

香港特別行政區政府入境事務處  
Immigration Department, the Government of  
the Hong Kong Special Administrative Region  
香港特別行政區旅遊通行證申請表  
Application for Hong Kong Special  
Administrative Region Travel Pass



此欄由辦理機關處理  
FOR OFFICIAL USE ONLY

檔案條碼 Reference barcode

申請類別簡碼 Nature Code

申請日期 Application Date

- 注意： (i) 填寫本表格前請先詳細參閱此申請表的「說明事項」。  
Note: Please read the 'Guidance Notes' carefully before completing this form.  
(ii) 領取本表格無須繳費。This form is issued free of charge.  
(iii) 請用黑色或藍色筆以正楷填寫本表格。  
Please complete this form in BLOCK letters using black or blue pen.  
(iv)  請在適當方格內填上「✓」號。Please tick as appropriate.  
(v) \* 請將不適用者刪去。Please delete where inappropriate.

1. 個人資料 Personal Particulars (請留意「說明事項」第2段 Please see paragraph 2 of 'Guidance Notes')

姓名(中文)(如有) Name in Chinese (if any)		婚前姓氏(如適用) Maiden surname (if applicable)		
姓(英文) Surname in English				
名(英文) Given names in English				
別名(如有) Alias (if any)		(中文) in Chinese		
		姓(英文) Surname in English		
		名(英文) Given names in English		
性別 Sex	<input type="checkbox"/> 男 Male <input type="checkbox"/> 女 Female	出生日期 Date of birth	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 日 dd 月 mm 年 yyyy	
出生地點 Place of birth	國籍 Nationality		照片 Photograph 請在此處貼上近照一張 Affix one recent photograph here (照片大小為不超過 55 乘 45 毫米 及不小於 50 乘 40 毫米) (Photograph should not be larger than 55mm x 45mm and not smaller than 50mm x 40mm)	
旅行證件類別 Travel document type	簽發地點 Place of issue			
旅行證件號碼 Travel document no.	<input type="text"/>			
簽發日期 Date of issue	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 日 dd 月 mm 年 yyyy	屆滿日期 Date of expiry		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 日 dd 月 mm 年 yyyy
現時住址 Present address				
原居地住址(如與現時住址不同) Address at place of domicile (if different from present address)		電郵地址(如有) E-mail address (if any)		
		傳真號碼(如有) Fax no. (if any)		
聯絡電話號碼 Contact telephone no.		辦公室電話號碼 Office telephone no.		
辦公機構/公司名稱及地址 Name and address of employing organisation/company		傳真號碼(如有) Fax no. (if any)		
職業 Occupation	職位 Post	受僱於現時僱主時間 Duration of employment with current employer		
		<input type="text"/> 年 <input type="text"/> 月 Year Month		

2. 訪港紀錄 Details of Previous Visits to Hong Kong

過往 12 個月內最後三次的訪港日期及目的(請留意「說明事項」第2段)  
Last three visits in the past twelve months with dates and purposes (please see paragraph 2 of 'Guidance Notes')

留港日期 Period of stay

由 From

至 To

訪港目的 Purpose of visit

你是否曾被拒絕簽發香港簽證或被拒絕入境?  
Have you ever been refused a visa for or entry to Hong Kong?

是  
Yes

否  
No

如本表格為影印本或從互聯網下載，請填寫此欄。  
Please complete this column if this form is a photocopy or downloaded copy.



在本頁內所填報的資料均屬正確、完備和真實。  
The information given on this page is correct, complete and true.

日期  
Date

申請人簽署  
Signature of applicant



### 3. 需多次來港原因 Reason for Visiting Hong Kong Frequently

### 4. 在香港特別行政區諮詢人或主要商務聯繫公司資料

#### Particulars of Referee or Major Business Contact in the Hong Kong Special Administrative Region

諮詢人  
Referee

主要商務聯繫公司  
Major Business Contact

主要商務聯繫公司名稱 (如適用)  
Name of Major Business Contact (if applicable)

商業登記證號碼 (如適用)  
Business registration certificate no. (if applicable)

諮詢人或主要商務聯繫公司聯絡人資料  
Information of Referee or Major Business Contact Person

姓 (英文)  
Surname in English

名 (英文)  
Given names in English

性別  
Sex  男 Male  女 Female

香港身份證號碼 (如有)  
HK identity card no. (if any)

商務地址  
Business address

(請於邊界內填寫)  
(please fill in within border)

電郵地址 (如有)  
E-mail address (if any)

聯絡電話號碼  
Contact telephone no.

