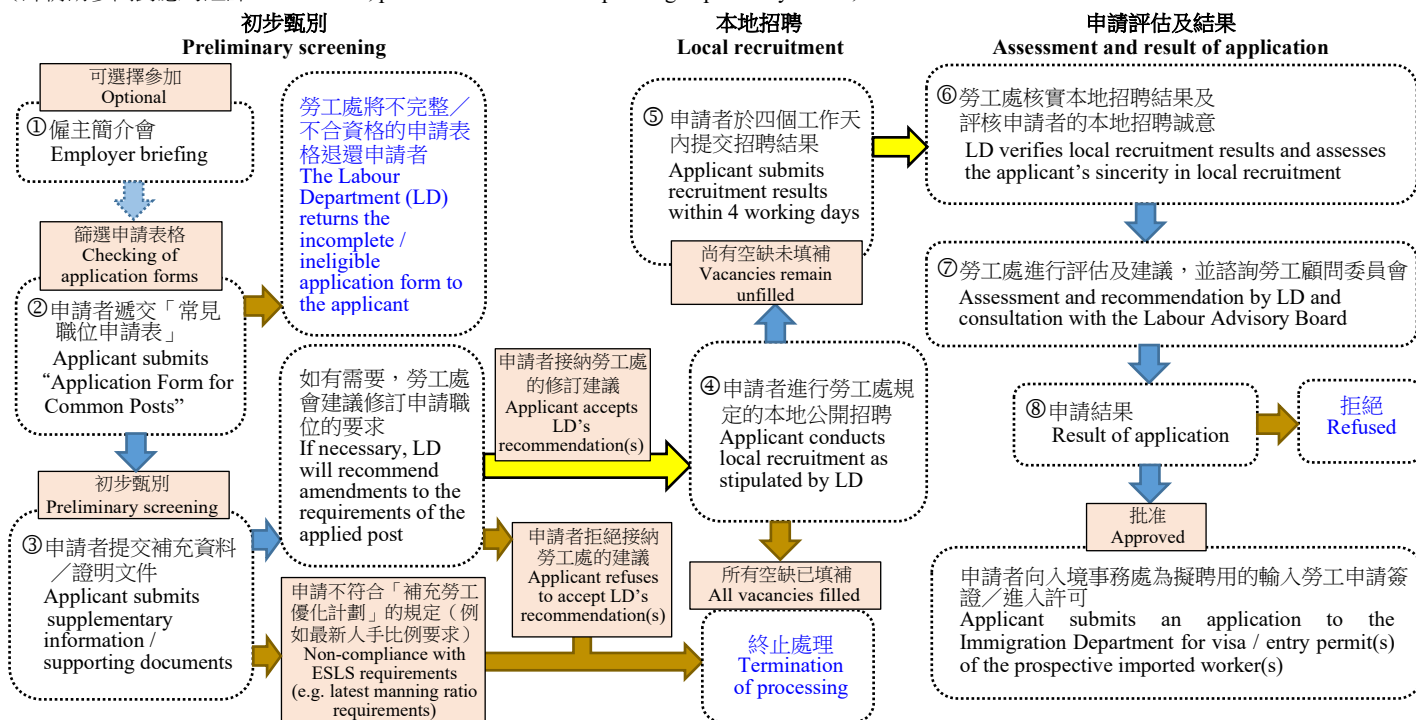


「補充勞工優化計劃」常見職位申請須知

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少所需證明文件；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missing; or (ii) is received by LD from the same applicant who has submitted more than one application (applications withdrawn, discontinued or refused will also be counted) within a six-month period, except applications for renewal of existing imported worker quotas [i.e. those not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

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)

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—公共巴士／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							(請填妥附頁一 Please complete Appendix 1)		
	☐ 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.									
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 :

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 <u>附頁二</u> ／ <u>附頁二甲</u> 「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 <u>附頁四</u> 「輸入勞工資料報表」） With imported worker(s) in employ / unused quotas (Please complete Appendix 4 "Information of Imported Workers")
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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 <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	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 : _____.
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- ☐ 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)

☐ <u>不需輪班工作</u> 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)	☐ <u>需輪班工作</u> 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)
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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.

