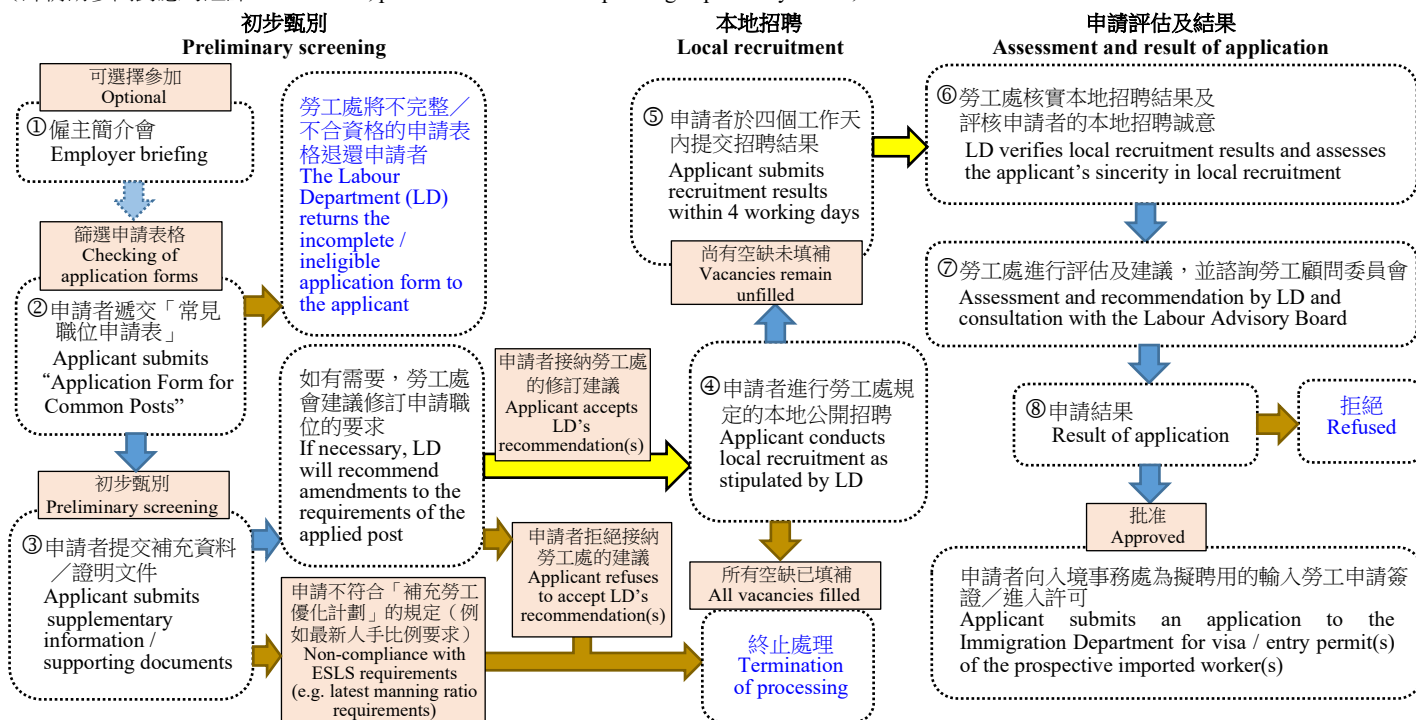


「補充勞工優化計劃」常見職位申請須知

Points to Note for Application for Common Posts under the Enhanced Supplementary Labour Scheme (ESLS)

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」）。申請者須確保提交的資料真實完備且為最新。在以下情況，**勞工處會退還表格而不作處理**：**(i) 申請表資料不全或缺所需證明文件；或 (ii) 同一申請者在六個月內遞交多於一次申請（已撤銷、中止處理或拒絕的申請均計算在內，惟現有輸入勞工配額的續約申請（即不涉及新職位或新配額）不受此限）；或 (iii) 申請者在簽署申請表或任何附頁後多於兩個月才遞交申請。**
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"), with all submitted information true, complete and up-to-date. **The application form will be returned to the applicant and no further action will be taken if it (i) contains incomplete information or the required documents are missing; or (ii) is received by LD from the same applicant who has submitted more than one application (applications withdrawn, discontinued or refused will also be counted) within a six-month period, except applications for renewal of existing imported worker quotas [i.e. those not involving new posts or new quotas]; or (iii) is received by LD more than two months after the signature date of the application form or any appendix.**
- 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要求；**如申請者拒絕接納勞工處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勞工處規定的本地公開招聘，並在招聘期的首14天內 (i) 在本地報章刊登最少四次招聘廣告，或 (ii) 在單一本地網上招聘平台刊登一則招聘廣告，有效期須不少於連續14天。
For job vacancies passing the preliminary screening, the applicant must undertake a local recruitment exercise as stipulated by LD. The applicant must, within the first 14 days of the recruitment period, place (i) at least four recruitment advertisements in local newspaper(s) or (ii) a recruitment advertisement on a local online recruitment platform with a validity period of no less than 14 consecutive days.
- 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 documents 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所不同。

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



勞工處

Labour Department

「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

1. 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。

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.

