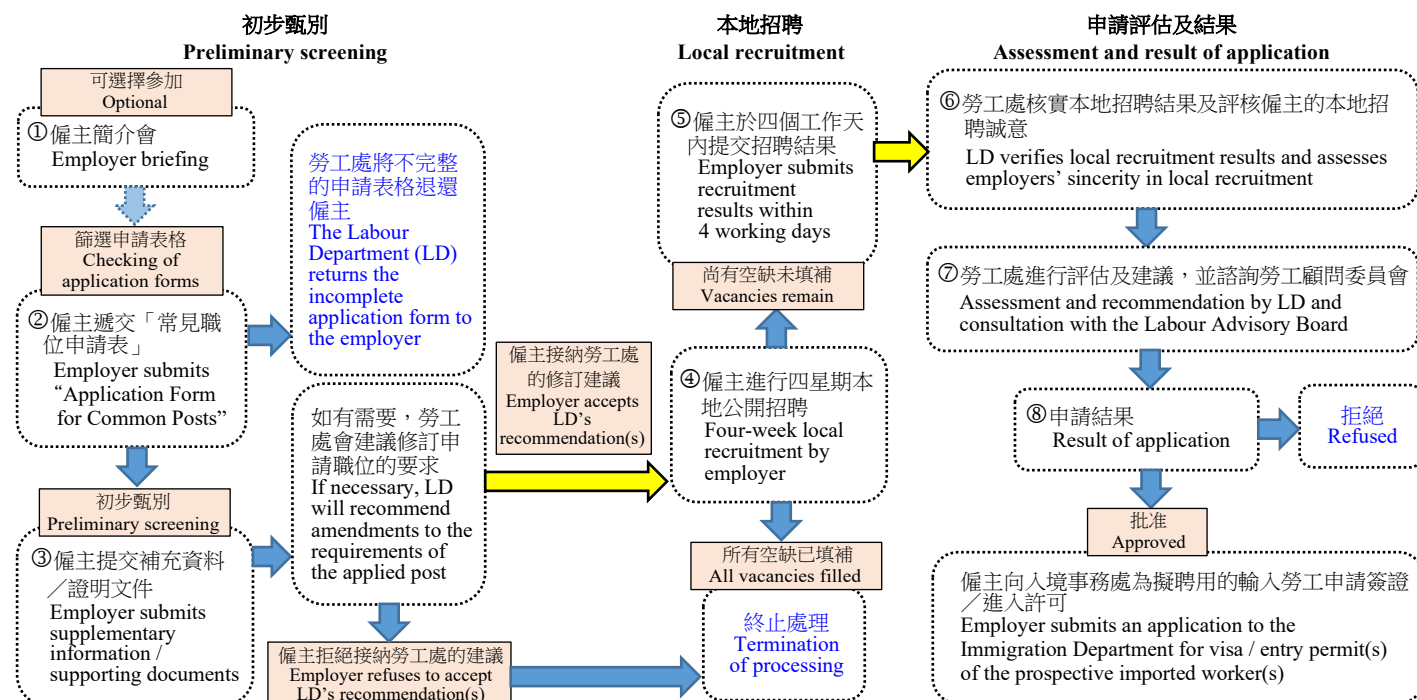


「補充勞工優化計劃」常見職位申請須知
Points to Note for Application for Common Posts
under the Enhanced Supplementary Labour Scheme

常見職位申請處理流程 Processing of an application for common posts

(詳情請參閱對應的註釋。For details, please refer to the corresponding explanatory notes.)



