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七、申请条件

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八、申请材料目录

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十七、咨询途径

十八、监督和投诉渠道

十九、办公地址和时间

二十、办理进程和结果公开查询

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二十一、其他注意事项

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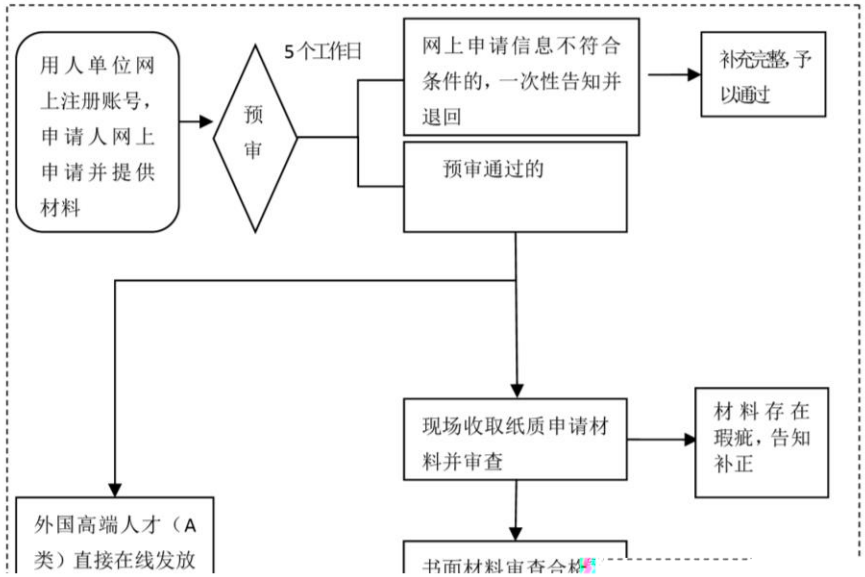
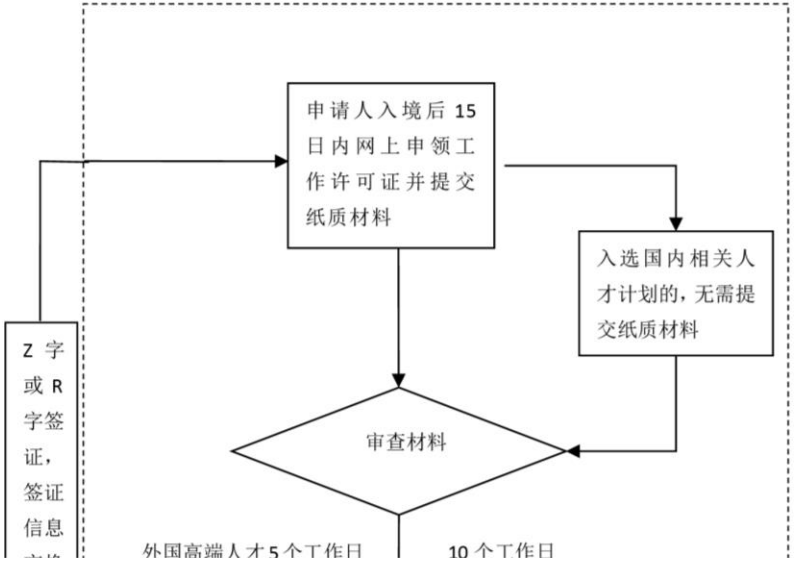
附录1

