**Embassy of the Democratic Socialist Republic of Sri Lanka, Beijing**

***BJ-EC (2023)***

***Application for Authentication of Employment Contract for Domestic Helper***

*(Please complete in BLOCK LETTERS)*

1. **Employer’s Information**

Name: Mr./Mrs./Ms:

*(Name as per Hong Kong Identity Card)*

Nationality:

Residential Address:

Tel. No. (Office) ： (Residence) :

E-mail:

1. **Employee’s (Domestic Helper’s) Information**

Surname: Mr./Mrs./Ms.

Other Names:

*(Name as per Passport)*

Passport No.:

Date and Place of Issue:

*Day/ Month/ Year Place*

Tel. No. (HKG): Tel. No. (Sri Lanka) :

The employment contract to be authenticated is

1. First time applied (b) For renewal *(Please select the appropriate response)*
2. **Particulars of Employment Agency or Person who recommended the Domestic Helper**

Name:

Address:

Tel. No.:

**IMPORTANT NOTICE: Applicant's Consent**

I hereby declare that:

1. The information contained in this Form and the Employment Contract (For a Domestic Helper recruited from abroad) which I submitted to the Embassy of the Democratic Socialist Republic of Sri Lanka, Beijing (Embassy) is true and correct.
2. My personal data given in this form is voluntarily supplied by me to the and I consent to the manner in which the Embassy may use or deal with such data in connection with my application for the Authentication of Employment Contract for Domestic Helper.
3. I have obtained the consent of the third parties, if any, mentioned in this form and the Employment Contract for Domestic Helper for the use of their personal data for the present purpose.
4. I understand and agree that my personal data will be transferred to the Bureau of Foreign Employment, Sri Lanka, or other concerned departments of the Government of Sri Lanka and may also be transferred to the law enforcement agencies of the Hong Kong Government.
5. I am fully aware that if I fail to provide my personal data to the Embassy, my application will not be processed.
6. I also understand that under the PersonalData (Privacy) Ordinance, I have the right to obtain access to and request correction of my personal information held by the Embassy, if still available, and such request can be addressed to the H.E. the Ambassador, Embassy of Sri Lanka, No.03, Jian Hua Lu, Beijing 100600.

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| **FOR OFFICIAL USE****DOC NO:****FEES CHARGED:****CASH RECEIPT NO.** |

**Employer’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**