2. 勞工處會篩選申請者遞交的「常見職位申請表」。在以下情況，勞工處會退還表格而不作處理：(i) 申請表資料不全或缺所需證明文件；或 (ii) 同一申請者在六個月內遞交多於一次申請（已撤銷、中止處理或拒絕的申請均計算在內，惟現有輸入勞工配額的續約申請（即不涉及新職位或新配額）不受此限）；或 (iii) 申請者在簽署申請表或任何附頁後多於兩個月才遞交申請。

The Labour Department (LD) will check the “Application Form for Common Posts” submitted by the applicant. The application form will be returned to the applicant and no further action will be taken by LD if it (i) contains incomplete information or the required documents are missing; or (ii) is received by LD from the same applicant who has submitted more than one application (applications withdrawn, discontinued or refused will also be counted) within a six-month period, except applications for renewal of existing imported worker quotas [i.e. those not involving new posts or new quotas]; or (iii) is received by LD more than two months after the signature date of the application form or any appendix.

3. 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。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，或無合理理由拒絕面見或聘用本地公開招聘期間應徵的合資格本地求職者，勞工處會拒絕其申請並施加行政制裁。

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. The amount of wages offered by the employer must meet the statutory minimum wage requirements. No amendment to the duties, entry requirements and other conditions of employment of the applied post(s) after preliminary screening is allowed. If the applicant makes such amendment, or without reasonable grounds, refuses to interview or employ qualified local job seekers during the local recruitment period, LD will refuse the application and impose administrative sanction on the applicant.

4. 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（包括在本地公開招聘期間，將相關資料刊登於勞工處「互動就業服務」網站，以供求職者瀏覽及安排面試）及協助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勞工處其他科別、入境事務處、相關決策局及政府部門、勞工顧問委員會、僱員再培訓局或其他培訓機構，以及工會組織，以作上述用途。勞工處亦會按相關決策局及政府部門要求提供有關資料以審批其他輸入勞工計劃的申請。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）。

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 (including posting the relevant data on LD's Interactive Employment Service website for viewing by job seekers and arranging interviews during the local recruitment exercise), and assist the Hong Kong people to identify employment and training opportunities. The data collected will be transferred to other divisions of LD, the Immigration Department, relevant policy bureaux and government departments, the Labour Advisory Board, the Employees Retraining Board or other training bodies, and the relevant labour organisations for the purposes mentioned above. LD will also transfer the data to relevant policy bureaux and government departments upon request for their processing of applications under other labour importation schemes. The provision of personal data must 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).

(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
- ✓ 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
- ✓ 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
- ✓ 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

不應做 Don'ts

- ✘ 不合法扣除輸入勞工的工資
Deduct the wages of imported workers unlawfully
- ✘ 於輸入勞工有新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
- ✘ 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

(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

- ✓ 在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 stipulated requirements of the local recruitment exercise under ESLS
- ✓ 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
- ✓ 向輸入勞工提供符合標準合約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 SEC (if applicable)
- ✓ 按標準合約的要求向輸入勞工提供受僱工作地點的地址清單及其更新版本（如適用）
Provide imported workers with a List of Address(es) of their place of employment and its updated version in accordance with 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
- ✓ 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
- ✓ 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
- ✓ 免費給予輸入勞工一份經雙方簽署的標準合約
Give imported workers a copy of the signed SEC free of charge
- ✓ 製備輸入勞工認收標準合約清單，並於其抵港後四個星期內送交勞工處
Prepare and send to the Labour Department (LD), within four weeks upon their arrival in Hong Kong, an acknowledgment list of SEC 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

* 指已獲國家商務部批准並取得對香港特別行政區勞務合作經營資格的企業，名單見國家商務部網頁 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 Hong Kong Special Administrative Region. 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

應做 Dos

- ✓ 就每份簽訂的標準合約，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

不應做 Don'ts

- ✗ 向勞工處提供虛假或有誤導性的資料
Provide false or misleading information to LD
- ✗ 無合理理由拒絕面見／聘用本地公開招聘期間應徵的合資格本地求職者
Refuse to interview / employ qualified local job seekers during the local recruitment without reasonable grounds
- ✗ 以輸入勞工取代本地工人
Displace local worker(s) 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

- ✓ 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)
- ✗ 就所提供的居所扣除輸入勞工工資的金額，超過標準合約的規定
Make deductions from imported workers' wages for provision of accommodation at a rate which exceeds what is allowable under SEC
- ✗ 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 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

(4) 有關「補充勞工優化計劃」下人手比例的規定 In relation to manning ratio requirements under ESLS**應做 Dos**

- ✓ 持續符合最新訂明⁽ⁱ⁾的全職本地僱員⁽ⁱⁱ⁾與現職輸入勞工⁽ⁱⁱⁱ⁾的人手比例要求^(iv)
Fulfil the most recently stipulated⁽ⁱ⁾ manning ratio requirement^(iv) of full-time local employees⁽ⁱⁱ⁾ to imported workers⁽ⁱⁱⁱ⁾ in employ on a continuous basis

- (i) 政府可能會按勞動市場的實際情況和趨勢，調整「補充勞工優化計劃」下的人手比例要求。勞工處會按最新規定處理此申請（如適用）。僱主必須確保在任何時間持續符合勞工處最新發出的原則性批准通知書載列的人手比例要求，該要求適用於僱主所有現職輸入勞工。

The Government may adjust the manning ratio requirements under ESLS in light of the actual labour market situation and trends. LD will process this application in accordance with the latest requirements (if applicable). The employers must ensure that they continue to comply at all times with the manning ratio requirements set out in the latest approval-in-principle notification letter issued by LD, and such requirements apply to all of the employers' imported workers in employ.