「補充勞工優化計劃」— 所需文件清單及遞交申請方法

Enhanced Supplementary Labour Scheme (ESLS) — Documents Checklist and Means of Application

- 遞交「補充勞工優化計劃」的申請前，請確保已填妥或備妥以下文件。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。Before submitting an application under ESLS, please ensure the following documents are duly completed or prepared. 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.

- 請在下表的合適空格加上“✓”號以示已遞交的文件。

Please put a “✓” in appropriate boxes of the below table for documents submitted.

□(1)	「補充勞工優化計劃」常見職位申請表（表格 ESLS-1A） ESLS Application Form for Common Posts (Form ESLS-1A) 或 or 「補充勞工優化計劃」非常見職位申請表（表格 ESLS-1B） ESLS Application Form for Non-Common Posts (Form ESLS-1B) （註：申請表必須由獨資經營者／董事／獲授權合夥人簽署及申請者蓋印 Note: The application form must be signed by sole proprietor / director / authorised partner with the applicant's chop）
□(2)	商業登記證（分行號碼為「000」）副本（如適用） Copy of the Business Registration Certificate (BRC) (with branch number “000”) (if applicable)
□(3)	載列包括獨資經營者／所有合夥人資料的<u>最新</u>「商業登記冊內的資料的摘錄的核證本」副本（如適用） Copy of the latest “Certified Extracts of Information on the Business Register” showing information of the sole proprietor / all partners (if applicable) （註：上述核證本的發出日期必須為遞交是次申請日期前3個月內 Note: The issue date of the above certified document must be within 3 months preceding the date of submission of the application）
□(4)	有限公司／法團註冊證明書副本（如適用） Copy of the Certificate of Incorporation / registration documents (if applicable)
□(5)	申請者地址證明（如適用） Proof(s) of the applicant's address (if applicable)
□(6)	補充資料聲明書（只適用於獨資經營或合夥業務）（<u>附頁一</u>）（如適用） Declaration of Supplementary Information (Only Applicable to Sole Proprietorship or Partnership) (Appendix 1) (if applicable)
□(7)	全職本地僱員資料報表（<u>附頁二</u> 或 <u>附頁二甲</u>） Information of Full-time Local Employees (Appendix 2 or Appendix 2A) （註：如 (i) 申請涉及餐飲相關（即出品部及／或樓面部）職位，或 (ii) 申請者以往曾獲批相關職位的輸入勞工配額，而正聘用相關輸入勞工／輸入勞工尚未抵港／持有未使用的有效配額，請填寫附頁二甲。 Note: If (i) the application involves catering-related (i.e. production section and / or table service section) post(s), or (ii) the applicant has been previously granted imported worker quota(s) for the above post(s), with relevant imported worker(s) in employ / imported worker(s) yet to arrive in Hong Kong / valid quota(s) not yet used, please complete Appendix 2A.）
□(8)	委任第三方公司處理申請 — 授權及聲明書（<u>附頁三甲</u>）（如適用） Appointment of Third-party Company for Handling Application – Authorisation and Declaration Form (Appendix 3A) (if applicable)
□(9)	授權書（申請者員工）（<u>附頁三乙</u>）（如適用） Authorisation Letter (Applicant's Staff Member) (Appendix 3B) (if applicable)
□(10)	輸入勞工資料報表（<u>附頁四</u>）（如適用） Information of Imported Workers (Appendix 4) (if applicable)
□(11)	輸入勞工的理據（<u>附頁五</u>） Justifications for Labour Importation (Appendix 5)
□(12)	輸入勞工工作地點安排（<u>附頁六</u>）（如適用） Workplace Arrangements for Imported Workers (Appendix 6) (if applicable) （註：必須一併提交<u>附頁六</u>要求的工作地點證明（即相關商業／分行登記證副本或已承辦的服務合約副本） Note: Must submit together with the workplace proofs required in Appendix 6 (i.e. copies of the relevant BRC / branch registration certificate(s) or awarded service contract(s)）
□(13)	申請者確認書（<u>附頁七</u>） Applicant's Confirmation Letter (Appendix 7)