內線  
Ext.

傳真號碼 (如有)  
Fax no. (if any)

### 5. 選擇領取香港特別行政區旅遊通行證方法

#### Means of Collection of Hong Kong Special Administrative Region Travel Pass

親身領取  
in person

授權他人代領 (請填附錄甲)  
by authorised person (please complete Appendix A)

### 6. 聲明 Declaration

本人知悉：本香港特別行政區旅遊通行證屬於中華人民共和國香港特別行政區政府所有，可由中華人民共和國香港特別行政區入境事務處隨時收回及註銷。

I understand that this Hong Kong Special Administrative Region Travel Pass is the property of the Government of the Hong Kong Special Administrative Region of the People's Republic of China. The Immigration Department of the Hong Kong Special Administrative Region may retrieve and cancel this Hong Kong Special Administrative Region Travel Pass at any time.

本人，即下開簽署人，聲明：  
I, the undersigned, declare that:

- (i) 就本人所知及確信，這申請表上所填的資料均屬正確、完備和真實。  
The information given in this application form is correct, complete and true to the best of my knowledge and belief.
- (ii) \* 本人以往從未在任何時間申請、持有或被拒發香港特別行政區旅遊通行證。  
\* I have not previously applied for, held or been refused a Hong Kong Special Administrative Region Travel Pass.
- (iii) \* 本人上次獲發的香港特別行政區旅遊通行證號碼 \_\_\_\_\_，\* 現連同本申請表一併遞交/現已報失/目前不能使用/於領證時遞交 (只適用於網上遞交申請)。而本人自獲發給上述香港特別行政區旅遊通行證後，從未申領其他香港特別行政區旅遊通行證。  
Hong Kong Special Administrative Region Travel Pass no. \_\_\_\_\_ previously granted to me \*is now attached/has been reported lost/is not available/will be submitted upon collection (applicable to online submission only) and that I have made no other application for a Hong Kong Special Administrative Region Travel Pass since the aforesaid Travel Pass was issued to me.
- (iv) 本人同意為辦理本人的申請而進行任何所需的查詢。  
I consent to the making of any enquiries necessary for the processing of my application.

本人聲明就本人所知所信，在本申請表內所填報的各項資料，均屬正確、完備和真實。  
I declare that all information given in this application form is correct, complete and true to the best of my knowledge and belief.

日期  
Date

申請人簽署  
Signature of applicant



**領取香港特別行政區旅遊通行證授權書**  
**Authorisation for Collection of Hong Kong Special Administrative Region Travel Pass**

- 注意： (i) 代領人須年滿 18 歲，並須出示其香港身份證或旅行證件以證明其身份。  
Note: The authorised person must be over the age of 18 and has to produce his/her Hong Kong identity card or travel document for identification.
- (ii) 本授權書和香港特別行政區旅遊通行證申請表上申請人的簽署式樣必須相同。  
The signature in this authorisation must be the same as that signed by the applicant on the Hong Kong Special Administrative Region Travel Pass application form.

本人授權

I authorise \*Mr/Mrs/Miss/Ms \_\_\_\_\_ \*先生／太太／小姐／女士

持 \*香港身份證／旅行證件號碼

holding \*Hong Kong identity card/travel document number \_\_\_\_\_

及居住在

and residing at \_\_\_\_\_

電話號碼

telephone number \_\_\_\_\_

領取本人的香港特別行政區旅遊通行證。

to collect my Hong Kong Special Administrative Region Travel Pass.

申請人簽署

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

姓名（正楷）

Name in block letters \_\_\_\_\_

日期

Date \_\_\_\_\_

\* 請將不適用者刪去 Please delete where inappropriate.



