



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

Labour Department  
the Government of the Hong Kong  
Special Administrative Region

**聲明及授權書**

**Declaration and Authorisation Form**

注意 / Note :

- (i) 本表格只供有意經「補充勞工計劃」／「補充勞工優化計劃」前往香港特別行政區（香港特區）就業的輸入勞工填寫。  
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) 每名根據「補充勞工計劃」／「補充勞工優化計劃」前往香港特區就業的輸入勞工必須填寫本表格，從而符合香港特區政府勞工處（勞工處）向有關申請僱主發出輸入勞工原則性批准的條件，否則聘用有關輸入勞工的申請將不獲處理。  
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.

|   |   |   |  |
|---|---|---|--|
| <b>I. 個人資料 Personal Particulars</b>   |   |   |  |
| 姓名（中文）（如適用）<br>Name in Chinese (if applicable)  |   | 香港身份證號碼（如有）<br>Hong Kong identity card no. (if any)                   |  |
| 姓（英文）<br>Surname (English)  |   | 名（英文）<br>Given name (English)   |  |
| 內地／外國身份證號碼（如有）<br>Mainland/Overseas identity card no. (if any)  |   | 簽發地點<br>Place of issue  |  |
| 旅行證件類別<br>Travel document type  |   | 旅行證件號碼<br>Travel document no.   |  |
| 標準僱傭合約（LD294）編號<br>Standard Employment Contract (LD294) no.   |   | ESLS  |  |
| 原則性批准編號<br>Approval-in-principle no.  |   | 配額序號（如有）<br>Quota no. (if any)  |  |
| 安排本人赴香港特區工作的內地勞務企業*名稱及其蓋章^<br>（只適用於內地居民）<br>Name of the Mainland labour service enterprise* arranging me to work in the HKSAR and its company chop^ (only applicable to Mainland residents) | 內地勞務企業名稱<br>Name of<br>the Mainland labour service enterprise | 內地勞務企業蓋章<br>Company chop of<br>the Mainland labour service enterprise |  |
|   |   |   |  |

\* 勞務企業是指已獲國家商務部批准並取得對香港特區勞務合作經營資格的企業，名單見國家商務部網頁：  
Labour service enterprises refer to enterprises approved by the Ministry of Commerce of the People's Republic of China 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 People's Republic of China: [https://zsmcorp.mofcom.gov.cn/zsmbgacommon/zsmbga\\_innerCorp\\_hk\\_list](https://zsmcorp.mofcom.gov.cn/zsmbgacommon/zsmbga_innerCorp_hk_list)

^ 已填妥的表格須交予相關內地勞務企業蓋章確認。勞務企業可授權其香港持牌職業介紹所在此聲明書上蓋章，有關的職業介紹所名單見香港特區政府勞工處網頁：[https://www.labour.gov.hk/common/public/pdf/sld/ESLS\\_EA\\_List.pdf](https://www.labour.gov.hk/common/public/pdf/sld/ESLS_EA_List.pdf)

The completed form should be passed to the relevant Mainland labour service enterprise for endorsement and stamping its company chop. Labour service enterprises may authorise their licensed employment agencies (EAs) in Hong Kong to stamp this form. The list of relevant EAs can be found at the below web page of the Labour Department Of the HKSAR Government: [https://www.labour.gov.hk/common/public/pdf/sld/ESLS\\_EA\\_List.pdf](https://www.labour.gov.hk/common/public/pdf/sld/ESLS_EA_List.pdf)

II. 聲明及授權 (請在適當方格內填上「✓」號)

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

- ☐ 本人確認上述資料均正確無誤，並授權香港特區政府入境事務處（入境處）向勞工處提供本人的出入境紀錄，以執行香港特區的相關勞工法例、「補充勞工計劃」／「補充勞工優化計劃」及標準僱傭合約（LD294）的條款及規定，保障我在香港特區受僱時的僱傭權益。

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.

- ☐ 本人不同意入境處就上述目的向勞工處提供本人的出入境紀錄。

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 \_\_\_\_\_

簽署 \_\_\_\_\_

收集個人資料的目的 / Statement of purpose:

- (1) 為執行本表格第 II 部分所說明的目的，你於本表格內所提供的個人資料可能會轉交入境處以取得你的出入境紀錄。

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) 在本表格內的個人資料是自願提供的。但是，假如你不填寫本表格，你的未來僱主將未能符合在「補充勞工計劃」／「補充勞工優化計劃」下所獲輸入勞工原則性批准的條件。

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) 根據《個人資料（私隱）條例》（香港法例第 486 章）第 18 及 22 條以及附表 1 第 6 原則，你有權要求查閱及改正你的個人資料。你的查閱權利包括在繳交有關費用後，索取你在本表格內所提供的個人資料的副本。

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) 有關查詢表格內的個人資料，包括查閱及改正，可向下列人員提出：

九龍觀塘觀塘道 388 號創紀之城一期一座 27 樓 2711-2713 室

勞工處

勞工事務主任（補充勞工）（總部）

電話：(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