- 請將申請文件交付「補充勞工優化計劃」申請辦事處，地址如下：

Please submit the application documents to the Application Office of ESLS at the following address:

九龍長沙灣道 303 號

長沙灣政府合署 9 樓 929 室

勞工處補充勞工科

Supplementary Labour Division, Labour Department

Room 929, 9/F Cheung Sha Wan Government Offices

303 Cheung Sha Wan Road, Kowloon

- 查詢熱線及電郵 Enquiry Hotline and Email : 2150 6363 / sld-hq@labour.gov.hk

- 如有需要，請自行複印申請表及所提交的文件，以供存照。

If necessary, please make copies of relevant ESLS Application Form and the documents submitted for record.

「補充勞工優化計劃」— 補充資料聲明書
Enhanced Supplementary Labour Scheme (ESLS) - Declaration of Supplementary Information
(只適用於獨資經營或合夥業務) (Only Applicable to Sole Proprietorship or Partnership)

甲部：申請者資料 Part A: Applicant's Particulars			
申請者名稱 Name of Applicant	(中文)	(English)	
商業登記號碼 Business Registration No.			
乙部：獨資經營者／所有合夥人*資料 Part B: Particulars of Sole Proprietor/All Partners*			
中文姓名 Chinese Name	英文姓名 English Name	香港身份證號碼 Hong Kong Identity Card No.	住址（只適用於豁免申領商業登記證的申請者） [#] Home Address (Only applicable to applicants exempted from obtaining Business Registration Certificate) [#]
注意: 有關勞工處收集個人／申請者資料的目的，請參閱有關「補充勞工優化計劃」申請表的第 1 部分。 Note: Please refer to Part 1 of the ESLS application form for the purposes of collection of personal / the applicant's data.			
[#] 本處需與獲准根據「補充勞工優化計劃」輸入勞工的申請者聯絡，確保輸入勞工獲得香港法例及「補充勞工優化計劃」的保障。因此，如屬豁免申領商業登記證的申請者，請於此欄填上獨資經營者／所有合夥人的住址，以作日後的通訊用途。 The Labour Department (LD) has to contact the applicant granted with approvals to import workers under ESLS to ensure that the imported workers enjoy the protection under the Hong Kong laws and ESLS. If the applicant is exempted from obtaining Business Registration Certificate, please fill in the home address(es) of the sole proprietor / all partners for future communication purposes.			
丙部：獲授權合夥人（只適用於合夥業務） Part C: Authorised Partner(s) (Only Applicable to Partnership Firms)			
下述合夥人獲授權處理本「補充勞工優化計劃」申請的一切事宜。 The following partner(s) is / are authorised to handle all matters relevant to this application under ESLS.			
獲授權合夥人姓名 Name of Authorised Partner(s) _____			

丁部：聲明及授權 Part D: Declaration and Authorisation

- ☐ 本人／我們確認就此宗「補充勞工優化計劃」申請提交的所有資料均屬真確完備且為最新。本人／我們明白勞工處會按已提交的資料審批是次申請；除非本人／我們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。如上述資料必須有所更改，本人／我們會盡快主動通知勞工處補充勞工科。

I/We declare that all information provided in this ESLS application is true, complete and up-to-date. I/We understand that LD will process this application based on the information submitted. Unless I/we have sufficient and reasonable grounds, LD will not accept request(s) for amendments of the information already submitted. Should changes be necessary, I/we shall take the initiative to notify the Supplementary Labour Division of LD as soon as possible.

