



### **Application for Temporary Stay of Overseas Domestic Helper**

1. Tenant can apply for the temporary stay of overseas domestic helper to live in his/her flat temporary provided that written approval has been obtained from the concerned Estate Office.
2. Tenant can contact Estate Office for an application form. Tenant must submit the duly completed application form, together with all the required information and the following supporting documents to the Estate Office for approval.
  - The employment contract; and
  - The passport of the overseas domestic helper
3. After verifying the relevant information and supporting documents, Hong Kong Housing Society (HKHS) will issue a letter of “Approval-in-Principle” to the tenant. Within one month of the arrival of the domestic helper, the tenant must provide the following documents to the Estate Office for formal approval.
  - The identity card of the overseas domestic helper; and
  - The passport of the overseas domestic helper (with chop issued by the Immigration Department indicating approval for stay for working)
4. If the tenant and the domestic helper renew the employment contract or the employment contract is terminated in advance before its expiry or the domestic helper is replaced during the period of temporary stay, the approval for the “temporary stay” shall cease to have effect. The tenant has to submit a new application for approval of temporary stay in his/her flat for the domestic helper again.
5. During the period of temporary stay, HKHS may review or withdraw its approval of temporary stay whenever necessary.

### **Enquiries**

The above information is for reference only. For details, please contact the Estate Office so that we can render assistance.

Last Review Date: 1/2025