# 申请来华工作90日以上

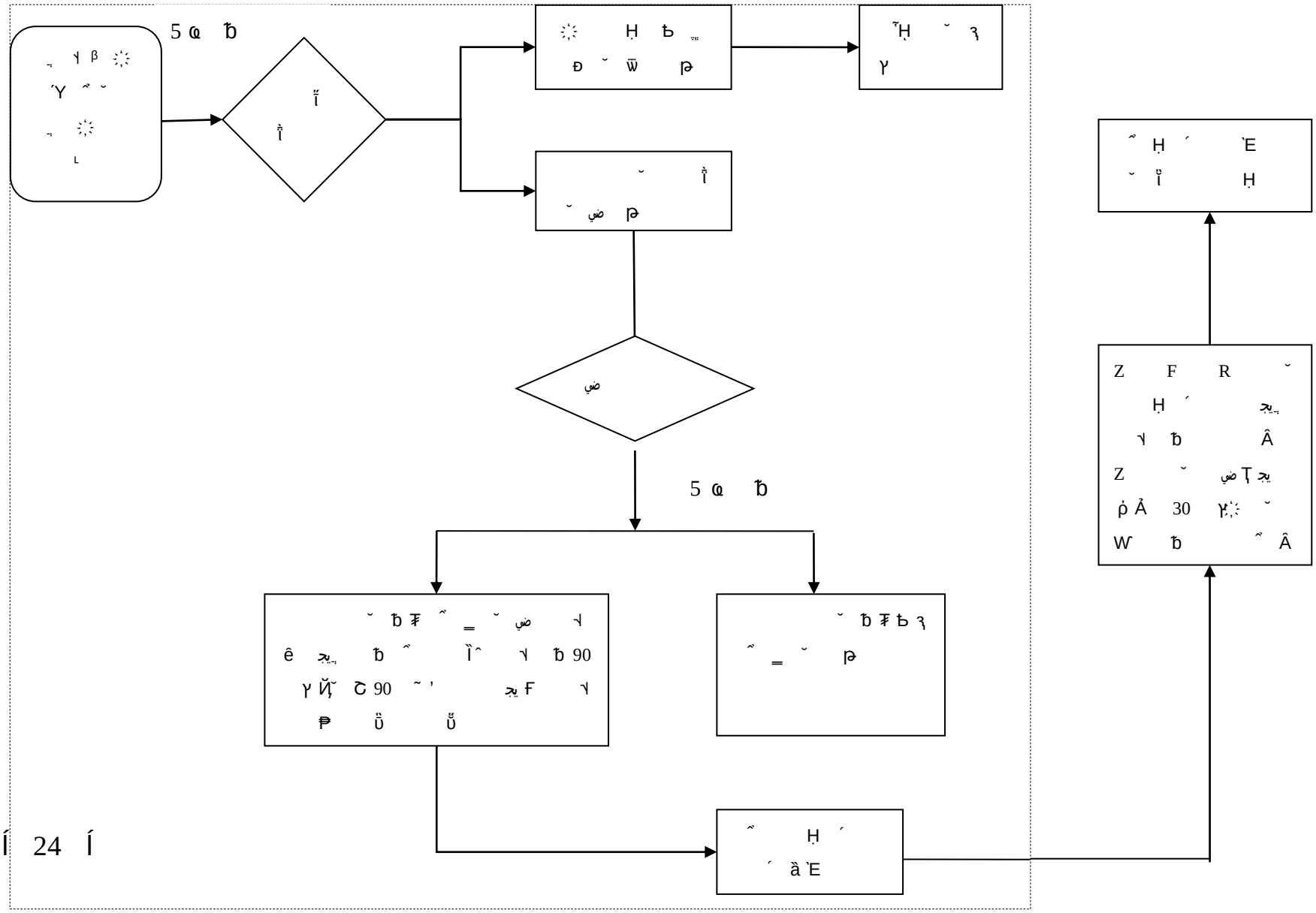



《外国人工作许可证》




《外国人工作许可通知》

申请来华工作 90 日以下（含 90 日）



附录 2

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## NOTIFICATION LETTER OF

（WORKING PERIOD OF MORE THAN 90 DAYS）

Upon approval by_____ Mr./Ms. _____ Passport NO._____Category Work Permit NO._____ from _____(Country of citizenship) is hereby permitted to work in_____(Employer) in_____County(City,District),_____City(Prefecture),_____Province(Autonomous Region, Municipality Directly under the Cen China for_____ months.

Date of issue day month year

There will be _____ accompanying family member(s).

Spouse's full name

Child(ren)'s full name(s)

Other accompanying member's full name

**VALID FOR 3 MONTHS FROM THE DATE OF ISSUE. THIS IS NOT A VISA AND MAY NOT BE USED IN PLACE OF A VISA.**

## IMPORTANT NOTICES

Foreigners working in China should follow relevant work permit regulations. Those who have received this notification letter of work permit for foreigners working in the People's Republic of China should go through the following procedures:

1. Present the notification letter and other relevant documents to the embassy or consulate office of the People's Republic of
2. Present the valid visa, employment contract and other relevant documents to the local government departments in charge of foreigners working in China where the employer is located to apply for foreigner's
3. Within thirty (30) days of the foreigner into th who has obtained work permit should present the work permit and other relevant documents to the local public security authorities to apply for work-type residence permit.

