

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
in the Guangdong-Hong Kong-Macao Greater Bay Area (Mainland, Hong
Kong)**
(Applicable to the Hong Kong Special Administrative Region)

一、引言

A. Introduction

为促进数据在粤港澳大湾区内安全有序地流动，创新科技及工业局与国家互联网信息办公室于 2023 年 6 月在北京签署《促进粤港澳大湾区数据跨境流动的合作备忘录》（《合作备忘录》），共同推动粤港澳大湾区数据跨境流动的工作。

To foster the safe and orderly cross-boundary flow of data within the Guangdong-Hong Kong-Macao Greater Bay Area, the Innovation, Technology and Industry Bureau and the Cyberspace Administration of China signed the “Memorandum of Understanding on Facilitating Cross-boundary Data Flow within the Guangdong-Hong Kong-Macao Greater Bay Area” (“the Memorandum”) in Beijing in June 2023 to jointly promote cross-boundary data flow within the Guangdong-Hong Kong-Macao Greater Bay Area.

《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《合作备忘录》下有关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 in the Guangdong-Hong Kong-Macao Greater Bay Area (Mainland, Hong Kong)” (“the GBA Standard Contract”) is a facilitation measure under the Memorandum 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根据[《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》](#)（《大湾区标准合同实施指引》）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 according to the “Implementation Guidelines for Standard Contract for the Cross-boundary Flow of Personal Information in the Guangdong-Hong Kong-Macao Greater Bay Area (Mainland, Hong Kong)” (hereinafter referred to as “Implementation Guidelines of 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 recipient under the GBA Standard Contract.

二、 备案方式及流程

B. Filing Method and Process

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

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

- 法定代表人身份证明文件影印本
Photocopy of Identity proof of the legal representatives
- 大湾区标准合同(繁体或简体中文版)（范本见[《大湾区标准合同实施指引》附件 1](#)）

GBA Standard Contract (Traditional Chinese or Simplified Chinese version) (see Template at [Annex I of Implementation Guidelines of GBA Standard Contract](#))

- 承诺书（范本见 [《大湾区标准合同实施指引》附件 2](#)）
Undertaking (see Template at [Annex II of Implementation Guidelines of GBA Standard Contract](#))

相关文件要求见下文第(2)项。

Please refer to Point (2) below for requirements of the corresponding documents.

(2) 备案文件要求 Requirements of Filing Documents

	文件名称	Document
1	已填妥及签署的《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 (参本备案指南《附件》)	Completed “Form for Filing the Standard Contract for the Cross-boundary Flow of Personal Information in the Guangdong-Hong Kong-Macao Greater Bay Area (Mainland, Hong Kong)”, with signature or company chop (Refer to Annex of this Filing Guidelines)
2	法定代表人身份证明文件 2.1 适用于组织： ● 商业登记证或公司注册证明书的书面形式副本（加盖公司印章）及 ● 获授权代表该公司的授权人证明书核证副本（加盖公司印章）	Identity proof of the legal representatives 2.1 Applicable to organisation: ● 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 (stamped with company chop)

	文件名称	Document
	2.2 适用于个人： ● 申请人的身分证明文件的书面形式核证副本 及 ● 商业登记证或公司注册证明书的书面形式副本（加盖公司印章）或位于香港地址三个月内有效证明的书面形式核证副本	2.2 Applicable to individual: ● Certified true copy of the applicant's identity proof; and ● Copy of the business registration certificate or the certificate of incorporation (stamped with company chop) OR certified true copy of a valid address proof issued within the last 3 months
3	已签署的粤港澳大湾区（内地、香港）个人信息跨境流动标准合同原件 (繁体或简体中文版)	Signed original copy of the Standard Contract for the Cross-boundary Flow of Personal Information in the Guangdong-Hong Kong-Macao Greater Bay Area (Mainland, Hong Kong) (Traditional Chinese or Simplified Chinese version)
4	已签署或加盖公司印章的承诺书原件	Original copy of the undertaking with signature or company chop

(3) 递交办法 Submission Method:

申请人须以邮递或亲身方式递交上述文件，并在信封上标明「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) shall submit the aforesaid documents by post or in person and mark “Filing Documents for the Standard Contract for the Cross-boundary Flow of Personal Information

in 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 in 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**

(4) 检查文件及回复备案结果 Document Check and Notification of Filing Results

● 个人信息处理者的申请

Application by the personal information processor

- 数字政策办公室将在收到个人信息处理者备案文件后的 10 个工作日内，检查文件是否完备妥当，并向符合备案要求的个人信息处理者发放备案编号。如需要补充文件的，个人信息处理者应当在 10 个工作日内提交补充完善文件；逾期未补交文件的，数字政策办公室将可以终止本次备案程序。

Upon the receipt of filing documents from the personal information processor, DPO will check the completeness of the filing documents, and issue a filing reference number to the personal information processor that fulfilled the filing requirements within 10 working days. If there is a need to supplement, the personal information processor shall provide the supplementary documents upon request within 10 working days. For overdue supplement of filing documents, the filing procedure will be terminated.

