



注意： 請用黑色或藍色筆以正楷填寫本表格。  
Note: Please complete this form in BLOCK letters using black or blue pen.

副署事項表格  
(供申請香港特別行政區旅行證件使用)  
Form for Countersignature (in connection with an application for a HKSAR travel document)

<b>注意</b>	1. 任何年滿十八歲並認識申領證件兒童的人士 (除該兒童的父母或監護人外)，均可作為副署人。 2. 副署人必須填寫及簽署本表格及在該童相片的左下方， <b>跨越相片邊及表格簽署</b> 。副署人無須前來本處。 3. 申請人須將副署人已填妥及簽署的本表格，連同副署人的香港身份證或載有副署人簽名的有效旅行證件的影印本，一併交來本處。 4. 本表格免費派發。
<b>警告</b>	副署人請注意：根據香港特別行政區法律的規定，任何人士，不論是為其本人或他人獲取旅行證件而作出虛假陳述，即屬違法。
<b>NOTE</b>	1. Any person (except the parent or guardian of the child) who is aged 18 or above and knows the child can act as the counter-signatory. 2. The counter-signatory should complete this form and <b>sign across the bottom left corner of the child's photograph and the form</b> . Personal attendance of the counter-signatory is NOT required. 3. The applicant should produce this form, duly completed and signed by the counter-signatory, together with a copy of the counter-signatory's Hong Kong identity card or valid travel document bearing the counter-signatory's signature. 4. This form is issued free of charge.
<b>WARNING</b>	Persons who countersign the application are warned that the making of an untrue statement for the purpose of procuring, whether for himself or any other person, any travel document is an offence under the laws of the Hong Kong Special Administrative Region.

<b>I. 副署人的資料</b> <b>PARTICULARS OF COUNTER-SIGNATORY</b>	
中文姓名 Name in Chinese	英文姓名 Name in English
香港身份證 / 旅行證件類別 及號碼 H.K. identity card / type and number of travel document	聯絡電話號碼 Contact tel. no.

<b>II. 聲明書 (由副署人填寫及簽署)</b> <b>DECLARATION (To be completed and signed by the counter-signatory)</b>	
本人，即下開簽署人，現證明在右方所貼出的相片為_____ (該童的姓名) 的真像，並證明本人在表格內所填報的資料均屬正確無誤。 I, the undersigned, certify that the photograph affixed on the right hand side is the true likeness of _____, and that to the best of my knowledge and belief, the information given in this form is correct.	該童的照片 Photograph of the child
副署人簽署 Signature of counter-signatory	副署人跨越相片邊簽署 Signature across the photograph
日期 Date	

此欄由辦理機關填寫 FOR OFFICIAL USE ONLY	申請書檔號 Application Reference No.
辦理職員簽署，姓名及職位 Signature, name and post of accepting officer	日期 Date

## **收集資料的目的**

你在本表格內所提供的個人資料，會供入境事務處作下列一項或多項用途：

- (甲) 辦理本表格第 II 項所載的兒童的申請；
- (乙) 實施／執行《香港特別行政區護照條例》(第 539 章)、《入境條例》(第 115 章) 及《入境事務隊條例》(第 331 章) 的有關條文規定，以及履行入境管制職務，藉此協助其他政府決策局和部門執行其他法例和規例；
- (丙) 在有關人士向入境事務處提出申請並提名你為保證人或諮詢人時，將你的資料供作核對用途；
- (丁) 作統計及研究用途，但所得的統計數字或研究成果，不會以能辨識各有關的資料當事人或其中任何人的身份的形式提供；以及
- (戊) 作法例規定、授權或准許的其他合法用途。

在本表格內提供個人資料純屬自願。如果你未能提供足夠資料，本處可能無法辦理有關的申請。

## **資料披露對象的類別**

為了上述目的，你在本表格上所提供的個人資料，或會向其他政府決策局和部門及其他機構披露。

## **查閱個人資料**

根據《個人資料(私隱)條例》(第 486 章) 第 18 及 22 條，以及附表 1 第 6 項原則，你有權要求查閱和改正個人資料。你的查閱權利包括在繳交有關費用後，索取你在本表格上所提供個人資料的副本。

如對本表格所收集的個人資料有任何查詢，包括查閱或改正有關資料，可向下列人員提出：

香港中環  
統一碼頭道 38 號  
海港政府大樓 2 樓  
總入境事務主任(證件管理)  
電話：2852 3646

## **Purpose of Collection**

The personal data provided in this form will be used by Immigration Department for one or more of the following purposes:-

- (a) to process the application of the child mentioned at part II;
- (b) to administer/enforce relevant provisions of the Hong Kong Special Administrative Region Passports Ordinance (Chapter 539), the Immigration Ordinance (Chapter 115) and Immigration Service Ordinance (Chapter 331), and to assist in the enforcement of any other Ordinances and Regulations by other government bureaux and departments through carrying out immigration control duties;
- (c) to process other person's application for immigration facilities in which you are named as a sponsor or referee;
- (d) to serve statistical and research purposes on the condition that the resulting statistics or results of the research will not be made available in a form which will identify the data subjects or any of them; and
- (e) for any other legitimate purposes as may be required, authorised or permitted by law.

The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, we may not be able to process the related application.

## **Classes of Transferees**

The personal data provided in this form may be disclosed to government bureaux, departments and other organisations for the purposes mentioned above.

## **Access to Personal Data**

You have the right to request access to and correction of your personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Chapter 486). Your right of access includes the right to obtain a copy of your personal data provided in this form subject to payment of a fee.

Enquiries concerning the personal data collected by means of this form, including making access and corrections, should be addressed to:-

Chief Immigration Officer (Documents Management)  
2<sup>nd</sup> Floor, Harbour Building  
38 Pier Road  
Central, Hong Kong  
Tel. No.: 2852 3646