

# 通知資料變更聲明書 - 家務工作外地僱員

## Notification of Alteration of Information - Non-Resident Domestic Worker

Note: The English translation is for reference purpose only. In case of discrepancies between the English and Chinese version, the Chinese version shall apply and prevail.

### 變更資料 – 可選多項 •Modified Information – Can choose more than one

(請就變更原因按背頁指引提交相關資料 •Please consult the guidelines on the back for documents to be submitted)

獲批准之批示編號 •Authorized Dispatch No. \_\_\_\_\_

#### 1.更改工作地點 •Alteration of Address

更改原因 •Reason of Changing Workplace

- 僱主住宅搬遷  
Change of employer's residence
- 被照顧的僱主親屬住宅搬遷 (僱主與親屬居住地點不同)  
Change of residence of the employer's relative taken care by the non-resident worker (Employer does not live with the relative)
- 其他 (請註明) •Others (Please specify): \_\_\_\_\_

#### 僱主新住址/僱員新工作地點地址 •New Residence of Employer/ New Workplace of Domestic Worker

- 澳門 Macao 街名 \_\_\_\_\_ 門牌 \_\_\_\_\_  
Street No.
- 氹仔 Taipa
- 路環 Coloane 大廈名稱 \_\_\_\_\_ 期/座 \_\_\_\_\_ 層數 \_\_\_\_\_ 單位(座/室) \_\_\_\_\_  
Building Block Floor Flat

#### 2. 家庭成員變更 •Alteration of Number of Family Members in the Household

與申請人同住之家庭成員人數 (不包括申請人)

No. of family member(s) in the household (excluding the applicant) \_\_\_\_\_

未成年 •Minor \_\_\_\_\_

成年 •Adult \_\_\_\_\_

#### 3. 提供予家務工作外地僱員的條件 •Terms Offered to Non-resident Domestic Worker

每月基本報酬\* (澳門元) •Monthly basic remuneration \* (MOP) \_\_\_\_\_

- \* 為《勞動關係法》第 59 條所指的基本報酬，但不包括該條第 1 款(2)、(3)及(8)項所指的超時工作報酬、夜間工作或輪班工作的額外報酬、雙糧或其他同類性質的定期給付；亦不包括僱主每月向外地僱員支付以確保其住宿權利的金額。
- \* Basic remuneration referred in Article 59 of the Labour Relations Law, excluding overtime remuneration, extraordinary remuneration for night work or shift work, 13<sup>th</sup> month pay or other periodic benefits of a similar nature provided in subparagraphs 2), 3) and 8) of paragraph 1 of the same article, as well as the monthly amount paid by an employer to ensure a non-resident worker's right to lodging.

住宿  由僱主提供(於工作地點內居住)  僱主每月支付金額(澳門元)  
Accommodation Provided by the Employer (within workplace) Monthly Housing Allowance (MOP)  
Paid by the Employer \_\_\_\_\_

#### 4. 取消外地家務工作僱員之許可 •Cancellation of the Authorization of Non-Resident Worker

#### 5. 其他(請註明) •Others (Please Specify)

### 聯絡方式 •Contact Method 勞工事務局將透過以下手提電話號碼發出訊息予申請人

Labour Affairs Bureau will send notifications through the below mentioned mobile phone to the applicant

手提•Mobile \_\_\_\_\_

電話 •Telephone \_\_\_\_\_

本人謹聲明在本表格內所填報的內容及所提交的一切文件均屬真實及最新，並同意勞工事務局可將已提交的資料交予相關部門作查證之用。

I declare that all information in this form is true and updated, and agree to any referral of document by Labour Affairs Bureau to relative departments upon necessary verification or investigation.

申請人姓名 \_\_\_\_\_  
Name of the applicant

身份證編號 \_\_\_\_\_  
No. of BIR

申請人簽署 \_\_\_\_\_  
Signature of the applicant

日期 \_\_\_\_\_  
Date

因應變更原因需提交相應的資料

According to the reason, please submit the following documents

<p>1. 更改工作地點 Alteration of address</p>	<ul style="list-style-type: none"><li>• 申請人身份證明文件正背面影印本 Photocopy (both sides) of identification document(s) of the applicant</li><li>• 新僱主住宅/工作地點之電費單、水費單、電話費單影印本 Proof of new residence/workplace of the worker (eg. photocopy of electricity bill, water bill, telephone bill)</li></ul>
<p>2. 家庭成員變更 Alteration of number of family members in the household</p>	<ul style="list-style-type: none"><li>• 申請人身份證明文件正背面影印本 Photocopy (both sides) of identification document(s) of the applicant</li><li>• 家團的身份證明文件正背面影印本、親屬關係證明影印本(例如:出世紙、白卡等); Photocopy (both sides) of identification document(s) of the applicant's family member(s) and relationship proof(s), (eg. Birth certificates, Certificates of consular registration);</li></ul>
<p>3. 家務工作外地僱員住宿條件 Accommodation of non- resident domestic worker</p>	<ul style="list-style-type: none"><li>• 申請人身份證明文件正背面影印本 Photocopy (both sides) of identification document(s) of the applicant</li></ul>
<p>4. 取消家務工作外地僱員之許可 Cancellation of the authorization of non-resident worker</p>	<ul style="list-style-type: none"><li>• 申請人身份證明文件正背面影印本 Photocopy (both sides) of identification document(s) of the applicant</li></ul>
<p>5. 其他 Others</p>	<ul style="list-style-type: none"><li>• 申請人身份證明文件正背面影印本 Photocopy (both sides) of identification document(s) of the applicant</li><li>• 提供相關證明的文件 Proof(s)/document(s) supporting the reason(s) for the application</li></ul>

內部專用 • Internal use