註釋 Explanatory notes

- 申請者可參加僱主簡介會，以了解申請手續及所需資料／文件，簡介會時間表請瀏覽 <https://www.labour.gov.hk/tc/plan/iwESLS.htm>。
The applicant may attend an employer briefing to learn more about the application procedures and required information / documents. For the schedule of employer briefings, please visit: <https://www.labour.gov.hk/eng/plan/iwESLS.htm>.
- 申請者如欲申請輸入勞工以填補常見職位（見「常見職位表」：[https://www.labour.gov.hk/common/public/pdf/sld/ESLS_LCP\(Chi\).pdf](https://www.labour.gov.hk/common/public/pdf/sld/ESLS_LCP(Chi).pdf)），須填妥「常見職位申請表」（表格ESLS-1A）並連同所需證明文件一併遞交（請參閱「所需文件清單及遞交申請方法」）。**如申請表資料不全或缺少所需證明文件，勞工處會退還表格而不作處理。**
In applying for importation of workers to fill common posts (see the "List of Common Posts": [https://www.labour.gov.hk/common/public/pdf/sld/ESLS_LCP\(Eng\).pdf](https://www.labour.gov.hk/common/public/pdf/sld/ESLS_LCP(Eng).pdf)), the applicant must submit a completed "Application Form for Common Posts" (Form ESLS-1A) together with the required documents (please refer to the "Documents Checklist and Means of Application"). **If the application form is incomplete or the required documents are missing, it will be returned to the applicant and no further action will be taken.**
- 勞工處接獲填妥的申請表及所需證明文件後，會進行初步甄別。如有需要，勞工處會要求申請者提供補充資料／證明文件或建議修訂申請職位的要求；**如申請者拒絕接納勞工處的建議或未能於指定時間內回覆，勞工處會中止處理有關申請，不作另行通知。**
On receipt of the completed application form and required documents, LD will conduct a preliminary screening. If necessary, LD will ask the applicant for supplementary information / supporting documents or recommend amendments to the requirements of the applied post. **If the applicant refuses to accept LD's recommendation(s) or fails to respond within the specified period, LD will terminate the processing of the application without prior notice.**
- 申請者須就通過初步甄別的職位空缺進行為期四星期的本地公開招聘，並在招聘期的首14天內在本地報章／網上招聘平台刊登最少四次廣告。
For job vacancies accepted for further processing, the applicant must undertake a four-week local recruitment exercise, and place at least four advertisements in local newspaper(s) or on online platform(s) within the first 14 days of the recruitment period.
- 招聘期完結後，申請者須在四個工作天內向勞工處提交招聘結果，包括拒絕聘用個別本地求職者的原因。
After the recruitment period, the applicant is required to submit recruitment results to LD within 4 working days, including the reasons for not employing individual local job seekers.
- 勞工處會核實本地招聘結果及審視申請者拒絕聘用合資格本地求職者的理由，以評核申請者聘用本地工人的誠意。如有需要，勞工處會要求申請者提供進一步資料／證明文件。
To assess applicants' sincerity in employing local workers, LD will verify local recruitment results and examine the applicant's reasons for not hiring qualified local job seekers. If necessary, LD will request further information / supporting document from the applicant.
- 所有申請將按個別情況考慮。經諮詢及考慮勞工顧問委員會委員的意見後，政府會決定批准或拒絕有關申請。
All applications will be considered on their own merits. After consulting and considering the views of the Labour Advisory Board members, the Government will decide whether to approve or refuse the application.
- 勞工處會將結果通知申請者。如申請獲得批准，申請者可向入境事務處為每名擬聘用的輸入勞工申請簽證／進入許可。
LD will inform the applicant of the result. If the application is approved, the applicant may make an application to the Immigration Department for the visa / entry permit of the prospective imported worker.

註：以上流程僅供參考。按實際情況，個別申請的處理程序或有不同。

Remark: The above is for reference only. Depending on actual circumstances, the processing procedures may vary with individual applications.

「補充勞工優化計劃」 Enhanced Supplementary Labour Scheme

常見職位申請表 Application Form for Common Posts

第 1 部分：重要事項 Part 1: Important Notes

- 填寫本表格前請參閱《「補充勞工優化計劃」常見職位申請須知》、「常見職位表」及《如何根據「補充勞工優化計劃」申請輸入勞工」小冊子。請以黑色筆及正楷填寫本表格。
- 勞工處會篩選申請者遞交的「常見職位申請表」。如申請表資料不全或欠缺所需證明文件，勞工處會退還表格而不作處理。
- 申請者需按「常見職位表」填妥申請表。「常見職位表」涵蓋不同行業的常見職位及其每月中位工資、每日正常工作時數、職責範圍和入職條件。中位工資每半年調整一次，並於每年五月中旬及十一月中旬左右發布並即時生效。僱主提供的薪金數額亦須符合法定最低工資規定。通過初步甄別的申請職位，其職責範圍、入職要求或其他招聘條件不可更改。如申請者作出更改，又或無合理理由拒絕聘用本地公開招聘期間應徵的合資格本地求職者，勞工處會終止處理其申請。
- 勞工處收集個人／申請者資料的目的是用以處理根據「補充勞工優化計劃」提出的申請、執行計劃的規定及為香港市民找尋就業及培訓機會。勞工處會將收集到的資料轉交僱員再培訓局或其他培訓機構、勞工處其他科別、入境事務處、相關決策局及政府部門，以作上述用途。申請者向勞工處提供的個人資料必須出於自願，但倘若申請者沒有提供充足資料，則勞工處或因此未能處理本申請。有關資料當事人有權要求查閱及更改其提供的個人資料。如欲要求查閱或更改其個人資料，可聯絡勞工處補充勞工科的分科個人資料私隱主任（地址：九龍觀塘道388號創紀之城1期1座27樓2711至2713室）。
- Please read the “Points to Note for Application for Common Posts under the Enhanced Supplementary Labour Scheme”, the “List of Common Posts” and the “How to Apply under the Enhanced Supplementary Labour Scheme” pamphlet before completing this form. Please write in black ink and in block letters.
- The Labour Department (LD) will check the “Application Form for Common Posts” submitted by the applicant. If the application form is incomplete or the required documents are missing, it will be returned to the applicant and no further action will be taken.
- The applicant is required to complete the application form according to the “List of Common Posts”, which covers common posts of different industries and relevant median monthly wage, number of normal working hours per day, duties and entry requirements. Median wages are updated biannually in around mid-May and mid-November every year, and become effective immediately upon release. The amount of wages offered by the employer must meet the statutory minimum wage requirements. No amendment is allowed to the duties, entry requirements and other conditions of employment of the applied post(s) after preliminary screening. If the applicant makes such amendment, or without reasonable grounds, refuses to employ qualified local job seekers during the local recruitment period, LD will terminate the processing of the application.
- The purposes of collecting personal / the applicant's data are to process applications under the Enhanced Supplementary Labour Scheme (ESLS), enforce the terms and conditions of ESLS, and identify employment and training opportunities for the people of Hong Kong. The data collected will be transferred to the Employees Retraining Board or other training bodies, other divisions of LD, the Immigration Department, relevant policy bureaux and government departments for the purposes mentioned above. The provision of personal data should be voluntary. However, if the applicant does not provide sufficient information, LD may not be able to process this application. Persons whose personal data have been provided to LD have the right to request access to and correction of their personal data. Request for access to or correction of personal data should be made to the Divisional Personal Data Privacy Officer, Supplementary Labour Division of LD (Address: Unit 2711-2713, 27/F, Tower 1, Millennium City I, 388 Kwun Tong Road, Kowloon).

