**Specimen**

**樣本**

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| 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)  (if no commission is charged, please indicate “NIL”)  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」) | | |
| 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 | (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) | | |
| Commission  佣金 | Receipt No.  收據號碼 | Date  日期 |
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