

**粵港澳大灣區（內地、香港）個人信息跨境流動標準合同
備案指南**
(適用於香港特別行政區)

**Filing Guidelines on the
Standard Contract for the Cross-boundary Flow of Personal Information
Within the Guangdong-Hong Kong-Macao Greater Bay Area (Mainland,
Hong Kong)**
(Applicable to the Hong Kong Special Administrative Region)

I. 引言 Introduction

《粵港澳大灣區（內地、香港）個人信息跨境流動標準合同》（《大灣區標準合同》）為促進粵港澳大灣區個人信息跨境流動的一項便利化措施。

The “Standard Contract for the Cross-boundary Flow of Personal Information Within the Guangdong-Hong Kong-Macao Greater Bay Area (Mainland, Hong Kong)” (“the GBA Standard Contract”) is a facilitation measure to promote the cross-boundary flow of personal information within the Guangdong-Hong Kong-Macao Greater Bay Area.

本備案指南乃為協助個人信息處理者及接收方履行《大灣區標準合同》下的備案手續而制定。《大灣區標準合同》內的術語的定義適用於本備案指南。

This Filing Guidelines is formulated to provide guidance for personal information processors and recipients to conduct the filing procedures under the GBA Standard Contract. The definition of terms in the GBA Standard Contract shall also apply to this Filing Guidelines.

本備案指南適用於《大灣區標準合同》下的香港合同方，不論香港合同方為《大灣區標準合同》下的個人信息處理者或接收方。

This Filing Guidelines applies to the Hong Kong contracting parties under the GBA Standard Contract, regardless of whether they are the personal information processor or the recipient under the GBA Standard Contract.

II. 備案方式及流程 Filing Method and Process

在《大灣區標準合同》生效當日（即《大灣區標準合同》簽署日期）起計10個工作日內，香港個人信息處理者及接收方須向數字政策辦公室進行備案。

The personal information processor and the recipient of Hong Kong shall conduct the filing procedures with the Digital Policy Office (DPO) within 10 working days from the effective date (the signing date) of the GBA Standard Contract.

（1）文件提交 Submission of Documents

香港個人信息處理者或接收方（申請人）須向數字政策辦公室遞交以下文件進行備案：

The personal information processor and the recipient of Hong Kong (applicant) shall provide to the DPO the following documents for filing:

	文件名稱	Document
1	已填妥、簽署及加蓋公司印章的《粵港澳大灣區（內地、香港）個人信息跨境流動標準合同》備案表格 (參考本備案指南《附件》)	Completed “Form for Filing the Standard Contract for the Cross-boundary Flow of Personal Information Within the Guangdong-Hong Kong-Macao Greater Bay Area (Mainland, Hong Kong)”, with signature and company chop (Refer to Annex of this Filing Guidelines)
2	法定代表人身份證明文件 2.1 適用於組織： <ul style="list-style-type: none">● 商業登記證或公司註冊證明書的副本（加蓋公司印章）及● 獲授權代表該公司的授權人證明書核證副本	Identity proof of the legal representatives 2.1 Applicable to organisation: <ul style="list-style-type: none">● Copy of the business registration certificate or the certificate of incorporation (stamped with company chop); and● Certified true copy of the documentary proof of the authorised representative of the company

	文件名稱	Document
	<p>2.2 適用於個人：</p> <ul style="list-style-type: none"> ● 申請人的身分證明文件的核證副本及 ● 商業登記證副本（加蓋公司印章）或最近三個月內有效的香港地址證明之核證副本 	<p>2.2 Applicable to individual:</p> <ul style="list-style-type: none"> ● Certified true copy of the individual's identity proof; and ● Copy of the business registration certificate (stamped with company chop) OR certified true copy of a valid address proof issued within the last 3 months
3	<p>已簽訂的粵港澳大灣區（內地、香港）個人信息跨境流動標準合同原件 （中文版或雙語版）</p> <ul style="list-style-type: none"> ● 個人信息處理者可選擇提交 <ul style="list-style-type: none"> - 中文版（繁體或簡體）；或 - 雙語版（繁體/英文或簡體/英文）； ● 接收方請提交簡體中文版 	<p>Signed original copy of the Standard Contract for the Cross-boundary Flow of Personal Information Within the Guangdong-Hong Kong-Macao Greater Bay Area (Mainland, Hong Kong) (Chinese version or bilingual version)</p> <ul style="list-style-type: none"> ● Personal Information Processor of Hong Kong can choose to submit either in <ul style="list-style-type: none"> - Chinese version (Traditional Chinese or Simplified Chinese); or - Bilingual version (English/Traditional Chinese or English/Simplified Chinese); ● Recipient of Hong Kong need to submit the Simplified Chinese version
4	<p>已簽署及加蓋公司印章的承諾書原件 （中文版或雙語版）</p> <ul style="list-style-type: none"> - 中文版（繁體或簡體）；或 - 雙語版（繁體/英文或簡體/英文）； 	<p>Original copy of the undertaking with signature and company chop (Chinese version or bilingual version)</p> <ul style="list-style-type: none"> - Chinese version (Traditional Chinese or Simplified Chinese); or - Bilingual version (English/Traditional Chinese or English/Simplified Chinese)