- ☐ 本人／我們同意勞工處在審理本申請、執行「補充勞工優化計劃」的規定、協助香港市民找尋就業及培訓機會及收到相關決策局及政府部門就審批其他輸入勞工計劃的申請提出有關要求時，轉交本人／我們的個人資料予勞工處其他科別、入境事務處、相關決策局和政府部門、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；並授權上述決策局和政府部門向勞工處提供本人／我們的個人資料（包括相關的不良及定罪紀錄），以確定本申請符合「補充勞工優化計劃」的規定。

I/We give my/our consent to LD to transfer my/our personal data to other LD divisions, the Immigration Department, relevant policy bureaux and government departments, the Labour Advisory Board, the Employees Retraining Board or other training bodies, and the labour organisations in the course of processing this application, enforcing the terms and conditions of ESLS, assisting the Hong Kong people to identify employment and training opportunities and handling requests from relevant policy bureaux and government departments for processing applications under other labour importation schemes; and authorise the aforementioned policy bureaux / government departments to disclose my/our personal data (including relevant adverse and conviction records) to LD for ensuring the compliance of this application with the ESLS requirements.

獨資經營者 Sole Proprietor

獨資經營者姓名 Name of sole proprietor _____ 簽署 Signature _____

合夥業務 Partnership Firm

除確認上述聲明及授權外，所有合夥人須在本部分簽署，以確認自己為上述業務的合夥人，並授權丙部的合夥人處理此宗「補充勞工優化計劃」申請的一切事宜。

In addition to confirming the above declaration and authorisation, all partners are required to sign this part to confirm being a partner of the above firm and to authorise the partner(s) in Part C to handle all matters relevant to this application under ESLS.

- | | | |
|-----|-----------------------------|--------------------|
| (1) | 合夥人姓名 Name of partner _____ | 簽署 Signature _____ |
| (2) | 合夥人姓名 Name of partner _____ | 簽署 Signature _____ |
| (3) | 合夥人姓名 Name of partner _____ | 簽署 Signature _____ |
| (4) | 合夥人姓名 Name of partner _____ | 簽署 Signature _____ |
| (5) | 合夥人姓名 Name of partner _____ | 簽署 Signature _____ |

申請者蓋印 Applicant's chop :

日期 Date :

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

☐ 請在空格內加上“✓”號。 Please put “✓” in the boxes.

(Rev. 09/2026)

如 (i) 申請涉及餐飲相關（即出品部及／或樓面部）職位，或 (ii) 申請者以往曾獲批上述職位的輸入勞工配額，而正聘用相關輸入勞工／輸入勞工尚未抵港／持有未使用的有效配額，請改為填寫附頁二甲。

If (i) the application involves catering-related (i.e. production section and / or table service section) post(s), or (ii) the applicant has been previously granted imported worker quota(s) for the above post(s), with relevant imported worker(s) in employ / imported worker(s) yet to arrive in Hong Kong / valid quota(s) not yet used, please complete Appendix 2A instead.

「補充勞工優化計劃」— 全職本地僱員資料報表 Enhanced Supplementary Labour Scheme (ESLS) – Information of Full-time Local Employees

申請者名稱 Name of Applicant : _____

以下為截至_____年____月____日（不得早於此附頁簽署日期前一個月的最後一天）的資料[^]：

Below is information as at _____ (dd/mm/yyyy) (no earlier than the last day of the month preceding the signature date of this appendix) [^]:

全職本地僱員總人數（包括總公司及所有分店的所有工種）：_____

Total Number of Full-time Local Employees (including **all job types of the head office and all branches**) : _____

如申請者未能符合全職本地僱員與輸入勞工的人手比例要求（即「2:1」或「3:1」（適用於餐飲相關（出品部及樓面部）職位）），並有意申請以 1:1 計算全職本地殘疾僱員與輸入勞工的人手比例，請填寫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全職本地殘疾僱員總人數（包括總公司及所有分店的所有工種）：_____

If the applicant cannot fulfil the manning ratio requirement of full-time local employees to imported workers (i.e. “2:1” or “3:1” (for catering-related (production section and table service section) posts)), and wishes to adopt the 1:1 manning ratio of full-time local employees with disabilities to imported workers, please fill in the Total Number of Full-time Local Employees with Disabilities in receipt of Normal Disability Allowance or Higher Disability Allowance from the Social Welfare Department (including **all job types of the head office and all branches**) : _____

職務與申請職位相同的全職本地僱員人數 Number of Full-time Local Employees with Same Duties as Those of the Applied Post(s):

申請職位 Applied post(s)	職務相同的全職本地僱員人數（包括總公司及所有分店） Number of full-time local employees with same duties as those of the applied post(s) (including the head office and all branches)

