



Revised Schedule of Accommodation and  
Domestic Duties

- Note: (i) This form is issued free of charge.  
(ii) Please complete this form in BLOCK letters using black or blue pen.  
(iii) Chinese version is also available for reference.  
(iv) \* Please delete where inappropriate.  
(v)  Please tick as appropriate.

FOR OFFICIAL USE ONLY

Reference barcode

Domestic Helper Contract no. \_\_\_\_\_

1. Both the Employer and the Helper should sign to acknowledge that they have read and agreed to the contents of this Schedule, and to confirm their consent for the Immigration Department and other relevant government authorities to collect and use the information contained in this Schedule in accordance with the provisions of the Personal Data (Privacy) Ordinance (Chapter 486).

2. Employer's residence and number of persons to be served

A. Address of the residence: \_\_\_\_\_

B. Approximate size of flat/house \_\_\_\_\_\*square feet/square metres

C. State below the number of persons in the household to be served on a regular basis:

\_\_\_\_\_ adult(s) \_\_\_\_\_ minor(s) (aged between 5 to 18) \_\_\_\_\_ minor(s) (aged below 5) \_\_\_\_\_ expecting baby(ies).

\_\_\_\_\_ person(s) in the household requiring constant care or attention (excluding infant(s)).

(Note: Number of Helper(s) currently employed by the Employer to serve the household \_\_\_\_\_)

3. Accommodation and facilities to be provided to the Helper

A. Accommodation to the Helper

While the average flat size in Hong Kong is relatively small and the availability of a separate servant room is not common, the Employer should provide the Helper suitable accommodation and with reasonable privacy. Examples of unsuitable accommodation are: The Helper having to sleep on made-do beds in the corridor with little privacy, sharing a room with an adult/teenager of the opposite sex, etc.

Yes. Estimated size of the servant room \_\_\_\_\_\*square feet/square metres

No. Accommodation arrangement for the Helper:

Share a room with \_\_\_\_\_ child/children aged \_\_\_\_\_

Separate partitioned area of \_\_\_\_\_\*square feet/square metres

Others. Please describe \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B. Facilities to be provided to the Helper:

(Note: Application for entry visa will normally not be approved if the essential facilities from item (a) to (f) are not provided free.)

(a) Light and water supply  Yes  No

(b) Toilet and bathing facilities  Yes  No

(c) Bed  Yes  No

(d) Blankets or quilt  Yes  No

(e) Pillows  Yes  No

(f) Wardrobe  Yes  No

(g) Refrigerator  Yes  No

(h) Desk  Yes  No

(i) Other facilities (please specify) \_\_\_\_\_

\_\_\_\_\_

4. The Helper should only perform domestic duties at the Employer's residence. Domestic duties to be performed by the Helper under the employment contract exclude driving of a motor vehicle of any description for whatever purposes, whether or not the vehicle belongs to the Employer.

5. Domestic duties include the duties listed below.

Major portion of domestic duties:

1. Household chores

2. Cooking

3. Looking after aged persons in the household (constant care or attention is \*required/not required)

4. Baby-sitting

5. Child-minding

6. Others (please specify) \_\_\_\_\_

\_\_\_\_\_

6. The Employer shall inform the Helper and the Director of Immigration of any substantial changes in item 2, 3 and 5 by serving a copy of the Revised Schedule of Accommodation and Domestic Duties signed by both the Employer and the Helper to the Director of Immigration for record.

Date

Name of Employer

Employer's HK  
identity card no.

Signature of Employer

Date

Name of Helper

Helper's HK  
identity card no.

Signature of Helper