● 接收方的申请

Application by the recipient

- 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妥当，然后向接收方发出备案备悉通知。如需要补充文件的，接收方应当在 10 个工作日内提交补充完善文件；逾期未补交文件的，数字政策办公室将可以终止本次备案程序。

Upon the receipt and checking the completeness of filing documents, DPO will issue acknowledgement to the recipient within 10 working days. If there is a need to supplement, the personal information processor shall provide the supplementary documents upon request within 10 working days. For overdue supplement of filing documents, the filing procedure can be terminated.

三、注意事项

C. Points to Note

- (1) 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，延长保存期限，以及发生影响或者可能影响个人信息权益其他情况的，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 conduct a personal information protection impact assessment afresh, enter into a supplemental agreement or 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。提交虚假文件的，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 false documents are submitted, the filing reference number will be cancelled and the applicant shall be subject to legal consequences in accordance with the laws.

- (3) 如有需要，数字政策办公室会就个别备案个案（包括大湾区标准合同的内容或行业规例和要求等），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 with relevant regulatory bodies, government bureau/departments or industry regulators on individual

filing cases (including the content of the GBA Standard Contract or the industry regulations and requirements, etc.).

- (4) 申请人须注意本备案手续仅为采用《大湾区标准合同》的程序，香港的个人信息举报者和接收方在处理个人信息时仍需要遵守香港法例及其他受行业监管机构所规管事宜（如适用）。

Applicants should note that the filing procedure only a procedure for adopting the GBA Standard Contract. Personal information processors and recipients in Hong Kong still need to comply with the laws of Hong Kong and other matters regulated by industry regulators, if applicable, when processing personal information.

- (5) 为确保有效及迅速的邮递服务，寄件人需确保所寄的邮递品已缴付适当邮资。任何未就其缴付适当邮资的邮递品将不会被派递至本办公室，并将由香港邮政根据《邮政署条例》作出处理。

For effective and timely delivery of mail, all senders are required to ensure that their posted mail items are affixed with sufficient postage. Mail items bearing insufficient postage will not reach this office and will be handled by the Hongkong Post in accordance with the Post Office Ordinance.

四、查询

D. Enquiry

如有查询，请电邮至：

For enquiries, please email to:

gbascc@digitalpolicy.gov.hk

2024 年 7 月

July 2024

申请参考编号: _____

Application Reference no.: (由数字政策办公室内部填写 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 in 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 in 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. 香港合约方申请人资料 - 以法人团体名义申请

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

《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 in the Guangdong-Hong Kong-Macao Greater Bay Area (Mainland, Hong Kong)

		香港合约方 Hong Kong
(1)	机构角色： 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)	机构名称： Name of the organisation:	
	（英文） (English)	
	（中文） (Chinese)	
(3)	公司注册号码 / 商业登记号码： Company registration no. / Business registration no: ^	<input type="checkbox"/> 公司注册号码： Company registration no.: _____ <input type="checkbox"/> 商业登记号码： Business registration no: _____
(4)	机构地址： 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

《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 in the Guangdong-Hong Kong-Macao Greater Bay Area (Mainland, Hong Kong)

		香港合約方 Hong Kong
	（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: _____ 国籍 Nationality: _____
(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:	
(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. 香港合约方申请人资料 - 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

		香港合约方 Hong Kong
(1)	申请人 / 机构角色： 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 / 机构名称： 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"/> 机构 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: _____ 国籍 Nationality: _____
(4)	申请人 / 机构地址： Address of the applicant / organisation:	
(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. 內地合約方資料

Mainland Contracting Party Particulars

		內地合約方 Mainland	
(1)	申請人 / 機構名稱： 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"/> 機構 Organisation	
	(英文) (English)		
	(中文) (Chinese)		

乙、 聲明

(B) Declaration

<input type="checkbox"/> ^	<p>本人 / 機構完全明白並會遵守《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提供跨境流動的個人信息。本人 / 機構聲明，本表格（包括一并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 / 機構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 in 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). 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

《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 in the Guangdong-Hong Kong-Macao Greater Bay Area (Mainland, Hong Kong)

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)

申请人 / 机构获授权代表人签署：

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:

- 商業登記證或公司註冊證明書的書面形式副本（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（加蓋公司印章）（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 (with company chop) (if the applicant is a body corporate)
- 申請人的身分證明文件的書面形式核證副本（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書面形式核證副本（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 or a sole proprietor)
- 已簽署的粵港澳大灣區（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 in the Guangdong-Hong Kong-Macao Greater Bay Area (Mainland, Hong Kong)
- 已簽署或加蓋公司印章的承諾書原件（如以獨資經營人 / 法人團體名義申請）
Original copy of the undertaking with signature or company chop (if the applicant is a sole proprietor / body corporate)
- 已簽署或加蓋公司印章的本表格原件
Original copy of this form with signature or company chop

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 in 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.