附录4

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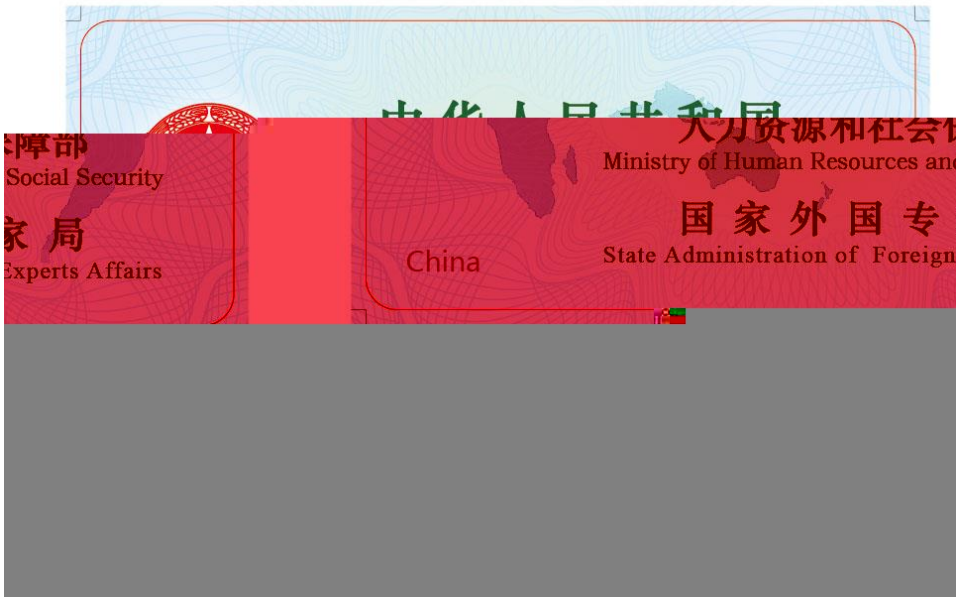

## STAFF LIST OF THE GROUP

| | NAME | NATIONALITY | PASSPORT NUMBER |
|---|---|---|---|
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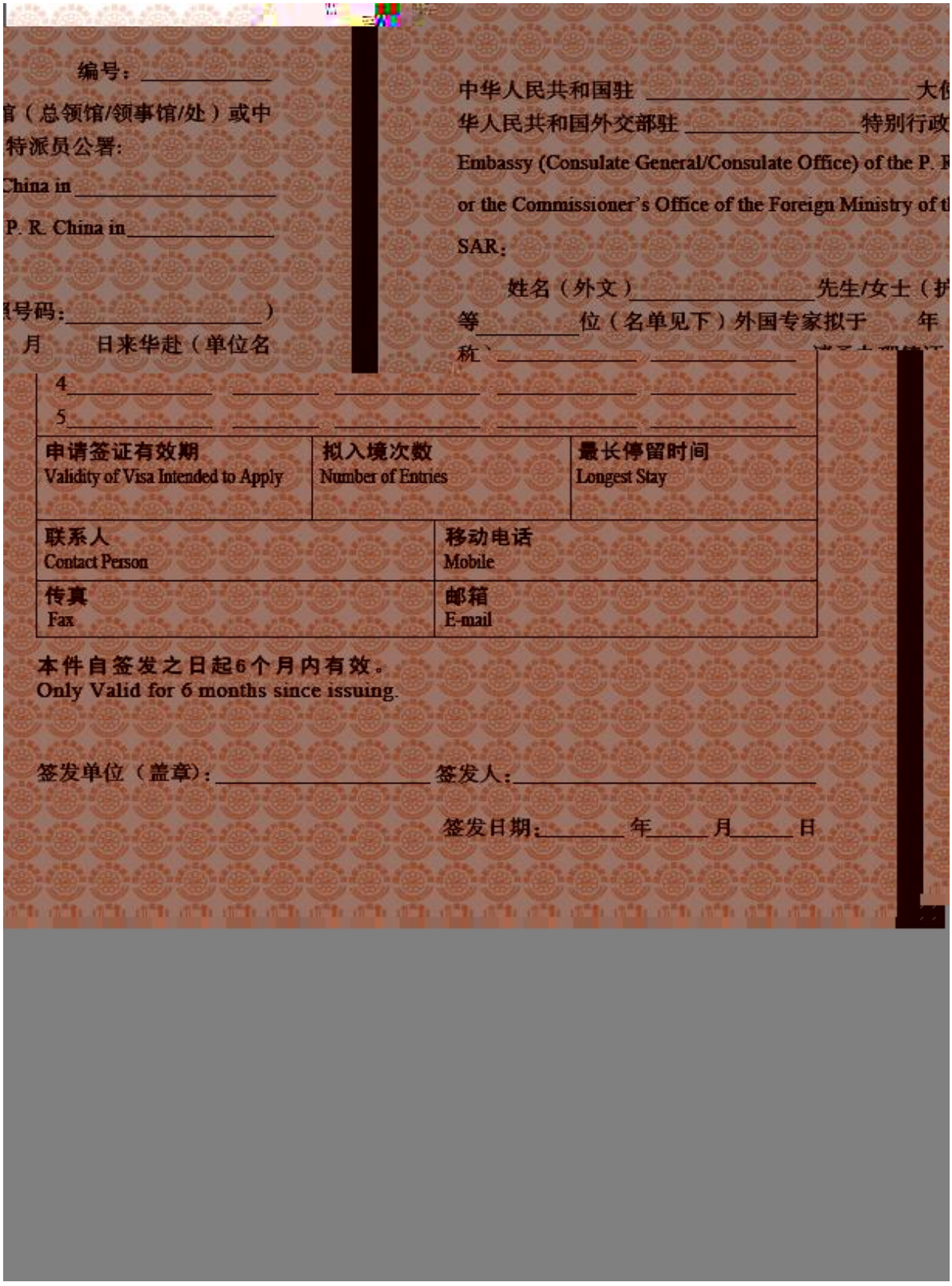