（2）遞交辦法 Submission Method

香港個人信息處理者或接收方（申請人）可選擇以下形式遞交上述文件：

- i) 電子方式（須郵寄回原件）；或
- ii) 專人送遞或郵遞

請在信封上標明「粵港澳大灣區（內地、香港）個人信息跨境流動標準合同備案文件」。

「粵港澳大灣區（內地、香港）個人信息跨境流動標準合同備案文件」

致：香港特別行政區政府數字政策辦公室

地址：香港灣仔皇后大道東213號胡忠大廈19樓

The personal information processor or recipient of Hong Kong (applicant) can choose to submit the aforesaid documents by the following means:

- i) Electronic submission (require to mail back hardcopy); or
- ii) By hand or by mail

Please mark “Filing Documents for the Standard Contract for the Cross-boundary Flow of Personal Information Within the Guangdong-Hong Kong-Macao Greater Bay Area (Mainland, Hong Kong)” on the envelope.

“Filing Documents for the Standard Contract for the Cross-boundary Flow of Personal Information Within the Guangdong-Hong Kong-Macao Greater Bay Area (Mainland, Hong Kong)”

**To: Digital Policy Office,
Hong Kong Special Administrative Region Government
Address: 19/F Wu Chung House, 213 Queen’s Road East,
Wanchai, Hong Kong**

（3）備案檢查及結果通知 Filing Processing and Notification of Results

數字政策辦公室將在收到備案文件後的10個工作日內，檢查文件是否完

備，如需要補充文件，個人信息處理者或接收方應當在10個工作日內提交補充文件；逾期未補交文件者，數字政策辦公室將可以終止是次備案程序。如符合備案要求，數字政策辦公室會向個人信息處理者發放備案編號；或向接收方發出備案備悉通知。

Upon the receipt of filing documents, DPO will check its completeness. If there is a need to supplement, the personal information processor or the recipient shall provide the supplementary documents upon request within 10 working days. For overdue submission of supplementary filing documents, the filing procedure shall be terminated. For those who fulfilled the filing requirements, DPO will issue a filing reference number to the personal information processor or an acknowledgement to the recipient.

III. 注意事項 Points to Note

- (1) 如果跨境提供個人信息的目的、範圍、種類、方式、或者接收方處理個人信息的用途、方式發生變化，或需要延長保存期限，以及發生其他可能影響個人信息權益的情況時，個人信息處理者應當重新開展個人信息保護影響評估，補充或者重新訂立大灣區標準合同，並履行相應備案手續。

If there are any changes to the cross-boundary transfers of personal information in terms of the purpose, scope, categories, means, or the recipient's use and means of personal information processing, or the retention period is extended, or there are any other circumstances that affect or may affect the rights and interests in relation to personal information, the personal information processor shall re-conduct a personal information protection impact assessment, and sign a supplementary agreement or enter into a new GBA Standard Contract, and conduct the corresponding filing procedures.

- (2) 個人信息處理者及接收方應當對所提交文件的真實性負責。如提交虛假文件，備案將被註銷，並依法追究相應法律責任。

Personal information processors and recipients shall be responsible for the authenticity of the documents submitted. If fraud documents are submitted, the filing will be cancelled and the concerned personal information processor and recipient shall bear legal responsibility in accordance with the law.

- (3) 如有需要，數字政策辦公室會就個別備案個案向相關的監管機構、政府部門或行業監管機構進行諮詢。

If necessary, the DPO will consult on individual cases with the relevant regulatory bodies, government bureau/departments or industry regulators.

