈរបស់គាត់/នាង\* និងក្នុងគោលបំណងផ្ទាល់ខ្លួនរបស់គាត់/នាង\* ។ ការចេញថ្លៃព្យាបាលសុខភាពនេះរួមបញ្ចូលទាំងការប្រឹក្សាសុខភាព ការថែទាំនៅមន្ទីរពេទ្យ និងការព្យាបាលជាបន្ទាន់ ។ អ្នកជួយធ្វើការ ត្រូវទទួលយកការព្យាបាលសុខភាព ដែលផ្តល់ដោយអ្នកអនុវត្តការព្យាបាលដែលបាន ចុះបញ្ជីរួច ។

(ខ) ប្រសិនបើអ្នកជួយធ្វើការ រងរបួសដោយគ្រោះថ្នាក់ ឬជំងឺវិជ្ជាជីវៈ កើតឡើងក្រៅម៉ោង ឬក្នុងម៉ោងធ្វើការ និយោជកត្រូវផ្តល់នូវសំណងដែលយោងតាមជំពូកទី២២នៃបញ្ញត្តិនៃសំណងរបស់និយោជក ។

(គ) ក្នុងករណីដែលអ្នកព្យាបាល បញ្ជាក់ថា អ្នកជួយធ្វើការ មិនអាចធ្វើសេវាកម្មបន្តទៀត និយោជកត្រូវអនុវត្តទៅតាមបញ្ញត្តិដែលពាក់ព័ន្ធដើម្បីបញ្ចប់ការងារ និងត្រូវចាត់ចែងអោយអ្នកជួយធ្វើការ ធ្វើមាតុភូមិនិរត្តន៍ទៅទីលំនៅដើមរបស់គាត់/នាង\* រឺព្យាដោយអនុលោមតាមបញ្ញត្តិទី៧ ។

១០. ភាគីទាំងពីរ ត្រូវបញ្ចប់កិច្ចសន្យានេះដោយមានការជូនដំណឹងជាលាយលក្ខណ៍អក្សរមុនមួយខែ ឬត្រូវបង់ជាប្រាក់ដែលស្មើនឹងប្រាក់ឈ្នួលមួយខែជំនួសអោយការជូនដំណឹង ។

១១. ផ្ទុយពីបញ្ញត្តិទី១០ ភាគីណាមួយដែលមានបំណងចង់បញ្ចប់កិច្ចសន្យានេះជាលាយលក្ខណ៍អក្សរ និងដោយមិនមានការជូនដំណឹងមុន ឬត្រូវពិន័យជាប្រាក់ជំនួសលើការមិនបានជូនដំណឹង ដោយ ងទៅតាមជំពូកទី៥៧នៃបញ្ញត្តិក្នុងចប់ ការងារ ។

១២. ក្នុងករណីបញ្ចប់កិច្ចសន្យា ទាំងភាគីនិយោជក និងអ្នកជួយធ្វើការ ត្រូវជូនដំណឹងជាលាយលក្ខណ៍អក្សរដល់ប្រធានផ្នែកអន្តោប្រវេសន៍ក្នុងអំឡុងពេលប្រាំពីរថ្ងៃនៃថ្ងៃដែលបញ្ចប់កិច្ចសន្យា ។ សេចក្តីចម្លងជាលាយលក្ខណ៍អក្សរដែលទទួលបានស្គាល់ការបញ្ចប់កិច្ចសន្យារបស់ភាគីណាម្នាក់ ក៏ត្រូវធ្វើជូនប្រធានអន្តោប្រវេសន៍ផងដែរ ។

១៣. ភាគីទាំងពីរអាចអនុវត្តកិច្ចសន្យាថ្មីដោយ ងតាមថ្ងៃផុតកំណត់នៃកិច្ចសន្យាដែលមានស្រាប់ អ្នកជួយធ្វើការត្រូវត្រលប់ទៅកន្លែងដើមរបស់គាត់/នាង\* ដែលបន្តកិច្ចការដើមនិយោជក សម្រាប់វិស័យកាលដែលមាន/គ្មានប្រាក់ឈ្នួល\* មិនតិចជាងប្រាំពីរថ្ងៃ លើកលែងមានការយល់ព្រមជាមុន ក្នុងការពន្យារពេលស្នាក់នៅទីក្រុងហុងកុងដែលត្រូវបានផ្តល់ដោយប្រធានផ្នែកអន្តោប្រវេសន៍ នៅមុនពេលដែលមានការចាប់ផ្តើមផ្សេងទៀត ។

១៤. ក្នុងករណីអ្នកជួយធ្វើការ ទទួលរងរបួសភាព និយោជកត្រូវចេញថ្លៃបញ្ជូនសាកសព និងទ្រព្យសម្បត្តិផ្ទាល់ខ្លួនរបស់អ្នកជួយធ្វើការ ពីទីក្រុងហុងកុងទៅទីលំនៅដើមរបស់គាត់/នាង\* រឺព្យា ។

១៥. បម្រែបម្រួលដែលបានចែងដូចមាននៅខាងក្រោម ការបម្រែបម្រួលណាមួយ ឬការបន្ថែមលើលក្ខខណ្ឌក្នុងកិច្ចសន្យានេះ (រួមបញ្ចូលទាំងឧបសម្ព័ន្ធតារាងនៃកន្លែងស្នាក់នៅ និងការកិច្ចនៃការងារតាមផ្ទះ) ក្នុងអំឡុងពេលនៃការអនុវត្តកិច្ចសន្យា នឹងត្រូវបានចាត់ទុកជាមោឃៈលើកលែងបានធ្វើឡើងដោយការព្រមព្រៀងជាមុនពីស្នងការទទួលបន្ទុកការងារ ៖

(ក) បម្រែបម្រួលនៃម៉ោងធ្វើការ ដែលមានចែងក្នុងបញ្ញត្តិទី២ អាស្រ័យលើការពន្យារពេលដូចដែលបានដែលបានលើកឡើងខាងលើ ដោយមិនលើសពីមួយខែ និងមានការព្រមព្រៀងគ្នាទៅវិញទៅមក និងមានការយល់ព្រមជាមុនពីប្រធានផ្នែកអន្តោប្រវេសន៍ ។

(ខ) បម្រែបម្រួលនៃអាសយដ្ឋានទីកន្លែងស្នាក់នៅរបស់និយោជក ដែលបានចែងក្នុងបញ្ញត្តិទី៣ អាស្រ័យលើការជូនដំណឹងជាលាយលក្ខណ៍អក្សរដែលបានផ្តល់ជូនប្រធានផ្នែកអន្តោប្រវេសន៍ដែលបានចែងថា អ្នកជួយធ្វើការ ត្រូវបន្តធ្វើការ និងស្នាក់នៅក្នុងទីលំនៅថ្មីរបស់និយោជក ។

(គ) បម្រែបម្រួលក្នុងតារាងនៃការស្នាក់នៅ និងការកិច្ចនៃការងារតាមផ្ទះធ្វើក្នុងលក្ខខណ្ឌដូចដែលបានចែងក្នុងចំណុចទី៧នៃតារាងនៃការស្នាក់នៅ និងការកិច្ចក្នុងការងារតាមផ្ទះ និង

(ឃ) បម្រែបម្រួលនៃចំនួនថ្ងៃ នៃតារាងនៃការស្នាក់នៅ និងការកិច្ចនៃការងារតាមផ្ទះ គឺត្រូវអនុលោមទៅតាម ការជិះទោចក្រ នយន្ត យានយន្ត ដោយអ្នកជួយធ្វើការ តាមកិច្ចព្រមព្រៀងគ្នាទៅវិញទៅមកនៃសេចក្តីបន្ថែមទៅលើតារាង និងការអនុញ្ញាតជាលាយលក្ខណ៍អក្សរដែលផ្តល់ជូនដោយ ប្រធានផ្នែកអន្តោប្រវេសន៍ដល់អ្នកជួយធ្វើការ ដើម្បីបំពេញភារកិច្ចក្នុងការបើកបរ មិនថាវាជាកម្មសិទ្ធិរបស់និយោជក ឬមិនមែនក៏ដោយ ។

១៦. លក្ខខណ្ឌខាងលើមិនមែនទប់ស្កាត់ អ្នកជួយធ្វើការ ពីការទទួលបានសិទ្ធិ ទៅតាមជំពូកទី៥៧នៃបញ្ញត្តិស្តីពីការងារជំពូកទី២២នៃបញ្ញត្តិពីការសងសំណងរបស់និយោជក និងបញ្ញត្តិដែលពាក់ព័ន្ធដទៃទៀត ។

១៧. ភាគីនៃកិច្ចសន្យានេះ ព្រមព្រៀងគ្នាថា អ្នកជួយធ្វើការ បានត្រួតពិនិត្យសុខភាពត្រឹមត្រូវ និងសមស្របតាមការងាររបស់គាត់/នាង សម្រាប់ការងារក្នុងនាមជាអ្នកជួយធ្វើការនៅតាមផ្ទះ ហើយវិញ្ញាបនបត្រវេជ្ជសាស្ត្រត្រូវបានផ្តល់ឱ្យនិយោជក សម្រាប់ការចុះអធិការកិច្ច ។

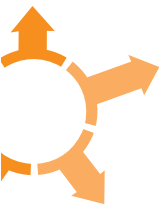
បានចុះហត្ថលេខាដោយ និយោជក \_\_\_\_\_  
(ហត្ថលេខារបស់និយោជក)

មានវត្តមានដោយ \_\_\_\_\_  
(ឈ្មោះរបស់សាក្សី) \_\_\_\_\_ (ហត្ថលេខារបស់សាក្សី)

បានចុះហត្ថលេខាដោយ អ្នកជួយធ្វើការ \_\_\_\_\_  
(ហត្ថលេខារបស់អ្នកជួយធ្វើការ)

មានវត្តមានដោយ \_\_\_\_\_  
(ឈ្មោះរបស់សាក្សី) \_\_\_\_\_ (ហត្ថលេខារបស់សាក្សី)

\* ឈុបបាននៅក្រុងចំណុចដែលមិនសមរម្យ



តារាងនៃការស្នាក់នៅ និងភារកិច្ចនៃការងារតាមផ្ទះ

១. ទាំងនិយោជក និងអ្នកជួយធ្វើការ ត្រូវចុះហត្ថលេខាដើម្បីទទួលស្គាល់ថា ភារកិច្ចទាំងពីរបានអាន និងយល់ព្រមលើខ្លឹមសារនៃតារាងនេះ និងបញ្ជាក់ពីការព្រមព្រៀងរបស់ភាគីទាំងពីរទៅដល់នាយកដ្ឋានអន្តោរប្រវេសន៍ និងអាជ្ញាធររដ្ឋាភិបាលដែលពាក់ព័ន្ធផ្សេងទៀត ដើម្បីប្រមូល និងប្រើប្រាស់ព័ត៌មានដែលមាននៅក្នុងតារាងនេះដោយអនុលោមតាមប្បញ្ញត្តិនៃទិន្នន័យផ្ទាល់ខ្លួន(សិទ្ធិឯកជន) ។

២. ទីលំនៅរបស់និយោជក និងចំនួនបុគ្គលដែលត្រូវបម្រើការងារ

ក. ទំហំប្រហាក់ប្រហែលរបស់ផ្ទះ/ផ្ទះល្វែង/ផ្ទះ..... ហ្វីតការ៉េ/ម៉ែត្រការ៉េ\*

ខ. បានចែងនៅខាងក្រោមអំពីចំនួនមនុស្សដែលត្រូវបានធ្វើការនៅមូលដ្ឋានធម្មតា ៖

មនុស្សពេញវ័យ ..... នាក់ អនីតិជន (អាយុចន្លោះពី៥ទៅ១៥ឆ្នាំ) ..... នាក់ អនីតិជន (អាយុក្រោម៥ឆ្នាំ) ..... នាក់ លើកលែងតែទារកក្នុងផ្ទៃ ។  
សមាជិកក្នុងគ្រួសារ ..... នាក់ ដែល ត្រូវការ ការថែទាំជាប់លាប់ ឬការយកចិត្តទុកដាក់ (លើកលែងទារក) ។  
(សម្គាល់ ៖ ចំនួននៃអ្នកជួយធ្វើការ ដែលបានបម្រើការងារបច្ចុប្បន្នឱ្យ និយោជក ដើម្បីបម្រើសមាជិកក្នុងគ្រួសារ.....នាក់) ។

៣. កន្លែងស្នាក់នៅ និងភារកិច្ចដែលត្រូវផ្តល់អោយអ្នកជួយធ្វើការ

ក. កន្លែងស្នាក់នៅសម្រាប់អ្នកជួយធ្វើការ

ដោយសារតែទំហំផ្ទះល្វែងជាមធ្យមនៅក្នុងទីក្រុងភ្នំពេញមានទំហំរាងតូច ហើយលទ្ធភាពដែលអាចចែកបន្ទប់អ្នកបម្រើពីមិនមែនជារឿងធម្មតាទេ និយោជក ត្រូវផ្តល់អោយ អ្នកជួយធ្វើការនូវកន្លែងស្នាក់នៅដែលសមរម្យ ជាមួយនឹងសិទ្ធិឯកជនរបស់គាត់ឱ្យសមហេតុផល ។ ឧទាហរណ៍នៃកន្លែងស្នាក់នៅ ដែលមិនសមរម្យគឺ ៖ អ្នកជួយធ្វើការគេងនៅលើគ្រែដែលមានច្រើនជាងនៅច្រករបៀងផ្ទះ ជាមួយនឹងការប្រើប្រាស់សិទ្ធិឯកជនមិនសូវបានទូលំទូលាយ និងការគេងរួមបន្ទប់ជាមួយនឹងមនុស្សពេញវ័យ/ក្មេងជំទង់ដែលមានភេទផ្ទុយគ្នា ។

ចាស/បាទ ទំហំដែលបានប៉ាន់ប្រមាណនូវបន្ទប់របស់អ្នកបម្រើ ..... ហ្វីតការ៉េ/ម៉ែត្រការ៉េ\*

ទេ ការរៀបចំការគេងសម្រាប់អ្នកជួយធ្វើការ ៖

រួមបន្ទប់ជាមួយនឹងក្មេង/ក្មេងៗ ..... នាក់ អាយុ .....

កន្លែងខ្លាំងដោយឡប់ឡែ ..... ការ៉េហ្វីត/ម៉ែត្រការ៉េ\*

ក្រៅពីនេះ សូមបកស្រាយ .....

..... ។

ខ. សម្ភារៈដែលត្រូវបានផ្តល់ជូនទៅអ្នកជួយធ្វើការ ៖

(សម្គាល់ ៖ ពាក្យសម្រាប់ទិដ្ឋាការចូលជាធម្មតានឹងមិនយល់ព្រម ប្រសិនបើសម្ភារៈសំខាន់ៗក្នុង ចំនុចពី (ក) ដល់(ច) មិនបានផ្តល់ដោយឥតគិតថ្លៃ ។ )

- (ក). ការផ្គត់ផ្គង់ភ្លើង និងទឹក  ចាស/បាទ  ទេ
- (ខ). សម្ភារៈបង្គន់ និងបន្ទប់ទឹក  ចាស/បាទ  ទេ
- (គ). គ្រែ  ចាស/បាទ  ទេ
- (ឃ). ភួយ ឬ ផាហ្សូ  ចាស/បាទ  ទេ
- (ង). ខ្នើយ  ចាស/បាទ  ទេ
- (ច). ទូខោអាវ  ចាស/បាទ  ទេ
- (ឆ). ទូទឹកកក  ចាស/បាទ  ទេ
- (ជ). តុ  ចាស/បាទ  ទេ
- (ឈ). សម្ភារៈផ្សេងៗទៀត (សូមបរិយាយ) \_\_\_\_\_

៤. អ្នកជួយធ្វើការ ត្រូវអនុវត្តតែការងារក្នុងផ្ទះ នៅទីលំនៅរបស់និយោជកតែប៉ុណ្ណោះ ។ ភារកិច្ចនៃការងារតាមផ្ទះត្រូវអនុវត្តដោយអ្នកជួយធ្វើការក្រោមកិច្ចសន្យានេះ ដោយមិនរាប់បញ្ចូលការលើកបរទោចក្រ នយន្ត យានយន្ត ដែលបានចែងក្នុងគោលបំណងណាក៏ដោយ ទោះវាជាកម្មសិទ្ធិរបស់និយោជក ឬមិនមែនក៏ដោយ ។



៥. ភារកិច្ចនៃការងារតាមផ្ទះមានដូចខាងក្រោមនេះ

ផ្នែកសំខាន់នៃភារកិច្ចនៃការងារតាមផ្ទះ ៖

- ក. ការងារមើលខុសត្រូវសមាជិកក្នុងផ្ទះ
- ខ. ចំរើនម្ហូបអាហារ
- គ. មើលថែមនុស្សចាស់ជរានៅក្នុងគ្រួសារ(មើលថែជាប់លាប់ ឬយកចិត្តទុកដាក់គឺត្រូវបានតម្រូវ/មិន តម្រូវ\*)
- ឃ. មើលថែទារក
- ង. មើលថែក្មេងៗ
- ច. ផ្សេងៗទៀត(សូមបញ្ជាក់)

.....

.....

.....

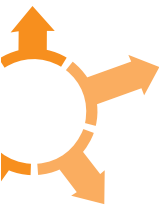
៦. នៅពេលដែលតម្រូវអោយអ្នកជួយធ្វើការ សម្អាតបង្គួចខាងក្រៅដែលមិនស្ថិតនៅជាន់ផ្ទាល់ដី ឬនៅជិតយ៉មុខផ្ទះ (ដែល វាត្រូវតែមានសុវត្ថិភាពដោយសមហេតុសមផលសម្រាប់អ្នកជួយធ្វើការក្នុងការធ្វើការ) ឬច្រកបៀងផ្ទះធម្មតា (“លាងសម្អាតផ្នែកខាងក្រៅនៃបង្គួច”) ការសម្អាតផ្នែកខាងក្រៅនៃបង្គួចត្រូវតែស្ថិតនៅក្រោមលក្ខខណ្ឌដូចតទៅនេះ ៖

- បង្គួចដែលនឹងត្រូវសម្អាត ត្រូវបំពាក់ដោយសំណាញ់ដែលបិទបើកបាន ឬមានសុវត្ថិភាពក្នុង សភាពដែលអាចការពារសំណាញ់ពីការបើក និង
- មិនត្រូវឱ្យផ្នែកណាមួយនៃរាងកាយរបស់អ្នកជួយធ្វើការឈោងហួសពីប្រវែងបង្គួចលើកលែងតែ ដៃ ។

៧. និយោជកត្រូវផ្តល់ព័ត៌មានដល់អ្នកជួយធ្វើការ និងប្រធានអន្តោប្រវេសន៍ក្នុងការផ្លាស់ប្តូរណាមួយនៃចំនុចទី២ ៣ និង៥ ដោយរក្សាទុកច្បាប់ចម្លងនៃតារាងការស្នាក់នៅ និងភារកិច្ចនៃការងារតាមផ្ទះដែលបានកែសម្រួលហើយ(ID 407G) ដែលបានចុះហត្ថលេខាដោយនិយោជក និងអ្នកជួយធ្វើការដើម្បីអោយប្រធាន ផ្នែកអន្តោប្រវេសន៍រក្សាទុកជាកំណត់ហេតុ ។

ឈ្មោះនិងហត្ថលេខារបស់និយោជក	កាលបរិច្ឆេទ	ឈ្មោះនិងហត្ថលេខារបស់អ្នកជួយធ្វើការ	កាលបរិច្ឆេទ
----------------------------	-------------	------------------------------------	-------------

- \* លុបបាននៅត្រង់ចំណុចដែលមិនសមរម្យ
- គូសនៅក្នុងប្រអប់ដែលសមរម្យ

**EMPLOYMENT CONTRACT**

(For an employee recruited from outside Hong Kong under the Supplementary Labour Scheme)

This employment contract is made between \_\_\_\_\_ of \_\_\_\_\_ (“the employer”) and \_\_\_\_\_ of \_\_\_\_\_ (“the employee”) as follows. The employer and employee understand and agree that this contract is governed by Hong Kong law. In particular, the Employment Ordinance, Chapter 57, and the Employees’ Compensation Ordinance, Chapter 282, apply.