注意事項 Remarks

申請者填報的全職本地僱員數目，必須符合以下定義：

本計劃的本地僱員與輸入勞工的比例是以全職本地僱員計算，而全職本地僱員是指申請者直接僱用而每周總工作時數不少於 35 小時的所有本地僱員，不包括兼職僱員、向申請者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人（不論是否受薪）或有限公司的非受薪董事。

Under ESLS, the ratio of local employees to imported workers is calculated on basis of full-time local employees. **Full-time local employees refer to all local employees who are directly employed by the applicant 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 applicant. 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**.

簽署此部分後，即表示本人／申請者 By signing this Part, I / the applicant :

- (i) 明白勞工處或會要求申請者提交個別或所有全職本地僱員的詳細資料及相關證明文件（例如強制性公積金供款紀錄、工資紀錄、僱傭合約等）；
understand(s) that the Labour Department (LD) may require the applicant to submit detailed information about individual or all full-time local employees and the relevant supporting documents (such as contribution records for the Mandatory Provident Fund, wage records, employment contracts, etc.);

- (ii) 明白申請者須確保此附頁提交的資料真確完備且為最新。勞工處會按上述資料審批是次申請，不會接納申請者於遞交此附頁後要求增加全職本地僱員的人數；
understand(s) that the applicant must ensure the information submitted in this appendix is true, complete and up-to-date. LD will process this application based on the above information, and will not accept the applicant's request(s) for increasing the number of full-time local employees after submission of this appendix;
- (iii) 明白並同意申請者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全職本地僱員與現職輸入勞工的人手比例要求，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（詳見「補充勞工優化計劃」申請表第2部分）；及
understand(s) and agree(s) that the applicant must ensure that it continues to comply at all times with the manning ratio requirements of full-time local employees to imported workers in employ as 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 (details at Part 2 of ESLS application form); and
- (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、完全明白及同意有關「補充勞工優化計劃」申請表第1部分第4段。
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 the ESLS application form before providing their personal data.

獨資經營者／董事／獲授權合夥人／獲授權員工[#] 姓名（請以正楷填寫）

Name of sole proprietor / director /

authorised partner / authorised staff member[#] (in block letters) : _____

簽署 Signature : _____

日期 Date : _____

申請者蓋印

Applicant's chop



[^] 例如：如此附頁於2026年2月15日簽署，所提供的資料須反映不早於2026年1月31日的情況。

For example, if this appendix is signed on 15 February 2026, the information provided therein must reflect the position no earlier than 31 January 2026.

[#] 請刪去不適用者。

Please delete as appropriate.

如頁面不敷應用，請自行影印，並須在每頁簽署及蓋印。

If there is insufficient space, please make copies of this page, with each page signed and stamped.

如 (i) 申請涉及餐飲相關（即出品部及／或樓面部）職位，或 (ii) 申請者以往曾獲批上述職位的輸入勞工配額，而正聘用相關輸入勞工／輸入勞工尚未抵港／持有未使用的有效配額，申請者須填寫本附頁。

The applicant must fill in this Appendix if

- (i) the application involves catering-related (i.e. production section and / or table service section) post(s), or
(ii) the applicant has been previously granted imported worker quota(s) for the above post(s), with relevant imported worker(s) in employ / imported worker(s) yet to arrive in Hong Kong / valid quota(s) not yet used.

「補充勞工優化計劃」— 全職本地僱員資料報表
(餐飲相關（即出品部及／或樓面部）職位)^{註(1)}

**Enhanced Supplementary Labour Scheme (ESLS) – Information of Full-time Local Employees
(Catering-related (i.e. Production Section and / or Table Service Section) Post(s))^{Note (1)}**

申請者名稱 Name of Applicant : _____

以下為截至_____年____月____日（不得早於此附頁簽署日期前一個月的最後一天）的資料[^]：

Below is information as at _____ (dd/mm/yyyy) (no earlier than the last day of the month preceding the signature date of this appendix) [^]:

請先參閱後頁的注意事項，再填寫以下資料 Please read the remarks on the next page before filling in the following information