## 1

### 引言 Introduction

香港特別行政區旅遊通行證是為經常訪港及持有有效護照而無須訪港簽證或進入許可的人士，作為進入香港特別行政區旅遊之用。申請人必須在遞交申請表前 12 個月內，曾訪港三次或以上（入境後離港前往中國內地或澳門地區後再返港的次數除外），而在這期間並無不良紀錄，或可令入境事務處處長信納，申請人到訪可為香港特別行政區帶來實際的利益。雖然申請人可能符合上述申請條件，入境事務處處長保留權利不簽發香港特別行政區旅遊通行證。

Application is open to frequent visitors who hold valid passports and are eligible to come to the Hong Kong Special Administrative Region (HKSAR) without a visa or entry permit for visit purpose. Applicants should have genuine needs to visit the HKSAR frequently, and have come for visits trouble-free on three or more occasions (other than return from side trips to the Mainland of China or the region of Macao) in the 12-month period immediately preceding the application, or can satisfy the Director of Immigration that their visits may bring substantial benefits to the HKSAR. The Director of Immigration reserves the right not to issue a HKSAR Travel Pass even if the criteria stated above are fulfilled.

## 2

### 概況 General

- (i) 你應以中文或英文填妥本申請表及簽署。此申請表上所填的姓名及個人資料必須與你的有效護照上的資料相同。  
You should complete this application form in Chinese or English, and properly sign it. The name and other personal particulars in the application form must be identical to those appearing on your valid passport.
- (ii) 注意：任何人為取得香港特別行政區旅遊通行證，作出或安排作出明知為虛假或自己亦不信為真確的陳述或申述，即屬違法。  
Reminder: It is an offence in law, for the purpose of obtaining a HKSAR Travel Pass, to make any statement or representation which one knows to be false or does not believe to be true.
- (iii) 你須填妥本申請表 (ID 888)，同時附上下列文件：  
You should complete this application form (ID 888) and enclosed with:
- (1) 你的有效護照影印本一份，上面必須載有申請人的個人資料、國籍、返回原居地的回境簽證（如適用者）、所持有有效旅行證件的簽發日期及屆滿日期，及過去 12 個月內最後三次訪港的入境標籤；  
A photocopy of your valid passport showing the personal particulars of the holder, nationality, re-entry visa to the country of residence (if applicable), date of issue and expiry of the valid travel document, and the landing slips of your latest three visits to the HKSAR in the last 12 months;
  - (2) 你的近照（顯示頭部正面，並且不能戴上頭飾），另附一張相同的照片；及  
Your recent photograph (be taken in full face and without any head-dress), and one additional identical photograph of yourself; and
  - (3) 如訪港理由是商務性質，須呈交受僱公司保證書和公司背景資料及在香港特別行政區有商務聯繫的主要公司的保證書。  
Letter from your employing company supporting your application and background information of the company, and supporting letter from applicant's major Hong Kong business contact if visits are for business purposes.
- (iv) (1) 你可以把申請表直接寄交入境事務處，你亦可以親身或經由申請人在香港特別行政區的諮詢人代為遞交到下列地址：  
You may send your application to the Immigration Department by post, in person or through your referee in the HKSAR to the following address:
- |   |   |
|---|---|
| 香港灣仔告士打道七號<br>入境事務大樓七樓<br>入境事務處<br>其他簽證及入境許可組 | Other Visas and Permits Section<br>Immigration Department<br>7/F, Immigration Tower<br>7 Gloucester Road, Wan Chai, Hong Kong |
|---|---|
- (2) 除上述申請方法外，你亦可透過香港政府一站通網站、入境處網頁或入境處流動應用程式遞交網上申請。  
Other than the submission method above, you can also submit online applications through the GovHK website, the ImmD's website or the ImmD Mobile Application.
- (v) 申請表可向入境事務處查詢及聯絡組、中國駐外國使領館和香港駐海外經濟貿易辦事處免費索取。  
Application forms can be obtained free of charge from the Information and Liaison Section of the Immigration Department, Chinese Diplomatic and Consular Missions and Hong Kong Economic and Trade Offices overseas.
- (vi) 你可以親身或經由你授權的代領人前來領取獲簽發的香港特別行政區旅遊通行證。如你遞交申請時未有出示你的有效護照正本，當領證時，你／你授權的代領人須出示你的有效護照正本以資核對。如申請是經網上遞交，你／你授權的代領人則須於領證時出示你的有效護照正本以資核對及遞交你上次獲發的香港特別行政區旅遊通行證以供註銷（如有）。**在香港特別行政區的管制站進行入出境檢查時，你必須一併出示你的香港特別行政區旅遊通行證及有效護照。**  
You may collect your HKSAR Travel Pass either in person or authorise a representative to collect it on your behalf. Upon collection, you/your authorised representative must produce your original valid passport for inspection if this has not been done when you submit the application. If the application is submitted online, you/your authorised representative must produce your original valid passport for inspection and submit the previously granted HKSAR Travel Pass for cancellation (if any). **You must use your HKSAR Travel Pass together with your valid passport for arrival and departure clearance at control points in the HKSAR.**

