



來港旅遊／過境(保證人)申請表
(由保證人填寫)

Application for Entry for Visit/Transit (Sponsor)
in Hong Kong (to be completed by the sponsor)

注意：(i) 有關申請手續及所需文件，請參閱「來港旅遊／過境入境指南」[ID(C) 1004]。

Note: Please read the 'Guidebook for Entry for Visit/Transit in Hong Kong' [ID(E) 1004] for the application procedures and documents required for the application.

(ii) 領取本表格無須繳費。 This form is issued free of charge.

(iii) 請用黑色或藍色筆以正楷填寫本表格。 Please complete this form in BLOCK letters using black or blue pen.

(iv) 請在適當方格內填上「✓」號。 Please tick as appropriate.

(v) * 請將不適用者刪去。 Please delete where inappropriate.

1. 在港保證人的資料 [請選擇以下第(i)或(ii)項] Particulars of Sponsor in Hong Kong [Please select item (i) or (ii) below]	
(i) 適用於以公司作為保證人的申請 For application in which the sponsor is a company	
公司名稱 Name of the company	公司地址 (請在界內填寫) Company address (please fill in within border)
商業登記證號碼 Business registration certificate no.	
聯絡電話號碼 Contact telephone no.	內線 Ext.
傳真號碼 Fax no.	
獲授權人士／聯絡人 Authorised person/Contact person	職位 Post title
電郵地址 (如有) E-mail address (if any)	
網址 (如有) Website (if any)	
(ii) 適用於以個人名義作為保證人的申請 For application in which the sponsor is an individual	
姓名 (中文) (如適用) Name in Chinese (if applicable)	香港身份證號碼 (如有) HK identity card no. (if any) ()
姓 (英文) Surname in English	
名 (英文) Given names in English	
出生日期 Date of birth	性別 <input type="checkbox"/> 男 <input type="checkbox"/> 女 Sex Male Female
日 dd 月 mm 年 yyyy	國籍／ 原居地 (適用於內地、香港、澳門及台灣居民) Nationality/ Place of domicile (applicable to Mainland, Hong Kong, Macao and Taiwan residents)
職業 Occupation	通訊地址 (請在界內填寫) Correspondence address (please fill in within border)
*每月入息／存款 (港幣) *Monthly income/deposit (HK\$)	
聯絡電話號碼 Contact telephone no.	
傳真號碼 (如有) Fax no. (if any)	
電郵地址 (如有) E-mail address (if any)	
與申請人的關係 Relationship with applicant	
如本表格為影印本或從互聯網下載， 請填寫此欄。 Please complete this column if this form is a photocopy or downloaded copy.	在本頁內所填報的資料均屬正確、完備和真實。 The information given on this page is correct, complete and true. 保證人或公司獲授權人士 姓名和簽署及公司蓋章 (註) Name & signature of sponsor or company's authorised person and company chop (Note) _____ 日期 _____ 職位 (如適用) Date _____ Post title (if applicable) _____

註：如保證人為一間公司，可授權一名人士代表公司簽署。在此情況下，獲授權人士應在簽署旁加蓋公司印章。
Note: If the sponsor is a company, an authorised person may sign on its behalf. In such case, the company chop should be endorsed beside the signature.



2. 旅客／過境旅客（申請人） Visitor/ Visitor in Transit (applicant)

中文姓名（如適用）
Chinese name (if applicable)

英文姓名
English name

**3. 保證人的陳述說明及聲明 [由保證人／獲授權人士（如保證人為一間公司）填寫]
Sponsor's Statement and Declaration [to be completed by the sponsor/ an authorised person (if the sponsor is a company)]**

本人同意為處理本申請個案而進行任何所需的查詢。
I consent to the making of any enquiries necessary for the processing of this application.

本人證明，據本人對申請人所知，本人支持申請人並相信其適宜獲准為所述目的來港。
I certify from my personal knowledge of the applicant, that I am able to support the applicant as a person whom I believe is suitable to be allowed into Hong Kong for the purpose stated.