1. The employee’s place of origin<sup>1</sup> for the purposes of this employment contract is \_\_\_\_\_.
2. The employee shall be employed by the employer and only work for the employer as \_\_\_\_\_ for \_\_\_\_\_ months<sup>2</sup> commencing on \_\_\_\_\_/the day on which the employee arrives in Hong Kong\*. The employer shall not require the employee to work for any other person or to take up any other post.
3. Employment for a further period not exceeding 24 months may be agreed between the employee and the employer provided that the employer is able to obtain a new approval for importing workers, that a new Employment Contract (For an employee recruited from outside Hong Kong under the Supplementary Labour Scheme) is signed and that before any such further period commences the employee shall at the expense of the employer return to his/her\* place of origin for a paid/unpaid\* vacation of not less than seven days. Such vacation shall be in addition to the rest days, statutory holidays and annual leave days which the employee is entitled to under this employment contract.
4. The employee shall work as directed by the employer at the address of \_\_\_\_\_ (place of employment).
5. The employee shall receive:
  - (a) wages (excluding any overtime pay) of HK\$ \_\_\_\_\_ per month and shall be employed on a full-time basis;
  - (b) overtime pay at \_\_\_\_\_%<sup>3</sup> of the wage rate per hour of Clause 5(a) of this employment contract if he/she\* is required to work more than the normal number of hours as stated in Clause 7 of this employment contract; and
  - (c) if any other sum is payable to the employee under other provisions of this employment contract or the laws of Hong Kong, such other sum.
6. The wage period shall be one month/half-a-month\*. Wages (including overtime pay payable, if any) shall become due on the expiry of the last day of the wage period and shall be paid as soon as is practicable but in any case not later than seven days thereafter. Similarly, wages and other sums due in respect of this employment contract, if any, must be paid within seven days upon completion or termination of the contract.
7. Normal hours of work excluding meal break shall be \_\_\_\_\_ per day.
8. The employee shall not be required to work for more than 12 hours, overtime work included, in a continuous period of 24 hours. Where relevant, the employer shall comply with the Employment of Young Persons (Industry) Regulations made under the Employment Ordinance, Chapter 57.
9. All wages (including overtime pay payable) shall be paid directly by the employer by way of automatic payment into a bank account in the employee’s name with a bank licensed under the Banking Ordinance, Chapter 155. Any other arrangements on payment of wages require the written consent of the employee and the acceptance in writing by the Commissioner for Labour. No deductions may be made by the employer from the wages of the employee other than pursuant to this employment contract or under the Employment Ordinance, Chapter 57.
10. The employee shall be entitled to not less than one rest day in every period of seven days and 12 statutory holidays in a year in accordance with the Employment Ordinance, Chapter 57. The employee shall be entitled to at least seven days’ paid annual leave for every period of 12 months’ service following completion of the first and of the second year of service. Thereafter, the number of annual leave days shall be increased as stipulated in the Employment Ordinance.
11. The employer shall grant paid leave at the rate of Clause 5(a) of this employment contract to the employee to attend a compulsory briefing arranged by the Labour Department, the purpose of which is to brief the employee on his/her\* rights and benefits under the employment contract and the conditions of the Supplementary Labour Scheme. Such paid leave shall be in addition to the rest days, statutory holidays and annual leave days which the employee is entitled to under this employment contract.

<sup>1</sup> Fill in the employee’s town and country of origin.

<sup>2</sup> Must be less than or equal to 24 months.

<sup>3</sup> Must not be less than 100%.

\*Delete whichever is inapplicable.





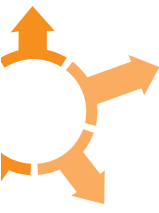
12. The employer shall provide the employee with suitable, furnished accommodation of a standard specified in the Schedule to this employment contract. The Commissioner for Labour or his authorised representative is the authority in interpreting the Schedule. The accommodation shall be provided free of charge. /In respect of the period that the employee occupies the said accommodation, the employer may deduct 10% of the employee's wages payable to the employee for the corresponding period calculated in accordance with Clause 5(a) of this employment contract or the actual cost of accommodation whichever is the less from the employee's wages.\*
13. If meals are provided by the employer, they shall be provided free of charge.
14. The employer and employee shall allow officers of the Labour Department to enter and inspect the accommodation.
15. Prior to the signing of this employment contract the employee shall, at the expense of the employer, have been medically examined, including chest X-ray, as to his/her\* fitness to perform the work contemplated by this employment contract, and the medical certificate to this effect shall be produced to the Director of Immigration, Hong Kong, for inspection.
16. (a) In the event that the employee is ill or suffers personal injury during the period of employment specified in Clause 2 of this employment contract, except for the period during which the employee leaves Hong Kong of his/her\* own volition and for his/her\* own personal purposes, the employer shall provide free medical treatment to the employee. Free medical treatment includes medical consultation, maintenance in hospital and emergency dental treatment. The employee shall accept medical treatment provided by any registered medical practitioner.
- (b) If the employee suffers personal injury by accident or occupational disease arising out of and in the course of employment, the employer shall make payment of compensation in accordance with the Employees' Compensation Ordinance, Chapter 282.
- (c) In the event of a medical practitioner certifying that the employee is unfit for further service, the employer may, subject to the statutory provisions of the relevant Ordinances, terminate the employment and shall immediately take steps to repatriate the employee.
17. The employer shall provide the employee with free passage from the employee's place of origin to Hong Kong and, on termination or expiry of this employment contract, free return passage. The employer shall also pay, or reimburse the employee for, the entry permit / visa fees and the subsequent extension fees incurred in relation to this employment contract.
18. The employer shall pay the levy referred to in Part IV of the Employees Retraining Ordinance, Chapter 423.
19. In the event of the death of the employee, the employer shall pay the cost of transporting the employee's remains and personal property from Hong Kong to his/her\* place of origin.
20. Either party may terminate this employment contract by giving to the other party \_\_\_\_\_ days'/months'\*<sup>4</sup> notice in writing or by paying to the other party wages in lieu of notice to be calculated in accordance with the provisions of the Employment Ordinance, Chapter 57. Notwithstanding this, the employment contract may be terminated without notice or payment in lieu of notice in the circumstances permitted by the said Ordinance.
21. (a) Subject to Clause 21(b) and (c), this is the only employment contract signed between the employer and the employee.
- (b) Any variation, amendment, cancellation or addition to any terms of this employment contract, which purports to alter the position of the employee in terms less favourable than this employment contract, shall be void unless such variation, amendment, cancellation or addition is accepted in writing by the Commissioner for Labour.
- (c) Should there be any legislative amendment to the relevant laws subsequent to the signing of this employment contract which in effect confers more favourable term on the employee than he/she\* is entitled to under this employment contract, the provision of the law will prevail and the employment contract will be taken to be varied accordingly.
22. All references to "Hong Kong" in this employment contract shall mean the 'Hong Kong Special Administrative Region of the People's Republic of China'.

#### SCHEDULE

- (1) Clean, self-contained accommodation with minimum net usable floor area of 3.4 square metres per person should be provided;
- (2) toilet, bathing and cooking facilities should be provided;
- (3) electricity and potable water supply should be provided;
- (4) bedrooms and common/living rooms should be separated;
- (5) there should be no more than six beds in one bedroom; and
- (6) essential furniture, appliances and supplies including beds, blankets, pillows, electric fans, refrigerator should be provided.

<sup>4</sup> Must not be less than seven days.

\* Delete whichever is inapplicable.



Dated \_\_\_\_\_

SIGNED by for and on behalf of the Employer

\_\_\_\_\_

in the presence of \_\_\_\_\_

\_\_\_\_\_

(Name of Witness)

(Signature of Witness)

SIGNED by the Employee

\_\_\_\_\_

in the presence of \_\_\_\_\_

\_\_\_\_\_

(Name of Witness)

(Signature of Witness)

For Reference Only!



編號：SLS

## 僱傭合約

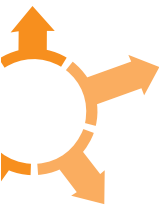
(適用於根據補充勞工計劃而從香港以外地區聘用的僱員)

本僱傭合約由 \_\_\_\_\_ 其地址為 \_\_\_\_\_

\_\_\_\_\_ (「僱主」) 及 \_\_\_\_\_  
其地址為 \_\_\_\_\_

(「僱員」) 訂立，條件載於下文。僱主及僱員雙方明白及同意，本僱傭合約由香港法例規管，特別是香港法例第 57 章僱傭條例及香港法例第 282 章僱員補償條例。

- 一、 本僱傭合約而言，僱員的原居地(註 1)是 \_\_\_\_\_。
- 二、 僱員由僱主聘用為 \_\_\_\_\_，並只限為僱主工作 \_\_\_\_\_ 月(註 2)，由 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日/僱員抵達香港之日\*起計。僱主不得著令僱員為任何其他人士工作，或擔任其他職位。
- 三、 在本僱傭合約期滿後，僱主及僱員可在雙方同意下，將受僱期延長不超過二十四個月，惟僱主須再獲准輸入勞工及雙方須簽訂新的僱傭合約(適用於根據補充勞工計劃而從香港以外地區聘用的僱員)。在此延續受僱期開始前，僱員須由僱主支付費用返回原居地，以享用不少於七日的有薪/無薪\*假期，這假期是僱員除根據本僱傭合約所享有的休息日、法定假日及年假外，另外應享有的假期。
- 四、 僱員須在僱主所指定的地址 \_\_\_\_\_ (受僱工作的地點) 工作。
- 五、 僱員應收取：-
  - (甲) 每月港幣 \_\_\_\_\_ 元的工資(不包括超時工資)，而且須屬全職受僱；
  - (乙) 如僱員須從事較本僱傭合約第七條款所列的正常工作時數為長的工作，每小時以本僱傭合約第五(甲)條款所指定的工資率百分之 \_\_\_\_\_ (註 3) 計算的超時工資；及
  - (丙) 任何根據本僱傭合約或香港法例規定須支付僱員的金額。
- 六、 工資期為期一個月/半個月\*。工資(包括應支付的超時工資)在工資期最後一天完結時即到期支付，僱主須在切實可行範圍內盡快支付工資予僱員，但在任何情況下不得遲於工資期屆滿後七天支付。同樣，工資及與本僱傭合約有關的任何其他須付款項，亦必須在合約終止或屆滿後的七天內支付。
- 七、 正常工作時數(用膳時間除外)為每天 \_\_\_\_\_ 小時。
- 八、 僱主不得令僱員在連續二十四小時的期間內工作超過十二小時，超時工作包括在內。在有關情況下，僱主須遵守根據香港法例第 57 章僱傭條例而制訂的僱用青年(工業)規例。
- 九、 僱主須以自動轉賬方式將所有工資(包括應支付的超時工資)直接存入以僱員名義開立的銀行戶口內。該銀行須是根據香港法例第 155 章銀行業條例的規定而領有牌照的。任何其他支付工資的安排需獲得僱員的書面同意及勞工處處長的書面認可。僱主除按照本僱傭合約或香港法例第 57 章僱傭條例的規定外，不得扣除僱員的工資。
- 十、 根據香港法例第 57 章僱傭條例，僱員應享有每年十二天法定假期，並每七天應享有不少於一天休息日。在第一及第二年的服務期滿後，僱員每服務滿一年，可享有最少七天有薪年假。此後，有薪年假的日數須根據僱傭條例的規定而增加。
- 十一、 僱主須以本僱傭合約第五(甲)條款所指定的工資率，發放有薪假期給僱員，讓僱員出席由勞工處安排的強制性簡介會。該簡介會的目的是向僱員介紹本僱傭合約所訂定的僱員權益以及補充勞工計劃的規條。這有薪假期是僱員除根據本僱傭合約所享有的休息日、法定假日及年假外，另外應享有的有薪假期。



- 十二、僱主須為僱員提供備有傢具的合適居所，而該居所須符合本僱傭合約附表所列明的標準。對於該附表的詮釋，以勞工處處長或其授權代表所作者為依歸。僱主須免費提供這居所。/當僱員佔用這居所期間，僱主可扣除僱員同期工資的百分之十，或實際佔用費用，兩者以較少者為準；而工資應按本僱傭合約第五(甲)條款計算。\*
- 十三、若僱主提供膳食，則必須是免費的。
- 十四、僱主及僱員均須允許勞工處職員進入和視察有關的居所。
- 十五、在簽訂本僱傭合約前，僱員須接受體格檢驗，包括胸肺 x 光檢查，以確定是否適宜從事本僱傭合約所指定的工作，而檢驗費用須由僱主支付。有關的醫生證明書須呈交香港入境事務處處長審閱。
- 十六、(甲) 當僱員在本僱傭合約第二條款指明的受僱期內（但不包括僱員出於自願及基於個人理由離開香港期間）生病或受傷，僱主須提供免費醫療，包括診症費用、住院費用及牙科急診。僱員須接受任何註冊醫生的診治服務。
- (乙) 如僱員由於受僱及在僱用期內遭遇意外而受傷或患上職業病，則僱主須根據香港法例第 282 章僱員補償條例支付補償。
- (丙) 如醫生證明僱員不適宜繼續受僱，除相關條例另有規定外，僱主可終止僱用僱員，並應立即採取行動，將僱員遣返。
- 十七、僱主須負責僱員自原居地到香港及於僱傭合約終止或屆滿時返回原居地的旅費。僱主亦須支付或向僱員付還與本僱傭合約有關的進入許可/簽證費用及之後的延期費用。
- 十八、僱主須支付香港法例第 423 章僱員再培訓條例第 IV 部所指定的徵款。
- 十九、如僱員死亡，僱主須負責將僱員遺體及個人物品運返其原居地的費用。
- 二十、本僱傭合約任何一方均可給予對方 \_\_\_\_\_ 日/月\*（註 4）書面通知或按照香港法例第 57 章僱傭條例計算的代通知金，以終止僱傭合約。但在香港法例第 57 章僱傭條例所准許的情況下，本僱傭合約任何一方均可毋須給予通知或支付代通知金而終止僱傭合約。
- 二十一、(甲) 除第二十一(乙)及(丙)條款另有規定外，本僱傭合約是僱主和僱員間簽訂的唯一僱傭合約。
- (乙) 任何對本僱傭合約條款作出的變更、修改、取消或增訂，如使到僱員的情況改變至不及本僱傭合約者，除非獲得勞工處處長的書面認可，否則均屬無效。
- (丙) 如在僱傭雙方簽訂合約後，相關法例作出了修訂並賦予僱員較本僱傭合約更佳的權益，則以法例規定為依歸，而本僱傭合約將被視為已根據有關法例作出修改。
- 二十二、在本僱傭合約中，所有對「香港」的提述，均指「中華人民共和國香港特別行政區」。

#### 附 表

- (一) 有關居所必須為清潔及獨立單位，每人所佔淨樓面實用面積最少為 3.4 平方米；
- (二) 居所內必須設有廁所、洗澡及煮食設備；
- (三) 居所內必須有電力及食水供應；
- (四) 睡房及客飯廳/客廳兩者必須分隔；
- (五) 每間睡房不得設床超過六張；
- (六) 居所內必須提供基本傢具，器具及物品，包括床、毛氈、枕頭、電風扇、雪櫃等。

註 1：請填寫僱員的原居城鎮及國家。

註 2：必須少於或相等於二十四個月。

註 3：必須不少於百分之一百。

註 4：不得少於七日。

\* 請刪去不適用者



日期： \_\_\_\_\_

僱主簽署： \_\_\_\_\_

見證人： \_\_\_\_\_  
(姓名)

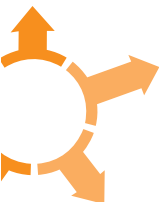
簽署： \_\_\_\_\_

僱員簽署： \_\_\_\_\_

見證人： \_\_\_\_\_  
(姓名)

簽署： \_\_\_\_\_

祇供參考用途



### Sample Wage Receipt for FDHs

I, \_\_\_\_\_, HKID/Passport No. \_\_\_\_\_, acknowledge receipt of payment of the following items from my employer \_\_\_\_\_ on (date) \_\_\_\_\_ \*in cash/by cheque/by bank autopay.

1. Wages (from \_\_\_\_\_ to \_\_\_\_\_) \$ \_\_\_\_\_

2. Food allowance (from \_\_\_\_\_ to \_\_\_\_\_) \$ \_\_\_\_\_  
(if no food provided)

Received by (Signature): \_\_\_\_\_  
(Name): ( \_\_\_\_\_ )

Witnessed by (if any)(Signature) : \_\_\_\_\_  
(Name): ( \_\_\_\_\_ )

Note 1: The wages of a FDH should not be less than the prevailing minimum allowable wage (MAW) when the Standard Employment Contract (SEC) is signed.

Note 2: Please fill in the leave record on the next page for leave taken by the FDH in the month.

Note 3: Please refer to "Practical Guide for Employment of FDHs – What FDHs and their Employers Should Know" for the rights and obligations of employers and FDHs.

Note 4: This is a sample document for reference only. Parties referring to this sample should ensure that its contents are appropriate for their use before adoption. They are also reminded to seek independent professional advice where appropriate.

\* Please delete where appropriate



## Leave Record of FDH

\_\_\_\_\_ (month) \_\_\_\_\_ (year)

Name of FDH: \_\_\_\_\_

**(I) Rest day(s)** <sup>Note 5</sup>

Rest day taken on (date)	Signature of FDH

**(II) Statutory holiday(s)** <sup>Note 6</sup>

Statutory holiday taken on (date)	Name of statutory holiday (Please specify)	Signature of FDH

**(III) Paid annual leave** <sup>Note 7</sup>

Period of annual leave taken (dates)		Signature of FDH
From	To	

**(IV) Others (e.g. paid sick leave, etc.)**

Leave taken on (date)	Nature of leave (Please specify)	Signature of FDH

Note 5: An FDH is entitled to not less than 1 rest day in every period of 7 days. Please refer to the booklet "Practical Guide for Employment of Foreign Domestic Helpers – What Foreign Domestic Helpers and Their Employers Should Know" for details.

Note 6: An FDH, irrespective of his/her length of service, is entitled to 12 statutory holidays each year, namely:

- |   |   |   |
|---|---|---|
| <ul style="list-style-type: none"> <li>• The first day of January (1 January)</li> <li>• Lunar New Year's Day</li> <li>• The second day of Lunar New Year</li> <li>• The third day of Lunar New Year</li> </ul> | <ul style="list-style-type: none"> <li>• Ching Ming Festival</li> <li>• Labour Day (1<sup>st</sup> May)</li> <li>• Tuen Ng Festival</li> <li>• Hong Kong Special Administrative Region Establishment Day (1<sup>st</sup> July)</li> </ul> | <ul style="list-style-type: none"> <li>• The day following the Chinese Mid-autumn Festival</li> <li>• Chung Yeung Festival</li> <li>• National Day (1<sup>st</sup> October)</li> <li>• Chinese Winter Solstice Festival or Christmas Day (at the option of the employer)</li> </ul> |
|---|---|---|

Please refer to the booklet "Practical Guide for Employment of Foreign Domestic Helpers – What Foreign Domestic Helpers and Their Employers Should Know" for details.

Note 7: An FDH is entitled to annual leave with pay after having been employed by the same employer for every 12 months. An FDH's entitlement to paid annual leave will increase progressively from 7 days to a maximum of 14 days according to his/her length of service. Please refer to the booklet "Practical Guide for Employment of Foreign Domestic Helpers – What Foreign Domestic Helpers and Their Employers Should Know" for details.

Note 8: This is a sample document for reference only. Parties referring to this sample should ensure that its contents are appropriate for their use before adoption. They are also reminded to seek independent professional advice where appropriate.



## Halimbawa ng mga Resibo para sa mga FDH

Ako si, \_\_\_\_\_, HKID/Pasaporte Num. \_\_\_\_\_, ay kinikilala ang pagtanggap ng kabayaran ng mga sumusunod na mga bagay mula sa aking pinaglilingkuran/amo/employer \_\_\_\_\_ noong (petsa) \_\_\_\_\_\* sa cash/tseke/sa awtomatikong pagbayad sa bangko (by bank autopay).

1. Mga sahod (mula \_\_\_\_\_ hanggang \_\_\_\_\_) \$ \_\_\_\_\_

2. Panggastos sa Pagkain (mula \_\_\_\_\_ hanggang \_\_\_\_\_) \$ \_\_\_\_\_  
(kung walang ibinibigay na pagkain)

Tinanggap ni (Lagda): \_\_\_\_\_

(Pangalan): ( \_\_\_\_\_ )

Nasaksihan ni (kung mayroon man)(Lagda) : \_\_\_\_\_

(Pangalan): ( \_\_\_\_\_ )

Pananda 1: Ang mga sahod ng isang FDH ay hindi dapat kukulangin sa umiiral na pinakamababang pinapahintulutang sahod (Minimum Allowable Wage) (MAW) ayon sa basehan na kontratang pang-empleyo (standard employment contract) (SEC) na nilagdaan.

Pananda 2: Punan ang talaan ng pamamahinga (leave record) sa likod na pahina para sa nakuhang leave ng FDH sa kaukulang buwan.

Pananda 3: Basahin at pag-aralan ang "Praktikong Gabay Para sa Pagtratrabaho ng mga Kasambahay – Ano ang Kailangang malaman ng mga Dayuhang Kasambahay at nang Kanilang mga Amo" ("Practical Guide for Employment of FDHs – What FDHs and their Employers Should Know") para sa mga karapatan at obligasyon ng mga pinaglilingkuran at FDH.