**3****費用 Fee**

簽發證件的費用，請參閱收費表 (ID 912)。證件費用應在領取香港特別行政區旅遊通行證時繳付。

Fee for issue of the document is shown in the fee leaflet (ID 912). The prescribed fee should be paid upon collection of the HKSAR Travel Pass.

**4****附加資料 Additional Information**

- (i) 處理香港特別行政區旅遊通行證申請所需的時間通常為三個星期，如無特別需要，切勿向本處查詢申請的進展，因此舉會延誤審核工作的運行。

It normally takes 3 weeks to process an application for a HKSAR Travel Pass. Please refrain from making any enquiries about the progress of the application unless it is absolutely necessary, as it will delay the processing.

- (ii) 如有需要，本處或會要求你遞交與申請有關的其他證明文件及資料。

You may be required to submit further supporting documents and information in connection with your application when necessary.

- (iii) 你需要提名一位香港特別行政區人士作為諮詢人或提供主要商務聯繫公司聯絡人的資料。這會有助本處處理你的申請，亦可避免申請受到不必要的延誤。

The nomination of a referee or major business contact person in the HKSAR is necessary to assist the Immigration Department to process your application. This will avoid unnecessary delay.

- (iv) 你應保留此「說明事項」作日後參考之用。

You should retain the 'Guidance Notes' for future reference.

# 收集個人資料的目的 Statement of Purpose

1

## 收集資料的目的 Purpose of Collection



對於申請表內所提供的個人資料，入境事務處會用作下列一項或多項的用途：

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

1. 辦理你的申請；  
to process your application;
2. 實施／執行《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；  
to administer/enforce relevant provisions of 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;
3. 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，把你的資料供作核對用途；  
to process other person's application for immigration facilities in which you are named as a sponsor or referee;
4. 供作統計及研究用途，但所得的統計數字或研究成果不會以識辨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  
for statistics 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
5. 供作法例規定、授權或准許的其他合法用途。  
any other legitimate purposes as may be required, authorised or permitted by law.

在申請表內的個人資料是自願提供的。如果你未能提供充分的資料，本處或許不能辦理你的申請，或無從翻查或不能正確地辨別有關紀錄。

The provision of personal data by means of this application form is voluntary. If you do not provide sufficient information, we may not be able to process your application or to conduct the record search or positively identify the record.

2

## 資料轉交的類別 Classes of Transferees



為了執行上述的目的，你在申請表內所提供的個人資料或許會轉交其他政府決策局和部門及其他機構。

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

3

## 查閱個人資料 Access to Personal Data



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 原則，你有權查閱及改正其個人資料。你的查閱權利包括在繳交有關費用後，索取你在申請表內所提供的個人資料的副本。

You have a 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 the application form subject to payment of a fee.

有關查詢申請表內的個人資料，包括查閱或改正，可向下列人員提出：

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

香港灣仔  
告士打道七號  
入境事務大樓  
總入境事務主任（其他簽證及入境許可）  
電話：(852) 2829 3223

Chief Immigration Officer (Other Visas and Permits)  
Immigration Tower  
7 Gloucester Road, Wan Chai, Hong Kong  
Tel.: (852) 2829 3223

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## 一般查詢 General Enquiries



有關申請的一般查詢，可用以下方式與本處聯絡：

For general enquiries, please contact us at:

電話 Tel.: (852) 2824 6111  
傳真 Fax: (852) 2877 7711  
電郵 E-mail: enquiry@immd.gov.hk  
網址 Website: www.immd.gov.hk