

HONG KONG BAPTIST UNIVERSITY

香港浸會大學

Human Resources Office 人力資源處

Fees and Charges (Effective 1 July 2022)**收費項目 (2022 年 7 月 1 日生效)****1. Re-issuance of Cards 重發證件**

項目 Item	費用 FEE (HKD\$)
Staff ID card 職員証	100
Affiliate card (Staff Dependents ID) 附屬証 (職員家屬証)	100
Staff ID card for short term appointment 短任期職員証	50
Re-issuance of Staff ID cards of entire Department/Office/Unit due to change of unit code 因更改部門代碼需重發職員証	50/card (每張)

2. Access to Personal Data 查閱個人資料

項目 Item	費用 FEE (HKD\$)
Handling fee 手續費	150
Photocopying fee 影印費	5/page (每頁)

3. Certification 証明信

項目 Item	費用 FEE (HKD\$)	
	Electronic version 電子形式	Paper version 紙本形式
Past Employment Records 過往任職紀錄		
(i) Ex-employee departed for 7 years or less 已離職 7 年或以下	50/copy (每份)	100/copy (每份)
(ii) Ex-employee departed more than 7 years 已離職 7 年以上	100/copy (每份)	200/copy (每份)
Current Employment Records 現職紀錄		
(i) Standard: two working days (+) turn-around 兩個工作日 (+) 處理時間	Free 費用全免	
(ii) Express: ready in less than two working days 特快申請 (少於兩個工作天辦妥)	50/copy (每份)	100/copy (每份)
(iii) Same request more than once within a month 一個月內重覆申請	50/copy (每份)	100/copy (每份)
Current Employment and Income (including Benefits) of existing staff for previous financial years 有關過往財政年度的入息 (包括福利) 及任職紀錄	150/copy per year (每份每年度)	