编号：_____

馆（总领馆/领事馆/处）或中
特派员公署：

China in _____

P. R. China in _____

照号码：_____）

月　　日来华赴（单位名

中华人民共和国驻 _____ 大使
华人民共和国外交部驻 _____ 特别行政
Embassy (Consulate General/Consulate Office) of the P. R
or the Commissioner's Office of the Foreign Ministry of t
SAR:

姓名（外文）_____ 先生/女士（护
等_____ 位（名单见下）外国专家拟于　　年
称：_____ _____

4_____ _____ _____ _____ _____

5_____ _____ _____ _____ _____

| 申请签证有效期<br>Validity of Visa Intended to Apply | 拟入境次数<br>Number of Entries | 最长停留时间<br>Longest Stay |
|---|---|---|
| 联系人<br>Contact Person | | 移动电话<br>Mobile |
| 传真<br>Fax | | 邮箱<br>E-mail |

本件自签发之日起6个月内有效。
Only Valid for 6 months since issuing.

签发单位（盖章）：_____ 签发人：_____

签发日期：_____ 年_____ 月_____ 日

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**APPLICATION FORM FOR FOREIGNER'S WORK PERMIT**

ˆ WORKING PERIOD OF MORE THAN 90 DAYS˜

| | | | | | |
|---|---|---|---|---|---|
| CURRENT WORK PERMIT NUMBER | | | | | |
| SURNAME (As in Passport) | | FIRST AND MIDDLE NAMES (As in Passport) | | PHOTO | |
| OTHER NAME USED | | CHINESE NAME | | | |
| GENDER | | NATIONALITY | | | |
| DATE OF BIRTH(yyyy-mm-dd) | | MARITAL STATUS | | | |
| PASSPORT TYPE | | PASSPORT NUMBER | | ISSUANCE DATE | |
| EXPIRATION DATE(yyyy-mm-dd) | | HIGHEST ACADEMIC DEGREE | | CHINESE PROFICIENCY | |
| HAVE YOU EVER OBTAINED ANY PROFESSIONAL QUALIFICATION CERTIFICATE ABROAD? | | NAME AND NUMBER OF PROFESSIONAL QUALIFICATION CERTIFICATES | | E-MAIL ADDRESS | |
| LIST ALL COUNTRIES THAT EVER ISSUED YOU A PASSPORT | | LENGTH OF WORKING TIME | | OCCUPATION | |
| / INTENTED WORKING TIME IN CHINA | | INTENTED JOB TITLE IN CHINA | | INDUSTRY CATEGORY | |
| EMPLOYMENT METHOD | | SALARY(monthly) | | RECOGNIZED PROFESSIONAL ACHIEVEMENT | |
| INTENTED LENGTH OF WORKING TIME IN CHINA | | )WORKING TIME IN CHINA PER YEAR(months) | | ARE YOU GRADUATED FROM WORLD RENOWNED UNIVERSITIES | |
| DO YOU NEED APPROVAL FROM RELATED CHINESE INDUSTRY AUTHORITY? | | NAME OF INDUSTRY AUTHORITY | | APPROVAL DOCUMENT NUMBER | |
| HAVE YOU EVER OBTAINED ANY CHINESE PROFESSIONAL QUALIFICATION CERTIFICATE (For Vocational Accession )? | | NAME OF CHINESE PROFESSIONAL QUALIFICATION CERTIFICATES(For Vocational Accessio) | | NUMBER OF CHINESE PROFESSIONAL QUALIFICATION CERTIFICATES OBTAINED | |

| | | | | | |
|---|---|---|---|---|---|
| 500<br>DO YOU HAVE ANY EXPERIENCE IN WORLD TOP 500 COMPANIES,WELL-KNOWN FINANCIAL INSTITUTIONS OR LAWFIRMS? | | HIGHEST POSITION YOU HAVE EVER HELD IN AFOREMENTIONED ORGANIZATIONS | | CONSECUTIVE WORKING YEARS IN CHINA | |
| NAME OF DISPATCHING INSTITUTION ABROAD | | LOCATION OF DISPATCHING INSTITUTION ABROAD | | POSSESS ANY PATENT OR OTHER INTELLECTUAL PROPERTY RIGHTS | |
| BUSINESS TELEPHONENUMBER IN CHINA | | | JOB DESCRIPTION IN CHINA | | |