Pananda 4: Ito ay isang halimbawang dokumento lamang. Ang mga partido na tumutunghay sa halimbawang ito ay dapat na siguraduhing ang mga nilalaman nito ay angkop sa kanilang layunin bago gamitin. Sila rin ay pinaaalalahan na sumangguni sa isang propesyunal kung ito ay nararapat.

\* Maaring tanggalin kung hindi kinakailangan



## Talaan ng Pamamahinga ng FDH

\_\_\_\_\_ (buwan) \_\_\_\_\_ (taon)

Pangalan ng FDH: \_\_\_\_\_

### (I) (Mga) Araw ng Pamamahinga <sup>Pananda 5</sup>

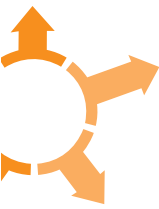
Araw ng Pamamahingang kinuha nuong (petsa)	Lagda ng FDH

### (II) (Mga) Pista Opisyal <sup>Pananda 6</sup>

Pista Opisyal na kinuha nuong (petsa)	Ngalan ng Pista Opisyal (Mangyaring tukuyin)	Lagda ng FDH

### (III) Bayad na taunang bakasyon <sup>Pananda 7</sup>

Panahon ng nakuhang taunang bakasyon (mga petsa)		Lagda ng FDH
Mula	Hanggang	



**(IV) Iba pa (hal. bayad na pamamahinga sa pagkakasakit.)**

Pamamahinga na kinuha noong (petsa)	Uri ng pamamahinga (Tukuyin lamang)	Lagda ng FDH

Pananda 5: Ang isang FDH ay may karapatan sa hindi kukulangin sa 1 araw na pamamahinga sa bawat 7 araw. Basahin at pag aralan ang “Praktikong Gabay Para sa Pagtrabaho ng mga Kasambahay – Ano ang Kailangang malaman ng mga Dayuhang Kasambahay at nang Kanilang mga Amo” para sa mga detalye.

Pananda 6: Ang isang FDH, anuman ang haba ng kanyang serbisyo, ay may karapatan sa 12 Pista Opisyal bawat taon, ang mga ito ay:

- Ang unang araw ng Enero (1 Enero)
- Unang araw ng Bagong Taon ng Intsik
- Pangalawang araw ng Bagong Taon ng Intsik
- Pangatlong araw ng Bagong Taon ng Intsik
- Pista ng Ching Ming
- Araw ng Manggagawa (1 ng Mayo)
- Pista ng Tuen Ng
- Pagtatatag ng Hong Kong Special Administrative Region (1 ng Hulyo)
- Araw na Kasunod ng Pista ng Chinese Mid-autumn
- Pista ng Chung Yeung
- Pambansang Araw (1 ng Oktubre)
- Pista ng Chinese Winter Solstice o Araw ng Pasko (ayon sa pinili ng amo)

Basahin at pag-aralan ang “Praktikong Gabay Para sa Pagtrabaho ng mga Kasambahay – Ano ang Kailangang malaman ng mga Dayuhang Kasambahay at nang Kanilang mga Amo” para sa mga detalye.

Pananda 7: Ang isang FDH ay may karapatan sa taunang bakasyong may bayad kada ika-12 buwan ng pagseserbisyo sa iisang amo. Ang karapatan ng isang FDH para sa taunang bakasyong may bayad ay progresibong tataas mula 7 araw hanggang sa pinakamataas na 14 na araw ayon sa haba ng kanyang serbisyo. Basahin at pag-aralan ang “Praktikong Gabay Para sa Pagtrabaho ng mga Kasambahay – Ano ang Kailangang malaman ng mga Dayuhang Kasambahay at nang Kanilang mga Amo” para sa mga detalye.

Pananda 8: Ito ay isang halimbawang dokumento lamang. Ang mga partido na tumutunghay sa halimbawang ito ay dapat na siguraduhing ang mga nilalaman nito ay angkop sa kanilang layunin bago gamitin. Sila rin ay pinaaalalahan na sumangguni sa isang propesyunal kung ito ay nararapat.

# Indonesian version

## Contoh Tanda Terima Gaji untuk PLRTA



Saya, \_\_\_\_\_, No. KTP HK/Paspor \_\_\_\_\_, menyatakan telah menerima pembayaran untuk hal-hal berikut ini dari majikan saya \_\_\_\_\_ pada (tgl) \_\_\_\_\_ \*dalam bentuk tunai/cek/ melalui pembayaran otomatis dari bank.

1. Gaji (dari \_\_\_\_\_ s/d \_\_\_\_\_) \$ \_\_\_\_\_

2. Tunjangan makan (jika tidak diberi makan) (dari \_\_\_\_\_ s/d \_\_\_\_\_) \$ \_\_\_\_\_

Diterima oleh (Td Tangan): \_\_\_\_\_

(Nama): ( \_\_\_\_\_ )

Disaksikan oleh (jika ada)(Td Tangan): \_\_\_\_\_

(Nama): ( \_\_\_\_\_ )

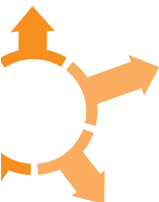
Catatan 1: Gaji dari PLRTA tidak boleh kurang dari gaji minimum yg diperbolehkan (GMD) yg berlaku pada waktu Kontrak Kerja Standar (KKS) nya di tandatangani.

Catatan 2: Harap isi catatan cuti di belakang untuk cuti yang diambil oleh PLRTA dalam bulan itu.

Catatan 3: Harap merujuk ke buku "Pedoman Praktis Untuk Pramuwisma Asing - Apa Yang Harus Diketahui Para Penata Laksana Rumah Tangga Asing Dan Majikan Mereka" ("Practical Guide for Employment of FDHs - What FDHs and their Employers Should Know") untuk hak-hak dan kewajiban-kewajiban dari para majikan dan PLRTA.

Catatan 4: Ini adalah contoh dokumen untuk rujukan saja. Pihak-pihak yg merujuk ke contoh ini harus memastikan bahwa isi nya cocok untuk dipakai mereka sebelum mereka menggunakannya. Mereka juga diingatkan untuk mencari advis professional yg independen bila dirasa perlu.

\* Harap coret yg tidak perlu



## Catatan Cuti PLRTA

\_\_\_\_\_ (bulan) \_\_\_\_\_ (tahun)

Nama PLRTA: \_\_\_\_\_

### (I) Libur Mingguan <sup>Catatan 5</sup>

Hari Libur Mingguan diambil pada (tgl)	Tanda Tangan PLRTA

### (II) Hari Libur Resmi <sup>Catatan 6</sup>

Hari Libur Resmi diambil pada (tgl)	Nama dari Hari Libur Resmi nya (Harap Sebutkan)	Tanda Tangan PLRTA

### (III) Cuti Tahunan Yg Dibayar <sup>Catatan 7</sup>

Masa waktu dimana cuti tahunan diambil (tgl)		Td Tangan PLRTA
Dari	Sampai	



#### (IV) Lainnya (misalnya cuti sakit yg dibayar, dll.)

Cuti diambil pada (tgl)	Jenis Cuti (Harap sebutkan)	Td Tangan PLRTA

Catatan 5: PLRTA berhak mendapatkan sekurang-kurangnya 1 hari libur mingguan untuk setiap masa waktu 7 hari. Harap merujuk ke buklet "Pedoman Praktis Untuk Pramuwisma Asing - Apa Yang Harus Diketahui Para Penata Laksana Rumah Tangga Asing Dan Majikan Mereka" untuk detilnya.

Catatan 6: PLRTA, tidak peduli telah berapa lama dia bekerja, berhak untuk mendapatkan 12 hari libur resmi setiap tahun nya, yaitu:

- Tanggal satu Januari
- Festival Ching Ming
- Hari setelah Festival Pertengahan Musim Gugur China
- Hari Tahun Baru Imlek
- Hari Buruh (1 Mei)
- Festival Chung Yeung
- Hari Kedua Tahun Baru Imlek
- Festival Tuen Ng
- Hari Nasional (1 Oktober)
- Hari Ketiga Tahun Baru Imlek
- Hari Pendirian Hong Kong SAR (1 Juli)
- Festival Titik Balik Matahari Musim Dingin atau Hari Natal (menjadi pilihan pemberi kerja)

Harap merujuk ke buku "Pedoman Praktis Untuk Pramuwisma Asing - Apa Yang Harus Diketahui Para Penata Laksana Rumah Tangga Asing Dan Majikan Mereka" untuk detilnya.

Catatan 7: PLRTA berhak mendapatkan cuti tahunan berbayar untuk tiap masa 12 bulan setelah dia bekerja untuk majikan yg sama. Dan cuti tahunan berbayar yg berhak didap-kan PLRTA akan bertambah panjangnya dari 7 hari sampai ke maksimum 14 hari seiring dengan panjangnya masa kerjanya. Harap merujuk ke "Pedoman Praktis Untuk Pramuwisma Asing - Apa Yang Harus Diketahui Para Penata Laksana Rumah Tangga Asing Dan Majikan Mereka" untuk detil lainnya.

Catatan 8: Ini adalah contoh dokumen untuk rujukan saja. Pihak-pihak yg merujuk ke contoh ini harus memastikan bahwa isi nya cocok untuk dipakai mereka sebelum mereka menggunakannya. Mereka juga diingatkan untuk mencari advis professional yg independen bila dirasa perlu.



# Hindi version

## विदेशी घरेलू सहायक के लिए वेतन रसीद का नमूना

मैं, \_\_\_\_\_, HKID / पासपोर्ट नंबर \_\_\_\_\_, निम्न आइटम का भुगतान अपने नियोक्ता \_\_\_\_\_ (तारीख) को \_\_\_\_\_ \* नकद में / चेक / बैंक स्वचालित भुगतान द्वारा प्राप्त होने को स्वीकार करता हूँ।

1. वेतन ( \_\_\_\_\_ तक) \$ \_\_\_\_\_

2. खाने का भत्ता ( \_\_\_\_\_ तक) \$ \_\_\_\_\_  
(अगर कोई भोजन प्रदान नहीं किया गया)

द्वारा प्राप्त (हस्ताक्षर): \_\_\_\_\_  
(नाम): ( \_\_\_\_\_ )

गवाह द्वारा (यदि कोई)(हस्ताक्षर): \_\_\_\_\_  
(नाम): ( \_\_\_\_\_ )

नोट 1: मानक रोजगार अनुबंध (एसई ी) पर हस्ताक्षर किए जाने पर विदेशी घरेलू सहायक की मजदूरी मौजूदा न्यूनतम स्वीकार्य वेतन (एमएडब्ल्यू) \_\_\_\_\_ कम नहीं होनी चाहिए।

नोट 2: महीने में विदेशी घरेलू सहायक द्वारा ली जाने वाली छुट्टी के लिए अगले पृष्ठ पर छुट्टी के रिकार्ड को भरें।

नोट 3: कृपया नियोक्ताओं और एफडीएच के अधिकारों और दायित्वों के लिए "विदेशी घरेलू सहायक के रोजगार के लिए व्यावहारिक निर्देश - विदेशी घरेलू सहायताकर्ता और उनके नियोक्ता को क्या पता होना चाहिए" ("Practical Guide for Employment of FDHs—What FDHs and their Employers Should Know") का \_\_\_\_\_ दर्भ लें।

नोट 4: यह \_\_\_\_\_ दर्भ के लिए केवल एक नमूना दस्तावेज़ है इस नमूने का जिक्र करते हुए दलों को यह \_\_\_\_\_ निश्चित करना चाहिए कि स्वीकृति \_\_\_\_\_ पहले इसकी सामग्री उनके उपयोग के लिए उपयुक्त हो। जहां उपयुक्त हो उन्हें स्वतंत्र व्यावसायिक सलाह लेने की भी याद दिलाती है।





**विदेशी घरेलू सहायक का छुट्टी का रिकार्ड**  
(महीना) \_\_\_\_\_ (वर्ष) \_\_\_\_\_  
**विदेशी घरेलू सहायक का नाम:** \_\_\_\_\_

**(I) विश्राम दिन** नोट 5

विश्राम दिन (तिथि)	विदेशी घरेलू सहायक के हस्ताक्षर

**(II) वैधानिक छुट्टी** नोट 6

वैधानिक छुट्टी (तिथि)	वैधानिक छुट्टी का नाम (कृपया बताएं)	विदेशी घरेलू सहायक के हस्ताक्षर

**(III) वैतनिक वार्षिक छुट्टी** नोट 7

वार्षिक छुट्टी की अवधि (तिथियां)	तक	विदेशी घरेलू सहायक के हस्ताक्षर

**(IV) अन्य (जैसे वैतनिक बीमारी की छुट्टी, आदि)**

ली गई छुट्टी (तिथि)	छुट्टी का स्वरूप (कृपया बताएं)	विदेशी घरेलू सहायक के हस्ताक्षर

नोट 5: एक विदेशी घरेलू सहायक 7 दिनों की प्रत्येक अवधि में कम से कम 1 विश्राम दिन के लिए हकदार है। विश्राम दिनों के लिए कृपया "विदेशी घरेलू सहायक के रोजगार के लिए प्रैक्टिकल गाइड - विदेशी घरेलू सहायताकर्ता और उनके नियोक्ता को क्या पता होना चाहिए" देखें।

नोट 6: एक विदेशी घरेलू सहायक, उसकी सेवा की लंबाई के बावजूद, हर वर्ष 12 वैधानिक छुट्टियों के हकदार है, अर्थात्:

- |  |  |   |
|--|--|---|
| <ul style="list-style-type: none"> <li>● जनवरी का पहला दिन (1 जनवरी)</li> <li>● चंद्र नववर्ष दिवस</li> <li>● चंद्र नव वर्ष का दूसरा दिन</li> <li>● चंद्र नव वर्ष का तीसरा दिन</li> </ul> | <ul style="list-style-type: none"> <li>● चिंग मिंग उत्सव</li> <li>● श्रम दिवस (1 मई)</li> <li>● तून एनजी उत्सव</li> <li>● हांगकांग विशेष प्रशासनिक क्षेत्र स्थापना दिवस (1 जुलाई)</li> </ul> | <ul style="list-style-type: none"> <li>● चीनी मिड-शरद ऋतु महोत्सव के बाद का दिन</li> <li>● चंग येग उत्सव</li> <li>● राष्ट्रीय दिवस (1 अक्टूबर)</li> <li>● चीनी शीतकालीन क्रान्ति मारोह या क्रिसमस दिवस (नियोक्ता के विकल्प पर)</li> </ul> |
|--|--|---|

विवरण के लिए कृपया "विदेशी घरेलू सहायक के रोजगार के लिए प्रैक्टिकल गाइड - विदेशी घरेलू सहायताकर्ता और उनके नियोक्ता को क्या पता होना चाहिए" देखें।

नोट 7: प्रत्येक 12 महीनों के लिए एक ही नियोक्ता द्वारा नियोजित होने के बाद विदेशी घरेलू सहायक वार्षिक छुट्टी और वैतनिक के लिए हकदार है। एक विदेशी घरेलू सहायक का वार्षिक छुट्टी शैल्ड का भूगतान क्रमिक रूप से 7 दिनों से अधिकतम 14 दिनों तक अपनी सेवा की लंबाई के अनुसार बढ़ेगा। विवरण के लिए कृपया "विदेशी घरेलू सहायक के रोजगार के लिए प्रैक्टिकल गाइड - विदेशी घरेलू सहायताकर्ता और उनके नियोक्ता को क्या पता होना चाहिए" देखें।

नोट 8: यह धर्म के लिए केवल एक नमूना दस्तावेज़ है। इस नमूने का जिक्र करते हुए दोनों को यह निश्चित करना चाहिए कि स्वीकृति पहले इसकी सामग्री उनके उपयोग के लिए उपयुक्त हो। जहाँ उपयुक्त हो उन्हें स्वतंत्र व्यावसायिक सलाह लेने की भी याद दिलाती है।



## ตัวอย่างใบเสร็จรับเงินค่าจ้างของผู้ช่วยแม่บ้านต่างชาติ

ข้าพเจ้า \_\_\_\_\_ บัตรประชาชนฮ่องกง/หนังสือเดินทางเลขที่ \_\_\_\_\_ ขอยืนยันว่าได้รับการจ่ายเงินตามรายการดังกล่าวต่อไปนี้จากนายจ้างของข้าพเจ้า \_\_\_\_\_ เมื่อ (วันที่) \_\_\_\_\_ \* เป็นเงินสด/เป็นเช็ค/โดยโอนเข้าบัญชีธนาคาร โดยตรง เป็นที่เรียบร้อยแล้ว

1. ค่าจ้าง (จาก \_\_\_\_\_ ถึง \_\_\_\_\_) \$ \_\_\_\_\_

2. ค่าอาหาร (จาก \_\_\_\_\_ ถึง \_\_\_\_\_) \$ \_\_\_\_\_

(หากไม่มีอาหารจัดหาให้)

ได้รับแล้วโดย (ลายเซ็นชื่อ): \_\_\_\_\_  
(ชื่อ) : ( \_\_\_\_\_ )

พยานโดย (ถ้ามี) (ลายเซ็นชื่อ): \_\_\_\_\_  
(ชื่อ) : ( \_\_\_\_\_ )

หมายเหตุ 1: ค่าจ้างของผู้ช่วยแม่บ้านต่างชาติ ไม่ควรจะน้อยกว่าค่าจ้างขั้นต่ำ (MAW) เมื่อสัญญาจ้างมาตรฐาน (SEC) ได้ได้ถูกเซ็นชื่อแล้ว

หมายเหตุ 2: โปรดกรอกวันลาพักในบันทึกด้านหลังสำหรับวันลาพักซึ่งได้ลาพักแล้วในเดือนนั้นๆ โดยผู้ช่วยแม่บ้าน

หมายเหตุ 3: โปรดอ้างอิงถึง "คู่มือแนะนำเกี่ยวกับการจ้างผู้ช่วยแม่บ้านต่างชาติ - สิ่งที่คุณช่วยแม่บ้านต่างชาติและนายจ้างควรทราบ" (Practical Guide for Employment of FDHs – What FDHs and their Employers Should Know) เพื่อเรียนรู้เรื่องสิทธิและหน้าที่ที่ต้องปฏิบัติของนายจ้างและผู้ช่วยแม่บ้านต่างชาติ

หมายเหตุ 4: นี่คือนิยามเอกสารสำหรับการอ้างอิงเท่านั้น บุคคลที่จะเลือกใช้ตัวอย่างนี้ควรพิจารณาข้อความดังกล่าวว่าเหมาะสมหรือไม่หรือควรปรึกษาขอความคิดเห็นจากผู้เชี่ยวชาญก่อน

\* โปรดขีดฆ่าตามเหมาะสม



## บันทึกวันลาพักของ ผู้ช่วยแม่บ้านต่างชาติ

\_\_\_\_\_ (เดือน) \_\_\_\_\_ (ปี)

ชื่อของ ผู้ช่วยแม่บ้านต่างชาติ : \_\_\_\_\_

### (I) วันหยุดประจำสัปดาห์ หมายเหตุ 5

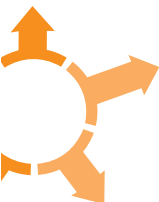
วันหยุดประจำสัปดาห์ที่ได้หยุดแล้ว (วันที่)	ลายเซ็นชื่อของ ผู้ช่วยแม่บ้านต่างชาติ

### (II) วันหยุดตามประเพณี หมายเหตุ 6

วันหยุดตามประเพณีที่ได้หยุดแล้ว (วันที่)	ชื่อของวันหยุดตามประเพณี (โพรตราบ)	ลายเซ็นชื่อของ ผู้ช่วยแม่บ้านต่างชาติ

### (III) วันหยุดประจำปีที่ถูกจ้าง ได้รับเงินเดือนตามปกติ หมายเหตุ 7

วันหยุดประจำปีที่ได้หยุดแล้ว (วันที่)		ลายเซ็นชื่อของ ผู้ช่วยแม่บ้าน
จาก	ถึง	



(IV) อื่นๆ (อย่างเช่น วันลาป่วย เป็นต้น)

วันลาพักที่ได้หยุด (วันที่)	ประเภทของวันลาพัก (โปรดระบุ)	ลายเซ็นชื่อของผู้ช่วยแม่บ้านต่างชาติ

หมายเหตุ 5 : ผู้ช่วยแม่บ้านต่างชาติมีสิทธิที่จะได้วันหยุดประจำสัปดาห์ไม่น้อยกว่า 1 วัน ในช่วงเวลา 7 วัน  
 โปรดอ้างอิงถึงหนังสือ "คู่มือแนะนำเกี่ยวกับการจ้างผู้ช่วยแม่บ้านต่างชาติ -  
 สิ่งที่คุณช่วยแม่บ้านต่างชาติและนายจ้างควรทราบ" (Practical Guide for Employment of Foreign Domestic Helpers  
 - What Foreign Domestic Helpers and Their Employers Should Know) เพื่อเรียนรู้รายละเอียดเพิ่มเติม

