

**Immigration Department, the Government of  
the Hong Kong Special Administrative Region**  
**Application for Special Permission for  
Performance of Motor Driving Duties by  
Foreign Domestic Helpers**



FOR OFFICIAL USE ONLY

Reference barcode

- Note :** (i) Please read the 'Guidance Notes' carefully before completing this form.  
(ii) This form is issued free of charge.  
(iii) Please complete this form in BLOCK letters using black or blue pen.  
(iv) Chinese version (ID 934) is also available for reference.  
本表格亦備有中文版本 (ID 934) 以供參考。  
(v)  Please tick as appropriate.

**1. Personal Particulars of Applicant (Helper)**

Surname in English																	
Given names in English																	
Maiden surname (if applicable)																	
Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Place of birth			
	dd	mm	yyyy														
Sex	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Marital status	<input type="checkbox"/> Single	<input type="checkbox"/> Married	<input type="checkbox"/> Separated	<input type="checkbox"/> Divorced	<input type="checkbox"/> Widowed									
HK identity card no. (if any)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Nationality		
	(	)															
Travel document type				Travel document no.													
Present address																	

**2. Personal Particulars of the Sponsor (Employer)**

Name in Chinese (if applicable)										Maiden surname (if applicable)								
Surname in English																		
Given names in English																		
Sex	<input type="checkbox"/> Male	<input type="checkbox"/> Female	HK identity card no. (if any)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(	)
Contact telephone no.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Ext.	<input type="text"/>	<input type="text"/>	Fax no.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
E-mail address (if any)																		
Present address																		

**3. Full justification for your request and documentary evidence in support of your application, if any**

(to be completed by sponsor; use a separate sheet if necessary)

**4. Declaration by the Applicant (Helper)**

I agree to and abide by the driving duties to be performed as specified at the Addendum to the 'Schedule of Accommodation and Domestic Duties' to the standard employment contract No. \_\_\_\_\_.

Date \_\_\_\_\_

Signature of applicant \_\_\_\_\_

**5. Declaration by the Sponsor (Employer)**

I agree to and abide by the driving duties to be performed by the helper as specified at the Addendum to the 'Schedule of Accommodation and Domestic Duties' to the standard employment contract no. \_\_\_\_\_. I undertake to inform the Director of Immigration in writing within 14 days of any change to the agreed arrangements, including the cessation of the proposed driving duties and change of particulars of the designated vehicle.

Date \_\_\_\_\_

Signature of sponsor \_\_\_\_\_



**Addendum to the Schedule of Accommodation and Domestic Duties  
to the D.H. Contract No. \_\_\_\_\_**

Both the Employer and the Helper hereby agree that item 4 of the 'Schedule of Accommodation and Domestic Duties' in relation to exclusion of motor driving duties be amended subject to the terms and conditions hereinafter appearing:

1. The Helper, \_\_\_\_\_ of passport No. \_\_\_\_\_, under the employment of \_\_\_\_\_ of Hong Kong Identity Card No. \_\_\_\_\_, is required to undertake driving duties incidental to and arising from domestic duties.

2. Purposes of journeys

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_
- (4) \_\_\_\_\_
- (5) \_\_\_\_\_

3. This Addendum is subject to and conditional upon the obtaining of special permission in writing from the Director of Immigration for the Helper to perform motor driving duties incidental to and arising from domestic duties under D.H. Contract No. \_\_\_\_\_, and shall take effect on the date when such special permission in writing is issued.

4. This Addendum shall be deemed to form part of the Schedule of Accommodation and Domestic Duties annexed to D.H. Contract No. \_\_\_\_\_. Accordingly, all references in D.H. Contract No. \_\_\_\_\_ to 'the Schedule of Accommodation and Domestic Duties' shall be construed as references to the Schedule of Accommodation and Domestic Duties as supplemented by this Addendum. Subject to this Addendum, the Schedule of Accommodation and Domestic Duties and D.H. Contract No. \_\_\_\_\_ shall remain in full force and effect.

\_\_\_\_\_  
(Signature of employer)

\_\_\_\_\_  
(Signature of helper)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