LIST ALL HIGHER EDUCATIONAL INSTITUTIONS YOU HAVE ATTENTED (INCLUDING VOCATIONAL INSTITUTIONS)

| NAME | LOCATION | DATES OF ATTENDANCE | SPECIALITY | ACADEMIC QUALIFICATION |
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LIST ALL EMPLOYERS YOU HAVE WORKED FOR IN LAST TEN YEARS

| NAME | LOCATION | DATES | OCCUPATION | JOB TITLE | JOB DESCRIPTION |
|---|---|---|---|---|---|
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ACCOMPANYING FAMILY MEMBERS

| DO YOU HAVE ANY ACCOMPANYING MEMBER? | | NUMBER OF THE ACCOMPANYING MEMBERS | |
|---|---|---|---|

| NAME (As in Passport) | DATE OF BIRTH(yyyy-mm-dd) | GENDER | NATIONALITY | RELATIONSHIP TO THE APPLICANT | PASSPORT NUMBER |
|---|---|---|---|---|---|
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| EMERGENCY CONTACT PERSON IN CHINA | | EMERGENCY CONTACT TELEPHONE NUMBER | | E-MAILADDRESS | |
|---|---|---|---|---|---|

| APPLICATION FOR FOREIGNER'S WORK PERMIT | | | | | |
|---|---|---|---|---|---|
| DATE OF ENTRY | | TYPE OF VISA HELD | | VISA NUMBER | |
| HAVE YOU EVER BEEN ARRESTED OR CONVICTED FOR ANY OFFENSE OR CRIME, EVEN THOUGH SUBJECT OF A PARDON, AMNESTY OR OTHER SIMILAR LEGAL ACTION? | | | | | Ĭ YES<br>Ĭ NO |
| HAVE YOU EVER BEEN AFFLICTED WITH A COMMUNICABLE DISEASE OF PUBLIC HEALTH SIGNIFICANCE OR A DANGEROUS PHYSICAL OR MENTAL DISORDER? | | | | | Ĭ YES<br>Ĭ NO |
| HAVE YOU EVER VIOLATED THE LAW OF CHINA, AND DEPORTED FROM CHINA? | | | | | Ĭ YES<br>Ĭ NO |

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I SOLEMNLY PROMISE THAT I HAVE NO CRIMINAL RECORD BOTH AT MY HOME COUNTRY AND ABROAD. WHEN I ARRIVE IN CHINA AND START TO WORK, I WILL STRICTLY ABIDE BY THE CHINESE LAWS AND REGULATIONS, AND CONSCIOUSLY OBEY THE MANAGEMENT SYSTEM OF THE EMPLOYING INSTITUTION. I CERTIFY THAT ALL THE ANSWERS TO THIS APPLICATION AND RELEVANT ATTACHMENTS TO IT ARE TRUE AND COMPLETED. IF THE INFORMATION IS FOUND TO BE UNTRUE OR UNCOMPLETED, I AM AWARE THAT I NEED TO UNDERTAKE CORRESPONDING LEGAL RESPONSIBILITIES.I UNDERSTAND THAT ALL OF THE INFORMATION IN THIS APPLICATION AND DOCUMENTS SUBMITTEDWITH THIS APPLICATION MAY BE CHECKED BY RELEVANT PARTIES, INCLUDINGMY EMPLOYMENT, WORK PERFORMANCE,ABILITIES,EDUCATION,PERSONAL EXPERIENCES AND CONVICTION RECORDS.I CONFIRM THAT, IF I AM OVER SIXTY YEARS OLD,I WILL APPLY FOR MEDICAL INSURANCE COVERAGE AS ARE NEEDED DURING MY WORK PERIOD IN CHINA.

SIGNATURE OF APPLICANT

DATE(yyyy-mm-dd)

,

THE EMPLOYER HEREBY DECLARES THAT ALL THE DOCUMENTS AND INFORMATIONS SUBMITTED TO THE AUTHORITY ARE TRUE,AND SHALL BE RESPONSIBLE TO THE AUTHENTICITY OF THE DOCUMENTS AND UNDERTAKE CORRESPONDING LEGAL RESPONSIBILITIES.