第 2 部分：僱主應做與不應做事項一覽表 Part 2: List of Dos and Don'ts for Employers

(1) 有關《入境條例》 In relation to the Immigration Ordinance

不應做 Don'ts

- * 聘用不能合法在港工作的人士
Employ persons not lawfully employable in Hong Kong
- * 令輸入勞工在違反標準僱傭合約（標準合約）或逗留條件的情況下工作
Cause imported workers to work in violation of the Standard Employment Contract (SEC) or condition of stay
- * 協助及教唆他人違反逗留條件
Aid and abet others in breach of condition of stay
- * 協助及教唆非本地人提供失實聲明／文件
Aid and abet non-local persons to make false statements / documents

(2) 有關勞工法例 In relation to labour laws

應做 Dos

- ✓ 按照《僱傭條例》的相關規定支付工資給輸入勞工
Pay wages to imported workers according to relevant provisions of the Employment Ordinance
- ✓ 給予輸入勞工休息日／休息日薪酬
Grant rest day / pay rest day pay to imported workers
- ✓ 給予輸入勞工法定假日／法定假日薪酬
Grant statutory holiday / pay statutory holiday pay to imported workers
- ✓ 給予輸入勞工年假／年假薪酬
Grant annual leave / pay annual leave pay to imported workers
- ✓ 給予輸入勞工產假／產假薪酬
Grant maternity leave / pay maternity leave pay to imported workers
- ✓ 給予輸入勞工侍產假／侍產假薪酬
Grant paternity leave / pay paternity leave pay to imported workers
- ✓ 支付疾病津貼給輸入勞工
Pay sickness allowance to imported workers
- ✓ 支付根據勞資審裁處或小額薪酬索償仲裁處的判令中所須支付的相關款項給輸入勞工
Make payment to imported workers pursuant to awards of the Labour Tribunal or the Minor Employment Claims Adjudication Board
- ✓ 保存輸入勞工的工資及僱傭紀錄
Keep wage and employment records of imported workers
- ✓ 為輸入勞工投購有效僱員補償保險
Take out valid employees' compensation insurance policy for imported workers
- ✓ 展示一份符合《僱員補償條例》指明格式的保險通告 (LD 375)
Display a notice of insurance (LD 375) in such form as specified in relevant provisions of the Employees' Compensation Ordinance
- ✓ 遵守職業安全及健康法例
Comply with occupational safety and health legislation
- ✓ 遵守《強制性公積金計劃條例》
Comply with the Mandatory Provident Fund Schemes Ordinance

第 2 部分：僱主應做與不應做事項一覽表（續）

Part 2: List of Dos and Don'ts for Employers (Con't)

- ✓ 按照《僱傭條例》的相關規定向輸入勞工支付約滿或終止僱傭合約的款項
Make payment to imported workers on completion or termination of employment contract according to relevant provisions of the Employment Ordinance

不應做 Don'ts

- * 不合法扣除輸入勞工的工資
Deduct the wages of imported workers unlawfully
- * 於輸入勞工有薪病假期間終止其僱傭合約
Terminate the employment contract of imported workers whilst they are on paid sick leave
- * 在違反《僱員補償條例》的情況下，終止因工受傷的輸入勞工的僱傭合約
Terminate the employment contract of imported workers who sustained injuries at work, in breach of the Employees' Compensation Ordinance

