



**Supplementary Labour Scheme/
Enhanced Supplementary Labour Scheme**

声明及授权书

Declaration and Authorisation Form

注意 / Note :

- (i) 本表格只供有意经「补充劳工计划」／「补充劳工优化计划」前往香港特别行政区（香港特区）就业的输入劳工填写。
This form is only for the person who wishes to take up employment as an imported worker under the **Supplementary Labour Scheme (SLS)/Enhanced Supplementary Labour Scheme (ESLS)** in the Hong Kong Special Administrative Region (HKSAR).
- (ii) 每名根据「补充劳工计划」／「补充劳工优化计划」前往香港特区就业的输入劳工必须填写本表格，从而符合香港特区政府劳工处（劳工处）向有关申请雇主发出输入劳工原则性批准的条件，否则聘用有关输入劳工的申请将不获处理。
It is a condition of the approval-in-principle on importation of workers under SLS/ESLS granted by the Labour Department of the HKSAR Government (“Labour Department”) to the applicant employer that each and every prospective imported worker under SLS/ESLS must complete this form, otherwise the application for employing the imported worker in question will not be processed.

I. 个人资料 Personal Particulars

姓名（中文）（如适用） Name in Chinese (if applicable)			
姓（英文） Surname (English)		名（英文） Given name (English)	
香港身份证号码（如有） Hong Kong identity card no. (if any)			
内地／外国身份证号码（如有） Mainland/Overseas identity card no. (if any)		签发地点 Place of issue	
旅行证件类别 Travel document type		旅行证件号码 Travel document no.	
标准雇佣合约（LD294）编号 Standard Employment Contract (LD294) no.		ESLS	
安排本人赴香港特区工作的内地劳务企业*名称（只适用于内地居民） Name of the Mainland labour service enterprise* arranging me to work in the HKSAR (only applicable to Mainland residents)			

* 劳务企业是指已获内地相关商务主管部门批准并取得对香港特区劳务合作经营资格的企业，名单见国家商务部网页：

Labour service enterprises refer to enterprises approved by the relevant competent authority in commerce of the Mainland and granted the permission to operate business on labour service cooperation with the HKSAR. The list of enterprises can be found at the website of the Ministry of Commerce of the Mainland:

https://zsmcorp.mofcom.gov.cn/zsmbgacommon/zsmbga_innerCorp_hk_list

II. 声明及授权（请在适当方格内填上「✓」号）

Declaration & Authorisation (Please tick the relevant box as appropriate)

- 本人确认上述资料均正确无误，并授权香港特区政府入境事务处（入境处）向劳工处提供本人的出入境纪录，以执行香港特区的相关劳工法例、「补充劳工计划」／「补充劳工优化计划」及标准雇佣合约（LD294）的条款及规定，保障我在香港特区受雇时的雇佣权益。

I declare that the above information is true and correct, and authorise the disclosure of my arrival/departure records by the Immigration Department of the HKSAR Government (“Immigration Department”) to the Labour Department for enforcement of the terms and conditions of SLS/ESLS and the Standard Employment Contract (LD294) prescribed for SLS/ESLS as well as the relevant labour laws of the HKSAR, with a view to protecting my employment rights and benefits when working in the HKSAR.

- 本人不同意入境处就上述目的向劳工处提供本人的出入境纪录。

I do not consent to the disclosure of my arrival/departure records by the Immigration Department to the Labour Department for the above-mentioned purpose.

日期 _____

签署 _____

收集个人资料的目的 / Statement of purpose:

1. 为执行本表格第 II 部分所说明的目的，你于本表格内所提供的个人资料可能会转交入境处以取得你的出入境纪录。
The personal data provided in this form may be disclosed to the Immigration Department for obtaining your arrival/departure records for the purpose as explained in Part II of this form.
2. 在本表格内的个人资料是自愿提供的。但是，假如你不填写本表格，你的未来雇主将未能符合在「补充劳工计划」/「补充劳工优化计划」下所获输入劳工原则性批准的条件。
The provision of personal data by means of this form is voluntary. However, if you do not complete this form, the condition of the approval-in-principle on importation of workers granted under SLS/ESLS to your prospective employer will not be satisfied.
3. 根据《个人资料（私隐）条例》（香港法例第 486 章）第 18 及 22 条以及附表 1 第 6 原则，你有权要求查阅及改正你的个人资料。你的查阅权利包括在缴交有关费用后，索取你在本表格内所提供的个人资料的副本。
You have a right to request access to and correction of your personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Chapter 486) of the HKSAR. Your right of access includes the right to obtain a copy of your personal data provided in this form subject to payment of a fee.
4. 有关查询表格内的个人资料，包括查阅及改正，可向下列人员提出：
九龙观塘观塘道 388 号创纪之城一期一座 27 楼 2711-2713 室
劳工处
劳工事务主任（补充劳工）（总部）
电话：(852) 2150 6363
Enquiries concerning the personal data collected by means of this form, including making of access and corrections, should be addressed to:
Labour Officer (Supplementary Labour) (Headquarters)
Labour Department
Units 2711-2713, 27/F, Tower 1, Millennium City 1
388 Kwun Tong Road, Kwun Tong, Kowloon
Telephone number: (852) 2150 6363