

粤港澳大湾区（内地、香港）个人信息跨境流动标准合同  
备案指南  
（适用于香港特别行政区）

**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

《粤港澳大湾区（内地、香港）个人信息跨境流动标准合同》（《大湾区标准合同》）为促进粤港澳大湾区个人信息跨境流动的一项便利化措施。

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.

本备案指南乃为协助个人信息处理者及接收方履行《大湾区标准合同》下的备案手续而制定。《大湾区标准合同》内的术语的定义适用于本备案指南。

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.

本备案指南适用于《大湾区标准合同》下的香港合同方，不论香港合同方为《大湾区标准合同》下的个人信息处理者或接收方。

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. 备案方式及流程 **Filing Method and Process**

在《大湾区标准合同》生效当日（即《大湾区标准合同》签署日期）起计10个工作日内，香港个人信息处理者及接收方须向数字政策办公室进行备案。

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**

香港个人信息处理者或接收方（申请人）须向数字政策办公室递交以下文件进行备案：

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

	文件名称	Document
1	已填妥、签署及加盖公司印章的《粤港澳大湾区（内地、香港）个人信息跨境流动标准合同》备案表格 (参考本备案指南《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	法定代表人身份证明文件  <b>2.1 适用于组织：</b> <ul style="list-style-type: none"><li>● 商业登记证或公司注册证明书的副本（加盖公司印章）及</li><li>● 获授权代表该公司的授权人证明书核证副本</li></ul>	Identity proof of the legal representatives  <b>2.1 Applicable to organisation:</b> <ul style="list-style-type: none"><li>● Copy of the business registration certificate or the certificate of incorporation (stamped with company chop); and</li></ul>

	文件名称	Document
		<ul style="list-style-type: none"> <li>● Certified true copy of the documentary proof of the authorised representative of the company</li> </ul>
	<p><b>2.2 适用于个人：</b></p> <ul style="list-style-type: none"> <li>● 申请人的身分证明文件的核证副本及</li> <li>● 商业登记证副本（加盖公司印章）或最近三个月内有效的香港地址证明之核证副本</li> </ul>	<p><b>2.2 Applicable to individual:</b></p> <ul style="list-style-type: none"> <li>● Certified true copy of the individual’s identity proof; and</li> <li>● Copy of the business registration certificate (stamped with company chop) <b>OR</b> certified true copy of a valid address proof issued within the last 3 months</li> </ul>
3	<p>已签订的粤港澳大湾区（内地、香港）个人信息跨境流动标准合同原件                      （中文版或双语版）</p> <ul style="list-style-type: none"> <li>• 个人信息处理者可选择提交                             <ul style="list-style-type: none"> <li>- 中文版（繁体或简体）；或</li> <li>- 双语版（繁体/英文或简体/英文）；</li> </ul> </li> <li>• 接收方请提交简体中文版</li> </ul>	<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"> <li>• Personal Information Processor of Hong Kong can choose to submit either in                             <ul style="list-style-type: none"> <li>- Chinese version (Traditional Chinese or Simplified Chinese);</li> <li>or</li> <li>- Bilingual version (English/Traditional Chinese or English/Simplified Chinese);</li> </ul> </li> <li>• Recipient of Hong Kong need to submit the Simplified Chinese version</li> </ul>
4	<p>已签署及加盖公司印章的承诺书原件                      （中文版或双语版）</p>	<p>Original copy of the undertaking with signature and company chop                      (Chinese version or bilingual version)</p> <ul style="list-style-type: none"> <li>- Chinese version (Traditional</li> </ul>

	文件名称	Document
	- 中文版（繁体或简体）；或 - 双语版（繁体/英文或简体/英文）；	Chinese or Simplified Chinese); or - Bilingual version (English/Traditional Chinese or English/Simplified Chinese);