(3) 有關標準合約及「補充勞工優化計劃」的規定 In relation to requirements of SEC and ESLS

應做 Dos

- ✓ 如擬聘用的輸入勞工為內地居民，經內地勞務企業*招聘輸入勞工
Recruit imported workers through Mainland labour service enterprises* if the prospective imported workers are Mainland residents
- ✓ 按標準合約的規定給予輸入勞工超時工作工資
Make payment of overtime pay to imported workers at a rate as stipulated in SEC
- ✓ 以自動轉賬形式支付輸入勞工的工資
Effect payment of wages to imported workers through autopay
- ✓ 就每份所簽訂的標準合約，給予輸入勞工有薪假期，讓他們在抵港後八個星期內出席由勞工處舉辦的簡介會
Grant imported workers paid leave and arrange them, on the basis of each SEC signed, to attend a briefing organised by LD within 8 weeks upon their arrival in Hong Kong
- ✓ 向輸入勞工提供符合標準合約附表所列明標準的住宿及設備（如適用）
Provide imported workers with accommodation in accordance with the standard as stipulated in the Schedule to SEC (if applicable)
- ✓ 向在標準合約指明期間內生病或受傷的輸入勞工提供免費醫療
Provide imported workers with free medical treatment if they are ill or suffer personal injuries during the period specified in SEC
- ✓ 向輸入勞工提供、支付或付還其自原居地到香港及於僱傭合約終止或屆滿時返回原居地的旅費、到港前的體格檢驗費用、簽證／進入許可費用及之後的延期費用
Provide, pay or reimburse passage expenses, medical examination expenses before arriving Hong Kong, visa / entry permit fees and subsequent extension fees to imported workers

不應做 Don'ts

- * 以輸入勞工取代原來在職的本地工人
Displace local worker(s) in employ by imported worker(s)
- * 與輸入勞工訂立任何協議，要求輸入勞工將全部或部分工資或輸入勞工根據標準合約有權得到的任何款項交回予僱主，或從輸入勞工索取或接受該等回扣
Make any agreement with imported workers requiring them to surrender all or part of the wages or any sum to which they are entitled under SEC, or demanding or receiving any such rebate from them
- * 扣減輸入勞工的工資，用以繳付他們欠下原居地機構或代理人的款項或費用，或用以抵消僱主須支付的僱員再培訓徵款
Make deductions from imported workers' wages for the purpose of paying any dues or fees charged on the worker by authorities or agents in the worker's country of origin, or of offsetting the Employees Retraining Levy required to be paid by the employer
- * 就所提供的居所扣除輸入勞工的工資超過標準合約的規定
Make deductions from imported workers' wages for provision of accommodation at a rate which is over the contractual rate

- ✓ 支付按期款項及僱員補償給因工受傷的輸入勞工
Pay periodical payment and employees' compensation to imported workers who sustained injuries at work
- * 於輸入勞工懷孕期間，非法終止其僱傭合約
Terminate the employment contract of imported workers during their pregnancy unlawfully
- * 因輸入勞工參與職工會或職工會的活動而終止其僱傭合約
Terminate the employment contract of imported workers for trade union membership and activities
- * 因輸入勞工曾在有關執行《僱傭條例》、因工遭遇意外或違反工作安全法例而進行的法律程序中提供證據或向進行查訊的公職人員提供資料而終止其僱傭合約
Terminate the employment contract of imported workers by reason of giving evidence or information in any proceedings or inquiry in connection with the enforcement of the Employment Ordinance, work accidents or breach of work safety legislation
- ✓ 如輸入勞工死亡，支付將其遺體及個人物品運返其原居地的費用
Pay the cost of transporting imported workers' remains and personal property to their place of origin in the event of death
- ✓ 免費給予輸入勞工一份經雙方簽署的僱傭合約
Give imported workers a copy of the signed employment contract free of charge
- ✓ 製備輸入勞工認收僱傭合約清單，並於其抵港後四個星期內送交勞工處
Prepare and send to LD, within four weeks upon their arrival in Hong Kong, an acknowledgment list of employment contracts of imported workers
- ✓ 每月向每名輸入勞工提供一份有關其收入詳情的結算表
Provide each imported worker, on a monthly basis, with a detailed breakdown of his / her earnings
- ✓ 製備輸入勞工認收工資結算表清單
Prepare an acknowledgment list of wage information of imported workers
- ✓ 在四星期本地公開招聘期間遵守「補充勞工優化計劃」所訂明的規定
Comply with the specified requirements of the four-week local recruitment exercise under ESLS
- ✓ 履行與僱員再培訓局簽訂的「度身訂造課程」服務協議書所載的承諾（如適用）
Comply with the Service Agreement for "Tailor-made Course" signed with the Employees Retraining Board (if applicable)
- * 無合理理由拒絕聘用四星期本地公開招聘期間應徵的合資格本地求職者
Refuse to employ qualified local job seekers during the four-week local recruitment without reasonable grounds
- * 令輸入勞工的工作時數超過標準合約所規定的上限
Cause imported workers to work exceeding the ceiling of the working hours as specified in SEC
- * 扣押輸入勞工的香港身份證／護照／往來港澳通行證／銀行存摺／自動櫃員機卡
Withhold Hong Kong Identity Card(s) / passport(s) / Exit-entry Permit(s) for Travelling to and from Hong Kong and Macau / bank book(s) / automatic teller machine card(s) of imported workers
- * 就所提供的膳食向輸入勞工收取費用
Charge imported workers meal cost for the meal provided
- * 拒絕勞工處職員進入和視察由僱主提供予輸入勞工位於香港的居所
Refuse the entry and inspection by LD officers to imported workers' accommodation in Hong Kong provided by employers

*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：

* 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: http://zsmcorp.mofcom.gov.cn/zsmbgacommon/zsmbga_innerCorp_hk_list.