- (ii) **全職本地僱員**指僱主直接僱用而每週總工作時數不少於35小時的所有本地僱員，不包括兼職僱員、向僱主提供服務的外判商員工或自僱人士；亦不包括獨資經營者／合夥人及與其同住的家屬（不論是否受薪）或有限公司的非受薪董事。

Full-time local employees refer to all local employees who are directly employed by the employer and work not less than 35 hours per week, excluding part-time staff, staff of subcontractor(s) or self-employed person(s) providing services to the employer. The sole proprietor / partner(s) and their family member(s) who live(s) in the same dwelling as the sole proprietor / partner(s) (regardless of whether these persons are salaried), or the non-salaried director(s) of the limited company are also excluded.

- (iii) **輸入勞工**包括經「補充勞工計劃」／「補充勞工優化計劃」及其他輸入勞工計劃輸入的勞工。其他輸入勞工計劃是指「院舍輸入護理員特別計劃」、「建造業輸入勞工計劃」、「運輸業輸入勞工計劃—航空業」及「運輸業輸入勞工計劃—公共小巴／客車行業」。

Imported workers include workers imported under the Supplementary Labour Scheme / ESLS and other labour importation schemes, i.e. "Special Scheme to Import Care Workers for Residential Care Homes", "Labour Importation Scheme for the Construction Sector", "Labour Importation Scheme for the Transport Sector – Aviation Industry" and "Labour Importation Scheme for the Transport Sector – Public Light Bus / Coach Trade".

- (iv) 僱主一般須持續符合的全職本地僱員與現職輸入勞工的人手比例要求為2:1，但部分特定職位的要求有所不同，例如餐飲相關（即出品部及／或樓面部）職位（詳見餐飲相關職位列表：https://www.labour.gov.hk/common/public/pdf/sld/ESLS_Catering-related_Posts.pdf）須符合3:1的人手比例要求，並以該部門的所有職位計算（即僱主輸入出品部職位（例如二廚）及樓面部職位（例如侍應生）勞工各一名，便須已經並持續聘用擔任出品部職位及樓面部職位的全職本地僱員各三名）；輸入農場技工的人手要求標準由漁農自然護理署訂定。此外，僱主如僱用本地殘疾人士擔任全職工作，可申請以1:1計算全職本地殘疾僱員與輸入勞工的人手比例。殘疾僱員是指正在領取社會福利署發放的普通傷殘津貼或高額傷殘津貼的僱員。

In general, employers are required to continuously fulfil the manning ratio requirement of full-time local employees to imported workers in employ of 2:1, but the requirement for certain specific posts differs. For example, the catering-related posts (i.e. in the production section and/or the table service section) (for details, please refer to the List of Catering-related Posts: https://www.labour.gov.hk/common/public/pdf/sld/ESLS_Catering-related_Posts.pdf) are subject to the manning ratio requirement of 3:1, which is calculated based on all posts within the section (i.e. an employer importing one worker in the production section (e.g. No. 2 cook) and one worker in the table service section (e.g. waiter/waitress) must have employed and will continue to employ three local full-time employees in each of the production section and the table service section); for importing farm workers, the manpower requirement yardsticks are set by the Agriculture, Fisheries and Conservation Department. In addition, if employers employ local persons with disabilities to take up full-time jobs, they may apply to adopt the 1:1 manning ratio of full-time local employees with disabilities to imported workers. Employees with disabilities refer to employees receiving the Normal Disability Allowance or Higher Disability Allowance from the Social Welfare Department.

違反相關法例或規定的後果

如僱主或僱主的獨資經營者／合夥人違反相關條文或規定，勞工處會拒絕是次申請，並考慮施加行政制裁。視乎違規的性質，勞工處會拒絕處理僱主隨後提交的申請，已獲得的輸入勞工批准或會被撤銷。如涉及多於一項違規事項，禁止僱主參與「補充勞工優化計劃」的限期會疊加計算，禁制期最長五年。此外，勞工處會將行政制裁的相關資料以新聞公報的形式發布，並於「補充勞工優化計劃」專題網頁上展示。發布／展示的資料包括但不限於被施加行政制裁的業務／法團所用名稱及地址、輸入勞工的工作地點、行政制裁的日期和理由等。

If an employer or a sole proprietor / partner(s) of an employer has / have breached relevant provision(s) or requirement(s), LD will refuse this application and consider imposing administrative sanction. Subject to the nature of the breach(es), LD will refuse to process subsequent applications submitted by the employer. Approvals for importation of labour previously granted may be withdrawn. If more than one breach item is involved, the period of barring the employer from participating in ESLS will be counted cumulatively, up to a maximum debarment period of five years. LD will also publish the relevant information in the form of press release and display it on the dedicated webpage of ESLS. The published information includes but not limited to the name(s) and address(es) of business/corporation being sanctioned, workplace address(es) of the imported worker(s), the date and reason for the sanction, etc.

「補充勞工優化計劃」不接受業務／法團分店的申請。申請者須在同份申請提供旗下一間或多間分店的申請職位詳情。
The Enhanced Supplementary Labour Scheme (ESLS) no longer accepts applications from branches of the business / corporation. The applicant should provide details of the applied posts for one or more branches in the same application.