## (2) 递交办法 Submission Method

香港个人信息处理者或接收方(申请人)可选择以下形式递交上述文件：

- i) 电子方式(须邮寄回原件)；或
- ii) 专人送递或邮递

请在信封上标明「粤港澳大湾区（内地、香港）个人信息跨境流动标准合同备案文件」。

「粤港澳大湾区（内地、香港）个人信息跨境流动标准合同备案文件」

致：香港特别行政区政府数字政策办公室

地址：九龙长沙湾东京街西3号库务大楼12楼

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: 12/F, Treasury Building, No. 3 Tonkin Street West,**  
**Cheung Sha Wan, Kowloon**

(3) 备案检查及结果通知 Filing Processing and Notification of Results

数字政策办公室将在收到备案文件后的10个工作日内检查文件是否完备，如需要补充文件，个人信息处理者或接收方应当在10个工作日内提交补充文件；逾期未补交文件者，数字政策办公室将可以终止是次备案程序。如符合备案要求，数字政策办公室会向个人信息处理者发放备案编号；或向接收方发出备案备悉通知。

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. 注意事项 Points to Note

- (1) 如果跨境提供个人信息的目的、范围、种类、方式、或者接收方处理个人信息的用途、方式发生变化，或需要延长保存期限，以及发生其他可能影响个人信息权益的情况时，个人信息处理者应当重新开展个人信息保护影响评估，补充或者重新订立大湾区标准合同，并履行相应备案手续。

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) 个人信息处理者及接收方应当对所提交文件的真实性负责。如提交虚假文件，备案将被注销，并依法追究相应法律责任。  
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，数字政策办公室会就个别备案个案向相关的监管机构、政府部门或行业监管机构进行咨询。  
If necessary, the DPO will consult on individual cases with the relevant regulatory bodies, government bureau/departments or industry regulators.

#### IV. 查询 Enquiry

如有查询，请电邮至：

[gbascc@digitalpolicy.gov.hk](mailto:gbascc@digitalpolicy.gov.hk)

For enquiries, please email to:

2024 年 10 月

October 2024

申请参考编号: \_\_\_\_\_  
Application Reference (由数字政策办公室内部填写  
no.: For DPO internal use)

**《粤港澳大湾区（内地、香港）个人信息跨境流动标准合同》备案表格**  
**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)**

**申请者须知 Notes to Applicant:**

填写本表格前，请先参阅 [《粤港澳大湾区（内地、香港）个人信息跨境流动标准合同  
实施指引》](#)。

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、 申请人资料

(A) Applicant Particulars

[如阁下以法人团体名义申请，请填写(1)及(3);如以其他名义申请，请填写(2)及(3)。]  
[For application by a body corporate, please complete (1) and (3); otherwise, please complete  
(2) and (3).]

1. 香港合同方申请人资料 - 以法人团体名义申请

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

		香港合同方 Hong Kong
(1)	组织角色： Role of the organisation: ^	<input type="checkbox"/> 个人信息处理者 Personal information processor <input type="checkbox"/> 接收方 Recipient
(2)	组织名称： Name of the organisation: (英文) (English)	

《粤港澳大湾区（内地、香港）个人信息跨境流动标准合同》备案表格  
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)

		香港合同方 Hong Kong
	(中文) (Chinese)	
(3)	公司注册号码/ 商业登记号码： Certificate of Incorporation no. / Business registration no: ^	<input type="checkbox"/> 公司注册号码： Certificate of Incorporation no.: _____  <input type="checkbox"/> 商业登记号码： Business registration no: _____
(4)	组织地址： Organisation address:	
(5)	获授权代表人姓名： 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)	获授权代表人身份证明 文件： Identity proof of the authorised representative:	<input type="checkbox"/> 香港身份证号码： Hong Kong Identity Card no.: _____  <input type="checkbox"/> 护照号码： Passport no: _____
(7)	获授权代表人职位： Title of the authorised representative:	
(8)	联络人名称： 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)	
(9)	联络人职位： Title of the contact person:	



《粤港澳大湾区（内地、香港）个人信息跨境流动标准合同》备案表格  
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)

