



**Labour Department**  
**The Government of the Hong Kong**  
**Special Administrative Region**

- Enquiries or complaints on employment matters:  
2717 1771 ( handled by 1823 ) / 2150 6363
- Enquiries on Immigration matters: 2829 3220
- Enquiries/complaints on occupational safety matters:  
2559 2297 / 2542 2172
- Enquiries on Mandatory Provident Fund Schemes  
matters: 2918 0102
- In case of emergency or if you need Police  
assistance, please call: 999

## **What an imported worker should know**

1. Employer must give you, free of charge, an original copy of the employment contract signed by you and your employer. You should read the content carefully and verify the authenticity of the employee's signature on the contract. You are only allowed to take up a particular post for the employer at the place of employment as specified in the employment contract. You should not take up part-time employment.
2. According to the requirements of the Standard Employment Contract (SEC) and the Enhanced Supplementary Labour Scheme, your employer must within eight weeks upon your arrival in Hong Kong arrange you to attend a compulsory briefing conducted (free of charge) by the Labour Department so that you can understand your rights and benefits under Hong Kong labour laws and SEC. If you have not yet attended the briefing, please contact the Labour Department at 2778 1357 immediately.
3. Your employer should pay wages to you within seven days after the end of the wage period. Your employer should pay wages directly to your bank account in Hong Kong by autopay.
4. Your automatic teller machine card, bank statement, bank book, travel document and Hong Kong Identity Card are very important personal properties and documents which should be kept in your safe custody and should not be passed to any other person hastily.
5. Your employer should not make deductions from your wages other than deductions for accommodation (not exceeding one tenth of the normal wages or the actual cost of occupying the accommodation, whichever is the less), and items permitted by the labour legislation. Moreover, your employer shall not make deductions from your wages for the levy paid for importing workers, and for the fees charged on you by the authorities and agents in your place of origin.
6. You should read carefully before signing any documents. You should not sign up hastily unless you understand and agree to its content.
7. If your contract is pre-maturely terminated, you are only permitted to remain in Hong Kong for two weeks after termination of contract or for the remainder of the permitted stay, whichever is earlier.