第 3 部分：申請者資料

Part 3: Applicant's Particulars

申請類別 Nature of Application	☐ 新申請 New Application ☐ 現有輸入勞工配額的續約申請 Application for Renewal of Existing Imported Worker Quotas ☐ 同時申請現有輸入勞工配額續約及新配額／職位 Application for Renewal of Existing Imported Worker Quotas plus Extra Quota(s) or Job Post(s)																	
申請者名稱 (即業務／法團名稱) ⁽¹⁾	(中文)																	
Name of applicant (i.e. the name of business / corporation) ⁽¹⁾	(English)																	
業務經營模式 Mode of business	☐ 獨資經營 Sole proprietorship ☐ 合夥經營 Partnership (合夥人數目 Number of partners: _____) ☐ 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.							(請填妥附頁一 Please complete Appendix 1)										
商業登記號碼 (如適用) Business Registration No. (if applicable)								業務性質 Nature of business										
如申請獲批，勞工處會將原則性批准通知書郵寄至申請者商業登記證 (分行號碼為「000」) 載列的地址。如申請者獲豁免申領商業登記證或要求將通知書寄往其他地址，須在下方提供有關地址，並提交文件證明該地址屬申請者的地址 (例如同一商業登記號碼的分行登記證、由政府部門寄給申請者的信件等)。如地址及後有所更改，申請者須盡快通知勞工處。請注意，如申請者以第三方公司地址充當申請者地址，勞工處會即時拒絕是次申請。 If the application is approved, the Labour Department (LD) will mail the approval-in-principle notification letter to the address stated on the applicant's Business Registration Certificate (BRC) (with branch number "000"). Should the applicant be exempt from obtaining BRC or request that the letter be sent to another address, the address must be provided below, accompanied by supporting document(s) proving that the address belongs to the applicant (such as a branch registration certificate under the same business registration number, letter from a government department to the applicant, etc.). The applicant must notify LD as soon as possible for any subsequent change of address. Please note that if the applicant uses a third-party company's address as the applicant's own address, LD will refuse this application immediately.																		
申請者地址 Applicant's address	(中文) (English)																	
聯絡資料 ⁽²⁾ Contact Information ⁽²⁾ (i) 第三方公司資料 Particulars of the third-party company ➢ 如申請者授權第三方公司 (例如職業介紹所、中介公司) 協助處理是次申請，請提交授權及聲明書 (附頁三甲)。如沒有授權第三方公司，請跳至第(ii)部分。If the applicant has authorised a third-party company (e.g. employment agencies, intermediaries) to handle this application, please submit the authorisation and declaration form (Appendix 3A). If not, please go to Part (ii). ➢ 請注意，第三方公司代表不可代申請者簽署任何與是次申請相關的文件，包括此申請表及其附頁。Please note that representative from a third-party company is not allowed to sign any documents relevant to this application on behalf of the applicant, including this application form and its appendices. (ii) 申請者負責人 (獨資經營者／董事／獲授權合夥人／申請者的獲授權員工) 資料 Particulars of the person-in-charge (sole proprietor / director / authorised partner / the applicant's authorised staff member) ➢ 申請者不得於此部分提交任何屬於第三方公司的聯絡資料，否則勞工處會即時拒絕是次申請。 The applicant must not submit, in this Part, any contact information of the third-party company; otherwise LD will refuse this application immediately. 申請者負責人為 The person-in-charge is ☐ 申請者的*獨資經營者／董事／獲授權合夥人 (請於以下部分提供其聯絡資料) the *sole proprietor / director / authorised partner of the applicant (please provide the contact information in the following part) ☐ 獲授權的申請者員工 (必須為申請者直接聘用的員工，並須提交授權書 (附頁三乙)；可跳過以下聯絡資料部分) the applicant's authorised staff member (must be an employee directly employed by the applicant. Please submit the authorisation letter (Appendix 3B); the following part on contact information can be skipped) ☐ 多於一人並包括以上兩個類別 (請分別填寫以下部分並提交授權書 (附頁三乙)) more than one person including both the above categories (please complete the following part and submit the authorisation letter (Appendix 3B) respectively) 申請者負責人的聯絡資料 Contact information of the person-in-charge : <table> <tr> <td>姓名 Name</td> <td> ☐ 女士 Ms ☐ 先生 Mr </td> <td>本地電話號碼 Local Tel. No.</td> <td></td> </tr> <tr> <td>職銜 Job Title</td> <td> * 獨資經營者／董事／獲授權合夥人 * Sole proprietor / Director / Authorised partner </td> <td>電郵 Email</td> <td></td> </tr> </table>											姓名 Name	☐ 女士 Ms ☐ 先生 Mr	本地電話號碼 Local Tel. No.		職銜 Job Title	* 獨資經營者／董事／獲授權合夥人 * Sole proprietor / Director / Authorised partner	電郵 Email	
姓名 Name	☐ 女士 Ms ☐ 先生 Mr	本地電話號碼 Local Tel. No.																
職銜 Job Title	* 獨資經營者／董事／獲授權合夥人 * Sole proprietor / Director / Authorised partner	電郵 Email																

第 3 部分：申請者資料（續）

Part 3: Applicant's Particulars (Con't)

全職本地僱員人數 No. of full-time local employee(s)	請填妥附頁二／附頁二甲 「全職本地僱員資料報表」 Please complete Appendix 2 / Appendix 2A "Information of Full-time Local Employees"	輸入勞工人數 ⁽³⁾ No. of imported worker(s) ⁽³⁾	☐ 沒有輸入勞工 No imported worker ☐ 聘有輸入勞工／持有未用輸入勞工配額 （請填妥附頁四「輸入勞工資料報表」） With imported worker(s) in employ / unused quotas (Please complete Appendix 4 "Information of Imported Workers")
--	--	--	---

請核對上述所有須提交的資料並填妥附頁七「申請者確認書」，以確認有關資料皆正確無誤。

Please check all the above required information to be submitted, and complete **Appendix 7** "Applicant's Confirmation Letter" to confirm that all the relevant information is correct.