IV. 查詢 Enquiry

如有查詢，請電郵至：

gbascc@digitalpolicy.gov.hk

For enquiries, please email to:

2025 年 3 月

March 2025

《粵港澳大灣區（內地、香港）個人信息跨境流動標準合同》備案表格
Form for Filing the Standard Contract for the Cross-boundary Flow of Personal Information Within the
Guangdong-Hong Kong-Macao Greater Bay Area (Mainland, Hong Kong)

申請參考編號： _____
Application Reference (由數字政策辦公室內部填寫
no.: For DPO internal use)

《粵港澳大灣區（內地、香港）個人信息跨境流動標準合同》備案表格
Form for Filing the Standard Contract for the Cross-boundary Flow of
Personal Information Within the Guangdong-Hong Kong-Macao Greater
Bay Area (Mainland, Hong Kong)

申請者須知 Notes to Applicant:

填寫本表格前，請先參閱《[粵港澳大灣區（內地、香港）個人信息跨境流動標準合同實施指引](#)》。

Please read the [Implementation Guidelines for the Standard Contract for the Cross-boundary Flow of Personal Information Within the Guangdong-Hong Kong-Macao Greater Bay Area \(Mainland, Hong Kong\)](#) before completing this form.

甲、 申請人資料

(A) Applicant Particulars

[如閣下以法人團體名義申請，請填寫(1)及(3);如以其他名義申請，請填寫(2)及(3)。]

[For application by a body corporate, please complete (1) and (3); otherwise, please complete (2) and (3).]

1. 香港合同方申請人資料 - 以法人團體名義申請

**Hong Kong Contracting Party Applicant Particulars - for application
by a body corporate**

		香港合同方 Hong Kong
(1)	組織角色： Role of the organisation: ^	<input type="checkbox"/> 個人信息處理者 Personal information processor <input type="checkbox"/> 接收方 Recipient
(2)	組織名稱： Name of the organisation:	

《粵港澳大灣區（內地、香港）個人信息跨境流動標準合同》備案表格
Form for Filing the Standard Contract for the Cross-boundary Flow of Personal Information Within the
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		香港合同方 Hong Kong
	(英文) (English)	
	(中文) (Chinese)	
(3)	公司註冊號碼／ 商業登記號碼： Certificate of Incorporation no. / Business registration no: ^	<input type="checkbox"/> 公司註冊號碼： Certificate of Incorporation no.: _____ <input type="checkbox"/> 商業登記號碼： Business registration no: _____
(4)	組織地址： Organisation address:	
(5)	獲授權代表人姓名： Name of the authorised representative: ^	<input type="checkbox"/> 先生 Mr <input type="checkbox"/> 小姐 Miss <input type="checkbox"/> 太太 Mrs <input type="checkbox"/> 女士 Ms
	(英文) (English)	
	(中文) (Chinese)	
(6)	獲授權代表人身份證明 文件： Identity proof of the authorised representative:	<input type="checkbox"/> 香港身份證號碼： Hong Kong Identity Card no.: _____ <input type="checkbox"/> 護照號碼： Passport no: _____
(7)	獲授權代表人職位： Title of the authorised representative:	
(8)	聯絡人名稱： Name of the contact person: ^	<input type="checkbox"/> 先生 Mr <input type="checkbox"/> 小姐 Miss <input type="checkbox"/> 太太 Mrs <input type="checkbox"/> 女士 Ms
	(英文) (English)	
	(中文) (Chinese)	

《粵港澳大灣區（內地、香港）個人信息跨境流動標準合同》備案表格
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		香港合同方 Hong Kong
(9)	聯絡人職位： Title of the contact person:	
(10)	電話號碼： Phone No.:	香港 HK: (852) _____
(11)	電郵地址： Email Address:	
(12)	香港通訊地址： Correspondence Address in Hong Kong:	

^ 請勾選合適選項 Please tick the appropriate item

2. 香港合同方申請人資料 - 以個人或獨資機構經辦人名義申請

**Hong Kong Contracting Party Applicant Particulars - for application
by an individual or a sole proprietor**

		香港合同方 Hong Kong
(1)	申請人／組織角色： Role of the applicant / organisation: ^	<input type="checkbox"/> 個人信息處理者 Personal information processor <input type="checkbox"/> 接收方 Recipient
(2)	申請人／組織名稱： Name of the applicant / organisation: ^	<input type="checkbox"/> 先生 Mr <input type="checkbox"/> 小姐 Miss <input type="checkbox"/> 太太 Mrs <input type="checkbox"/> 女士 Ms <input type="checkbox"/> 組織 Organisation
	(英文) (English)	
	(中文) (Chinese)	
(3)	申請人身份證明文件： Identity proof of the applicant:	<input type="checkbox"/> 香港身份證號碼： Hong Kong Identity Card no.: _____ <input type="checkbox"/> 護照號碼： Passport no: _____