หมายเหตุ 6 : ผู้ช่วยแม่บ้านต่างชาติไม่ว่าจะได้อำนาจการทำงานเป็นเวลานานเท่าไรก็ตาม  
 มีสิทธิที่จะได้รับวันหยุดตามประเพณีเป็นจำนวน 12 วันต่อปีดังนี้ :

- วันแรกของเดือนมกราคม (1 มกราคม)
- วันตรุษจีน
- วันที่สองของวันตรุษจีน
- วันที่สามของวันตรุษจีน
- วันเทศกาลเซ็งเม้ง
- วันแรงงาน (1 พฤษภาคม)
- วันเทศกาลแห่เรือมังกร
- วันสถาปนาฮ่องกงเขตปกครองพิเศษ (1 กรกฎาคม)
- วันถัดจากวันไหว้พระจันทร์
- วันเทศกาลลงหยี่ง
- วันชาติจีน (1 ตุลาคม)
- วันเทศกาลฤดูหนาวหรือวันคริสมาสต์ (แล้วแต่นายจ้างจะเลือก)

โปรดอ้างอิงถึงหนังสือ "คู่มือแนะนำเกี่ยวกับการจ้างผู้ช่วยแม่บ้านต่างชาติ -  
 สิ่งที่คุณช่วยแม่บ้านต่างชาติและนายจ้างควรทราบ" (Practical Guide for Employment of Foreign Domestic Helpers  
 - What Foreign Domestic Helpers and Their Employers Should Know) เพื่อเรียนรู้รายละเอียดเพิ่มเติม

หมายเหตุ 7 : ผู้ช่วยแม่บ้านต่างชาติ มีสิทธิที่จะมีวันหยุดประจำปีที่ได้รับค่าจ้างตามปกติ  
 หลังจากที่ได้ทำงานกับนายจ้างคนเดียวกันเป็นเวลาต่อเนื่องกันทุก 12 เดือน ผู้ช่วยแม่บ้านต่างชาติ  
 จะมีสิทธิที่จะได้รับวันหยุดประจำปีที่ได้รับค่าจ้างปกติ เพิ่มขึ้นเรื่อยๆจาก 7 วัน ไปจนถึงสูงสุด 14 วัน  
 ทั้งนี้ขึ้นอยู่กับจำนวนปีของการทำงาน โปรดอ้างอิงถึง "คู่มือแนะนำเกี่ยวกับการจ้างผู้ช่วยแม่บ้านต่างชาติ -  
 สิ่งที่คุณช่วยแม่บ้านต่างชาติและนายจ้างควรทราบ" (Practical Guide for Employment of Foreign Domestic Helpers  
 - What Foreign Domestic Helpers and Their Employers Should Know) เพื่อเรียนรู้รายละเอียดเพิ่มเติม

หมายเหตุ 8 : นี่คือตัวอย่างเอกสารสำหรับใช้อ้างอิงเท่านั้น  
 บุคคลที่จะเลือกใช้ตัวอย่างนี้ควรจะพิจารณาข้อความดังกล่าวว่าเหมาะสมหรือไม่หรือควรปรึกษาขอความคิดเห็น  
 จากผู้เชี่ยวชาญก่อน



# Sinhala version

## විදේශීය ගෘහ සේවක වැටුප් සඳහා ආදර්ශ රිසිට්පත

\_\_\_\_\_ වන හොං කොං හැඳුනුම්පත්/ විදේශ ගමන් බලපත්  
 අංකය \_\_\_\_\_ දරණ මම, මාගේ සේවා යෝජකයාගෙන් පහත සඳහන් දෑ  
 \_\_\_\_\_ වන දින \*මුදල්/වෙක්පත්/  
 බැංකුවට කල ගෙවීමක් වශයෙන් ගෙවීම් කුචිතාන්සිය මම පිළිගනිමි..

1. වැටුප් ( \_\_\_\_\_ සිට \_\_\_\_\_ දක්වා) \$ \_\_\_\_\_
2. ආහාර දීමනාව ( \_\_\_\_\_ සිට \_\_\_\_\_ දක්වා) \$ \_\_\_\_\_  
 (ආහාර සපයන්නේ නොමැති නම්)

ලැබුණා (අත්සන): \_\_\_\_\_  
 (නම): ( \_\_\_\_\_ )

සාක්ෂිකරු (සිටී නම්)(අත්සන) : \_\_\_\_\_  
 (නම): ( \_\_\_\_\_ )

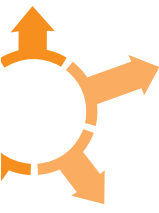
සටහන 1: සම්මත රැකියා ගිවිසුම (SEC) අත්සන් කරන විට විදේශීය ගෘහ සේවකාවකගේ වැටුප, දැනට පවතින අවම වැටුපකට (MAW) වඩා අඩු නොවිය යුතුය.

සටහන 2: කරුණාකර අදාළ මාසයේ දී විදේශීය ගෘහ සේවකාව විසින් ගන්නා ලද නිවාඩු සඳහා ඊළඟ පිටුවෙහි ඇති නිවාඩු වාර්තාව පුරවන්න.

සටහන 3: විදේශීය ගෘහ සේවකයින් සහ ඔවුන්ගේ සේවා යෝජකයින්ට අදාළ වන අයිතිවාසිකම් හා වගකීම් සඳහා "විදේශීය ගෘහ සේවක රැකියා නියුක්තිය පිළිබඳ ප්‍රායෝගික මහ පෙත්වීම - විදේශීය ගෘහ සේවකයින් සහ ඔවුන්ගේ සේවා යෝජකයින් දැන ගත යුතු දෑ" ("Practical Guide for Employment of FDHs – What FDHs and their Employers Should Know") අත්පොත කරුණාකර බලන්න.

සටහන 4: මෙය නිර්දේශනය කිරීම සඳහා ආදර්ශ ලේඛනයක් පමණි. මෙම ආදර්ශය භාවිතයට ගන්නා පාර්ශවයන් භාවිතයට පෙර එහි අන්තර්ගතය ඔවුන්ගේ භාවිතයට සුදුසු දැයි තහවුරු කර ගත යුතුය. සුදුසු අවස්ථාවලදී ස්වාධීන වෘත්තීය උපදෙස් ලබා ගැනීමටද ඔවුන්ට මතක් කර ඇත.

\* කරුණාකර අනවශ්‍ය කොටස් කපා හරින්න.



විදේශීය ගෘහ සේවක නිවාඩු වාර්තාව

\_\_\_\_\_ (මාසය) \_\_\_\_\_ (වර්ෂය)

දේශීය ගෘහ සේවකයාගේ නම: \_\_\_\_\_

**(I) විවේක දිනය (දිනයන්) සටහන <sup>5</sup>**

විවේක නිවාඩු ලබා ගත් (දිනය)	විදේශීය ගෘහ සේවකයාගේ අත්සන

**(II) රජයේ නිවාඩු දිනයන් සටහන <sup>6</sup>**

රජයේ නිවාඩු ලබාගත් (දිනය)	රජයේ නිවාඩු දිනයේ නම (කරුණාකර පැහැදිලි කරන්න)	විදේශීය ගෘහ සේවකයාගේ අත්සන

**(III) වැටුප් සහිත වාර්ෂික නිවාඩු සටහන <sup>7</sup>**

වාර්ෂික නිවාඩු ලබාගත් කාලය (දින)		විදේශීය ගෘහ සේවකයාගේ අත්සන
සිට	දක්වා	

**(IV) වෙනත් (උදා: වැටුප් සහිත අසනීප නිවාඩු වැනි)**

නිවාඩු ලබාගත් (දිනය)	නිවාඩුවේ ස්වභාවය (කරුණාකර පැහැදිලි කරන්න)	විදේශීය ගෘහ සේවකයාගේ අත්සන

සටහන 5: විදේශීය ගෘහ සේවකයෙකුට සෑම දින 7 ක කාලයක් තුළ අවම වශයෙන් එක් නිවාඩු දිනයකට නොඅඩු ප්‍රමාණයක් හිමිවේ. වැඩි විස්තර සඳහා "විදේශීය ගෘහ සේවක රැකියා නියුක්තිය පිළිබඳ ප්‍රායෝගික මහ පෙන්නීම - විදේශීය ගෘහ සේවකයින් සහ ඔවුන්ගේ සේවා යෝජකයින් දැන ගත යුතු දෑ" අත්පොත කරුණාකර බලන්න.

සටහන 6: විදේශීය ගෘහ සේවකයෙකුටම, ඔහුගේ / ඇයගේ සේවා කාලය නොසලකා සෑම වසරකම ව්‍යවස්ථාපිත නිවාඩු දින 12 කට හිමිකම් ලබයි, එනම්:

- ජනවාරි මස පළමු දිනය (ජනවාරි 1)
- වින්ග් මින් (Ching Ming) උත්සවය
- වින මධ්‍යම-සරත් සෘතුවේ උළෙලෙන් පසු දිනය
- නව වන්ද වර්ෂ අවුරුදු දිනය
- කම්කරු දිනය (මැයි පළමු දින)
- චුන්ග් යුන්ග් (Chung Yeung) උත්සවය
- නව වන්ද වර්ෂ අවුරුදු දෙවන දිනය
- තුන් න්ග් (Tuen Ng) උත්සවය
- ජාතික දිනය (ඔක්තෝබර් පළමු දිනය)
- නව වන්ද වර්ෂ අවුරුදු තෙවන දිනය
- හොංකොං විශේෂ පරිපාලන ප්‍රදේශයේ ස්ථාපිත දිනය (ජූලි පළමු දින)
- වින ශීත සෘතු සොල්ස්ටෝක් උත්සවය හෝ නන්තල් දිනය (සේව්‍යෝජකයාගේ මනාපය මත)

වැඩි විස්තර සඳහා "විදේශීය ගෘහ සේවක රැකියා නියුක්තිය පිළිබඳ ප්‍රායෝගික මහ පෙන්නීම - විදේශීය ගෘහ සේවකයින් සහ ඔවුන්ගේ සේවා යෝජකයින් දැන ගත යුතු දෑ" අත්පොත කරුණාකර බලන්න.

සටහන 7: විදේශීය ගෘහ සේවකයෙක් සෑම මාස 12 කටම වරක් එම සේවා යෝජකයා විසින් සේවයේ යෙදවූ පසු වාර්ෂික නිවාඩු සඳහා හිමිකම් කියනු ලැබේ. විදේශීය ගෘහ සේවකයන්ගේ වාර්ෂික නිවාඩු සඳහා හිමිකම් හිමිවන ඔහුගේ/ඇයගේ සේවා කාලය මත පදනම්ව දින 7ක සිට උපරිම දින 14 ක් දක්වා වැඩි නු ඇත. වැඩි විස්තර සඳහා "විදේශීය ගෘහ සේවක රැකියා නියුක්තිය පිළිබඳ ප්‍රායෝගික මහ පෙන්නීම - විදේශීය ගෘහ සේවකයින් සහ ඔවුන්ගේ සේවා යෝජකයින් දැන ගත යුතු දෑ" අත්පොත කරුණාකර බලන්න.

සටහන 8: මෙය නිර්දේශනය කිරීම සඳහා ආදර්ශ ලේඛනයක් පමණි. මෙම ආදර්ශ භාවිතයට ගන්නා පාර්ශවයන් එය භාවිතයට පෙර එහි අන්තර්ගතය ඔවුන්ගේ භාවිතයට සුදුසු දැයි තහවුරු කර ගත යුතුය. සුදුසු අවස්ථාවලදී ස්වාධීන වෘත්තීය උපදෙස් ලබා ගැනීමටද ඔවුන්ට මතක් කර ඇත.



# Myanmar language version

## FDHများအတွက်လုပ်အားခ လက်ခံပြေစာနမူနာ

ကျွန်ုပ်၊ \_\_\_\_\_၊ ကောင်ကောင်မှတ်ပုံတင်/ နိုင်ငံကူးလက်မှတ်အမှတ် \_\_\_\_\_၊ ကျွန်ုပ်၏အလုပ်ရှင် \_\_\_\_\_ မှ ဖော်ပြပါအကြောင်းအရာများအတွက် ငွေပေးချေသည်ကို လက်ခံရရှိကြောင်း ဝန်ခံပါသည်။ \_\_\_\_\_ နေ့တွင်(ရက်စွဲ) \* ငွေသား / ချက်လက်မှတ်ဖြင့် / ဘဏ်မှ အလိုလျောက်ငွေပေးချေမှုဖြင့်။

၁. လုပ်အားခများ (မှ \_\_\_\_\_ အထိ \_\_\_\_\_) \$ \_\_\_\_\_

၂. အစားအသောက် ထောက်ပံ့ကြေး (မှ \_\_\_\_\_ အထိ \_\_\_\_\_) \$ \_\_\_\_\_

(အစားအသောက် စီစဉ်ပေးလျှင်)

လက်ခံရရှိသူ (လက်မှတ်): \_\_\_\_\_  
(အမည်): ( \_\_\_\_\_ )

အသိသက်သေ (ရှိလျှင်)( လက်မှတ်): \_\_\_\_\_  
(အမည်): ( \_\_\_\_\_ )

မှတ်ချက် ၁: စံပြုအလုပ်အကိုင်စာချုပ်(SEC)ကို လက်မှတ်ရေးထိုးသောအခါ FDH တစ်ယောက်၏လုပ်ခလစာသည် လက်ရှိ ဖြစ်ပေါ်နေသော အနိမ့်ဆုံးလုပ်ခလစာ(MAW)ထက် မလျော့နည်းသင့်ပါ။

မှတ်ချက် ၂: သက်ဆိုင်ရာလတွင် FDH မှ ခွင့်ရယူရန် နောက်စာမျက်နှာတွင်ရှိသော ခွင့်မှတ်တမ်းတွင် ကျေးဇူးပြု၍ ဖြည့်ပါ။

မှတ်ချက် ၃: အလုပ်ရှင်များ နှင့် FDHများ၏ ရပိုင်ခွင့်များနှင့် တာဝန်ဝတ္တရားအတွက် " FDHs ၏အလုပ်အကိုင်အတွက် လက်တွေ့လမ်းညွှန်-FDHs နှင့် အလုပ်ရှင်များသိထားသင့်သည်များ" ကို ကျေးဇူးပြု၍ ကိုးကားပါ။

မှတ်ချက် ၄: ဤဟာသည် ကိုးကားရန်အတွက် နမူနာ စာရွက်စာတမ်း ဖြစ်သည်။ သက်ဆိုင်သူများသည် ဤနမူနာကို ကိုးကားရာတွင် ရွေးချယ်ခြင်းမပြုမီ ၎င်း၏အကြောင်းအရာများသည် သူတို့အသုံးပြုရန် သင့်လျော်ကြောင်း သေချာအောင် ပြုလုပ်ရမည်။ သင့်လျော်ရာ လွတ်လပ်ကျွမ်းကျင်သောအကြံကောင်းများ ရှာဖွေရန်လည်း သူတို့ကို အသိပေးသည်။

\* မဆီလျော်သောအရာကို ပယ်ဖျက်ပါ။





## FDH ၏ ခွင့်မှတ်တမ်း

\_\_\_\_\_ (လ) \_\_\_\_\_ (နှစ်)

FDH ၏ အမည်: \_\_\_\_\_

**(I) ခွင့်ရက်(များ) မှတ်ချက် ၅**

နားရက်ရယူသော နေ့ (ရက်စွဲ)	FDH ၏ လက်မှတ်

**(II) ဖြန့်တမ်းဝင်အားလပ်ရက်များ (များ) မှတ်ချက် ၆**

ဖြန့်တမ်းဝင်အားလပ်ရက်ရယူသောနေ့ (ရက်စွဲ)	ဖြန့်တမ်းဝင်အားလပ်ရက်များအမည် (ကျေးဇူးပြု၍ ခွဲခြားဖော်ပြပါ)	FDH ၏ လက်မှတ်

**(III) လစာပေး နှစ်ပတ်လည်ခွင့် မှတ်ချက် ၇**

နှစ်ပတ်လည်ခွင့်ရယူသောကာလ (ရက်စွဲများ)		FDH ၏ လက်မှတ်
မူ	အထိ	

**(IV) အခြား (ဥပမာ လစာပေးနာမကျန်းခွင့်၊ စသည်)**

ခွင့်ရယူသည့်နေ့ (ရက်စွဲ)	ခွင့်အမျိုးအစား (ကျေးဇူးပြု၍ ခွဲခြားဖော်ပြပါ)	FDH ၏ လက်မှတ်

မှတ်ချက် ၅: FDHအစီအစဉ်သည် ဤ ခွင့်တာဝန်လုပ်ငန်းတွင် ၁ ရက်ထက်မနည်းသော နားရက်ရယူခွင့်ရှိသည်။ အသေးစိတ်အတွက် 'FDHs ၏အလုပ်အကိုင်အတွက် လက်တွေ့လမ်းညွှန် -FDHs နှင့် အလုပ်ရင် များသိထားသင့်သည်များ' စာစောင်ကို ကျေးဇူးပြု၍ ကိုးကားပါ။



မှတ်ချက် ၆: FDH တစ်ယောက်သည် သူ/သူမ ဝန်ဆောင်မှု ကြိုမြင်ကာလနှင့် မသက်ဆိုင်ဘဲ၊ နှစ်စဉ် ဖြစ်တမ်းစင် အားလပ်ရက် ၁၂ ရက် ခံစားခွင့်ရှိသည်။ အမည်အားဖြင့်-

- နန်းငါရီလအိပ်ဆောင် (၁ နန်းငါရီ)
- နန်းသစ်ကုန်း
- နန်းသစ်ကုန်း ခုတ်ယူရေး
- နန်းသစ်ကုန်း တက်ယူရေး
- Change Money ပုံတော်ဝန်
- အလုပ်ယူရေး / အလုပ် ၁ ရက်
- Taxi No မှတ်တမ်း
- အောင်တောင်အထူး အုပ်ချုပ်ရေးဆိုင်ရာအဖွဲ့ကြို ဘဏ္ဍာရေးဦးစီးဌာန ၂ နေရာ၊ ၁ ရက်
- တရုတ် အောက်ရက်သံပြုထောက်ပြု ရောက် တစ်နေ့
- Change Money ပုံတော်ဝန်
- အဖွဲ့အစည်း ထောက်ပံ့တာ ၁ ရက်
- တရုတ် အောင်ရက်သံပြုထောက်အဖွဲ့ သို့မဟုတ် အဖွဲ့ဝင်တစ်ဦး အလုပ်ရပ်စဲ ချေးချယ်မှု ဝင်ရောက် မှတ်တမ်း

အသေးစိတ်အတွက် "FDHs ၏အလုပ်အကိုင်အတွက် လက်တွေ့လမ်းညွှန်-FDIIs နှင့် အလုပ်ချုပ် မှားသိထားသည့်များ" စာစောင်ကို ကျေးဇူးပြု၍ ကိုးကားပါ။

မှတ်ချက် ၇: FDH တစ်ယောက်သည် တူညီသောအလုပ်ခွင်ဆည်းခံ ဝန်ထောက်ပို့ခံပြီးလျှင် ၁၂ လတာ ကာလတိုင်တွင် လစာဖြင့်နှစ်လက်လည်နှင့် ခံစားခွင့်ရှိသည်။ FDH တစ်ယောက်၏ လစာဖြင့်နှစ်လက်လည်နှင့် ခံစားခွင့်ရှိသည် သို့မဟုတ်ဝန်ဆောင်မှုကာလကြိုမြင်ချိန်ကိုလိုက်၍ ၇ ရက်မှ အများဆုံး ၁၄ ရက် သို့ တခြည်းခြည်းတိုးမြှင့်လာလိမ့်မည်။ အသေးစိတ်အတွက် "FDHs ၏အလုပ်အကိုင်အတွက် လက်တွေ့လမ်းညွှန်-FDIIs နှင့် အလုပ်ချုပ် မှားသိထားသည့်များ" စာစောင်ကို ကျေးဇူးပြု၍ ကိုးကားပါ။

မှတ်ချက် ၈: ဤဝက်သည် ကိုးကားရန်အတွက် နမူနာ စာရွက်စာတမ်း ဖြစ်သည်။ ယက်ဆိုင်သူများသည် ဤနမူနာကို ကိုးကားရာတွင် ရှေးဦးစွာ မြစ် သင်း၏အကြောင်းအရာများသည် သူတို့အသုံးပြုရန် သင့်လျော်ကြောင်း၊ သေချာအောင် ဖြိုလုပ်ရမည်။ သင့်လျော်ရာ လွတ်လပ်ကျွမ်းကျင်သောကြေတောင်များ ရှာဖွေရန်လည်း သူတို့ကို အသိပေးသည်။