SEAL OF EMPLOYER

DATE(yyyy-mm-dd)

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**APPLICATION**
(WORKING PERIOD OF LESS THAN 90 DAYS, 90 DAYS INCLUDED)

| | | | | | |
|---|---|---|---|---|---|
| PRESENT WORK PERMIT NUMBER | | , | | | |
| SURNAME (As in Passport) | | FIRST AND MIDDLE NAMES (As in Passport) | | PHOTO | |
| OTHER NAME USED | | CHINESE NAME GENDER | | | |
| GENDER | | NATIONALITY | | | |
| DATE OF BIRTH(yyyy-mm-dd) | | MARITAL STATUS | | | |
| HIGHEST ACADEMIC DEGREE | | PASSPORT TYPE | | PASSPORT NUMBER | |
| ISSUANCE DATE (yyyy-mm-dd) | | EXPIRATION DATE(yyyy-mm-dd) | | EMPLOYER | |
| DO YOU NEED APPROVAL FROM RELATED CHINESE INDUSTRY AUTHORITY? | | NAME OF INDUSTRY AUTHORITY | | SERIAL NUMBER OF APPROVAL DOCUMENT | |
| INTENTED WORKING PLACE(S) IN CHINA | | INTENTED LENGTH OF WORKING TIME IN CHINA | | BUSINESS TELEPHONE NUMBER IN CHINA | |
| EMAIL ADRRESS | | WORK SCHEDULE | | | |

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I SOLEMNLY PROMISE THAT I HAVE NO CRIMINAL RECORD BOTH AT MY HOME COUNTRY AND ABROAD. WHEN I ARRIVE IN CHINA AND START TO WORK, I WILL STRICTLY ABIDE BY THE CHINESE LAWS AND REGULATIONS, AND CONSCIOUSLY OBEY THE MANAGEMENT SYSTEM OF THE EMPLOYING INSTITUTION. I CERTIFY THAT ALL THE ANSWERS TO THIS APPLICATION AND RELEVANT ATTACHMENTS TO IT ARE TRUE AND COMPLETED. IF THE INFORMATION IS FOUND TO BE UNTRUE OR UNCOMPLETED, I AM AWARE THAT I NEED TO UNDERTAKE CORRESPONDING LEGAL RESPONSIBILITIES.I UNDERSTAND THAT ALL OF THE INFORMATION IN THIS APPLICATION AND DOCUMENTS SUBMITTED WITH THIS APPLICATION MAY BE CHECKED BY RELEVANT PARTIES, INCLUDINGMY EMPLOYMENT, WORK PERFORMANCE,ABILITIES,EDUCATION,PERSONAL EXPERIENCES AND CONVICTION RECORDS.I CONFIRM THAT, IF I AM OVER SIXTY YEARS OLD,I WILL APPLY FOR MEDICAL INSURANCE COVERAGE AS ARE NEEDED DURING MY WORK PERIOD IN CHINA.

SIGNATURE OF APPLICANT
DATE(yyyy-mm-dd)

,

THE EMPLOYER HEREBY DECLARES THAT ALL THE DOCUMENTS AND INFORMATIONS SUBMITTED TO THE AUTHORITY ARE TRUE,AND SHALL BE RESPONSIBLE TO THE AUTHENTICITY OF THE DOCUMENTS AND UNDERTAKE CORRESPONDING LEGAL RESPONSIBILITIES

SEAL OF EMPLOYER
DATE(yyyy-mm-dd)

# APPLICATION FOR FOREIGN EXPERTS INVITATION

| | | | | | |
|---|---|---|---|---|---|
| APPLICATION NUMBER FOR FOREIGN EXPERTS INVITATION | | | | | |
| SURNAME (As in Passport) | | FIRST AND MIDDLE NAMES (As in Passport) | | PHOTO | |
| OTHER NAME USED | | CHINESE NAME GENDER | | | |
| GENDER | | NATIONALITY | | | |
| DATE OF BIRTH(yyyy-mm-dd) | | MARITAL STATUS | | | |
| HIGHEST ACADEMIC DEGREE | | PASSPORT TYPE | | PASSPORT NUMBER | |
| ISSUANCE DATE (yyyy-mm-dd) | | EXPIRATION DATE(yyyy-mm-dd) | | EMPLOYER | |
| DO YOU NEED APPROVAL FROM RELATED CHINESE INDUSTRY AUTHORITY? | | NAME OF INDUSTRY AUTHORITY | | SERIAL NUMBER OF APPROVAL DOCUMENT | |
| BUSINESS TELEPHONE NUMBER IN CHINA | | EMAIL ADRRESS | | INTENTED NUMBER OF ENTRIES | |
| NUMBER OF GROUP | | SOURECE OF FUNDING | | SUM OF MONEY | |
| INTENTED LENGTH OF WORKING TIME IN CHINA | | WORK SCHEDULE | | | |