本人承諾倘申請人在入境事務處處長所批准的逗留期限屆滿時仍未離港，本人願意承擔責任，將申請人遣返（填上原居地）_____。
I undertake to assume responsibility for the applicant's repatriation to (insert place of domicile) _____ if at the expiry of limit of stay granted by the Director of Immigration, the applicant fails to leave Hong Kong.

本人聲明就本人所知所信，本申請表內所填報的各項資料均為正確、完備和真實。
I declare that all information given in this application form is correct, complete and true to the best of my knowledge and belief.

保證人或公司獲授權人士
姓名和簽署及公司蓋章（註）
Name & signature of sponsor or
company's authorised person and company chop (Note)

日期
Date _____

職位
Post title _____

註：如保證人為一間公司，可授權一名人士代表公司簽署。在此情況下，獲授權人士應在簽署旁加蓋公司印章。
Note: If the sponsor is a company, an authorised person may sign on its behalf. In such case, the company chop should be endorsed beside the signature.



收集個人資料的目的 Statement of Purpose

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收集資料的目的 Purpose of Collection



對於申請表內所提供的個人資料，入境事務處會用作下列一項或多項的用途：

The personal data provided in the application form will be used by the Immigration Department for one or more of the following purposes:

1. 辦理你的申請；
to process your application;
2. 實施／執行《入境條例》（第 115 章）及《入境事務隊條例》（第 331 章）的有關條文規定，以及履行入境管制職務，藉此協助其他政府決策局和部門執行其他法例和規例；
to administer/enforce relevant provisions of the Immigration Ordinance (Chapter 115) and Immigration Service Ordinance (Chapter 331), and to assist in the enforcement of any other Ordinances and Regulations by other government bureaux and departments through carrying out immigration control duties;
3. 在有關人士向入境事務處提出申請並提名你為保證人或諮詢人時，把你的資料供作核對用途；
to process other person's application for immigration facilities in which you are named as a sponsor or referee;
4. 供作統計及研究用途，但所得的統計數字或研究成果不會以識辨各有關的資料當事人或其中任何人的身份的形式提供；以及
for statistics and research purposes on the condition that the resulting statistics or results of the research will not be made available in a form which will identify the data subjects or any of them; and
5. 供作法例規定、授權或准許的其他合法用途。
any other legitimate purposes as may be required, authorised or permitted by law.

在申請表內的個人資料是自願提供的。如果你未能提供充分的資料，本處或許不能辦理你的申請，或無從翻查或不能正確地辨別有關紀錄。

The provision of personal data by means of this application form is voluntary. If you do not provide sufficient information, we may not be able to process your application or to conduct the record search or positively identify the record.

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資料轉交的類別 Classes of Transferees



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

The personal data you provide may be disclosed to government bureaux, departments and other organisations for the purposes mentioned above.

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查閱個人資料 Access to Personal Data



根據《個人資料（私隱）條例》（第 486 章）第 18 及 22 條以及附表 1 第 6 原則，你有權查閱及改正其個人資料。你的查閱權利包括在繳交有關費用後，索取你在申請表內所提供的個人資料的副本。

You have a right to request access to and correction of your personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Chapter 486). Your right of access includes the right to obtain a copy of your personal data provided in the application form subject to payment of a fee.

有關查詢申請表內的個人資料，包括查閱或改正，可向下列人員提出：

Enquiries concerning the personal data collected by means of the application form, including making of access and corrections, should be addressed to:

香港灣仔告士打道七號
入境事務大樓
總入境事務主任（就業及旅遊簽證）
電話：(852) 2294 2299

Chief Immigration Officer (Employment and Visit Visas)
Immigration Tower, 7 Gloucester Road
Wan Chai, Hong Kong
Tel.: (852) 2294 2299

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一般查詢 General Enquiries



有關申請的一般查詢，請透過以下方式與本處聯絡：

For general enquiries, please contact us at:

電話 Tel.: (852) 2824 6111
傳真 Fax: (852) 2877 7711
電郵 E-mail: enquiry@immd.gov.hk
網址 Website: www.immd.gov.hk

(請沿此線撕下 Please tear off along this line)