## គំរូនៃវិក័យបត្រប្រាក់ឈ្នួលផ្តល់ឱ្យអ្នកជំនួយការងារផ្ទះដែលបានមកពីបរទេស

ខ្ញុំឈ្មោះ: \_\_\_\_\_ កាន់អត្តសញ្ញាណប័ណ្ណហុងកុងលេខ / លិខិតឆ្លងដែនលេខ  
 \_\_\_\_\_ សូមទទួលស្គាល់ចំពោះការទទួលបានប្រាក់សម្រាប់ចំណុចមួយចំនួនដូចខាងក្រោម  
 ពិនិយោជករបស់ខ្ញុំឈ្មោះ: \_\_\_\_\_ នៅ (កាលបរិច្ឆេទ) \_\_\_\_\_  
 \*បើកជាប្រាក់សុទ្ធ / តាមរយៈមូលប្បទានបត្រ (សែក) / តាមរយៈការទូទាត់ប្រាក់ដោយស្វ័យប្រវត្តិតាមធនាគារ ។

១. ប្រាក់ឈ្នួល (ចាប់ពី \_\_\_\_\_ រហូតដល់ \_\_\_\_\_) \$ \_\_\_\_\_

២. ប្រាក់ឧបត្ថម្ភសម្រាប់ការហូបចុក (ចាប់ពី \_\_\_\_\_ រហូតដល់ \_\_\_\_\_) \$ \_\_\_\_\_

(ប្រសិនបើមានការផ្តល់ជូននូវមូលហេតុសម្រាប់នោះទេ)

បានទទួលដោយ (ហត្ថលេខា) : \_\_\_\_\_  
 (ឈ្មោះ) : ( \_\_\_\_\_ )

សាក្សី (ប្រសិនបើមាន)(ហត្ថលេខា) : \_\_\_\_\_  
 (ឈ្មោះ) : ( \_\_\_\_\_ )

សម្គាល់ទី ១ ៖ ប្រាក់ឈ្នួលរបស់អ្នកជំនួយការងារផ្ទះមកពីបរទេស (FDH) មិនត្រូវតិចជាងប្រាក់ឈ្នួលអប្បបរមាដែលបានកំណត់ (MAW) នៅពេលដែលមានការចុះហត្ថលេខាកិច្ចសន្យាការងារស្តង់ដារ (SEC) ។  
 សម្គាល់ទី ២ ៖ សូមបំពេញកំណត់ត្រាអំពីច្បាប់ឈប់សម្រាកនៅទំព័រឧបសម្រាប់ច្បាប់ឈប់ដែល FDH បានសុំនៅក្នុងខែនីមួយៗ ។  
 សម្គាល់ទី ៣ ៖ សូមអរមើល “សៀវភៅណែនាំដោយមានការអនុវត្តជាក់ស្តែងសម្រាប់ការងាររបស់អ្នកជំនួយការងារផ្ទះដែលបានជ្រើសរើសពីបរទេស - អ្វីដែលអ្នកជំនួយការងារផ្ទះមកពីបរទេស និងនិយោជករបស់ពួកគេត្រូវយល់ដឹង” សម្រាប់ព័ត៌មានទាក់ទងសិទ្ធិ និងកាតព្វកិច្ចរបស់និយោជក និងអ្នកជំនួយការងារផ្ទះមកពីបរទេស ។  
 សម្គាល់ទី ៤ ៖ នេះគឺជាការរៀបចំសម្រាប់ជាឯកសារយោងតែប៉ុណ្ណោះ ។ ភាគីដែលពាក់ព័ន្ធនឹងគំរូឯកសារនេះ ត្រូវតែចាត់ថា ខ្លឹមសាររបស់ឯកសារនេះ គឺសម្របសម្រាប់ការប្រើប្រាស់មុនពេលចាប់ផ្តើមចូលជាធរមាន ។ ភាគីទាំងនោះក៏ត្រូវបានរំលឹកឱ្យស្នើសុំដំបូន្មានពីអ្នកជំនាញឯករាជ្យ នៅពេលដែលសម្របផងដែរ ។  
 \* សូមលុបចោលចំណុចដែលមិនសមស្រប



**កំណត់ត្រាច្បាប់ឈប់សម្រាករបស់អ្នកជំនួយការងារផ្ទះមកពីបរទេស**

ថ្ងៃ \_\_\_\_\_ ខែ \_\_\_\_\_ ឆ្នាំ \_\_\_\_\_

ឈ្មោះរបស់អ្នកជំនួយការងារផ្ទះមកពីបរទេស : \_\_\_\_\_

(I) ថ្ងៃឈប់សម្រាក (សម្គាល់ទី ៥)

ថ្ងៃឈប់សម្រាកដែលបានប្រើនៅថ្ងៃ (កាលបរិច្ឆេទ)	ហត្ថលេខា របស់អ្នកជំនួយការងារផ្ទះ មកពីបរទេស

(II) ថ្ងៃឈប់សម្រាកបុណ្យជាតិ (សម្គាល់ទី ៦)

ថ្ងៃឈប់សម្រាកបុណ្យជាតិដែលបានប្រើនៅថ្ងៃ (កាលបរិច្ឆេទ)	ឈ្មោះថ្ងៃឈប់សម្រាកបុណ្យជាតិ (សូមបញ្ជាក់)	ហត្ថលេខា របស់អ្នកជំនួយការងារផ្ទះ មកពីបរទេស

(III) ច្បាប់ឈប់សម្រាកប្រចាំឆ្នាំដោយមានប្រាក់ឈ្នួល (សម្គាល់ទី ៧)

រយៈពេលនៃការសុំច្បាប់ឈប់សម្រាកប្រចាំឆ្នាំដោយមានប្រាក់ឈ្នួល (កាលបរិច្ឆេទ)		ហត្ថលេខា របស់អ្នកជំនួយការងារផ្ទះ មកពីបរទេស
ចាប់ពីថ្ងៃ	រហូតដល់ថ្ងៃ	

(IV) ផ្សេងៗ (ឧទាហរណ៍ ច្បាប់ឈប់សម្រាកដោយមានប្រាក់ឈ្នួលដោយមិន)

ថ្ងៃឈប់សម្រាកដែលបានប្រើនៅថ្ងៃ (កាលបរិច្ឆេទ)	មូលហេតុការងារច្បាប់ (សូមបញ្ជាក់)	ហត្ថលេខា របស់អ្នកជំនួយការងារផ្ទះ មកពីបរទេស

សម្គាល់ទី ៥ ៖ អ្នកជំនួយការងារផ្ទះមកពីបរទេស មានសិទ្ធិទទួលបានថ្ងៃឈប់សម្រាកយ៉ាងតិច១ថ្ងៃនៅក្នុងរាល់១សប្តាហ៍ ។ សូមកម្រិត "របៀបនៅលើ ទាប៥" យោងការអនុវត្តច្បាប់ស្តីពីការងាររបស់អ្នកជំនួយការងារផ្ទះដែលបានប្រើសិទ្ធិពីលើស ។  
 អ្វីដែលអ្នកជំនួយការងារផ្ទះមកពីបរទេស គឺសិទ្ធិយោជករបស់ពួកគេត្រូវបានបញ្ជាក់សម្រាប់ព័ត៌មានលម្អិត ។







## Halimbawa ng Sulat ng Terminasyon ng Kontratang Pang-empleyo na FDH ang nagpasimula

Minamahal na \_\_\_\_\_ (pangalan ng pinaglilingkuran),

Ako si \_\_\_\_\_, ay nagnanais na putulin ang kontratang pang-empleyo sa inyo bilang kasambahay sa ilalim ng Kontrata ng Katulong sa Bahay Numero.

\_\_\_\_\_

(mangyaring lagyan ng "✓" ang naaangkop)

- Sa pagbibigay sa inyo ng \_\_\_\_\_ mga araw/(mga) buwan\* abiso.
- Sa pagbibigay sa inyo ng \_\_\_\_\_ mga araw/(mga) buwan\* sahod kapalit ng abiso.
- Walang abiso.
- Walang sahod kapalit ng abiso.

Ang huling araw ng pagtratrabaho ay sa \_\_\_\_\_ (petsa).

(Mga) dahilan ng terminasyon (kung mayroon man):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sumasainyo ng tapat,

\_\_\_\_\_  
( \_\_\_\_\_ ) (Lagda ng empleyado)  
( \_\_\_\_\_ ) (Pangalan ng empleyado)  
( \_\_\_\_\_ ) (Petsa)

Pinagtibay ang pagtanggap ng amo \_\_\_\_\_ (Lagda)  
( \_\_\_\_\_ ) (Pangalan)  
( \_\_\_\_\_ ) (Petsa)

Pananda 1: Pinatutungkulan ang Kabanata 8 ng "Praktikong Gabay Para sa Pagtratrabaho ng mga Kasambahay – Ano ang Kailangang malaman ng mga Dayuhang Kasambahay at nang Kanilang mga Amo" ("Practical Guide for Employment of FDHs – What FDHs and their Employers Should Know") para sa mga karapatan at obligasyon ng mga pinaglilingkuran at FDH na may kinalaman sa terminasyon ng kontratang pang-empleyo.

Pananda 2: Ito ay isang halimbawang dokumento lamang. Ang mga partido na tumutunghay dito sa halimbawa ito ay dapat na siguraduhing ang mga nilalaman nito ay angkop sa kanilang layunin bago gamitin. Sila rin ay pinaaalalahan na sumangguni sa isang propesyunal kung nararapat.

\* Maaring tanggalin kung hindi kinakailangan





# Indonesian version

## Contoh Surat Pemutusan Kontrak Kerja atas Inisiatif dari PRLTA

Yth       (nama majikan)      ,

Saya, \_\_\_\_\_, ingin memutuskan kontrak kerja saya sebagai penata laksana rumah tangga dengan anda di bawah Kontrak Penata Laksana Rumah Tangga No. \_\_\_\_\_,

(harap beri tanda "✓" di jawaban yg sesuai)

- dengan memberi anda pemberitahuan \_\_\_\_\_ hari/bulan\* di muka.
- dengan memberi anda gaji \_\_\_\_\_ hari/bulan\* sebagai pengganti pemberitahuan di muka.
- tanpa memberikan pemberitahuan di muka.
- tanpa memberikan gaji sebagai pengganti pemberitahuan di muka.

Hari terakhir kerjanya adalah       (tanggal)      .

Alasan untuk pemutusan kontrak (jika ada):

---

---

---

Hormat saya,

\_\_\_\_\_ (Td Tangan Karyawan)  
( \_\_\_\_\_ )(Nama Karyawan)  
\_\_\_\_\_ (Tanggal)

Surat telah diterima majikan oleh \_\_\_\_\_ (Tanda Tangan)  
( \_\_\_\_\_ )(Nama)  
\_\_\_\_\_ (Tanggal)

Catatan 1 : Harap merujuk ke Bab 8 dari "Pedoman Praktis Untuk Pramuwisma Asing – Apa Yang Harus Diketahui Para Penata Laksana Rumah Tangga Asing Dan Majikan Mereka" ("Practical Guide for Employment of FDHs – What FDHs and their Employers Should Know") untuk hak-hak dan kewajiban-kewajiban para majikan dan PLRTA berkenaan dengan pemutusan kontrak.

Catatan 2 : Ini adalah contoh dokumen untuk rujukan saja. Pihak-pihak yg merujuk ke contoh ini harus memastikan bahwa isi nya cocok untuk dipakai mereka sebelum mereka menggunakannya. Mereka juga diingatkan untuk mencari advis professional yg independen bila dirasa perlu.

\* Harap coret yg tidak perlu



## Hindi version

### विदेशी घरेलू सहायक एफ.डी.एच.) द्वारा शुरू किए गए रोजगार अनुबंध की समाप्ति का नमूना पत्र

प्रिय \_\_\_\_\_ (नियोक्ता का नाम),

मैं, \_\_\_\_\_, घरेलू सहायक अनुबंध \_\_\_\_\_  
\_\_\_\_\_ के तहत घरेलू सहायक के रूप में आपके साथ अपने रोजगार  
अनुबंध को समाप्त करना चाहता / चाहती हूँ,

(कृपया उपयुक्त पर "✓" लगायें)

- आपको \_\_\_\_\_ दिन / माह\* नोटिस देकर।  
 आपको नोटिस के बदले \_\_\_\_\_ दिन / माह\* भुगतान देकर।  
 चुना बिना।  
 नोटिस के बदले भुगतान के बिना

अंतिम कार्य दिवस \_\_\_\_\_ (तिथि)।

समाप्ति के लिए कारण (यदि कोई हो):

---

---

---

आपका विश्वनीय,

\_\_\_\_\_ (कर्मचारी के हस्ताक्षर)  
( \_\_\_\_\_ ) (कर्मचारी का नाम)  
\_\_\_\_\_ (तिथि)

नियोक्ता द्वारा स्वीकार की गई रसीद \_\_\_\_\_ (हस्ताक्षर)  
( \_\_\_\_\_ ) (नाम)  
\_\_\_\_\_ (तिथि)

नोट 1 : रोजगार अनुबंध के समापन के संबंध में नियोक्ताओं और एफडीएच के अधिकारों और दायित्वों के लिए कृपया "विदेशी घरेलू सहायक के रोजगार के लिए प्रैक्टिकल गाइड - विदेशी घरेलू सहायताकर्ता और उनके नियोक्ता को क्या पता होना चाहिए" के अध्याय 8 का संदर्भ लें।

नोट 2 : यह संदर्भ के लिए केवल एक नमूना दस्तावेज़ है इस नमूने का जिक्र करते हुए दलों को यह निश्चित करना चाहिए कि स्वीकृति पहले इसकी सामग्री उनके उपयोग के लिए उपयुक्त हो। जहां उपयुक्त हो उन्हें स्वतंत्र व्यावसायिक सलाह लेने की भी याद दिलाती है।

\* जहां उचित हो वहां हटाएं



## ตัวอย่างจดหมายยกเลิก

### สัญญาจ้างเรียกจ้างโดยฝ่าย ผู้ช่วยแม่บ้านต่างชาติ

เรียน \_\_\_\_\_ (ชื่อนายจ้าง)

ข้าพเจ้า \_\_\_\_\_

มีความประสงค์ที่จะยกเลิกสัญญาจ้างของข้าพเจ้ากับท่านจากตำแหน่งผู้ช่วยแม่บ้านภายใต้สัญญาจ้างผู้ช่วยแม่บ้านเลขที่ \_\_\_\_\_

(โปรด “✓” ตามความเหมาะสม)

- โดยมีการแจ้งล่วงหน้าเป็นเวลา \_\_\_\_\_ วัน/เดือน \*
- โดยมีการจ่ายเงินเทียบเท่ากับ \_\_\_\_\_ วัน/เดือน \* เป็นค่าจ้างแทนการแจ้งล่วงหน้า
- โดยปราศจากใบแจ้งล่วงหน้า
- โดยปราศจากการจ่ายค่าจ้างแทนการแจ้งล่วงหน้า

วันสุดท้ายของการทำงานคือ \_\_\_\_\_ (วันที่)

เหตุผลของการยกเลิกสัญญา (ถ้ามี) :  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ด้วยความนับถือ

\_\_\_\_\_  
(ลายเซ็นชื่อลูกจ้าง)  
( \_\_\_\_\_ ) (ชื่อลูกจ้าง)  
\_\_\_\_\_ (วันที่)

ได้รับทราบแล้วโดยนายจ้าง \_\_\_\_\_ (ลายเซ็นชื่อ)  
( \_\_\_\_\_ ) (ชื่อ)  
\_\_\_\_\_ (วันที่)

หมายเหตุ 1 : โปรดอ้างอิงถึงบทที่ 8 ของ “คู่มือแนะนำเกี่ยวกับการจ้างผู้ช่วยแม่บ้านต่างชาติ – สิ่งที่ผู้ช่วยแม่บ้านต่างชาติและนายจ้างควรทราบ” (Practical Guide for Employment of FDHs – What FDHs and Their Employers Should Know) เพื่อเรียนรู้สิทธิและหน้าที่ที่ต้องปฏิบัติของนายจ้างและผู้ช่วยแม่บ้าน เกี่ยวกับการยกเลิกสัญญาว่าจ้าง

หมายเหตุ 2 : นี่คือนิยามเอกสารสำหรับใช้อ้างอิงเท่านั้น บุคคลที่จะเลือกใช้ตัวอย่างนี้ควรพิจารณาข้อความดังกล่าวว่าเหมาะสมหรือไม่หรือควรปรึกษาขอความคิดเห็นจากผู้เชี่ยวชาญก่อน

\* โปรดขีดฆ่าตามเหมาะสม

## විදේශීය ගෘහ සේවිකාවක් විසින් ආරම්භ කරන ලද රැකියා

### ගිවිසුම අවසන් කිරීමේ ආදර්ශ ලිපිය

හිතවත්(සේවා යෝජකයාගේ නම),

\_\_\_\_\_ වන මම, ගෘහ සේවිකා ගිවිසුම අංකය \_\_\_\_\_

යටතේ ගෘහ සේවිකාවක් ලෙස ඔබේ ගිවිසුම අවසන් කිරීමට කැමැත්තෙමි.

(කරුණාකර සුදුසු ලෙස “✓” ලකුණ යොදන්න)

- ඔබට දින/මාස (මාස)\* \_\_\_\_\_ ක දැනුම් දීමක් ලබා දීම.
- ඔබට දින/මාස (මාස)\* \_\_\_\_\_ ක දැනුම් දීම වෙනුවට ඔබට ගෙවීමක් කිරීමෙන්.
- දැනුම් දීමකින් තොරව
- දැනුම් දීම වෙනුවට ගෙවීමකින් තොරව.

අවසන් වැඩ කරන දිනය වන්නේ (දිනය) \_\_\_\_\_.

ගිවිසුම අවසන් කිරීමට හේතු (හේතුව) (තිබේ නම්) :

---



---



---

ඔබේ විශ්වාසී,

\_\_\_\_\_ (සේවකයාගේ අත්සන)

( \_\_\_\_\_ ) (සේවකයාගේ නම)

\_\_\_\_\_ (දිනය)

සේවායෝජක විසින් කුලීතාන්ධිය භාර ගන්නා බවට හතහවුරු කරන ලදී .

\_\_\_\_\_ ( අත්සන)

( \_\_\_\_\_ ) ( නම)

\_\_\_\_\_ (දිනය)

සටහන 1 : රැකියා ගිවිසුම අවසන් කිරීම සම්බන්ධව විදේශීය ගෘහ සේවිකාවන් සහ ඔවුන්ගේ සේවා යෝජකයින්ට අදාළ වන අයිතීන් හා වගකීම් සඳහා "විදේශීය ගෘහ සේවක රැකියා නියුක්තිය පිළිබඳ ප්‍රායෝගික මඟ පෙන්වීම - විදේශීය ගෘහ සේවකයින් සහ ඔවුන්ගේ සේවා යෝජකයින් දැන ගත යුතු දෑ" අත්පොතේ 8 වන පරිච්ඡේදය කරුණාකර බලන්න.

සටහන 2 : මෙය නිර්දේශනය කිරීම සඳහා ආදර්ශ ලේඛනයක් පමණි. මෙම ආදර්ශය සම්බන්ධයෙන් භාවිතයට ගන්නා පාර්ශවයන් භාර ගැනීමට පෙර එහි අන්තර්ගතය ඔවුන්ගේ භාවිතය සඳහා සුදුසු දැයි තහවුරු කර ගත යුතුය. සුදුසු අවස්ථාවලදී ස්වාධීන වෘත්තීය උපදෙස් ලබා ගැනීමටද ඔවුන්ට මතක් කර ඇත.

\* කරුණාකර අනාවරණ කොටස් කපාහරින්න.



