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| **内地员工个人资料**  Personal Information of PRC Staff |  |

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| **个人资料 Personal Information** |

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| 姓名  Full Name | 中文  Chi |  | | 英文  Eng |  | 性别  Sex | 🞎 男 🞎 女  Male Female |
| 入职日期  Date of Employment |  | | 日/月/年  D/M/Y | | 参加工作年份  Career Start Date |  | |
| 职位  Position |  | | | | 部门 Department |  | |
| 婚姻状况  Marital Status | 🞎 单身 🞎 已婚 🞎 分居 🞎 离婚 🞎 丧偶  Single Married Separated Divorced Widowed | | | | | | |
| 政治面貌  Political Status | 🞎 中共党员Chinese Communist Party Member  🞎 民主党派，具体请列出： （ ）  Democratic Party, please give details: ( )  🞎 群众Citizen | | | | | | |
| 出生日期  Date of Birth |  | | 日/月/年  D/M/Y | | 出生地点  Place of Birth |  | |
| 身份证号码  PRC ID No. |  | | | | 签发地点及日期 Place / Date of Issue |  | |
| 联络电话号码 (Home)  Contact Tel No. (1) |  | | | | 联络电话号码 (Mobile)  Contact Tel No. (2) |  | |
| 住址  Residential Address | 中文  Chi |  | | | | | |
| 英文  Eng |  | | | | | |

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| **紧急联络**  **Emergency Contact** |

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| 1. | 姓名  Full Name | 中文 Chi |  | 英文 Eng |  | |
| 关系  Relationship |  | | 联络电话号码  Contact Tel No. | |  |
| 2. | 姓名  Full Name | 中文 Chi |  | 英文 Eng |  | |
| 关系  Relationship |  | | 联络电话号码  Contact Tel No. | |  |

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| **配偶资料**  **Spouse Information** |

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| 姓名  Full Name | 中文  Chi |  | | 英文  Eng |  | |
| 出生日期  Date of Birth |  | | 日/月/年  D/M/Y | 身份证 / 护照号码 PRC ID / Passport No. | |  |

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| **内地员工个人资料**  Personal Information of PRC Staff |  |

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| **子女资料**  **Children Information** |

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| 1. | 姓名  Full Name | 中文  Chi |  | 英文  Eng |  | | |
| 出生日期  Date of Birth |  | | 日/月/年  D/M/Y | | 性别  Sex | 🞎 男 🞎 女  Male Female |
| 身份证 / 护照号码 PRC ID / Passport No. | |  | | | | |
| 2. | 姓名  Full Name | 中文  Chi |  | 英文  Eng |  | | |
| 出生日期  Date of Birth |  | | 日/月/年  D/M/Y | | 性别  Sex | 🞎 男 🞎 女  Male Female |
| 身份证 / 护照号码 PRC ID / Passport No. | |  | | | | |

本人确认以上资料准确无误，如有任何虚假或遗漏，本人将承担一切责任。

I hereby confirm that all information provided above are true, correct and complete, and shall take all responsibilities for any fraud or omission.

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| 员工签署  Staff Signature |  | 日期  Date |

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