


 正
僱
家
傭

Receipt from Employment Agencies – to FDH Employers

職業介紹所收據 – 發給外傭僱主

Date日期：_____

Name of Employer僱主姓名：_____

Name of FDH外傭姓名：_____

Expected Date of Reporting for Duty預計到職日期：_____

Agency fee for employing FDH (Please refer to the Service Agreement for the services included in the agency fee) 聘請外傭費用（請參閱「服務協議」內列明的收費及所包括的服務）		\$ _____
Other charges (if applicable) 其他費用（如適用）		\$ _____
Total 合計		\$ _____
Paid amount 已付金額	☐ Cash 現金	\$ _____
	☐ EPS 易辦事	
	☐ Cheque 支票	
Outstanding balance 尚欠金額		\$ _____

Service Agreement has been provided to the employer
已向僱主提供「服務協議」

Signature of Employment Agency Representative
職業介紹所代表簽署

(Name姓名：_____)

(Position職位：_____)

Date日期：_____

Company Chop of Employment Agency
職業介紹所的公司印鑑

Note 1: This is a sample document for reference only. Parties referring to this sample should ensure that its contents are appropriate for their use before adoption. They are also reminded to seek independent professional advice where appropriate.

註 1: 此樣本文件只供參考，有關人士在使用前須確保其內容適合作相關用途。如有需要，應尋求專業人士的獨立意見。

Note 2: According to the Employment Ordinance and the Employment Agency Regulations, the maximum commission which may be received by an employment agency from a job seeker shall be an amount not exceeding a sum equal to 10% of the first-month's wages received by the job seeker for each employment that he/she has been successfully placed in employment by the employment agency. The provisions are applicable to **all** job seekers.

註2: 根據《僱傭條例》及《職業介紹所規例》，職業介紹所向求職者收取的佣金最高限額，就每一宗成功介紹而言，不得多於求職者覓得職位後收取的第一個月工資的百分之十。此規定適用於所有求職者。