- (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 BRC and / or specific licence(s), please fill in information as stated on the BRC and / or specific licence(s).
- (2) 有關資料用途，請參閱本表格第 1 部分。勞工處職員會以電郵及／或電話聯絡申請者負責人及獲授權的第三方公司代表，以處理本申請。如沒有提供電郵或本地電話號碼，勞工處或未能處理是次申請。Please see Part 1 of this form for the use of the information. Staff of LD will contact the person-in-charge and the authorised representative of the third-party company by email and/or phone for processing this application. LD may not be able to process this application if no email or local telephone number is provided.
- (3) 包括 (1) 現職輸入勞工、(2) 未抵港的輸入勞工及 (3) 未使用的有效配額。其他輸入勞工計劃亦須計算在內，詳見附頁四。Including (1) imported workers in employ, (2) imported workers yet to arrive in Hong Kong and (3) valid quotas not yet used. Other labour importation schemes shall also be counted, with details at **Appendix 4**.
- ☐ 請在適當的圈內加上“✓”號。Please put a “✓” in suitable circles.
- * 請刪去不適用者。Please delete as appropriate.

第 4 部分：申請職位資料

Part 4: Details of the Applied Post

第 4 部分只供填寫一個申請職位，如申請職位多於一個，請影印此第 4 部分及分開填寫資料，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 Part 4 and fill in the details separately, with each photocopied sheet signed.

第 4 甲部分：申請輸入的常見職位⁽⁴⁾

Part 4A: Common Post under Application⁽⁴⁾

「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")	
僱用期（月） ⁽⁵⁾ Employment period (months) ⁽⁵⁾		輸入勞工的理據 Justifications for labour importation	請填妥附頁五「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	新申請的輸入勞工人數 No. of imported worker(s) newly applied for		
	申請續約配額數目 No. of quota(s) for renewal applied for		

每月工資 Monthly wages offered

- ☐ 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）⁽⁶⁾ Adopt the corresponding median monthly wage (excluding overtime pay) contained in the "List of Common Posts" ⁽⁶⁾
- ☐ 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 \$ _____

工作地點 Workplace

- (i) 申請職位的工作地點是否在申請者的商業登記證／分行登記證載列的業務／分行地址？
Is/Are the workplace(s) of the applied post at the business / branch address(es) listed on the applicant's BRC / branch registration certificate(s)? **或 OR**
- (ii) 申請者是否為服務合約承辦商（例如清潔服務合約），並需安排輸入勞工於申請者承辦的服務合約載列的服務地點工作？
Is the applicant a contractor of service contracts (e.g., cleansing service contract) and required to deploy imported worker(s) to work at service location(s) listed in the applicant's awarded service contract(s)?

☐ 是 Yes

（請填妥附頁六。請注意，申請者只可選擇 (i) 或 (ii) 其中之一為輸入勞工的工作地點；如尚有其他必要工作地點，請於 (iii) 填寫。Please complete Appendix 6. Please note that the applicant can only choose either (i) **or** (ii) as the workplace(s) of imported worker(s); for any other required workplaces, please provide in (iii).)

☐ 否 No

（請填寫 (iii)）
Please complete (iii))

(iii) 請列明每名輸入勞工的詳細工作地址 Please provide the detailed workplace address(es) of each import worker :

第4 甲部分：申請輸入的常見職位⁽⁴⁾ (續)

Part 4A: Common Post under Application⁽⁴⁾ (Con't)

請按以下指示填寫第4 部分的所需資料 Please follow the instructions below for filling in the required information under Part 4 :

如是次申請為 If this application is

- (1) 新申請，請填寫第4乙(一) 部分；
a new application, please complete Part 4B(i);
- (2) 現有輸入勞工配額的續約申請，請填寫第4乙(二) 部分；
an application for renewal of existing imported worker quotas, please complete Part 4B(ii);
- (3) 同時申請上述(1)及(2)，則第4乙(一) 及 (二) 部分均須填寫。
an application for both (1) and (2) above, both Parts 4B (i) and (ii) shall be completed.

