

**CONSULATE GENERAL OF NEPAL
HONG KONG
Employment Contract Application Form**

I / We (Employer and Employee) submit the following information along with four copies of employment contract. We will abide by the terms & conditions of the contract and hence, would like to request the Consulate General to authenticate the Employment Contract.

1. Contract Details

Contract No.:	Date of Signing the Contract:
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2. Employer and Employee's Details

A) Items	Employer
Name (Mr/Mrs/Ms)	
Hong Kong ID Card No.	
Address in Hong Kong & Contact Tel. No.	

B) Items	Employee
Name (Mr/Mrs/Ms)	
Nepalese Passport No.	
Date of Birth	
Address in Nepal & Contact Tel. No.	

3. If a Third Party is Submitting the Contract

Name of Employment Agency (if any):	
Name of Third Party (Mr/Mrs/Ms):	
HKID Card no.:	Contact Tel. No.:
(Signature of Third Party)	I, hereby, authorize the said Third Party to submit the contract on my behalf (Signature of Employer)

4. For further Amendment of the Contract

	No. 1	No. 2
Previous Written Version		
Amended Version		

5. All the Particulars above are Correct in our Knowledge.

Signature of Employer:	Date	Signature of Employee:	Date
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For Official Use Only:

Date of Submission of the Contract:-

Receipt No.:-

(Instruction Overleaf)

Notes

1. Application form must be filled in and signed by the employer, employee (if in Hong Kong) and third party (if any).
2. The fee for the authentication:
 - (a) 2 working days-\$200
 - (b) 1 working day-\$400
3. If further amendment has been made, it is required to fill in part 4 and to pay additional \$100 for such authentication.
4. The following are the documents required to be submitted for the authentication of the employment contract:
 - (a) Four copies of the employment contract prescribed by the HKSAR Government [should be completely filled in and signed by both the employer and employee]
 - (b) One photocopy of employer's HKID card and one photocopy of employee's passport
[if it is renewal of contract, employee's passport original is also required]
 - (c) One photograph of employer and one photograph of employee
 - (d) Company employment letter of employer
 - (e) One completed application form
5. Interview may be required as notified by the Consulate General.
6. Application fee will not be refunded once application has been submitted.

Address

Consulate General of Nepal
Unit 715, North Tower
Concordia Plaza
No. 1 Science Museum Road
Tsim Sha Tsui East
Kowloon
Tel: 2369-7813

Application Hours / Working Days

Application and Collection Time: 9:30 am – 12:30 pm
Monday to Friday except official and some Nepali holidays as notified by the
Consulate General of Nepal.