註：如僱主或僱主的獨資經營者／合夥人違反相關條文或規定，則所獲得的輸入勞工批准將會被撤銷，而隨後達兩年的期間內亦不會獲准參與「補充勞工優化計劃」。

Note: The approval for importation of labour granted to an employer will be withdrawn if the employer or the sole proprietor / partner(s) of the employer has / have breached relevant provision(s) or requirement(s). The employer will also be debarred from participation in ESLS for up to two years.

第 3 部分：申請者資料 Part 3: Applicant's Particulars

申請者名稱（即業務／法團名稱及業務／分行名稱（如適用）） ⁽¹⁾		（中文）															
Name of applicant (i.e. the name of business / corporation and the name of business / branch (if applicable)) ⁽¹⁾		（English）															
業務性質 Nature of business																	
商業登記證號碼（如適用） Business Registration Certificate no. (if applicable)																	
業務經營模式 Mode of business	<input type="radio"/> 獨資經營 Sole proprietorship										（請填妥附頁一 Please complete Appendix 1）						
	<input type="radio"/> 合夥經營 Partnership（合夥人數目 Number of partners _____）																
	<input type="radio"/> 有限公司／其他法團公司註冊證明書號碼 Limited company / other registered organisation Certificate of Incorporation / registration document no.																
合法經營業務所需牌照／批准 Licence(s) / approval(s) required for lawful operation of business		<input type="radio"/> 毋須領有牌照／批准 Licence / approval not required <input type="radio"/> 須領有牌照／批准 Licence(s) / approval(s) required（請填妥附頁六 Please complete Appendix 6）															
申請者地址 ⁽¹⁾ Applicant's address ⁽¹⁾	（中文）																
	（English）																
申請者通訊地址 （如與上方所填寫的不同） Applicant's correspondence address (if different from that above)	（中文）																
	（English）																
申請者負責人姓名 ⁽²⁾ Name of the person-in-charge ⁽²⁾	<input type="radio"/> 女士 ⁽³⁾ Ms ⁽³⁾ <input type="radio"/> 先生 ⁽³⁾ Mr ⁽³⁾										電話號碼 Tel. no.						
											傳真號碼 Fax no.						
											電郵 Email						
申請者負責人職銜 Job title of the person-in-charge	（如負責人並非獨資經營者／董事／獲授權合夥人，請提交授權書（附頁三）。If the person-in-charge is not the sole proprietor / director / authorised partner, please submit the authorisation letter (Appendix 3)）																
全職本地僱員人數 ⁽⁴⁾ No. of full-time local employee(s) ⁽⁴⁾	請填妥附頁二「全職本地僱員資料報表」 Please complete Appendix 2 "Information of Full-time Local Employees"		輸入勞工人數 ⁽⁵⁾ No. of imported employee(s) ⁽⁵⁾		<input type="radio"/> 沒有輸入勞工 No imported employee <input type="radio"/> 聘有輸入勞工（請填妥附頁四「輸入勞工資料報表」） Imported employee(s) in employ (Please complete Appendix 4 "Information of Imported Workers")												

- (1) 如持有商業登記證及／或特定的牌照，請填寫商業登記證及／或牌照上的資料。For holders of Business Registration Certificate and / or specific licence(s), please fill in information as stated on the Business Registration Certificate and / or specific licence(s).
- (2) 有關資料用途，請參閱本表格第 1 部分。勞工處職員會聯絡申請者的負責人，以處理本申請及安排本地求職者接受面試。為盡快處理本申請，除郵遞外，勞工處職員將以電話、電郵及傳真等方式與申請者的負責人聯絡。Please see Part 1 of this form for the use of the information. Staff of LD will contact the person-in-charge for processing this application and arranging job interviews for local job-seekers. To promptly process this application, apart from mail, staff of LD will communicate with the person-in-charge by telephone, email and facsimile, etc.
- (3) 此稱謂只作通信及聯絡之用。This prefix is for the purpose of correspondence and communication only.
- (4) 只包括申請者直接僱用以經營本部分所列明業務的本地僱員，不包括向申請者提供服務的外判商員工或自僱人士。請注意，全職本地僱員人數是處理「補充勞工優化計劃」申請的重要考慮因素。Including only local employees directly employed by the applicant for the business specified in this Part. Excluding staff of sub-contractor(s) or self-employed person(s) providing service to the applicant. Please note that the number of full-time local employees is an important factor to be considered in processing applications under ESLS.
- (5) 包括現時在職及已獲原則性批准／配額輸入但仍未抵港的輸入勞工。Including imported workers in employ and those covered by approval-in-principle / quota for importation but yet to arrive in Hong Kong.
- ☐ 請在適當的圈內加上"✓"號。Please put "✓" in suitable circles.

第 4 部分只供填寫一個申請職位，如申請的職位多於一個，請影印本頁及下一頁（第 4 乙部分（續））以供填寫，並需在每張影印頁上簽署。
Part 4 is for one applied post only. For more than one applied post, please photocopy this page and the next page (Part 4B (Con't)) for use and sign on each photocopied sheet.