[適用於新申請 For New Application]

第4 乙(一)部分：申請職位詳情 (常見職位)⁽⁴⁾

Part 4B(i): Details of the Common Post under Application⁽⁴⁾

(如適用) (if applicable) 過往獲批准的申請 Previous application approved 如採用過往獲批的申請的職位詳情，請跳過第4乙(一)部分的餘下項目。 If the post details of a previously approved application are adopted, please skip the remaining items of Part 4B(i).	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 ☐ 是次申請職位的每周工作日數、工作時間、職責範圍及入職要求均與曾獲批准的申請相同。 該獲批申請的檔案編號為： SLS/ELS _____ 及有關職位的配額序號（如有）為：_____。 the number of working days per week, work schedule, duties and entry requirements of the post under this application are the same as those in a previously approved application. Reference number of the approved application is: SLS/ELS _____ and the quota serial number(s) (if any) is / are : _____.
--	--

- ☐ 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）。每周工作日數為 _____ 天。
Fully adopt the relevant duties, entry requirements (including education level and years of related experience), and number of normal working hours per day (excluding rest/meal breaks) in the “List of Common Posts”. The no. of working days per week is : _____

- ☐ 因應業務情況，申請者欲調整申請輸入的常見職位詳情⁽⁷⁾：
In view of the operational needs, the applicant wishes to adjust the details of the common post under application as below⁽⁷⁾:

- ☐ 每日正常工作時數（不包括休息／用膳時間）為 _____ 小時，每周工作日數為 _____ 天
No. of normal working hours per day (excluding rest / meal breaks): _____ hour(s) ; _____ working days per week
- ☐ 非固定工作時數（不包括休息／用膳時間）：每周工作不多於 _____ 小時（每周不多於 _____ 天，每天不多於 _____ 小時）
Working hours (excluding rest / meal breaks) not fixed: not exceeding _____ hours per week (no more than _____ days per week and no more than _____ hours per day)
- ☐ 刪減以下職責範圍 Removing the following duties: _____
- ☐ 下調學歷要求至 Lowering the education level requirement to: _____
- ☐ 下調有關經驗年資要求至 Reducing the required years of related experience to: _____ years

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

☐ 不需輪班工作 Shift work not required

- 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)

☐ 需輪班工作 Shift work required

- 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)

語文要求 Language requirement

會話 Spoken			讀寫 Reading and writing		
粵語 Cantonese	☐ 無需 Nil	☐ 略懂 Little ☐ 一般 Fair	中文 Chinese	☐ 無需 Nil	☐ 略懂 Little ☐ 一般 Fair
英文 English	☐ 無需 Nil	☐ 略懂 Little ☐ 一般 Fair	英文 English	☐ 無需 Nil	☐ 略懂 Little ☐ 一般 Fair
其他語言 Others _____	☐ 無需 Nil	☐ 略懂 Little ☐ 一般 Fair	其他語文 Others _____	☐ 無需 Nil	☐ 略懂 Little ☐ 一般 Fair

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

- ☐ 無需 Nil ☐ 需要，請闡述 Please specify: _____

[適用於現有輸入勞工配額的續約申請 For Application for Renewal of Existing Imported Worker Quotas]
第4 乙(二)部分：申請職位詳情（常見職位）⁽⁴⁾ Part 4B(ii): Details of the Common Post under Application⁽⁴⁾

如涉及多於一份原則性批准通知書，請影印此部分及分開填寫資料，並需在每張影印頁上簽署。

If more than one approval-in-principle notification letter is involved, please photocopy this part and fill in the details separately, with each photocopied sheet signed.

申請者曾獲發的原則性批准通知書 Approval-in-principle notification letter previously granted to the applicant	檔案編號 Case reference	SLS / ELS _____ - _____
	是次申請續約配額的輸入勞工配額序號（如有） The quota serial number of the imported worker quota(s) applied for renewal in this application (if any)	

☐ 是次申請沿用上述原則性批准通知書中獲批的職位的詳情（包括每周工作日數、工作時間、職責範圍及入職要求）。
This application adopts the details of the same post (including the number of working days per week, work schedule, duties and entry requirements) granted in the above approval-in-principle notification letter.

☐ 因應業務情況，申請者欲於是次申請中調整曾獲原則性批准的職位詳情⁽⁷⁾：
In view of the operational needs, the applicant wishes to adjust the details of the post previously granted approval-in-principle for this application⁽⁷⁾:

- ☐ 每周工作日數 No. of working days per week: _____
- ☐ 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)
- ☐ 非固定工作時數（不包括休息／用膳時間）：每周工作不多於 _____ 小時（每周不多於 _____ 天，每天不多於 _____ 小時）
Working hours (excluding rest / meal breaks) not fixed: not exceeding _____ hours per week (no more than _____ days per week and no more than _____ hours per day)
- ☐ 每天工作時間（需／不需輪班*）Daily work schedule (Shift work ☐ required / ☐ not required*) : _____

(4) 申請者須按照「常見職位表」填寫此部分；並按當中的僱用條件進行勞工處規定的本地公開招聘。Applicant should complete this part according to the "List of Common Posts", and **conduct a local recruitment exercise as stipulated by LD in accordance with the employment terms therein.**

(5) 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.

(6) 如申請者要求的工作時數較「常見職位表」載列的時數多，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 working hours 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).

(7) 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，**不作另行通知**。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**.

☐ 請在適當的圈內加上“✓”號。Please put a “✓” in suitable circles.

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

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

請細閱本表格第 2 部分，並申報申請者或申請者的獨資經營者／合夥人（一）在遞交申請當日之前兩年內，有否相關法例（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）的定罪紀錄，或（二）有否違反「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⁽⁸⁾：（如申請者是有限公司，只需填報與申請公司有關的紀錄）

Please read carefully Part 2 of this form, and declare whether the applicant or the sole proprietor / partner(s) of the applicant, (i) has any **conviction(s)** under the relevant laws (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 submitting the application**, or (ii) **is currently subject to administrative sanction by LD** due to breach(es) of relevant requirements of ESLS or the Standard Employment Contract⁽⁸⁾: (For a limited company, only record(s) pertaining to the applicant company need(s) to be provided)

☐ 沒有。No.