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I SOLEMNLY PROMISE THAT I HAVE NO CRIMINAL RECORD BOTH AT MY HOME COUNTRY AND ABROAD. WHEN I ARRIVE IN CHINA AND START TO WORK, I WILL STRICTLY ABIDE BY THE CHINESE LAWS AND REGULATIONS, AND CONSCIOUSLY OBEY THE MANAGEMENT SYSTEM OF THE EMPLOYING INSTITUTION. I CERTIFY THAT ALL THE ANSWERS TO THIS APPLICATION AND RELEVANT ATTACHMENTS TO IT ARE TRUE AND COMPLETED. IF THE INFORMATION IS FOUND TO BE UNTRUE OR UNCOMPLETED, I AM AWARE THAT I NEED TO UNDERTAKE CORRESPONDING LEGAL RESPONSIBILITIES.I UNDERSTAND THAT ALL OF THE INFORMATION IN THIS APPLICATION AND DOCUMENTS SUBMITTED WITH THIS APPLICATION MAY BE CHECKED BY RELEVANT PARTIES, INCLUDINGMY EMPLOYMENT, WORK PERFORMANCE,ABILITIES,EDUCATION,PERSONAL EXPERIENCES AND CONVICTION RECORDS.I CONFIRM THAT, IF I AM OVER SIXTY YEARS OLD,I WILL APPLY FOR MEDICAL INSURANCE COVERAGE AS ARE NEEDED DURING MY WORK PERIOD IN CHINA.

SIGNATURE OF APPLICANT
DATE(yyyy-mm-dd)

,

THE EMPLOYER HEREBY DECLARES THAT ALL THE DOCUMENTS AND INFORMATIONS SUBMITTED TO THE AUTHORITY ARE TRUE,AND SHALL BE RESPONSIBLE TO THE AUTHENTICITY OF THE DOCUMENTS AND UNDERTAKE CORRESPONDING LEGAL RESPONSIBILITIES.

SEAL OF EMPLOYER
DATE(yyyy-mm-dd)

**APPLICATION FORM FOR EXTENTION OF FOREIGNER'S WORK PERMIT**

| | | | | | |
|---|---|---|---|---|---|
| CURRENT WORK PERMIT NUMBER | | | | | |
| SURNAME (As in Passport) | | FIRST AND MIDDLE NAMES (As in Passport) | | PHOTO | |
| OTHER NAME USED | | CHINESE NAME | | | |
| GENDER | | NATIONALITY | | | |
| DATE OF BIRTH(yyyy-mm-dd) | | MARITAL STATUS | | | |
| PASSPORT TYPE | | PASSPORT NUMBER | | ISSUANCE DATE | |
| EXPIRATION DATE(yyyy-mm-dd) | | HIGHEST ACADEMIC DEGREE | | CHINESE PROFICIENCY | |
| HAVE YOU EVER OBTAINED ANY PROFESSIONAL QUALIFICATION CERTIFICATE ABROAD? | | NAME AND NUMBER OF PROFESSIONAL QUALIFICATION CERTIFICATES | | E-MAIL ADDRESS | |
| TYPE OFVISA HELD | | VISA NUMBER | | EXPIRATION DATE(yyyy-mm-dd) | |
| RESIDENCE PERMIT TYPE | | RESIDENCE PERMIT NUMBER | | EXPIRATION DATE(yyyy-mm-dd) | |
| LIST ALL COUNTRIES THAT EVER ISSUED YOU A PASSPORT | | RELATED WORKING EXPERIENCE AND LENGTH OF WORKING TIME | | OCCUPATION | |
| / INTENTED WORKING TIME IN CHINA | | INTENTED JOB TITLE IN CHINA | | INDUSTRY CATEGORY | |
| EMPLOYMENT METHOD | | SALARY(monthly) | | RECOGNIZED PROFESSIONAL ACHIEVEMENT | |
| INTENTED LENGTH OF EXTENSION | | )WORKING TIME IN CHINA PER YEAR(months) | | ARE YOU GRADUATED FROM WORLD RENOWNED UNIVERSITIES | |