第 4 甲部分：申請輸入的常見職位⁽⁶⁾ Part 4A: Common Post under Application⁽⁶⁾

「常見職位表」列載的職位編碼（例如「6.1.108」） Job title code in the "List of Common Posts" (e.g. "6.1.108")	常見職位名稱（例如「三廚」） Job title of the common post (e.g. "No.3 Cook")		
輸入勞工的理據 Justifications for labour importation	請填妥 <u>附頁五</u> 「輸入勞工的理據」 Please complete Appendix 5 "Justifications for Labour Importation"	申請輸入勞工人數 No. of imported worker(s) applied for	僱用期（月） ⁽⁷⁾ Employment period (months) ⁽⁷⁾

每月工資 Monthly wages offered

<input type="radio"/> 採納「常見職位表」列載的相應每月中位工資（不包括超時工資） ⁽⁸⁾ Adopt the corresponding median monthly wage (excluding overtime pay) contained in the "List of Common Posts" ⁽⁸⁾ <input type="radio"/> 高於常見職位的相應每月中位工資 Higher than the corresponding median monthly wage of the common post 每月\$ _____ 元（不包括超時工資） HK\$ _____ per month (excluding overtime pay)	只供勞工處職員填寫 For official use only Job Code: _____ MW \$ _____
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（如適用） (if applicable) 過往獲批准的申請 Previous application approved 如有，請跳過第 4 乙部分並前往第 5 部分 If yes, please skip Part 4B and go to Part 5	申請者曾根據「補充勞工計劃」／「補充勞工優化計劃」獲批准輸入勞工擔任相同職位， The applicant has been approved under the Supplementary Labour Scheme (SLS) / ESLS to import worker(s) of the same post; and <input type="radio"/> 是次申請職位的每周工作日數、工作時間、職責範圍、入職要求及工作地址均與最近獲批准的申請相同。該獲批申請的檔案編號為：SLS/ESLS _____。 the no. of working days per week, work schedule, duties, entry requirements and address of workplace of the post under this application are the same as those in the recent approved application. Reference number of the approved application is: SLS/ESLS _____. <input type="radio"/> 欲查閱最近獲批申請中有關職位的詳情，以確定是否適用於是次申請職位。最近獲批申請的檔案編號：SLS/ESLS _____。 wishes to access details of the relevant post in the recent approved application for ascertaining whether they are applicable to the post under this application. Reference number of the approved application is: SLS/ESLS _____
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- (6) 申請者應按照「常見職位表」填寫此部分；並須按當中的僱用條件進行四星期本地公開招聘。Applicant should complete this part according to the "List of Common Posts", and **conduct a four-week local recruitment exercise with the employment terms therein.**
- (7) 根據「補充勞工優化計劃」輸入的勞工，合約期最長為 24 個月，合約完結後不會自動續約。申請者須按現時及預計的業務需要和人手要求計算合適的僱用期。The maximum contract period of an imported worker under ESLS is 24 months. No automatic renewal upon expiry. The applicant should factor in the existing and anticipated business needs and manpower demand in deriving the suitable employment period (months).
- (8) 如申請者要求的每日正常工作時數較「常見職位表」列載的時數多，勞工處會按比例上調相應的每月中位工資（不包括超時工資）。If the number of normal working hours per day required by the applicant is more than the number in the "List of Common Posts", LD will increase pro-rata the corresponding median monthly wage (excluding overtime pay).
- ☐ 請在適當的圈內加上"✓"號。Please put "✓" in suitable circles.

第 4 乙部分：申請職位詳情（常見職位）⁽⁶⁾ Part 4B: Details of the Common Post under Application⁽⁶⁾

<input type="radio"/> 完全採納「常見職位表」列載的相關職責範圍、入職條件（包括學歷要求及有關經驗年資）及每日正常工作時數（不包括休息／用膳時間）。 Fully adopt the relevant duties, entry requirements (including education level and years of related experience), and no. of normal working hours per day (excluding rest/meal breaks) in the "List of Common Posts". <input type="radio"/> 因應業務情況，申請者欲調整申請輸入的常見職位詳情 ⁽⁹⁾ ：In view of the operational needs, the applicant wishes to adjust the details of the common post under application as below ⁽⁹⁾ : <input type="radio"/> 每日正常工作時數（不包括休息／用膳時間）No. of normal working hours per day (excluding rest / meal breaks): _____ 小時 hour(s) <input type="radio"/> 職責範圍 duties: 加 add: _____ 減 remove: _____ <input type="radio"/> 學歷要求 Education level: _____ <input type="radio"/> 有關經驗年資 Years of related experience: _____

工作時間（扣除休息／用膳時間） Work schedule (excluding rest / meal breaks)