☐ 有。詳情如下（請列明違反的法例或規定，以及定罪日期或行政制裁通知書日期）：
Yes. The details are as follows (please state the law(s) or requirement(s) violated, and the conviction date(s) or issue date(s) of the administrative sanction letter(s)):

違反的法例或規定 The law or requirement violated	定罪日期／行政制裁通知書日期 Conviction date / issue date of administrative sanction letter

(8) 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。若發現申請者在此部分填報的資料失實或有誤，勞工處會即時拒絕是次申請，並考慮對申請者施加行政制裁。**An application will normally not be processed / approved** if the applicant or the sole proprietor / partner(s) of the applicant has the relevant conviction record(s) within the two-year period preceding the date of submission of the application, or is being subjected to administrative sanction by LD. Should the information provided by the applicant in this Part be found to be untrue or incorrect, LD will refuse this application immediately, and may consider imposing administrative sanction on the applicant.

☐ 請在適當的圈內加上“✓”號。Please put a “✓” in suitable circle.

第 6 部分：聲明

Part 6: Declaration

1. 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，均屬真確完備且為最新。本人明白勞工處會按申請者提交的資料審批是次申請；除非申請者有充分及合理的理由，否則勞工處不會接受更改已提交資料的要求。如必須更改，本人將盡快主動通知勞工處補充勞工科。
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 are true, complete and up-to-date. I understand that LD will process this application based on the information submitted by the applicant. Unless the applicant has sufficient and reasonable grounds, LD will not accept request(s) for amendments of the information already submitted. Should changes be necessary, I shall take the initiative to notify the Supplementary Labour Division of LD as soon as possible.
 2. 本人確認申請者進行的一切活動皆為合法，及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）；並承諾會在相關牌照／批准有效期屆滿前辦理續領手續，確保申請者在任何時間進行的一切活動皆為合法。本人明白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 all activities carried out by the applicant are lawful, and the applicant possesses all valid supporting documents (including but not limited to relevant licences, permits and waivers) required for the lawful conduct of business. I undertake to renew the relevant licence(s) / permit(s) before the expiry date(s) so as to ensure that the applicant's activities are conducted lawfully at all times. I understand that LD may pass the relevant information to the concerned law enforcement department(s) for follow-up actions should an applicant carry out any activity that is reasonably suspected of breaching the Hong Kong Laws.
 3. 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合理可據，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.
 4. 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.
 5. 本人確認並承諾申請者不會安排輸入勞工：
I confirm and undertake that the applicant will not deploy the imported worker(s) to:
(i) 擔任須簽訂「適用於政府服務合約承辦商與其僱員的標準僱傭合約」的崗位；
take up position(s) requiring the signing of the "Standard Employment Contract for Employees of Contractors of Government Service Contract";
(ii) 在香港法例第 583 章《建造業工人註冊條例》定義的建造工地進行建造工作；並明白在一般情況下，「補充勞工優化計劃」下的輸入勞工不會獲發建造業工人註冊證；
carry out construction work on a construction site as defined under the Construction Workers Registration Ordinance (Cap. 583); and I understand that in general imported workers under ESLS will not be issued with the Construction Workers Registration Card;
(iii) 在船舶上或香港以外的地方工作，除非在勞工處的原則性批准中另獲准許；
work on board ships or in places outside Hong Kong, unless otherwise allowed in LD's approval-in-principle;
(iv) 在被用作或意圖用作非法、不道德或不恰當用途的處所或地方（包括賣淫場所）工作；或
work in premises or places used or intended to be used for illegal, immoral or improper purposes (including vice establishments); or
(v) 在住宅處所從事家務或其他工作（維修、裝修及設備安裝除外），除非在勞工處的原則性批准中另獲准許。
perform domestic or other duties (except maintenance, renovation and installation works) in domestic premises, unless otherwise allowed in LD's approval-in-principle.
- 簽署此部分後，即表示本人／申請者：
6. By signing this Part, I / the applicant:
(i) 明白並同意須就本申請向勞工處提交一切所需的資料及文件。在本人／申請者遞交填妥的申請表和全部所需證明文件後，勞工處才會處理本申請。在以下情況，勞工處會退還表格而不作處理：(i) 申請表資料不全或欠缺所需證明文件；或 (ii) 同一申請者在六個月內遞交多於一次申請（已撤銷、中止處理或拒絕的申請均計算在內，惟現有輸入勞工配額的續約申請（即不涉及新職位或新配額）不受此限）；或 (iii) 申請者在簽署申請表或任何附頁後多於兩個月才遞交申請；
Understand(s) and agree(s) that all the required information and supporting documents for this application must be submitted to LD. LD will not process this application unless all the required information and supporting documents are received. The application form will be returned to the applicant and no further action will be taken if it (i) contains incomplete information or the required documents are missing; or (ii) is received by LD from the same applicant who has submitted more than one application (applications withdrawn, discontinued or refused will also be counted) within a six-month period, except applications for renewal of existing imported worker quotas [i.e. those not involving new posts or new quotas]; or (iii) is received by LD more than two months after the signature date of the application form or any appendix;
(ii) 明白並同意申請者須持續符合全職本地僱員與現職輸入勞工的人手比例要求（詳見本表格第 2 部分）。申請者必須確保在任何時間持續符合勞工處最新發出的原則性批准通知書載列的人手比例要求，該要求適用於申請者所有現職輸入勞工。申請者亦不得以輸入勞工取代本地工人。如需裁員，應先裁減輸入勞工。如申請者未能符合上述人手比例要求或以輸入勞工取代本地工人，勞工處會考慮對申請者施加行政制裁；
Understand(s) and agree(s) that the applicant must fulfil the manning ratio requirements of full-time local employees to imported workers in employ on a continuous basis (details at Part 2 of this form). The applicant must ensure that it continues to comply at all times with the manning ratio requirements set out in the latest approval-in-principle notification letter issued by LD, and such requirements apply to all of the applicant's imported workers in employ. The applicant must not displace local workers with imported workers. In the event of redundancy, imported workers should be retrenched first. If an applicant fails to meet the above manning ratio requirement or displaces local workers with imported workers, LD will consider imposing administrative sanction on the applicant;
(iii) 明白並同意勞工處會在申請職位進行本地公開招聘期間，將有關空缺資料連同申請者名稱刊登於勞工處「互動就業服務」網站，以供求職者瀏覽及安排面試；並轉交勞工處其他科別、勞工顧問委員會、僱員再培訓局及工會組織，協助本地市民尋找就業及培訓機會。勞工處亦會向勞工顧問委員會提供本申請的結果（包括申請者名稱及職位資料）。如申請者不同意有關安排，勞工處將不會處理本申請；
Understand(s) and agree(s) that during the local recruitment exercise for the above applied post(s), LD will have the relevant vacancy information and the applicant's name posted on LD's Interactive Employment Service website for viewing by job seekers and arranging interviews; and transferred to other divisions of LD, the Labour Advisory Board (LAB), the Employees Retaining Board and the trade union organisations to assist local people in seeking employment and training opportunities. LD will also furnish the LAB with the result of this application (including the applicant's name and information of the applied posts). If the applicant disagree(s) with the relevant arrangement, LD will not process this application;