# Myanmar language version

## FDHမှ စတင်သော အလုပ်စာချုပ်ဖျက်သိမ်းခြင်းစာ နမူနာ

ခင်မင်လေးစားရပါသော (အလုပ်ရှင်အမည်) \_\_\_\_\_၊ အိမ်အကူစာချုပ်နံပါတ် \_\_\_\_\_

၊အအောက်တွင် အိမ်အကူအဖြစ် သင်နှင့်ချုပ်ဆိုထားသော အလုပ်စာချုပ်ကို ဖျက်သိမ်းလိုပါသည်။

(ကျေးဇူးပြု၍ “✓” ကိုသင့်လျော်သည့်နေရာတွင်ခြစ်ပါ)

- သင်မှပေးထားသော \_\_\_\_\_ နေ့များ/လ(များ)\* အကြောင်းကြားစာ။
- သင်မှပေးထားသော \_\_\_\_\_ နေ့များ/လ(များ)\* အကြောင်းကြားစာအစား ငွေပေးချေမှု။
- အကြောင်းကြားစာ မပါရှိဘဲ။
- အကြောင်းကြားစာအစား ငွေပေးချေမှု မပါရှိဘဲ။

နောက်ဆုံးအလုပ်လုပ်ရက်ဖြစ်လိမ့်မည်မှာ \_\_\_\_\_ (ရက်စွဲ)။

ဖျက်သိမ်းခြင်း အကြောင်းရင်း(များ) (အကယ်၍ရှိလျှင်) :

---



---



---

ရိုးသားစွာဖြင့်၊

\_\_\_\_\_ (ဝန်ထမ်း၏ လက်မှတ်)

( \_\_\_\_\_ ) (ဝန်ထမ်း၏ အမည်)

\_\_\_\_\_ (ရက်စွဲ)

အလုပ်ရှင်မှ လက်ခံရရှိကြောင်း ဝန်ခံချက် \_\_\_\_\_ (လက်မှတ်)

( \_\_\_\_\_ ) (အမည်)

\_\_\_\_\_ (ရက်စွဲ)

မှတ်ချက် ဝ: အလုပ်စာချုပ်ဖျက်သိမ်းခြင်းနှင့် ပတ်သက်၍ အလုပ်ရှင်များ နှင့်FDHsများ၏ ရပိုင်ခွင့်များနှင့် တာဝန်ဝတ္တရားအတွက် အခန်း ၈ ၏ “FDHs ၏အလုပ်အကိုင်အတွက် လက်တွေ့လမ်းညွှန်-FDHs နှင့် အလုပ်ရှင်များသိထားသင့်သည်များ” ကို ကျေးဇူးပြု၍ ကိုးကားပါ။

မှတ်ချက် J: ဤဟာသည် ကိုးကားရန်အတွက် နမူနာ စာရွက်စာတမ်း ဖြစ်သည်။ သက်ဆိုင်သူများသည် ဤနမူနာကို ကိုးကားရာတွင် ရွေးချယ်ခြင်းမပြုမီ ၎င်း၏အကြောင်းအရာများသည် သူတို့အသုံးပြုရန် သင့်လျော်ကြောင်း သေချာအောင် ပြုလုပ်ရမည်။ သင့်လျော်ရာ လွတ်လပ်ကျွမ်းကျင်သောအကြံကောင်းများ ရှာဖွေရန်လည်း သူတို့ကို အသိပေးသည်။

\* မဆီလျော်သောအရာကို ပယ်ဖျက်ပါ။

**គំរូលិខិតបញ្ចប់កិច្ចសន្យាការងារមុនពេលកំណត់  
ដោយអ្នកជំនួយការងារផ្ទះមកពីបរទេស**

\_\_\_\_\_ (ឈ្មោះរបស់និយោជក) ជាទីគោរព  
ខ្ញុំឈ្មោះ\_\_\_\_\_ មានបំណងសុំបញ្ចប់កិច្ចសន្យាការងាររបស់ខ្ញុំជាមួយអ្នក  
ក្នុងនាមជាអ្នកជំនួយការងារផ្ទះ យោងតាមកិច្ចសន្យាអ្នកជួយធ្វើការផ្ទះ លេខ \_\_\_\_\_ ។

- (សូម “✓” តាមការត្រូវ)
- ដោយជូនដំណឹងដល់អ្នកចំនួន \_\_\_\_\_ ថ្ងៃ/ខែ \* ។
  - ដោយផ្តល់ប្រាក់ជូនអ្នកចំនួន \_\_\_\_\_ ថ្ងៃ/ខែ \* ជំនួសឲ្យការជូនដំណឹង ។
  - ដោយគ្មានការជូនដំណឹង ។
  - ដោយគ្មានការផ្តល់ប្រាក់ជំនួសឲ្យការជូនដំណឹងឡើយ ។

ថ្ងៃធ្វើការចុងក្រោយគឺ \_\_\_\_\_ (កាលបរិច្ឆេទ) .

មូលហេតុនៃការបញ្ចប់កិច្ចសន្យា (ប្រសិនបើមាន) ៖  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

សូមទទួលការគោរពរាប់អានដ៏ស្មោះស្ម័គ្រពីខ្ញុំ ។  
\_\_\_\_\_ (ហត្ថលេខារបស់និយោជក)  
( \_\_\_\_\_ ) (ឈ្មោះរបស់និយោជក)  
\_\_\_\_\_ (កាលបរិច្ឆេទ)

បានទទួលស្គាល់នូវវិក័យបត្រដែលបានទទួលពីនិយោជក \_\_\_\_\_ (ហត្ថលេខា)  
( \_\_\_\_\_ ) (ឈ្មោះ)  
\_\_\_\_\_ (កាលបរិច្ឆេទ)

សម្គាល់ទី ១ ៖ សូមកមើល“សៀវភៅណែនាំដោយមានការអនុវត្តជាក់ស្តែងសម្រាប់ការងាររបស់អ្នកជំនួយការងារផ្ទះដែលបានជ្រើសរើសពីបរទេស  
- អ្វីដែលអ្នកជំនួយការងារផ្ទះមកពីបរទេស និងនិយោជករបស់ពួកគេត្រូវយល់ដឹង”សម្រាប់ព័ត៌មានទាក់ទងសិទ្ធិ  
និងកាតព្វកិច្ចរបស់និយោជកនិងអ្នកជំនួយការងារផ្ទះមកពីបរទេសដែលពាក់ព័ន្ធនឹងការបញ្ចប់កិច្ចសន្យាការងារមុនពេលកំណត់ ។

សម្គាល់ទី ២ ៖ នេះគឺជាគំរូឯកសារសម្រាប់ជាឯកសារយោងតែប៉ុណ្ណោះ ។ ភាគីដែលពាក់ព័ន្ធនឹងគំរូឯកសារនេះ  
ត្រូវតែធានាថា ខ្លឹមសាររបស់ឯកសារនេះ គឺសមស្របសម្រាប់ការប្រើប្រាស់មុនពេលចាប់ផ្តើមចូលជាធរមាន ។  
ភាគីទាំងនោះក៏ត្រូវបានរំលឹកឲ្យស្នើសុំដំបូន្មានពីអ្នកជំនាញឯករាជ្យ នៅពេលដែលសមស្របផងដែរ ។

\* សូមលុបចោលចំណុចដែលមិនសមស្រប



### Sample Letter of Termination of Employment Contract Initiated by FDH Employer

Dear \_\_\_\_\_ (name of employee),

I, \_\_\_\_\_, wish to terminate your employment contract as domestic helper under the Domestic Helper Contract No. \_\_\_\_\_,

(Please "✓" as appropriate)

- by giving you \_\_\_\_\_ days/month(s)\* notice.
- by giving you \_\_\_\_\_ days/month(s)\* payment in lieu of notice.
- without notice.
- without payment in lieu of notice.

Your last working day will be \_\_\_\_\_ (date).

Reason(s) for termination (if any):

---



---



---

Yours sincerely,

\_\_\_\_\_ (Signature of employer)  
 ( \_\_\_\_\_ ) (Name of employer)  
 \_\_\_\_\_ (Date)

Acknowledged receipt by employee \_\_\_\_\_ (Signature)  
 ( \_\_\_\_\_ ) (Name)  
 \_\_\_\_\_ (Date)

Note 1 : Please refer to Chapter 8 of "Practical Guide for Employment of FDHs – What FDHs and their Employers Should Know" for the rights and obligations of employers and FDHs regarding termination of employment contract.

Note 2 : This is a sample document for reference only. Parties referring to this sample should ensure that its contents are appropriate for their use before adoption. They are also reminded to seek independent professional advice where appropriate.



## Halimbawa ng Sulat ng Terminasyon ng Kontratang Pang-empleyo na ang Amo ang nagpasimula

Mahal na \_\_\_\_\_ (pangalan ng empleyado),

Ako si, \_\_\_\_\_, ay nagnanais putulin ang inyong kontratang pang-empleyo bilang isang kasambahay sa ilalim ng Kotrata ng Katulong sa Bahay Nu. \_\_\_\_\_,

(mangyaring lagyan ng "✓" ang naaangkop)

- Sa pagbibigay sa inyo ng \_\_\_\_\_ mga araw/(mga) buwan \* abiso.
- Sa pagbibigay sa inyo ng \_\_\_\_\_ mga araw/(mga) buwan \* sahod kapalit ng abiso.
- Walang abiso.
- Walang sahod kapalit ng abiso.

Ang huling araw ng pagtratrabaho ay sa \_\_\_\_\_ (petsa).

(Mga) dahilan ng terminasyon (kung mayroon man):

---

---

---

Sumasainyo ng tapat,

\_\_\_\_\_  
( \_\_\_\_\_ ) (Lagda ng pinaglilingkuran)  
( \_\_\_\_\_ ) (Pangalan ng pinaglilingkuran)  
( \_\_\_\_\_ ) (Petsa)

Pinagtitibay ang pagtanggap ng empleyado \_\_\_\_\_ (Lagda)  
( \_\_\_\_\_ ) (Pangalan)  
( \_\_\_\_\_ ) (Petsa)

Pananda 1: Pinatutungkulan ang Kabanata 8 ng "Praktikong Gabay Para sa Pagtratrabaho ng mga Kasambahay – Ano ang Kailangang malaman ng mga Dayuhang Kasambahay at nang Kanilang mga Amo" ("Practical Guide for Employment of FDHs – What FDHs and their Employers Should Know") para sa mga karapatan at obligasyon ng mga pinaglilingkuran at FDH na may kinalaman sa terminasyon ng kontratang pang-empleyo.

Pananda 2: Ito ay isang halimbawang dokumento lamang. Ang mga partido na tumutunghay dito sa halimbawa ito ay dapat na siguraduhing ang mga nilalaman nito ay angkop sa kanilang layunin bago gamitin. Sila rin ay pinaaalalahanan na sumangguni sa isang propesyunal kung nararapat.

\* Maaring tanggalin kung hindi kinakailangan



# Indonesian version

## Contoh Surat Pemutusan Kontrak Kerja Atas Inisiatif dari Majikan PRLTA

Yth \_\_\_\_\_ (nama karyawan),

Saya, \_\_\_\_\_, ingin memutuskan kontrak kerja anda sebagai penata laksana rumah tangga di bawah Kontrak Penata Laksana Rumah Tangga No. \_\_\_\_\_,

(harap beri tanda "✓" di jawaban yg sesuai)

- dengan memberi anda pemberitahuan \_\_\_\_\_ hari/bulan\* di muka.
- dengan memberi anda gaji \_\_\_\_\_ hari/bulan\* sebagai pengganti pemberitahuan di muka.
- tanpa pemberitahuan di muka.
- tanpa memberikan gaji sebagai pengganti pemberitahuan di muka.

Hari terakhir kerja anda adalah \_\_\_\_\_ (tanggal).

Alasan untuk pemutusan kontrak (jika ada):

---

---

---

Hormat saya,

\_\_\_\_\_(Td Tangan Majikan)  
( \_\_\_\_\_ )(Nama Majikan)  
\_\_\_\_\_(Tanggal)

Surat telah diterima oleh karyawan \_\_\_\_\_ (Tanda Tangan)  
( \_\_\_\_\_ )(Nama)  
\_\_\_\_\_(Tanggal)

Catatan 1 : Harap merujuk ke Bab 8 dari "Pedoman Praktis Untuk Pramuwisma Asing – Apa Yang Harus Diketahui Para Penata Laksana Rumah Tangga Asing Dan Majikan Mereka" ("Practical Guide for Employment of FDHs – What FDHs and their Employers Should Know") untuk hak-hak dan kewajiban-kewajiban para majikan dan PLRTA berkenaan dengan pemutusan kontrak.

Catatan 2 : Ini adalah contoh dokumen untuk rujukan saja. Pihak-pihak yg merujuk ke contoh ini harus memastikan bahwa isi nya cocok untuk dipakai mereka sebelum mereka menggunakannya. Mereka juga diingatkan untuk mencari advis professional yg independen bila dirasa perlu.

\* Harap coret yg tidak perlu

विदेशी घरेलू सहायक नियोक्ता द्वारा  
शुरू किए गए रोजगार अनुबंध की  
समाप्ति का नमूना पत्र

प्रिय \_\_\_\_\_ (कर्मचारी का नाम),

मैं, \_\_\_\_\_, घरेलू सहायक अनुबंध \_\_\_\_\_ नंख्या  
\_\_\_\_\_ के तहत घरेलू सहायक के रूप में अपना रोजगार अनुबंध को  
समाप्त करना चाहता हूँ,

(कृपया उपयुक्त पर "✓" लगायें)

- आपको \_\_\_\_\_ दिन / माह\* नोटिस देकर।  
 आपको नोटि के बदले \_\_\_\_\_ दिन / माह\* भुगतान देकर।  
 नोटि के बिना।  
 नोटि के बदले भुगतान के बिना

अंतिम कार्य दिवस \_\_\_\_\_ (तिथि)।

समाप्ति के लिए कारण (यदि कोई हो):

---

---

---

आपका विश्वसनीय,

\_\_\_\_\_ (नियोक्ता के हस्ताक्षर)  
( \_\_\_\_\_ ) (नियोक्ता का नाम)  
\_\_\_\_\_ (तिथि)

कर्मचारी द्वारा स्वीकार की गई रसीद \_\_\_\_\_ (हस्ताक्षर)  
( \_\_\_\_\_ ) (नाम)  
\_\_\_\_\_ (तिथि)

नोट 1 : रोजगार अनुबंध के समापन के \_\_\_\_\_ बंध में नियोक्ताओं और विदेशी घरेलू सहायक के अधिकारों और दायित्वों के लिए कृपया "विदेशी घरेलू सहायक के रोजगार के लिए प्रैक्टिकल गाइड - विदेशी घरेलू सहायताकर्ता और उनके नियोक्ता को क्या पता होना चाहिए" के अध्याय 8 का \_\_\_\_\_ दर्भ लें।

नोट 2 : यह \_\_\_\_\_ दर्भ के लिए केवल एक नमूना दस्तावेज़ है इस नमूने का जिक्र करते हुए दलों को यह \_\_\_\_\_ निश्चित करना चाहिए कि स्वीकृति \_\_\_\_\_ पहले इसकी सामग्री उनके उपयोग के लिए उपयुक्त हो। जहां उपयुक्त हो उन्हें स्वतंत्र व्यावसायिक सलाह लेने की भी याद दिलाती है।

\* जहां उचित हो वहां हटाएं

# Thai version

ตัวอย่างจดหมายยกเลิกสัญญาจ้างโดย นายจ้างของผู้ช่วยแม่บ้าน

เรียน \_\_\_\_\_  
(ชื่อของลูกจ้าง)

ข้าพเจ้า \_\_\_\_\_ มีความประสงค์ที่จะขอยกเลิกสัญญาจ้างของท่านในฐานะผู้ช่วยแม่บ้าน  
ภายใต้สัญญาจ้างผู้ช่วยแม่บ้านเลขที่ \_\_\_\_\_

(โปรด “✓” ตามความเหมาะสม)

- โดยมีการแจ้งล่วงหน้าเป็นเวลา \_\_\_\_\_ วัน/เดือน \*
- โดยมีการจ่ายเงินเทียบเท่ากับ \_\_\_\_\_ วัน/เดือน \* เป็นค่าจ้างแทนการแจ้งล่วงหน้า
- โดยปราศจากใบแจ้งล่วงหน้า
- โดยปราศจากการจ่ายค่าจ้างแทนการแจ้งล่วงหน้า

วันสุดท้ายของการทำงานของคุณคือ \_\_\_\_\_ (วันที่)

เหตุผลของการยกเลิกสัญญา (ถ้ามี) :

---

---

---

ด้วยความนับถือ

\_\_\_\_\_ (ลายเซ็นชื่อนายจ้าง)  
( \_\_\_\_\_ ) (ชื่อนายจ้าง)  
\_\_\_\_\_ (วันที่)

ได้รับทราบแล้ว โดยลูกจ้าง \_\_\_\_\_ (ลายเซ็นชื่อ)  
( \_\_\_\_\_ ) (ชื่อ)  
\_\_\_\_\_ (วันที่)

หมายเหตุ 1 : โปรดอ้างอิงถึงบทที่ 8 ของ “คู่มือแนะนำเกี่ยวกับการจ้างผู้ช่วยแม่บ้านต่างชาติ –  
สิ่งที่ผู้ช่วยแม่บ้านต่างชาติและนายจ้างควรทราบ” (Practical Guide for Employment of FDHs – What FDHs and  
Their Employers Should Know) เพื่อเรียนรู้สิทธิและหน้าที่ที่ต้องปฏิบัติของนายจ้างและผู้ช่วยแม่บ้าน  
เกี่ยวกับการยกเลิกสัญญาว่าจ้าง

หมายเหตุ 2 : นี่คือตัวอย่างเอกสารสำหรับใช้อ้างอิงเท่านั้น  
บุคคลที่จะเลือกใช้ตัวอย่างนี้ควรพิจารณาข้อความดังกล่าวว่าเหมาะสมหรือไม่หรือควรปรึกษาขอความคิดเห็น  
จากผู้เชี่ยวชาญก่อน

\* โปรดขีดฆ่าตามเหมาะสม

විදේශීය ගෘහ සේවිකාවක් විසින් ආරම්භ කරන ලද රැකියා ගිවිසුම අවසන් කිරීමේ ආදර්ශ ලිපිය

හිතවත් (සේවා යෝජකයාගේ නම),

\_\_\_\_\_ වන මම, ගෘහ සේවක ගිවිසුම අංකය \_\_\_\_\_

යටතේ ගෘහ සේවකවක් ලෙස ඔබේ ගිවිසුම අවසන් කිරීමට කැමැත්තෙමි.

(කරුණාකර සුදුසු ලෙස “✓” ලකුණ යොදන්න)

- ඔබට දින/මාසය (මාස)\* \_\_\_\_\_ ක දැනුම් දීමක් ලබා දීම.
- ඔබට දින/මාස(මාස)\* \_\_\_\_\_ ක දීමේ කාලය වෙනුවට ඔබට ගෙවීමක් කිරීමෙන් .
- දැනුම් දීමකින් තොරව
- දැනුම් දීමේ කාලය වෙනුවට ගෙවීමකින් තොරව.

ඔබේ අවසන් වැඩ කරන දිනය වන්නේ (දිනය) \_\_\_\_\_.

ගිවිසුම අවසන් කිරීමට හේතු (හේතූන්) (නිබේ නම්):

---



---



---

ඔබේ විශ්වාසී,

\_\_\_\_\_ ( සේවායෝජකයාගේ අත්සන)

( \_\_\_\_\_ ) ( සේවායෝජකයාගේ නම)

\_\_\_\_\_ ( දිනය)

සේවකයා විසින් ලද බවට තහවුරු කරන ලදී \_\_\_\_\_ ( අත්සන)

( \_\_\_\_\_ ) (නම)

\_\_\_\_\_ (දිනය)

සටහන 1 : රැකියා ගිවිසුම අවසන් කිරීම සම්බන්ධව සේවා යෝජකයින් සහ විදේශීය ගෘහ සේවකයන් හට අදාළ වන අයිතිවාසිකම් හා වගකීම් සඳහා "විදේශීය ගෘහ සේවක රැකියා නියුක්තිය පිළිබඳ ප්‍රායෝගික මඟ පෙන්වීම - විදේශීය ගෘහ සේවකයන් සහ ඔවුන්ගේ සේවා යෝජකයින් දැන සිටිය යුතු දෑ" අත්පොතේ 8 වන පරිච්ඡේදය කරුණාකර බලන්න.

සටහන 2 : මෙය නිර්දේශනය කිරීම සඳහා ආදර්ශ ලේඛනයක් පමණි. මෙම ආදර්ශය භාවිතයට ගන්නා පාර්ශවයන් භාර ගැනීමට පෙර එහි අන්තර්ගතය ඔවුන්ගේ භාවිතය සඳහා සුදුසු දැයි තහවුරු කර ගත යුතුය. සුදුසු අවස්ථාවලදී ස්වාධීන වෘත්තීය උපදෙස් ලබා ගැනීමටද ඔවුන්ට මතක් කර ඇත.