<input type="radio"/> 不需輪班工作 ，每周工作日數：_____ Shift work not required , no. of working days per week : _____ ● 每天工作時間如下 Daily work schedule as follows : (例 e.g.: 9:00 - 13:00, 14:00 - 17:00) _____ ● 用膳時間: _____ 或每天 _____ 小時 Meal(s) break: _____ or _____ hour(s) per day ● 休息時間: _____ 或每天 _____ 小時（如有） Rest break(s): _____ or _____ hour(s) per day (if any)	<input type="radio"/> 需輪班工作 ，每周工作日數：_____ Shift work required , no. of working days per week : _____ ● 各班工作時間如下 Work schedule of each shift as follows : (例 e.g.: (a) 9:00 - 13:00, 14:00 - 17:00; (b) 11:00 - 15:00, 16:00 - 19:00) _____ ● 用膳時間: _____ 或每天 _____ 小時 Meal(s) break: _____ or _____ hour(s) per day ● 休息時間: _____ 或每天 _____ 小時（如有） Rest break(s): _____ or _____ hour(s) per day (if any)
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第 4 乙部分：申請職位詳情(常見職位)⁽⁶⁾ (續) Part 4B: Details of the Common Post under Application⁽⁶⁾ (Con't)**語文要求 Language requirement**

會話 Spoken		讀寫 Reading and writing	
粵語 Cantonese	<input type="radio"/> 無需 Nil <input type="radio"/> 略懂 Little <input type="radio"/> 一般 Fair	中文 Chinese	<input type="radio"/> 無需 Nil <input type="radio"/> 略懂 Little <input type="radio"/> 一般 Fair
英文 English	<input type="radio"/> 無需 Nil <input type="radio"/> 略懂 Little <input type="radio"/> 一般 Fair	英文 English	<input type="radio"/> 無需 Nil <input type="radio"/> 略懂 Little <input type="radio"/> 一般 Fair
其他語言 Others	<input type="radio"/> 無需 Nil <input type="radio"/> 略懂 Little <input type="radio"/> 一般 Fair	其他語文 Others	<input type="radio"/> 無需 Nil <input type="radio"/> 略懂 Little <input type="radio"/> 一般 Fair

技能及其他要求 Skill and other requirement(s)

<input type="radio"/> 無需 Nil	<input type="radio"/> 需要，請闡述 Please specify: _____
詳細工作地址 Detailed address of work place	(如輸入勞工需於兩個或以上地點工作，請列明每個工作地址所需的輸入勞工人數。If imported workers are required to work at two or more work places, please specify the no. of workers for each work place.)
(9) 如申請者要求調整職位詳情，初步甄別所需時間或會延長。勞工處會酌情接納申請者對常見職位詳情的合理調整或會向申請者提出修訂建議。如申請者拒絕接納勞工處的建議或未能於指定時間內回覆，勞工處會中止處理有關申請， <u>不作另行通知</u> 。If the applicant requests adjustments to the post details, the time required for completing the preliminary screening may be extended. LD may accept, on a discretionary basis, the applicant's reasonable adjustments to details of the common post under application, or make recommendation(s) to the applicant. If the applicant refuses to accept LD's recommendation(s) or fails to respond within a specified period of time, LD will terminate the processing of the application without prior notice .	
<input type="radio"/> 請在適當的圈內加上"✓"號。Please put "✓" in suitable circles.	

第 5 部分：過往不良紀錄 Part 5: Past Adverse Record

申請者或申請者的獨資經營者／合夥人有沒有違反本表格第 2 部分列明的法例或規定⁽¹⁰⁾？（如申請者是有限公司，只需填報與申請公司有關的紀錄。）

Has the applicant or the sole proprietor / partner(s) of the applicant violated any law or requirement listed in Part 2 of this form⁽¹⁰⁾? (For a limited company, only record(s) pertaining to the applicant company need(s) to be provided.)

<input type="radio"/> 沒有。No.
<input type="radio"/> 有。詳情如下（請列明違反的法例或規定，以及定罪或警誡信日期）： Yes. The details are as follows (please state the law or requirement violated, and the date of conviction or the date of the warning / sanction letter(s)):
<input type="radio"/> 請在適當的圈內加上"✓"號。Please put "✓" in suitable circles.

違反的法例或規定 The law or requirement violated	定罪／警誡信／制裁通知書日期 Date of conviction / the warning / sanction letter(s)

(10) 如申請者或申請者的獨資經營者／合夥人在遞交申請當日之前兩年內曾有相關定罪紀錄，或現正被勞工處施加行政制裁，其申請一般不會獲得處理／批准。An application will not normally be processed / approved if the applicant or the sole proprietor / partner(s) of the applicant has the relevant conviction record(s) within the two years preceding the date of submission of the application, or is being subjected to administrative sanction by the Labour Department.

