

Guidelines for completion of Letter of Guarantee

(For Guarantors and Employees)

1. It is necessary for each employee and the guarantor nominated by the employer to sign a “Letter of guarantee” in triplicate.
2. The guarantor should be a permanent resident of Hong Kong, including companies incorporated in Hong Kong.
3. If the guarantor is an individual, he should produce documentary proof to certify his financial soundness to be a guarantor. Documents could be salary statement, salaries tax demand note, bank statement, bank accounts etc. He would be notified when interview is required by our office.
4. If the guarantor is a limited company, it is necessary to submit the following to the External Employment Service :
 - a) memorandum and articles of association;
 - b) Certificate of Incorporation;
 - c) resolution authorizing one of the directors to sign the agreement on behalf of the company;
 - d) audited financial statement.
5. The date of signing this agreement (letter of guarantee) must be on or before the date of signing the employment contract.
6. If the guarantor understands English, the sentence “Interpreted to the guarantor in the _____ dialect of the Chinese language by (Signature of interpreter)” on page 2 of the letter of guarantee can be deleted. The deletion should be initialled by the guarantor.
7. All other amendments and deletions should be initialled by both the guarantor and employee.

簽訂香港以外地方僱傭合約擔保書須知

- 一. 每個僱員均應與僱主的擔保人簽訂一份擔保書，該擔保書必須一式三份填妥。
- 二. 擔保人必須為香港的永久居民或在香港註冊的公司。
- 三. 若以個人名義為擔保時，須提供有關其財政狀況的文件（例如糧單、稅單、銀行存款證明書、銀行存摺等），以支持其擔保人資格。如本處主任需要審核擔保人資格時，本處會聯絡擔保人安排約見。
- 四. 若以有限公司名義為擔保時，則須提供以下文件到港外僱傭事務組：
 - （甲）其公司章程及內部規程；
 - （乙）公司註冊證書；
 - （丙）董事會議紀錄說明授權其中一名董事代表該公司簽署本擔保書；
 - （丁）經審核之財務報告。
- 五. 簽訂擔保書的日期必須較簽訂僱傭合約的日期為早，或為同一日期。
- 六. 若擔保人通曉英文，則可刪去擔保書第二頁有關向擔保人翻譯擔保書內容部份，惟擔保人須在旁加以簽署。
- 七. 擔保書內凡有修改及刪去之地方均須由擔保人及僱員簽名。