| | | | | | |
|---|---|---|---|---|---|
| DO YOU NEED APPROVAL FROM RELATED CHINESE INDUSTRY AUTHORITY? | | NAME OF INDUSTRY AUTHORITY | | APPROVAL DOCUMENT NUMBER | |
| HAVE YOU EVER OBTAINED ANY CHINESE PROFESSIONAL QUALIFICATION CERTIFICATE For Vocational Accession)? | | NAME OF CHINESE PROFESSIONAL QUALIFICATION CERTIFICATES(For Vocational Accession) | | NUMBER OF CHINESE PROFESSIONAL QUALIFICATION CERTIFICATESOBTAINED (For Vocational Accession) | |
| 500<br>DO YOU HAVE ANY EXPERIENCE IN WORLD TOP 500 COMPANIES,WELL-KNOWN FINANCIAL INSTITUTIONS OR LAWFIRMS? | | HIGHEST POSITION YOU HAVE EVER HELD IN AFOREMENTIONED ORGANIZATIONS | | CONSECUTIVE WORKING YEARS IN CHINA | |
| NAME OF DISPATCHING INSTITUTION ABROAD | | LOCATION OF DISPATCHING INSTITUTION ABROAD | | POSSESS ANY PATENT OR OTHER INTELLECTUAL PROPERTY RIGHTS | |
| BUSINESS TELEPHONENUMBER IN CHINA | | JOB DESCRIPTION IN CHINA | | | |

LIST ALL HIGHER EDUCATIONAL INSTITUTIONS YOU HAVE ATTENTED (INCLUDING VOCATIONAL INSTITUTIONS)

| NAME | LOCATION | DATES OF ATTENDANCE | SPECIALITY | ACADEMIC QUALIFICATION |
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LIST ALL EMPLOYERS YOU HAVE WORKED FOR IN LAST TEN YEARS

| NAME | LOCATION | DATES | OCCUPATION | JOB TITLE | JOB DESCRIPTION |
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| Reference revision: The employer hereby declares that all the documents and information submitted to the authority are true, and shall be responsible for the authenticity of the documents and undertake corresponding legal responsibilities. The employer should give the consent to t h e a u t h o r i t yô s s u p p l e m e<br><br>SEAL OF EMPLOYER<br><br>YYYY MM DD | SIGNATURE OF APPLICANT<br><br>YYYY MM DD |

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## APPLICATION FORM FOR CHANGE OF FOREIGNER'S WORK PERMIT

| | | | | | |
|---|---|---|---|---|---|
| WORK PERMIT NUMBER | | | | | |
| SURNAME (As in Passport) | | FIRST AND MIDDLE NAMES (As in Passport) | | PHOTO | |
| OTHER NAME USED | | | | | |
| CHINESE NAME | | GENDER | | | |
| DATE OF BIRTH(yyyy-mm-dd) | | NATIONALITY | | | |
| CHANGEDOBJECTS | | BEFORE CHANGE | | AFTER CHANGE | |
| | | | | | |
| | | | | | |
| | | | | | |

Reference revision: The employer hereby declares that all the documents and information submitted to the authority are true, and shall be responsible for the authenticity of the documents and undertake corresponding legal responsibilities. The employer should give the supplementary investigation as necessary.

SEAL OF EMPLOYER

YYYY MM DD

SIGNATURE OF APPLICANT

YYYY MM DD

**APPLICATION FORM FOR CANCELLATION OF FOREIGNER'S WORK PERMIT**

| | | | | | |
|---|---|---|---|---|---|
| WORK PERMIT NUMBER | | | | | |
| SURNAME (As in Passport) | | FIRST AND MIDDLE NAMES (As in Passport) | | PHOTO | |
| OTHER NAME USED | | CHINESE NAME | | | |
| DATE OF BIRTH(yyyy-mm-dd) | | GENDER | | | |
| NATIONALITY | | MARITAL STATUS | | | |
| NAME OF EMPLOYER IN CHINA | | ORGANIZATIONAL CODE (Registration Certificate) NUMBER | | | |
| REASON FOR CANCELLATION | TERMINATION OF CONTRACT | | EXPIRATION OF CONTRACT | | OTHER REASONS |

| | |
|---|---|
| Reference revision: The employer hereby declares that all the documents and information submitted to the authority are true, and shall be responsible for the authenticity of the documents and undertake corresponding legal responsibilities. The employer should give the supplementary investigation as necessary.<br><br>SEAL OF EMPLOYER<br><br>YYYY MM DD | SIGNATURE OF APPLICANT<br><br>YYYY MM DD |

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**APPLICATION FORM FOR OF FOREIGNER'S WORK PERMIT REISSUE**

| | | | | |
|---|---|---|---|---|
| WORK PERMIT NUMBER | | | | |
| SURNAME (As in Passport) | | FIRST AND MIDDLE NAMES (As in Passport) | | |
| OTHER SURNAME USED | | CHINESE NAME | | |

PHOTO