- (iv) 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 normally not 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 LD due to breach(es) of relevant requirements of ESLS or the Standard Employment Contract;
- (v) 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;
- (vi) 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 providing their personal data; and
- (vii) 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，勞工處會拒絕是次申請，並考慮對申請者施加行政制裁。視乎違規的性質，勞工處會拒絕處理其隨後提交的申請，已獲得的輸入勞工批准或被撤銷。如涉及多於一項違規事項，禁止申請者參與「補充勞工優化計劃」的限期會疊加計算，禁制期最長五年。此外，勞工處會將行政制裁的相關資料以新聞公報的形式發布，並於「補充勞工優化計劃」專題網頁上展示。發布／展示的資料包括但不限於被施加行政制裁的業務／法團所用名稱及地址、輸入勞工的工作地點、行政制裁的日期和理由等。
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 result in refusal of this application, and LD will consider imposing administrative sanction on the applicant. Subject to the nature of the breach(es), LD will refuse to process its applications subsequently submitted. Approvals for importation of labour previously granted may be withdrawn. If more than one breach item is involved, the period of barring the applicant from participating in ESLS will be counted cumulatively, up to a maximum debarment period of five years. LD will also publish the relevant information on administrative sanction in the form of press release and display it on the dedicated webpage of ESLS. The published information includes but not limited to the name(s) and address(es) of business/corporation being sanctioned, workplace address(es) of the imported worker(s), the date and reason for the sanction, etc.

* 獨資經營者／董事／獲授權合夥人⁽⁹⁾⁽¹⁰⁾ 的
* Sole proprietor / director / authorised partner's ⁽⁹⁾⁽¹⁰⁾

申請者蓋印
Applicant's chop

姓名 Name : _____

簽署 Signature : _____

日期 Date : _____

- (9) 必須為「補充資料聲明書」（附頁一）丙部的獲授權合夥人。
Must be the Authorised Partner(s) stated in Part C of the Declaration of Supplementary Information (Appendix 1).
- (10) 此申請表必須由申請者的獨資經營者／董事／獲授權合夥人簽署。
This application form must be signed by the applicant's sole proprietor, director or authorised partner.

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

重要事項 Important Note

「補充勞工優化計劃」申請表（**ESLS-1A**）及附頁三甲／三乙必須由申請者的獨資經營者／董事／獲授權合夥人簽署，而其他附頁必須由上述人士或獲授權員工（必須為申請者直接聘用的員工）簽署。如申請表或附頁並非由以上人士簽署（例如由職業介紹所或中介公司代表代簽），或申請者於簽署後多於兩個月才遞交申請，勞工處會退還表格而不作處理。

ESLS Application Form (ESLS-1A) and Appendix 3A / 3B must be signed by the applicant's sole proprietor / director / authorised partner, while other appendices must be signed by the above person or the authorised staff member (who must be an employee directly employed by the applicant). If the application form or any appendix is not signed by the above persons (e.g. signed by a representative from employment agencies or intermediaries instead), or is received by LD more than two months after its signature date, LD will return the application form to the applicant and take no further action.