# Myanmar language version

## FDHအလုပ်ရှင်မှ စတင်သော အလုပ်စာချုပ်ဖျက်သိမ်းခြင်းစာ နမူနာ

ခင်မင်လေးစားရပါသော \_\_\_\_\_ (ဝန်ထမ်း အမည်) \_\_\_\_\_ ကျွန်ုပ်၊ \_\_\_\_\_ အိမ်အကူစာချုပ်နံပါတ် \_\_\_\_\_ အောက်ရှိ အိမ်အကူအဖြစ်ချုပ်ဆိုထားသော သင့်အလုပ်အကိုင်စာချုပ်ကို ဖျက်သိမ်းလိုပါသည်။

(ကျေးဇူးပြု၍ "✓" ကိုသင့်လျော်သည့်နေရာတွင်ခြစ်ပါ)

- သင်မှပေးထားသော \_\_\_\_\_ နေ့များ/လ(များ)\* အကြောင်းကြားစာ။
- သင်မှပေးထားသော \_\_\_\_\_ နေ့များ/လ(များ)\* အကြောင်းကြားစာအစား ငွေပေးချေမှု။
- အကြောင်းကြားစာ မပါရှိဘဲ။
- အကြောင်းကြားစာအစား ငွေပေးချေမှု မပါရှိဘဲ။

သင်၏နောက်ဆုံးအလုပ်လုပ်ရက်ဖြစ်လိမ့်မည်မှာ \_\_\_\_\_ (ရက်စွဲ) \_\_\_\_\_

ဖျက်သိမ်းရခြင်း အကြောင်းရင်း(များ) (အကယ်၍ရှိလျှင်) :

---



---



---

ရိုးသားစွာဖြင့်၊

\_\_\_\_\_ (အလုပ်ရှင်၏ လက်မှတ်)

( \_\_\_\_\_ ) (အလုပ်ရှင်၏ အမည်)

\_\_\_\_\_ (ရက်စွဲ)

ဝန်ထမ်းမှ လက်ခံရရှိကြောင်း ဝန်ခံချက် \_\_\_\_\_ (လက်မှတ်)

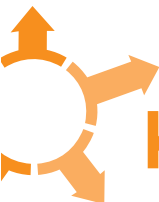
( \_\_\_\_\_ ) (အမည်)

\_\_\_\_\_ (ရက်စွဲ)

မှတ်ချက် ၁: အလုပ်စာချုပ်ဖျက်သိမ်းခြင်းနှင့် ပတ်သက်၍ အလုပ်ရှင်များ နှင့် FDHs များ၏ ရပိုင်ခွင့်များနှင့် တာဝန်ဝတ္တရားအတွက် အခန်း ၈ ၏ "FDHs ၏အလုပ်အကိုင်အတွက် လက်တွေ့လမ်းညွှန်-FDHs နှင့် အလုပ်ရှင်များသိထားသင့်သည်များ" ကို ကျေးဇူးပြု၍ ကိုးကားပါ။

မှတ်ချက် ၂: ဤဟာသည် ကိုးကားရန်အတွက် နမူနာ စာရွက်စာတမ်း ဖြစ်သည်။ သက်ဆိုင်သူများသည် ၏နမူနာကို ကိုးကားရာတွင် ရွေးချယ်ခြင်းမပြုမီ ၎င်း၏အကြောင်းအရာများသည် သူတို့အသုံးပြုရန် သင့်လျော်ကြောင်း သေချာအောင် ပြုလုပ်ရမည်။ သင့်လျော်ရာ လွတ်လပ်ကျွမ်းကျင်သောအကြံကောင်းများ ရှာဖွေရန်လည်း သူတို့ကို အသိပေးသည်။

\* မဆီလျော်သောအရာကို ပယ်ဖျက်ပါ။



# Khmer version

## គំរូលិខិតបញ្ចប់កិច្ចសន្យាការងារមុនពេលកំណត់ ដោយនិយោជករបស់អ្នកជំនួយការងារផ្ទះ ដែលបានមកពីបរទេស

(ឈ្មោះរបស់អ្នកជំនួយការងារផ្ទះ) \_\_\_\_\_ ជាទីរាប់អាន

ខ្ញុំឈ្មោះ: \_\_\_\_\_

មានបំណងចង់បញ្ចប់កិច្ចសន្យាការងាររបស់អ្នកដែលជាអ្នកជំនួយការងារផ្ទះ យោងតាមកិច្ចសន្យាអ្នកជំនួយការងារផ្ទះ លេខ \_\_\_\_\_ ។

(សូម “✓” តាមការគួរ)

- ដោយជូនដំណឹងដល់អ្នកចំនួន \_\_\_\_\_ ថ្ងៃ/ខែ \* ។
- ដោយផ្តល់ប្រាក់ជូនអ្នកចំនួន \_\_\_\_\_ ថ្ងៃ/ខែ \* ជំនួសឲ្យការជូនដំណឹង ។
- ដោយគ្មានការជូនដំណឹង ។
- ដោយគ្មានការផ្តល់ប្រាក់ជំនួសឲ្យការជូនដំណឹងឡើយ ។

ថ្ងៃធ្វើការចុងក្រោយរបស់អ្នកគឺ \_\_\_\_\_ (កាលបរិច្ឆេទ) \_\_\_\_\_ ។

មូលហេតុនៃការបញ្ចប់កិច្ចសន្យា (ប្រសិនបើមាន) :

---



---



---

សូមទទួលការគោរពរាប់អានដ៏ស្មោះស្ម័គ្រពីខ្ញុំ ។

\_\_\_\_\_ (ហត្ថលេខារបស់និយោជក)

( \_\_\_\_\_ ) (ឈ្មោះរបស់និយោជក)

\_\_\_\_\_ (កាលបរិច្ឆេទ)

បានទទួលស្គាល់នូវវិក័យបត្រដែលបានទទួលពីនិយោជិក \_\_\_\_\_ (ហត្ថលេខា)

( \_\_\_\_\_ ) (ឈ្មោះ)

\_\_\_\_\_ (កាលបរិច្ឆេទ)

សម្គាល់ទី ១ : សូមកមើលជំពូកទី៤នៃ “សៀវភៅណែនាំដោយមានការអនុវត្តជាក់ស្តែងសម្រាប់ការងាររបស់អ្នកជំនួយការងារផ្ទះដែលបានជ្រើសរើសពីបរទេស - អ្វីដែលអ្នកជំនួយការងារផ្ទះមកពីបរទេស និងនិយោជករបស់ពួកគេត្រូវយល់ដឹង” សម្រាប់ព័ត៌មានទាក់ទងសិទ្ធិ និងកាតព្វកិច្ចរបស់និយោជក និងអ្នកជំនួយការងារផ្ទះមកពីបរទេសដែលពាក់ព័ន្ធនឹងការបញ្ចប់កិច្ចសន្យាការងារមុនពេលកំណត់ ។

សម្គាល់ទី ២ : នេះគឺជាគំរូឯកសារសម្រាប់ជាឯកសារយោងតែប៉ុណ្ណោះ ។ ភាគីដែលពាក់ព័ន្ធនឹងគំរូឯកសារនេះ ត្រូវតែធានាថា ខ្លឹមសាររបស់ឯកសារនេះ គឺសមស្របសម្រាប់ការប្រើប្រាស់មុនពេលចាប់ផ្តើមចូលជាធរមាន ។ ភាគីទាំងនោះក៏ត្រូវបានរំលឹកឲ្យស្នើសុំដំបូន្មានពីអ្នកជំនាញឯករាជ្យ នៅពេលដែលសមស្របផងដែរ ។

\* សូមលុបចោលចំណុចដែលមិនសមស្រប





### Sample Receipt for Payments upon Termination/ Expiry of Employment Contract

I, \_\_\_\_\_, HKID/Passport No. \_\_\_\_\_,  
receive the following items from my employer \_\_\_\_\_  
on (date) \_\_\_\_\_\*in cash / by cheque/ by bank autopay.

- 1. Wages (from \_\_\_\_\_ to \_\_\_\_\_) \$ \_\_\_\_\_  
inclusive of payment for the following :
  - (a) statutory holiday(s) (date(s): \_\_\_\_\_)
  - (b) annual leave (from \_\_\_\_\_ to \_\_\_\_\_)
  - (c) sick leave (from \_\_\_\_\_ to \_\_\_\_\_)
  - (d) others (please specify): \_\_\_\_\_
- 2. Food allowance (from \_\_\_\_\_ to \_\_\_\_\_) \$ \_\_\_\_\_
- 3. Payment in lieu of notice \$ \_\_\_\_\_
- 4. Untaken annual leave pay (\_\_\_\_\_ days) \$ \_\_\_\_\_
- 5. Long service payment/severance payment \$ \_\_\_\_\_
- 6. Food and Travelling allowance \$ \_\_\_\_\_
- 7. \* Payment in lieu of air-ticket/ return air-ticket of \$ \_\_\_\_\_  
\_\_\_\_\_ (Airline)
- 8. Others (a) \_\_\_\_\_ \$ \_\_\_\_\_  
(b) \_\_\_\_\_ \$ \_\_\_\_\_

Signature of Helper: \_\_\_\_\_ Date: \_\_\_\_\_  
(Name): ( \_\_\_\_\_ )

Signature of Employer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Name): ( \_\_\_\_\_ )

Witnessed by (if any)(Signature) : \_\_\_\_\_ Date: \_\_\_\_\_  
(Name): ( \_\_\_\_\_ )

Note 1 : Please refer to "Practical Guide for Employment of FDHs – What FDHs and their Employers Should Know" for the rights and obligations of employers and FDHs.  
Note 2 : This is a sample document for reference only. Parties referring to this sample should ensure that its contents are appropriate for their use before adoption. They are also reminded to seek independent professional advice where appropriate.

**Halimbawa ng Resibo ng Pagbabayad sa Terminasyon/  
Pagtatapos ng Kontrata**

Ako si, \_\_\_\_\_, HKID/Pasaporte Num. \_\_\_\_\_, ay nagpapatunay na tumanggap ng mga sumusunod mula sa aking pinaglilingkuran \_\_\_\_\_ nuong (petsa) \_\_\_\_\_ \*cash/tseke/sa automatikong pagbabayad sa bangko (bank auto pay).

- |  |                             |          |
|--|-----------------------------|----------|
| 1. Mga sinahod   | (mula _____ hanggang _____) | \$ _____ |
| Kasama ang mga kabayaran sa sumusunod :  |                             |          |
| (a) (mga) pista opisyal  | (mga) petsa: _____          |          |
| (b) mga taunang bakasyon   | (mula _____ hanggang _____) |          |
| (c) pahinga sa pagkakasakit  | (mula _____ hanggang _____) |          |
| (d) iba pa(tukuyin lamang):  | _____                       |          |
| 2. Panggastos sa Pagkain   | (mula _____ hanggang _____) | \$ _____ |
| 3. Mga sahod kapalit ng abiso  |                             | \$ _____ |
| 4. Hindi pa nakukuhang bayad sa taunang bakasyon ( _____ mga araw)                 |                             | \$ _____ |
| 5. Kabayaran sa matagal na serbisyo/kabayaran sa pag-alis na walang papalit        |                             | \$ _____ |
| 6. Panggastos sa Pagkain at Pagbibiyaha  |                             | \$ _____ |
| 7. * Kabayaran kapalit na tiket sa eroplano/o tiket na balikan ng _____ (Eroplano) |                             | \$ _____ |
| 8. Iba pa  | (a) _____                   | \$ _____ |
|  | (b) _____                   | \$ _____ |

Lagda ng Kasambahay: \_\_\_\_\_ Petsa: \_\_\_\_\_  
(Pangalan): ( \_\_\_\_\_ )

Lagda ng Pinaglilingkuran: \_\_\_\_\_ Petsa: \_\_\_\_\_  
(Pangalan): ( \_\_\_\_\_ )

Nasaksihan ni (kung mayroon)(Lagda) : \_\_\_\_\_ Petsa: \_\_\_\_\_  
(Pangalan): ( \_\_\_\_\_ )

Pananda 1: Sumangguni sa "Praktikong Gabay Para sa Pagtrabaho ng mga Kasambahay – Ano ang Kailangang malaman ng mga Dayuhang Kasambahay at nang Kanilang mga Amo" ("Practical Guide for Employment of FDHs – What FDHs and their Employers Should Know") para sa mga karapatan at obligasyon ng mga amo at FDHs.

Pananda 2: Ito ay isang halimbawang dokumento lamang. Ang mga partido na tumutunghay dito sa halimbawang ito ay dapat na siguraduhing ang mga nilalaman nito ay angkop sa kanilang layunin bago gamitin. Sila rin ay pinaaalalahan na sumangguni sa isang propesyunal kung nararapat.

\* Maaring tanggalin kung hindi kinakailangan

# Indonesian version



## Contoh Tanda Terima Pembayaran karena Pemutusan/ Berakhirnya Kontrak

Saya, \_\_\_\_\_, No. KTP HK/Paspor  
\_\_\_\_\_, sudah menerima pembayaran untuk hal-hal berikut ini dari majikan saya  
\_\_\_\_\_ pada (tanggal) \_\_\_\_\_ \* dalam  
bentuk tunai/cek/ melalui pembayaran otomatis dari bank.

1. Gaji (dari \_\_\_\_\_ s/d \_\_\_\_\_) \$ \_\_\_\_\_  
termasuk pembayaran sebagai berikut :
  - (a) hari libur resmi (tanggal: \_\_\_\_\_)
  - (b) cuti tahunan (dari \_\_\_\_\_ s/d \_\_\_\_\_)
  - (c) cuti sakit (dari \_\_\_\_\_ s/d \_\_\_\_\_)
  - (d) lainnya (harap sebutkan): \_\_\_\_\_
2. Uang makan (dari \_\_\_\_\_ s/d \_\_\_\_\_) \$ \_\_\_\_\_
3. Gaji sebagai pengganti pemberitahuan di muka \$ \_\_\_\_\_
4. Cuti tahunan yang belum diambil ( \_\_\_\_\_ hari) \$ \_\_\_\_\_
5. Uang masa kerja lama/uang pesangon \$ \_\_\_\_\_
6. Uang Makan dan Perjalanan \$ \_\_\_\_\_
7. \* Uang sebagai ganti tiket pesawat/tiket pesawat pulang dgn penerbangan  
\_\_\_\_\_ (Maskapai) \$ \_\_\_\_\_
8. Lainnya (a) \_\_\_\_\_ \$ \_\_\_\_\_  
(b) \_\_\_\_\_ \$ \_\_\_\_\_

Tanda Tangan PLRT: \_\_\_\_\_ Tanggal: \_\_\_\_\_  
(Nama): ( \_\_\_\_\_ )

Tanda Tangan Majikan: \_\_\_\_\_ Tanggal: \_\_\_\_\_  
(Nama): ( \_\_\_\_\_ )

Disaksikan oleh (jika ada)(Td Tangan) : \_\_\_\_\_ Tanggal: \_\_\_\_\_  
(Nama): ( \_\_\_\_\_ )

Catatan 1 : Harap merujuk ke "Pedoman Praktis Untuk Pramuwisma Asing – Apa Yang Harus Diketahui Para Penata Laksana Rumah Tangga Asing Dan Majikan Mereka" ("Practical Guide for Employment of FDHs – What FDHs and their Employers Should Know") untuk hak-hak dan kewajiban-kewajiban para majikan dan PLRTA.

Catatan 2 : Ini adalah contoh dokumen untuk rujukan saja. Pihak-pihak yg merujuk ke contoh ini harus memastikan bahwa isi nya cocok untuk dipakai mereka sebelum mereka menggunakannya. Mereka juga diingatkan untuk mencari advis professional yg independen bila dirasa perlu.

\* Harap coret yg tidak perlu



# Hindi version

## अनुबंध के खत्म / समाप्ति पर भुगतान के लिए नमूना रसीद

में, \_\_\_\_\_, HKID / पासपोर्ट नंबर \_\_\_\_\_, निम्न  
आइटम का भुगतान अपने नियोक्ता ` \_\_\_\_\_ (तारीख) को  
\_\_\_\_\_ \* नकद / में चेक / बैंक स्वचालित भुगतान द्वारा प्राप्त होने को  
स्वीकार करता हूँ\*।

- |   |  |          |
|---|--|----------|
| 1 | वेतन ( _____ ` _____ तक )  | \$ _____ |
|   | निम्नलिखित के लिए भुगतान शामिल:                                    |          |
|   | (a) वैधानिक छुट्टी (तारीख) ( _____ )                               |          |
|   | (b) वार्षिक छुट्टी ( _____ ` _____ तक )                            |          |
|   | (c) बिमार की छुट्टी ( _____ ` _____ तक )                           |          |
|   | (d) अन्य (कृपया बताएं): _____                                      |          |
| 2 | भोजन भत्ता ( _____ ` _____ तक )                                    | \$ _____ |
| 3 | नोटि के बदले भुगतान  | \$ _____ |
| 4 | ना ली हुई वार्षिक छुट्टी का वेतन ( _____ दिन)                      | \$ _____ |
| 5 | लंबी `वा भुगतान / विच्छेद भुगतान                                   | \$ _____ |
| 6 | खाद्य और यात्रा भत्ता  | \$ _____ |
| 7 | * हवाई टिकट के बदले भुगतान / वापसी टिकट का टिकट<br>_____ (एयरलाइन) | \$ _____ |
| 8 | अन्य (a) _____   | \$ _____ |
|   | (b) _____  | \$ _____ |

सहायक के हस्ताक्षर: \_\_\_\_\_ तिथि: \_\_\_\_\_  
(नाम):( \_\_\_\_\_ )

नियोक्ता के हस्ताक्षर: \_\_\_\_\_ तिथि: \_\_\_\_\_  
(नाम):( \_\_\_\_\_ )

गवाह द्वारा (यदि कोई हो) (हस्ताक्षर) : \_\_\_\_\_ तिथि: \_\_\_\_\_  
(नाम):( \_\_\_\_\_ )

नोट 1 : कृपया नियोक्ताओं और विदेशी घरेलू सहायकके अधिकारों और दायित्वों के लिए "विदेशी घरेलू सहायक के रोजगार के लिए प्रैक्टिकल गाइड - विदेशी घरेलू सहायताकर्ता और उनके नियोक्ता को क्या पता होना चाहिए" का `दर्भ लें।

नोट 2 : यह `दर्भ के लिए केवल एक नमूना दस्तावेज़ है इस नमूने का जिक्र करते हुए दलों को यह `निश्चित करना चाहिए कि स्वीकृति ` पहले इसकी सामग्री उनके उपयोग के लिए उपयुक्त हो। जहां उपयुक्त हो उन्हें स्वतंत्र व्यावसायिक सलाह लेने की भी याद दिलाती है।

\* जहां उचित हो वहां हटाएं



## ตัวอย่างใบเสร็จรับเงินค่าจ้างจากการยกเลิก/ครบกำหนด ของสัญญาจ้าง

ข้าพเจ้า \_\_\_\_\_ บัตรประชาชนฮ่องกง/หนังสือเดินทางเลขที่ \_\_\_\_\_  
ได้รับเงินตามรายการข้างใต้นี้จากนายจ้างของข้าพเจ้า \_\_\_\_\_ เมื่อ (วันที่) \_\_\_\_\_

\* เป็นเงินสด/เป็นเช็ค/โอนเข้าบัญชีธนาคารโดยตรง

1. เงินค่าจ้าง (จาก \_\_\_\_\_ ถึง \_\_\_\_\_) \$ \_\_\_\_\_

รวมถึงเงินชดเชยต่างๆตามรายการข้างใต้นี้ :

(a) ค่าวันหยุดตามประเพณี (วันที่: \_\_\_\_\_)

(b) ค่าวันหยุดประจำปี (จาก \_\_\_\_\_ ถึง \_\_\_\_\_)

(c) ค่าวันลาพักป่วย (จาก \_\_\_\_\_ ถึง \_\_\_\_\_)

(d) อื่นๆ (โปรดระบุ) : \_\_\_\_\_

2. ค่าอาหาร (จาก \_\_\_\_\_ ถึง \_\_\_\_\_) \$ \_\_\_\_\_

3. ค่าจ้างแทนการแจ้งล่วงหน้า \$ \_\_\_\_\_

4. ค่าจ้างวันหยุดประจำปีที่ยังไม่ได้ลา ( \_\_\_\_\_ วัน) \$ \_\_\_\_\_

5. ค่าการทำงานนาน/ค่าชดเชยในการที่นายจ้างไม่จำเป็นต้องจ้างลูกจ้างอีกต่อไป \$ \_\_\_\_\_

6. ค่าอาหารและค่าใช้จ่ายในการเดินทางที่นายจ้างต้องจ่าย \$ \_\_\_\_\_

7. \* การชำระเงินแทนตัวเครื่องบิน/ค่าตัวเครื่องบินเที่ยวกลับของ (สายการบิน)  
\_\_\_\_\_ \$ \_\_\_\_\_

8. อื่นๆ (a) \_\_\_\_\_ \$ \_\_\_\_\_

(b) \_\_\_\_\_ \$ \_\_\_\_\_

ลายเซ็นชื่อผู้ช่วยแม่บ้าน : \_\_\_\_\_ วันที่: \_\_\_\_\_

(ชื่อ): ( \_\_\_\_\_ )

ลายเซ็นชื่อนายจ้าง : \_\_\_\_\_ วันที่: \_\_\_\_\_

(ชื่อ): ( \_\_\_\_\_ )

พยาน (ถ้ามี) (ลายเซ็นชื่อ): \_\_\_\_\_ วันที่: \_\_\_\_\_

(ชื่อ): ( \_\_\_\_\_ )

หมายเหตุ 1 : โปรดอ้างอิงถึง “คู่มือแนะนำเกี่ยวกับการจ้างผู้ช่วยแม่บ้านต่างชาติ - สิ่งที่คุณช่วยแม่บ้านต่างชาติและนายจ้างควรรู้” (Practical Guide for Employment of FDHs - What FDHs and Their Employers Should Know) เพื่อเรียนรู้สิทธิและหน้าที่ที่ต้องปฏิบัติตามของนายจ้างและผู้ช่วยแม่บ้าน

หมายเหตุ 2 : นี่คือนิยามเอกสารสำหรับการอ้างอิงเท่านั้น  
บุคคลที่จะเลือกใช้ตัวอย่างนี้ควรพิจารณาข้อความดังกล่าวว่าเหมาะสมหรือไม่หรือควรปรึกษาความคิดเห็นจากผู้เชี่ยวชาญก่อน

\* โปรดขีดฆ่าตามเหมาะสม



# Sinhala version

## රැකියා ගිවිසුම කල් ඉකුත්වීම / අවසන් වීම මත කරන ලද ගෙවීම් සඳහා ආදර්ශ කුවිතාන්සිය

\_\_\_\_\_ වන, හොංකොං හැඳුනුම්පත්/ විදේශ ගමන් බලපත් අංකය \_\_\_\_\_ දරණ මම, මාගේ සේවා යෝජකයාගෙන් පහත සඳහන් දෑ \_\_\_\_\_ වන දින \*මුදල්/වෙක්පත්/ බැංකුවට කල ගෙවීමක් වශයෙන් ලබා ගත්තා.