《粵港澳大灣區（內地、香港）個人信息跨境流動標準合同》備案表格
Form for Filing the Standard Contract for the Cross-boundary Flow of Personal Information Within the
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		香港合同方 Hong Kong
(4)	申請人／組織地址： Address of the applicant / organisation:	
(5)	商業登記號碼： Business registration no.: (適用於獨資機構 applicable where applicant is a sole proprietor)	
(6)	電話號碼： Phone No.:	香港 HK: (852) _____
(7)	電郵地址： Email Address:	
(8)	香港通訊地址： Correspondence Address in Hong Kong:	

^ 請勾選合適選項 Please tick the appropriate item

3. 內地合同方資料

Mainland Contracting Party Particulars

		內地合同方 Mainland
(1)	申請人／組織名稱： Name of the applicant / organisation: ^	<input type="checkbox"/> 先生 Mr <input type="checkbox"/> 小姐 Miss <input type="checkbox"/> 太太 Mrs <input type="checkbox"/> 女士 Ms <input type="checkbox"/> 組織 Organisation
	(英文) (English)	
	(中文) (Chinese)	

乙、聲明

(B) Declaration

<input type="checkbox"/>	<p>本人／組織完全明白並會遵守《粵港澳大灣區（內地、香港）個人信息跨境流動標準合同實施指引》及相關的備案條件，而且知悉不得再向粵港澳大灣區以外的組織或者個人，包括組織位於香港以外的公司集團，不論是母公司或子公司，提供跨境流動的個人信息。本人／組織聲明，本表格（包括一併呈交及其後補交的其他相關文件）所載的資料均為真實、正確及完整。本人／組織須遵守所有適用於香港的法例及法規。</p> <p>I / My organisation fully understand and will observe the relevant filing conditions and the Implementation Guidelines on Standard Contract for the Cross-boundary Flow of Personal Information Within the Guangdong-Hong Kong-Macao Greater Bay Area (Mainland, Hong Kong), and I / we also acknowledge that the personal information across the boundary shall not be given to any organisation or individual beyond the Guangdong-Hong Kong-Macao Greater Bay Area (Mainland, Hong Kong), including the group of companies, no matter it is the parent or subsidiary corporations of organisation, that are situated outside Hong Kong. I / My organisation declare that the information provided in this application form (including all the related documents submitted together with the application / other documents subsequently submitted) is true, accurate and complete. I / My organisation shall comply with the laws in Hong Kong.</p>
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[^] 請勾選合適選項 Please tick the appropriate item

公司蓋章：

Company chop:

（適用於獨資機構／法人團體名義申請

Applicable where applicant is a sole proprietor or a body corporate)

申請人／組織獲授權代表人簽署：

Signature of the applicant / authorised representative of the applying organisation:

日期 Date (dd/mm/yyyy) :

丙、 所需文件清單

(C) Checklist of Supporting Documents

需提交以下證明文件：

The following supporting documents are required for submission:

- ☐ 已簽署及加蓋公司印章的本表格原件
Original copy of this form with signature and company chop
- ☐ 已簽訂的粵港澳大灣區（內地、香港）個人信息跨境流動標準合同原件
Signed original copy of the Standard Contract for the Cross-boundary Flow of
Personal Information Within the Guangdong-Hong Kong-Macao Greater Bay Area
(Mainland, Hong Kong)
- ☐ 已簽署及加蓋公司印章的承諾書原件
Original copy of the undertaking with signature and company chop
- ☐ 商業登記證或公司註冊證明書的副本（加蓋公司印章）（如以獨資經營人／法人
團體名義申請）
Copy of the business registration certificate or certificate of incorporation (with
company chop) (if the applicant is a sole proprietor / body corporate)
- ☐ 獲授權代表該公司的授權人證明書核證副本（如以法人團體名義申請）
Certified true copy of the documentary proof of the authorised representative to
represent the company (if the applicant is a body corporate)
- ☐ 申請人的身分證明文件的核證副本（如以個人／獨資經營人名義申請）
Certified true copy of the applicant's identity proof (if the applicant is an individual or
a sole proprietor)
- ☐ 三個月內發出的有效香港地址證明的核證副本（如以個人名義申請）
Certified true copy of a valid address proof issued within the last 3 months (if the
applicant is an individual)

收集個人資料聲明 Declaration for Collection of Personal Information:

本表格內提供的個人資料會用作《粵港澳大灣區（內地、香港）個人信息跨境流動標準合同》備案之用。申請者有權要求查閱數字政策辦公室（即前政府資訊科技總監辦公室）所持有申請者的個人資料。

The personal information provided in this form will be used for the Filing Process for the Standard Contract for the Cross-boundary Flow of Personal Information Within the Guangdong-Hong Kong-Macao Greater Bay Area (Mainland, Hong Kong). Applicants have a right to request access to their personal information held by the Digital Policy Office (or the then Office of the Government Chief Information Officer).