

Acknowledgement/Confirmation – Foreign Domestic Helper (FDH) Employer

外籍家庭傭工僱主(外傭僱主)簽收/確認記錄

Name of FDH Employer外傭僱主姓名: _____

Name of FDH外傭姓名: _____ (家庭傭工合約號碼 D.H. Contract No. _____)

	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 <u>original</u> 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: _____) <u>正本</u> 。		
(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。		

註： 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.

(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。

Employment agency should provide a copy of the signed acknowledgement/confirmation to the FDH employer for reference and retention.

(2) 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。

Acknowledgement/Confirmation - Foreign Domestic Helper (FDH)

外籍家庭傭工簽收/確認記錄

Name of FDH Employer 僱主姓名: _____

Name of FDH 外傭姓名: _____ (家庭傭工合約號碼 D.H. Contract No. _____)

	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 <u>sample</u> 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 <u>樣本</u> 。		
(b) I acknowledge receipt of the <u>original</u> 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: _____) <u>正本</u> 。		
(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》，以及與僱傭有關的反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。		

- 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 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。