

僱主請注意上述各項，並提醒你的外籍家庭傭工留意。

僱主**不應**扣減外籍家庭傭工的工資以付款給職業介紹所。



Employers of foreign domestic helpers are advised to pay attention to the above and remind their domestic helpers accordingly.

Employers **SHOULD NOT** deduct domestic helpers' wages for the payment to the agency.

有關規管職業介紹所的最新資訊，請瀏覽 www.eaa.labour.gov.hk

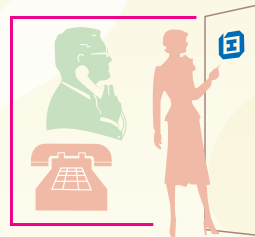
有關職業介紹所無牌經營或濫收費用的投訴或查詢，請與勞工處職業介紹所事務科聯絡。

電話：2115 3667

地址：九龍旺角道1號旺角道壹號商業中心9樓906室

網上投訴表格：www.eaa.labour.gov.hk/tc/c.html

(本單張以英文和中文寫成。如英文文本與中文譯本文義有歧異，概以英文文本為準。)



For latest information on regulation of Employment Agencies, please browse www.eaa.labour.gov.hk
For inquiry or complaint against employment agencies concerning unlicensed operation or overcharge of commission, please contact Employment Agencies Administration of the Labour Department.

Telephone : 2115 3667

Address : Unit 906, 9/F, One Mong Kok Road Commercial Centre,
1 Mong Kok Road, Kowloon

Online Complaint Form : www.eaa.labour.gov.hk/en/c.html

(This leaflet is written in both English and Chinese language. In case of conflict or deviation in interpretation, the English version shall prevail.)



香港勞工處
Labour Department • Hong Kong

English and Chinese Version

外籍家庭傭工及其僱主 使用香港職業介紹所服務須知

Important Notes for
Foreign Domestic Helpers and their Employers
When Using the Service of
Employment Agencies in Hong Kong



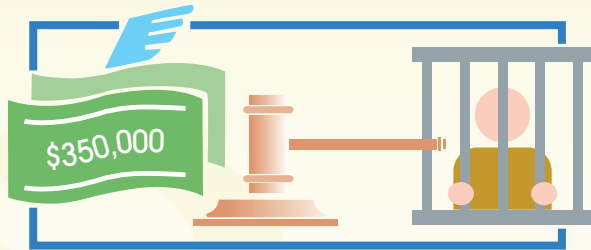
香港勞工處
Labour Department • Hong Kong

English and Chinese Version

根據《僱傭條例》第十二部及《職業介紹所規例》的規定，職業介紹所向求職者收取的最高佣金額，不得超過其獲職業介紹所安排就業後第一個月工資的百分之十。

除訂明佣金外，職業介紹所如直接或間接向求職者收取任何與謀職有關的酬勞或費用，即屬違法。

一經定罪，可被罰款350,000元及監禁3年



According to Part XII of the Employment Ordinance and the Employment Agency Regulations, the **MAXIMUM COMMISSION** an employment agency may receive from each job seeker is an amount not exceeding 10% of his first month's wages received after he has been successfully placed.

It shall be an offence if an employment agency directly or indirectly receives any reward or payment other than the prescribed commission from a job seeker in connection with obtaining employment.

Maximum Penalty for Offence: Fine of \$350,000 and imprisonment for three years

外籍家庭傭工應：

- ✓ 確定職業介紹所持有勞工處處長發出的有效職業介紹所牌照
- ✓ 在收取第一個月工資後才支付訂明佣金
- ✓ 於付款後要求職業介紹所簽發收據
- ✓ 避免經由第三者付款給職業介紹所
- ✓ 保留你的僱傭合約正本
- ✓ 保管你的個人身分證明文件（如身分證、護照等）。任何人士，包括你的僱主或職業介紹所的工作人員，都不應替你保管這些文件



Foreign Domestic Helpers SHOULD:

- ✓ Make sure the agency has a valid licence of employment agency issued by the Commissioner for Labour
- ✓ Pay the prescribed commission only **AFTER** you have received your first month wages
- ✓ Request a receipt for any payment made
- ✓ Avoid paying the agency through a third party
- ✓ Keep the original copy of your employment contract
- ✓ Keep your own personal identification documents (e.g. identity card, passport, etc.) No other person, including your employer or staff of the employment agency should keep these documents for you

外籍家庭傭工不應：

- ✗ 支付任何訂明佣金以外的開支或費用，如登記費、訂金或影印費等
- ✗ 在職業介紹所要求下，向財務公司借貸以付款給職業介紹所
- ✗ 在不明白或不肯定的情況下，簽署任何文件、協議或合約
- ✗ 在收到工資前，簽署任何預先開發的糧單 / 收據



Foreign Domestic Helpers SHOULD NOT:

- ✗ Pay the agency any expenses or fees such as registration fees, reservation fees and photocopying fees, etc. other than the prescribed commission
- ✗ Pay the agency by borrowing money from any loan company upon request of the agency
- ✗ Sign any document, agreement or contract if you don't agree to the terms or if you are not sure what they mean
- ✗ Sign for any wages you have not received