

Purpose of Collection

Classes of Transferees

Access to Personal Data

Enquiries

Address: Unit 906, 9/F, One Mong Kok Road Commercial Centre, 1 Mong Kok Road, Kowloon
Tel.: 2115 3384

AS WITNESS the hands of the parties hereto the day and year first above written.

SIGNED by the Guarantor in the
presence of:

.....
(Signature of Witness)

}

.....
(Signature of Guarantor and chop if
guarantor is a company)

SIGNED by the Employee in the
presence of:

.....
(Signature of Witness)

}

.....
(Signature of Employee)

Interpreted to the Guarantor in the dialect of the Chinese language by

.....
(Signature of interpreter)

Interpreted to the Employee in the dialect of the Chinese language by

.....
(Signature of interpreter)

(1) Day

(2) Month

(3) Year

(4) Name of Guarantor (who must be an individual or company permanently resident in Hong Kong).

(5) Address of Guarantor

(6) Name of Employee

(7) Address of Employee

(8) Name of Employer

Note : (a) Before it is signed the agreement should be interpreted, if necessary, to the Guarantor and the Employee in Chinese and the interpreter should sign where indicated.

(b) The agreement should be signed by the Guarantor and by the Employee, in the places indicated, in the presence of a witness who should sign in the margin in the place indicated.

(c) If the Guarantor is a limited company its memorandum and articles should be examined to ascertain whether the company has power to sign a Guarantee. If so, a meeting of the directors must be held to pass a resolution authorising one of the directors to sign the agreement on behalf of the company. A copy of the resolution, duly signed by the chairman of the board of directors and the secretary of the company should be attached to the agreement.

(d) Copies of the agreement should be retained by the Employee and the Guarantor and the original by the Labour Department.

Mr.

and

Mr.

AGREEMENT