申請者直接僱用的全職本地僱員總人數（包括總公司及所有分店的所有工種）為_____人^{註(2)}（即下表 (A)、(B) 及 (C) 總和），當中各個職位的人數見下表：

The total number of full-time local employees (including all job types of the head office and all branches) employed by the applicant is _____^{Note (2)} (i.e. sum of (A), (B) and (C) in the below table), with the breakdown by posts listed in the below table:

出品部 Production Section (PS)		樓面部 Table Service Section (TSS)		其他職位 Other Posts	
職位 Post(s) (請填寫出品部所有職位 Please fill in all PS post(s))	全職 本地僱員人數 No. of Full-time Local Employees	職位 Post(s) (請填寫樓面部所有職位 Please fill in all TSS post(s))	全職 本地僱員人數 No. of Full-time Local Employees	申請職位 Applied Post(s) (只需填寫申請職位 Please fill in Applied Post(s) only)	全職 本地僱員人數 No. of Full-time Local Employees
例如：二廚 E.g. : No.2 Cook		例如：侍應生 E.g. : Waiter / Waitress		例如：洗碗員 E.g. : Dish Washer	
1.		1.		1.	
2.		2.		2.	
3.		3.		3.	
4.		4.		4.	
5.		5.		5.	
6.		6.		申請職位以外的 其他職位 Post(s) Other than the Applied Post(s)	
7.		7.			
8.		8.			
9.		9.			
10.		10.			
(A) 總數 Total		(B) 總數 Total		(C) 總數 Total	

如有意申請以 1:1 計算全職本地殘疾僱員與輸入勞工的人手比例（詳見備註 (3)），請提供以下資料：

Please provide the following figure(s) if the applicant wishes to adopt the 1:1 manning ratio of full-time local employees with disabilities to imported workers (please refer to Note (3) for details) :

「(A) 總數」包括的 全職本地殘疾僱員人數： No. of Full-time Local Employees with Disabilities Included in “(A) Total”:		「(B) 總數」包括的 全職本地殘疾僱員人數： No. of Full-time Local Employees with Disabilities Included in “(B) Total”:		「(C) 總數」包括的 全職本地殘疾僱員人數： No. of Full-time Local Employees with Disabilities Included in “(C) Total”:	
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備註 Notes :

- (1) 申請者須按本計劃下的「餐飲相關職位列表」(見以下網址), 將全職本地僱員歸類並在上表填寫有關僱員人數。
The applicant must classify their full-time local employees in accordance with the “List of Catering-related Posts” under ESLS (see the below weblink) and fill in the number of relevant employees in the above table.
https://www.labour.gov.hk/common/public/pdf/sld/ESLS_Catering-related_Posts.pdf
- (2) 申請者填報的全職本地僱員數目, 必須符合以下定義: 本計劃的本地僱員與輸入勞工的比例是以全職本地僱員計算, 而全職本地僱員是指申請者直接僱用而每周總工作時數不少於 35 小時的所有本地僱員, 不包括兼職僱員、向申請者提供服務的外判商員工或自僱人士, 亦不包括獨自經營者/合夥人及與其同住的家人 (不論是否受薪) 或有限公司的非受薪董事。
Under ESLS, the ratio of local employees to imported workers is calculated on basis of full-time local employees. Full-time local employees refer to all local employees who are directly employed by the applicant 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 applicant. 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.
- (3) 如申請者未能符合全職本地僱員與輸入勞工的人手比例要求 (即「2:1」或「3:1」(適用於餐飲相關 (出品部及樓面部) 職位)), 並有意申請以 1:1 計算全職本地殘疾僱員與輸入勞工的人手比例, 請在上表填寫「全職本地殘疾僱員人數」。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。
If the applicant cannot fulfil the manning ratio requirement of full-time local employees to imported workers (i.e. “2:1” or “3:1” (for catering-related (production section and table service section) posts)), and wishes to adopt the 1:1 manning ratio of full-time local employees with disabilities to imported workers, please fill in the “Number of Full-time Local Employees with Disabilities” in the above table. Employees with disabilities refer to employees receiving the Normal Disability Allowance or Higher Disability Allowance from the Social Welfare Department.