第 6 部分：聲明 Part 6: Declaration

- 本人確認已細閱本表格第 1 部分，並保證所有就本申請已提交的及將來提交的資料及文件均屬真確完備。如在申請者提交任何資料及文件後，有關資料／文件有任何更改，本人將盡快主動通知勞工處補充勞工科。本人亦確認申請者進行的一切活動皆為合法，及已持有合法經營相關業務所需的所有有效證明文件（包括但不限於相關牌照、許可證和豁免書）。另外，如勞工處合理地相信申請者的活動可能違法，勞工處可將有關資料轉交有關執法部門跟進。
I confirm that I have read Part 1 of this form and that all the information and documents submitted and to be submitted in future for this application is true and complete. I shall take the initiative to inform the Supplementary Labour Division of LD as soon as possible of any changes in any information / document after it is submitted. I also confirm that all activities carried out by the applicant are lawful, and the applicant has possessed valid supporting documents (including but not limited to relevant licences, permits and waivers) required for the lawful conduct of business. LD may pass relevant information to concerned law enforcement department(s) for investigation should an applicant carry out any activity that is reasonably suspected of breaching the Hong Kong Laws.
- 本人聲明上述職位空缺的招聘條件、入職要求（包括語文能力要求，如有此等要求）及工作內容等，及其往後之修改，皆與有關職位相關並有理可據，且沒有違反香港法例第 480 章《性別歧視條例》、香港法例第 487 章《殘疾歧視條例》、香港法例第 527 章《家庭崗位歧視條例》及香港法例第 602 章《種族歧視條例》。
I hereby declare that the terms of employment, entry requirements (including requirement on language proficiency, if any) and job descriptions etc. of the above post(s) and any amendments thereafter are relevant, justifiable and do not violate the Sex Discrimination Ordinance, Cap. 480, the Disability Discrimination Ordinance, Cap. 487, the Family Status Discrimination Ordinance, Cap. 527 and the Race Discrimination Ordinance, Cap. 602.

第 6 部分：聲明（續）**Part 6: Declaration (Con't)**

3. 本人確認申請者(i) 有足夠經濟能力僱用是次申請輸入的勞工；及(ii) 會履行根據僱傭合約條款和本計劃有關支付工資及其他合約和法定權益予輸入勞工的責任。
I confirm that the applicant (i) is financially capable of employing the imported worker(s) applied for under this application; and (ii) will fulfill the responsibilities of paying the wages and other contractual and statutory benefits to the imported worker(s) in accordance with the terms of the employment contract and conditions of the scheme.
4. 簽署此部分後，即表示本人／申請者：
By signing this Part, I / the applicant:
- (i) 明白須就本申請向勞工處提交一切所需的資料及文件。如申請表資料不全或缺少所需證明文件，勞工處會退還表格而不作處理；本人／申請者需遞交填妥的申請表和全部所需證明文件，勞工處才會處理本申請；
Understand(s) that all the required information and supporting documents for this application must be submitted to LD. If the application form is incomplete or the required documents are missing, it will be returned to the applicant and no further action will be taken. LD will not process this application unless all the required information and supporting documents are received;
- (ii) 明白若我／申請者或申請者的獨資經營者／合夥人在遞交申請當日之前兩年內曾有相關定罪紀錄（包括《僱傭條例》、《僱員補償條例》、《入境條例》和職業安全及健康法例），或因違反「補充勞工優化計劃」／「標準僱傭合約」的相關規定而正被勞工處施加行政制裁，勞工處一般不會處理／批准本申請；
Understand(s) that LD will not normally process / approve this application if I / the applicant or the sole proprietor / partner(s) of the applicant have / has the relevant conviction record(s) (including the Employment Ordinance, the Employees' Compensation Ordinance, the Immigration Ordinance and the occupational safety and health legislation) within the two years preceding the date of submission of the application, or is being subjected to administrative sanction by the Labour Department due to breach(es) of relevant requirements of the Enhanced Supplementary Labour Scheme or the Standard Employment Contract;
- (iii) 明白若我／申請者於申請期間明知而作出或罔顧實情地作出虛假或有誤導性的陳述，即屬違法及可被檢控；
Understand(s) that it is an offence and I / the applicant will be liable to prosecution if I / the applicant knowingly or recklessly make(s) a statement which is false or misleading during the application;
- (iv) 確認在提交任何個人資料予勞工處前，有關資料當事人於提供其個人資料前已閱讀、完全明白及同意本表格第1部分第4段；及
Confirm(s) that in connection with any personal data submitted or to be submitted, the data subjects have read, fully understood and agreed with paragraph 4 in Part 1 of this form before they provide their personal data; and
- (v) 確認已細閱及承諾遵照本表格第2部分列明的法例及規定，並明白若違反相關法例或規定，申請者將會被當局撤銷所獲輸入勞工的批准，而隨後達兩年的期間內亦不得參與「補充勞工優化計劃」。
Confirm(s) that having read Part 2 of this form, I / the applicant undertake(s) to comply with the laws and requirements listed therein, and understand(s) that a breach of relevant law(s) or requirement(s) will render any approval granted to the applicant for importation of labour be withdrawn and that the applicant be debarred from participating in ESLS for up to two years.

獨資經營者／董事／獲授權合夥人⁽¹¹⁾／
獲授權代表⁽¹²⁾簽署*
Signature of sole proprietor / director /
authorised partner⁽¹¹⁾ / authorised
representative⁽¹²⁾*

申請者蓋印
Applicant's chop

(姓名 Name)

日期 Date: _____

(11) 「根據「補充勞工優化計劃」輸入勞工申請－補充資料聲明書」（附頁一）丙部的獲授權合夥人。Authorised Partner(s) stated in the Declaration of Supplementary Information on Application for Importation of Workers under ESLS (Appendix 1).

(12) 「授權書」（附頁三）的獲授權代表。Authorised Representative(s) stated in the Authorisation Letter (Appendix 3).

* 請刪去不適用者。Please delete as appropriate