1. වැටුප් ( \_\_\_\_\_ සිට \_\_\_\_\_ දක්වා) \$ \_\_\_\_\_  
 පහත දැක්වෙන ගෙවීම් ඇතුළත් වේ :  
 (අ) රජයේ නිවාඩුව/ නිවාඩු ( දිනය / දින : \_\_\_\_\_ )  
 (ආ) වාර්ෂික නිවාඩු ( \_\_\_\_\_ සිට \_\_\_\_\_ දක්වා )  
 (ඇ) අසනීප නිවාඩු ( \_\_\_\_\_ සිට \_\_\_\_\_ දක්වා )  
 (ඈ) වෙනත් (කරුණාකර සඳහන් කරන්න): \_\_\_\_\_
2. ආහාර දීමනාව ( \_\_\_\_\_ සිට \_\_\_\_\_ දක්වා) \$ \_\_\_\_\_
3. දැනුම් දීම වෙනුවට ගෙවීම් \$ \_\_\_\_\_
4. ලබා නොගත් වාර්ෂික නිවාඩු සඳහා ගෙවීම් \$ \_\_\_\_\_  
 (දින \_\_\_\_\_)
5. දීර්ඝ කාලීන සේවය වෙනුවෙන් ගෙවීම් / වන්දි ගෙවීම් \$ \_\_\_\_\_
6. ආහාර සහ ගමන් දීමනාව \$ \_\_\_\_\_
7. \_\_\_\_\_ (ගුවන් යානය) \* ගුවන් \$ \_\_\_\_\_  
 විකට්පත වෙනුවෙන් / නැවත පැමිණීම සඳහා ගුවන් විකට්පත කරන ලද ගෙවීම්
8. වෙනත් (අ) \_\_\_\_\_ \$ \_\_\_\_\_  
 (ආ) \_\_\_\_\_ \$ \_\_\_\_\_

සේවකයාගේ අත්සන: \_\_\_\_\_ දිනය: \_\_\_\_\_  
 (නම): ( \_\_\_\_\_ )

සේවා යෝජකයාගේ අත්සන: \_\_\_\_\_ දිනය: \_\_\_\_\_  
 (නම): ( \_\_\_\_\_ )

සාක්ෂිකරු (සිටි නම)(අත්සන) : \_\_\_\_\_ දිනය: \_\_\_\_\_  
 (නම): ( \_\_\_\_\_ )

සටහන 1 : සේවා යෝජකයින් සහ විදේශීය ගෘහ සේවකයින් හට අදාළ වන අයිතිවාසිකම් හා වගකීම් සඳහා " විදේශීය ගෘහ සේවක රැකියා නියුක්තිය පිළිබඳ ප්‍රායෝගික මඟ පෙන්වීම - විදේශීය ගෘහ සේවකයින් සහ ඔවුන්ගේ සේවා යෝජකයින් දැන සිටිය යුතු දෑ " අත්පොත කරුණාකර බලන්න.  
 සටහන 2 : මෙය නිර්දේශනය කිරීම සඳහා ආදර්ශ ලේඛනයක් පමණි. මෙම ආදර්ශ භාවිතයට ගන්නා පාර්ශවයන් භාවිතයට පෙර එහි අන්තර්ගතය ඔවුන්ගේ භාවිතයට සුදුසු දැයි තහවුරු කර ගත යුතුය. සුදුසු අවස්ථාවලදී ස්වාධීන වෘත්තීය උපදෙස් ලබා ගැනීමටද ඔවුන්ට මතක් කර ඇත.



# Myanmar language version

## စာချုပ် ဖျက်သိမ်းခြင်း/ သက်တမ်းရက်ကုန်လွန်ခြင်းအပေါ် ငွေပေးချေခြင်းအတွက် လက်ခံပြေစာနမူနာ

ကျွန်ုပ်၊ \_\_\_\_\_၊ ကောင်ကောင်မှတ်ပုံတင်/ နိုင်ငံကူးလက်မှတ်အမှတ် \_\_\_\_\_၊ ကျွန်ုပ်၏အလုပ်ရှင် \_\_\_\_\_ မှ ဖော်ပြပါအကြောင်းအရာများ လက်ခံရရှိပါသည်။ နေ့တွင်(ရက်စွဲ) \* ငွေသား / ချက်လက်မှတ်ဖြင့် / ဘဏ်မှ အလိုလျောက်ငွေပေးချေမှုဖြင့်။

- ၁ လုပ်အားခများ (မှ \_\_\_\_\_ အထိ \_\_\_\_\_) \$ \_\_\_\_\_  
အောက်ပါတို့အတွက်ငွေပေးချေခြင်းများ ပါဝင်သည်:  
(a) ပြန်တမ်းဝင် အားလပ်ရက် (များ) (ရက်စွဲ (များ): \_\_\_\_\_)  
(b) နှစ်ပတ်လည်ခွင့် (မှ \_\_\_\_\_ အထိ \_\_\_\_\_)  
(c) နာမကျန်း ခွင့် (မှ \_\_\_\_\_ အထိ \_\_\_\_\_)  
(d) အခြား (ကျေးဇူးပြု၍ ခွဲချားသတ်မှတ်ပြပါ) \_\_\_\_\_
- ၂ အစားအသောက် ထောက်ပံ့ကြေး (မှ \_\_\_\_\_ အထိ \_\_\_\_\_) \$ \_\_\_\_\_
- ၃ အကြောင်းကြားစာအစား ငွေပေးချေခြင်း \$ \_\_\_\_\_
- ၄ မယူထားသော နှစ်ပတ်လည်ခွင့် ပေးငွေ (\_\_\_\_\_ ရက်) \$ \_\_\_\_\_
- ၅ ကာလရှည်ဝန်ဆောင်မှုအတွက် ဂုဏ်ပြုငွေပေးခြင်း/ဝန်ဆောင်မှုပြီးဆုံးခြင်းအတွက်ငွေပေးချေခြင်း \$ \_\_\_\_\_
- ၆ အစားအသောက်နှင့် ခရီးစရိတ် ထောက်ပံ့ကြေး \$ \_\_\_\_\_
- ၇ \* လေယာဉ်လက်မှတ်/ အပြန်လေယာဉ်လက်မှတ် အစားငွေပေးခြင်း  
\_\_\_\_\_ (လေကြောင်းလိုင်း) \$ \_\_\_\_\_
- ၈ အခြား (က) \_\_\_\_\_ \$ \_\_\_\_\_  
(ခ) \_\_\_\_\_ \$ \_\_\_\_\_

အိမ်အကူ၏ လက်မှတ်: \_\_\_\_\_ ရက်စွဲ: \_\_\_\_\_  
(အမည်) ။ ( )

အလုပ်ရှင်၏ လက်မှတ်: \_\_\_\_\_ ရက်စွဲ: \_\_\_\_\_  
(အမည်) ။ ( )

အသိသက်သေ (ရှိလျှင်)( လက်မှတ်): \_\_\_\_\_ ရက်စွဲ: \_\_\_\_\_  
(အမည်) ။ ( )

မှတ်ချက် ၁: အလုပ်ရှင်များ နှင့် FDHs များ၏ ရပိုင်ခွင့်များနှင့် တာဝန်ဝတ္တရားအတွက် "FDHs ၏အလုပ်အကိုင်အတွက် လက်တွေ့လမ်းညွှန်-FDHs နှင့် အလုပ်ရှင်များသိထားသင့်သည်များ" ကို ကျေးဇူးပြု၍ ကိုးကားပါ။

မှတ်ချက် ၂: ဤဟာသည် ကိုးကားရန်အတွက် နမူနာ စာရွက်စာတမ်း ဖြစ်သည်။ သက်ဆိုင်သူများသည် နမူနာကို ကိုးကားရာတွင် ရှေးဦးစွာ မြေမီ ၎င်း၏အကြောင်းအရာများသည် သူတို့အသုံးပြုရန် သင့်လျော်ကြောင်း သေချာအောင် ပြုလုပ်ရမည်။ သင့်လျော်ရာ လွတ်လပ်ကွမ်းကျင်သောအကြံကောင်းများ ရှာဖွေရန်လည်း သူတို့ကို အသိပေးသည်။

\* ဖော်ပြသောအရာကို ပယ်ဖျက်ပါ



# Khmer version

## តម្រូវការវិធានការសម្រាប់ការចំណាយនៅពេលបញ្ចប់កិច្ចសន្យាការងារ មុនពេលកំណត់ / តាមកាលកំណត់

ខ្ញុំឈ្មោះ: \_\_\_\_\_ កាន់អត្តសញ្ញាណប័ណ្ណហុងកុងលេខ/លិខិតឆ្លងដែនលេខ  
\_\_\_\_\_ ទទួលបានប្រាក់តាមចំណុចខាងក្រោម ពីនិយោជករបស់ខ្ញុំឈ្មោះ: \_\_\_\_\_  
នៅ (កាលបរិច្ឆេទ) \_\_\_\_\_ \*ជាប្រាក់សុទ្ធ / តាមរយៈមូលប្បទានបត្រ (សែក) /  
តាមរយៈការទូទាត់ប្រាក់ដោយស្វ័យប្រវត្តិតាមធនាគារ ។

- ១ ប្រាក់ឈ្នួល (ចាប់ពីថ្ងៃ \_\_\_\_\_ រហូតដល់ថ្ងៃ \_\_\_\_\_) \$ \_\_\_\_\_  
រួមបញ្ចូលទាំងការផ្តល់ប្រាក់តាមចំណុចខាងក្រោម ៖  
(ក) ថ្លៃឈប់សម្រាកបុណ្យជាតិ (កាលបរិច្ឆេទ ៖ \_\_\_\_\_)  
(ខ) ច្បាប់ឈប់សម្រាកប្រចាំឆ្នាំ (ចាប់ពីថ្ងៃ \_\_\_\_\_ រហូតដល់ថ្ងៃ \_\_\_\_\_)  
(គ) ច្បាប់ឈប់ (ចាប់ពីថ្ងៃ \_\_\_\_\_ រហូតដល់ថ្ងៃ \_\_\_\_\_)  
(ឃ) ផ្សេងៗ (សូមបញ្ជាក់) ៖ \_\_\_\_\_
- ២ ប្រាក់ឧបត្ថម្ភសម្រាប់ការហូបចុក (ចាប់ពីថ្ងៃ \_\_\_\_\_ រហូតដល់ថ្ងៃ \_\_\_\_\_) \$ \_\_\_\_\_
- ៣ ការផ្តល់ប្រាក់ជំនួសឲ្យការជូនដំណឹង \$ \_\_\_\_\_
- ៤ ច្បាប់ឈប់សម្រាកប្រចាំឆ្នាំដែលមិនបានប្រើ (ចំនួនថ្ងៃ \_\_\_\_\_) \$ \_\_\_\_\_
- ៥ ប្រាក់ដែលផ្តល់ឱ្យក្រោយឈប់ធ្វើការ / ប្រាក់សម្រាប់បញ្ឈប់អ្នកជំនួយការងារផ្ទះ  
ដោយជំនួសការមិនបានបន្តកិច្ចសន្យា \$ \_\_\_\_\_
- ៦ ប្រាក់ឧបត្ថម្ភសម្រាប់ការហូបចុក និងការធ្វើដំណើរ \$ \_\_\_\_\_
- ៧ \* ការផ្តល់ប្រាក់សម្រាប់ថ្លៃសំបុត្រយន្តហោះ / ថ្លៃសំបុត្រយន្តហោះត្រឡប់ទៅវិញរបស់  
\_\_\_\_\_ (ក្រុមហ៊ុនអាកាសចរណ៍) \$ \_\_\_\_\_
- ៨ ផ្សេងៗ (ក) \_\_\_\_\_ \$ \_\_\_\_\_  
(ខ) \_\_\_\_\_ \$ \_\_\_\_\_

ហត្ថលេខារបស់អ្នកជំនួយការងារផ្ទះ ៖ \_\_\_\_\_ កាលបរិច្ឆេទ ៖ \_\_\_\_\_  
(ឈ្មោះ) ៖ ( \_\_\_\_\_ )

ហត្ថលេខារបស់និយោជក ៖ \_\_\_\_\_ កាលបរិច្ឆេទ ៖ \_\_\_\_\_  
(ឈ្មោះ) ៖ ( \_\_\_\_\_ )

សាក្សី (ប្រសិនបើមាន) (ហត្ថលេខា) ៖ \_\_\_\_\_ កាលបរិច្ឆេទ ៖ \_\_\_\_\_  
(ឈ្មោះ) ៖ ( \_\_\_\_\_ )

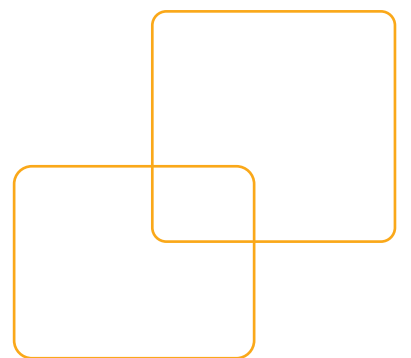
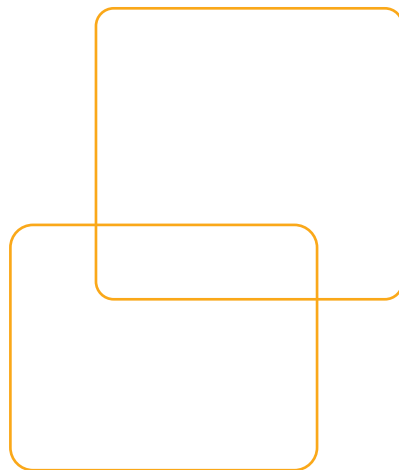
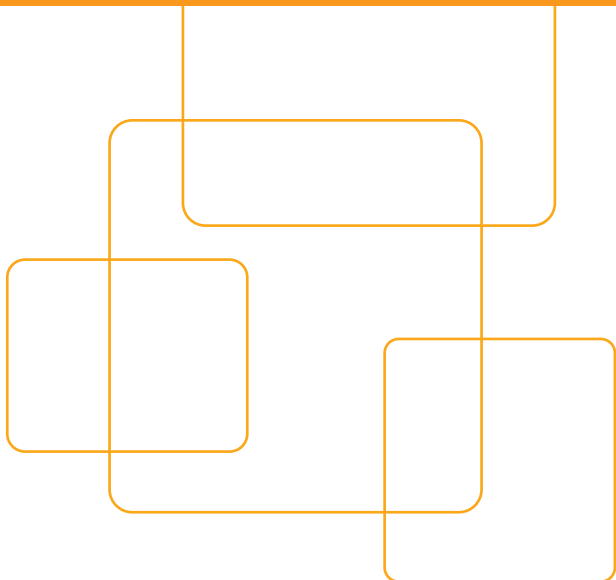
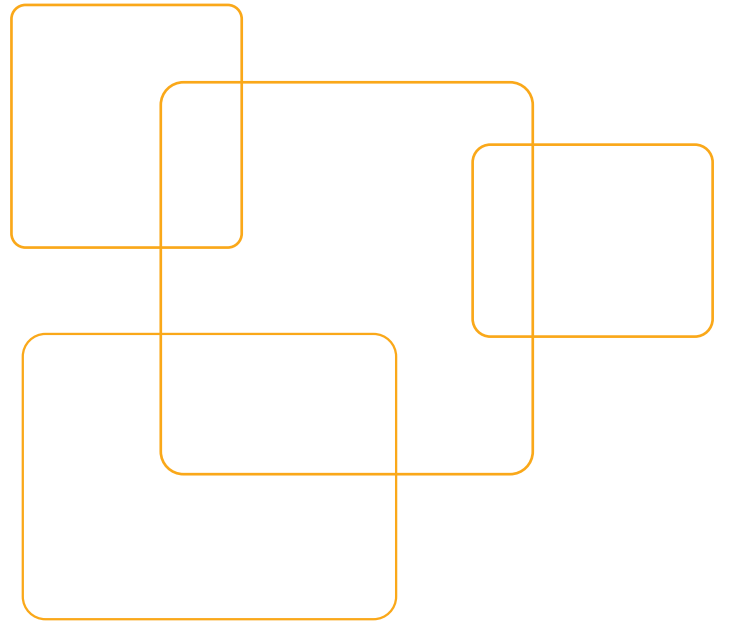
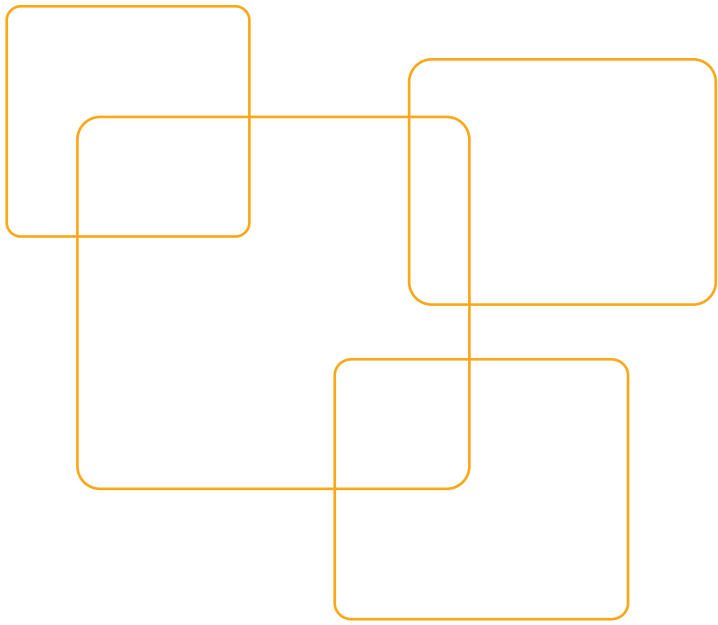
សម្គាល់ទី ១ ៖ សូមអានច្បាប់ពាក់ព័ន្ធនៃ "សៀវភៅណែនាំដោយមានការអនុវត្តជាក់ស្តែងសម្រាប់ការងាររបស់អ្នកជំនួយការងារផ្ទះដែលបានជ្រើសរើសពីបរទេស - អ្វីដែលអ្នកជំនួយការងារផ្ទះមកពីបរទេសនិងនិយោជករបស់ពួកគេត្រូវយល់ដឹង" សម្រាប់ព័ត៌មានទាក់ទងនឹងសិទ្ធិ និងកាតព្វកិច្ចរបស់និយោជក និងអ្នកជំនួយការងារផ្ទះមកពីបរទេស ។

សម្គាល់ទី ២ ៖ នេះគឺជាគំរូឯកសារសម្រាប់បំពេញការងារយោងតែប៉ុណ្ណោះ ។ ភាគីដែលពាក់ព័ន្ធនឹងគំរូឯកសារនេះ ត្រូវតែធានាថា ខ្លឹមសាររបស់ឯកសារនេះ គឺសមស្របសម្រាប់ការប្រើប្រាស់មុនពេលចាប់ផ្តើមចូលជាធរមាន ។ ភាគីទាំងនោះក៏ត្រូវបានរំលឹកឲ្យស្នើសុំដំបូន្មានពីអ្នកជំនាញឯករាជ្យ នៅពេលដែលសមស្របផងដែរ ។

\* សូមលុបចោលចំណុចដែលមិនសមស្រប







February 2018