		香港合同方 Hong Kong
(10)	电话号码： Phone No.:	香港 HK: (852) _____
(11)	电邮地址： Email Address:	
(12)	香港通讯地址： Correspondence Address in Hong Kong:	

^ 请勾选合适选项 Please tick the appropriate item

2. 香港合同方申请人资料 - 以个人或独资机构经办人名义申请

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

		香港合同方 Hong Kong
(1)	申请人/组织角色： Role of the applicant / organisation: ^	<input type="checkbox"/> 个人信息处理者 Personal information processor <input type="checkbox"/> 接收方 Recipient
(2)	申请人/组织名称： 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"/> 组织 Organisation
	(英文) (English)	
	(中文) (Chinese)	
(3)	申请人身份证明文件： Identity proof of the applicant:	<input type="checkbox"/> 香港身份证号码： Hong Kong Identity Card no.: _____  <input type="checkbox"/> 护照号码： Passport no: _____
(4)	申请人/组织地址： Address of the applicant / organisation:	

《粤港澳大湾区（内地、香港）个人信息跨境流动标准合同》备案表格  
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)

		香港合同方 Hong Kong
(5)	商业登记号码： Business registration no.: (适用于独资机构 applicable where applicant is a sole proprietor)	
(6)	电话号码： Phone No.:	香港 HK: (852) _____
(7)	电邮地址： Email Address:	
(8)	香港通讯地址： Correspondence Address in Hong Kong:	

^ 请勾选合适选项 Please tick the appropriate item

### 3. 内地合同方资料

#### Mainland Contracting Party Particulars

		内地合同方 Mainland
(1)	申请人/组织名称： 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"/> 组织 Organisation
	(英文) (English)	
	(中文) (Chinese)	

乙、 声明

(B) Declaration

<input type="checkbox"/>	<p>本人／组织完全明白并会遵守《粤港澳大湾区（内地、香港）个人信息跨境流动标准合同实施指引》及相关的备案条件，而且知悉不得再向粤港澳大湾区以外的组织或者个人，包括组织位于香港以外的公司集团，不论是母公司或子公司，提供跨境流动的个人信息。本人／组织声明，本表格（包括一并呈交及其后补交的其他相关文件）所载的资料均为真实、正确及完整。本人／组织须遵守所有适用于香港的法例及法规。</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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<sup>^</sup> 请勾选合适选项 Please tick the appropriate item

公司盖章：

Company chop:

(适用于独资机构／法人团体名义申请

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

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申请人／组织获授权代表人签署：

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

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日期 Date (dd/mm/yyyy) :

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## 丙、 所需文件清单

### (C) Checklist of Supporting Documents

需提交以下证明文件：

The following supporting documents are required for submission:

- 已签署及加盖公司印章的本表格原件  
Original copy of this form with signature and company chop
- 已签订的粤港澳大湾区（内地、香港）个人信息跨境流动标准合同原件  
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)
- 已签署及加盖公司印章的承诺书签原件  
Original copy of the undertaking with signature and company chop
- 商业登记证或公司注册证明书的副本（加盖公司印章）（如以独资经营人／法人团体名义申请）  
Copy of the business registration certificate or certificate of incorporation (with company chop) (if the applicant is a sole proprietor / body corporate)
- 获授权代表该公司的授权人证明书核证副本（如以法人团体名义申请）  
Certified true copy of the documentary proof of the authorised representative to represent the company (if the applicant is a body corporate)
- 申请人的身分证明文件的核证副本（如以个人／独资经营人名义申请）  
Certified true copy of the applicant's identity proof (if the applicant is an individual or a sole proprietor)
- 三个月内发出的有效香港地址证明的核证副本（如以个人名义申请）  
Certified true copy of a valid address proof issued within the last 3 months (if the applicant is an individual)

**收集个人资料声明 Declaration for Collection of Personal Information:**

本表格内提供的个人资料会用作《粤港澳大湾区（内地、香港）个人信息跨境流动标准合同》备案之用。申请者有权要求查阅数字政策办公室（即前政府资讯科技总监办公室）所持有申请者的个人资料。

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).