簽署此部分後, 即表示本人/申請者 By signing this Part, I / the applicant :

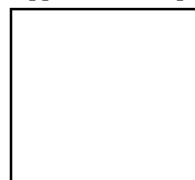
- (i) 明白勞工處或會要求申請者提交個別或所有全職本地僱員的詳細資料及相關證明文件 (例如強制性公積金供款紀錄、工資紀錄、僱傭合約等);
understand(s) that the Labour Department (LD) may require the applicant to submit detailed information about individual or all full-time local employees and the relevant supporting documents (such as contribution records for the Mandatory Provident Fund, wage records, employment contracts, etc.);
- (ii) 明白申請者須確保此附頁提交的資料真確完備且為最新。勞工處會按上述資料審批是次申請, 不會接納申請者於遞交此附頁後要求增加全職本地僱員的人數;
understand(s) that the applicant must ensure the information submitted in this appendix is true, complete and up-to-date. LD will process this application based on the above information, and will not accept the applicant's request(s) for increasing the number of full-time local employees after submission of this appendix;
- (iii) 明白並同意申請者 (a) 須持續符合 2 : 1 的「全職本地僱員與現職輸入勞工的人手比例要求」(下稱「人手比例要求」); 並 (b) 就輸入餐飲相關職位的勞工, 須確保指定部門持續符合 3 : 1 的人手比例要求 (見上述「餐飲相關職位列表」);
understand(s) and agree(s) that the applicant (a) must fulfil the “manning ratio requirement of full-time local employees to imported workers in employ” (hereafter the “manning ratio requirement”) of 2 : 1 on a continuous basis, while (b) for importing workers for the catering-related posts (see the abovementioned “List of Catering-related Posts”), ensuring that the specified section(s) complies with the manning ratio requirement of 3 : 1 in on a continuous basis;
- (iv) 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 (詳見「補充勞工優化計劃」申請表第 2 部分); 及
must ensure that the applicant 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 the applicant fails to meet the above manning ratio requirement(s) or displaces local worker(s) with imported worker(s), LD will consider imposing administrative sanction on the applicant (details at Part 2 of ESLS application form); and
- (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、完全明白及同意有關「補充勞工優化計劃」申請表第 1 部分第 4 段。
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 the ESLS application form before providing their personal data.

獨資經營者/董事/獲授權合夥人/獲授權員工# 姓名 (請以正楷填寫)

Name of sole proprietor / director /

authorised partner / authorised staff member # (in block letters) : _____

申請者蓋印
Applicant's chop



簽署 Signature : _____

日期 Date : _____

^ 例如: 如此附頁於 2026 年 2 月 15 日簽署, 所提供的資料須反映不早於 2026 年 1 月 31 日的情況。

For example, if this appendix is signed on 15 February 2026, the information provided therein must reflect the position no earlier than 31 January 2026.

請刪去不適用者。Please delete as appropriate.

如頁面不敷應用, 請自行影印, 並須在每頁簽署及蓋印。

If there is insufficient space, please make copies of this page, with each page signed and stamped.

「補充勞工優化計劃」

Enhanced Supplementary Labour Scheme (ESLS)

委任第三方公司處理申請 — 授權及聲明書

Appointment of Third-party Company for Handling Application – Authorisation and Declaration Form

第一部分：申請者授權及聲明 Part 1 : Applicant's Authorisation and Declaration

申請者名稱 Name of Applicant : _____

本人為上述申請者的 *獨資經營者/董事/獲授權合夥人，現授權以下**第三方公司**（以該公司指派的下列職員為代表）〔下稱「**第三方公司代表**」〕遞交及處理此宗「補充勞工優化計劃」（優化計劃）申請：

I am the *sole proprietor / director / authorised partner of the above applicant and hereby authorise the following **third-party company** (as represented by the staff member(s) below assigned by that company [hereinafter the “**Third-Party Company Representative(s)**”]) to submit and handle this application under ESLS:

第三方公司名稱⁽¹⁾ Name of the third-party company⁽¹⁾: _____

上述第三方公司的商業登記號碼 Business registration number of the above third-party company :

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姓名 [#] Name [#]	☐ 女士 Ms ☐ 先生 Mr	本地電話號碼 ⁽²⁾ Local Tel. No. ⁽²⁾	
職銜 Job Title		電郵 ⁽²⁾ Email ⁽²⁾	
身份證明文件 Identification document	類別 Type	☐ 香港身份證 Hong Kong Identity Card；或 ☐ 其他 Others（請註明類別及簽發地 please specify the type and place of issue）：	
	號碼 Number		

姓名 [#] Name [#]	☐ 女士 Ms ☐ 先生 Mr	本地電話號碼 ⁽²⁾ Local Tel. No. ⁽²⁾	
職銜 Job Title		電郵 ⁽²⁾ Email ⁽²⁾	
身份證明文件 Identification document	類別 Type	☐ 香港身份證 Hong Kong Identity Card 或 ☐ 其他 Others（請註明類別及簽發地 please specify the type and place of issue）：	
	號碼 Number		

☐ 本人明白所有與是次申請相關的文件均須由本人或獲授權的申請者員工（如有）簽署，不可由第三方公司代表代為簽署。I understand that all documents relevant to this application must be signed by me or the authorised staff member(s) of the applicant (if any). The Third-Party Company Representative(s) is/are not allowed to sign on behalf of the applicant.

☐ 本人明白作出上述授權後，所有經由第三方公司代表提交的資料，皆會被勞工處視為申請者的回覆，以審批是次申請；本人承諾會監督第三方公司處理此宗申請，確保其提交的資料真確完備，並符合優化計劃的規定。I understand that upon granting the above authorisation, all information submitted through the Third-Party Company Representative(s) will be regarded by the Labour Department (LD) as the applicant's replies for the vetting of this application. I undertake to monitor the third-party company's handling of this application to ensure that the information it submits is true and complete, and that it will comply with the ESLS requirements.

姓名[#]（請以正楷填寫）
Name[#] (in block letters) : _____ ☐ 女士 Ms
☐ 先生 Mr

身份證明文件類別 Identification document type : *香港身份證 Hong Kong Identity Card / 其他 Others
 （請註明類別及簽發地 please specify the type and place of issue）：_____

身份證明文件號碼 Identification document number : _____

簽署 Signature : _____ 日期 Date : _____

申請者蓋印
Applicant's chop

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- (1) 優化計劃不接受申請者授權朋友／親戚處理申請。如申請者沒有恰當填寫第三方公司的名稱、商業登記號碼或第三方公司代表的資料，有關授權將會作廢。ESLS does not accept the applicant's authorisation for friends and relatives to handle the application. If the applicant fails to properly fill in the company name, business registration number of the third-party company or the details of the Third-Party Company Representative(s), such authorisation will become void.
- (2) 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。LD may not be able to process this application if no email or local telephone number is provided.

第二部分：第三方公司聲明 Part 2 : Third-party Company's Declaration

(由本附頁第一部分填報的第三方公司的獨資經營者／董事／合夥人填寫及簽署)

To be completed and signed by the sole proprietor / director / partner of the third-party company stated in Part 1 of this appendix)

本公司 Our company

- ☐ (1) 確認已接受上述申請者的委任，以協助其遞交及處理此宗優化計劃申請；confirms that we have accepted the appointment by the above applicant to assist with the submission and handling of this ESLS application;
- ☐ (2) 已附上本公司的商業登記證副本，並確認已持有合法經營相關業務所需的牌照、許可證等；has submitted a copy of our business registration certificate and confirms that we hold valid licenses, permits etc., required for the lawful conduct of the relevant business;
- ☐ (3) 確認第三方公司代表為本公司指派負責處理此宗優化計劃申請的職員，上述填報的職員資料皆為正確；知悉勞工處一般只會聯絡申請者或第三方公司代表（而非第三方公司的其他職員），如第三方公司代表離職，本公司會盡快主動通知申請者及勞工處，以終止或更改上述授權；confirms that the Third-Party Company Representative(s) is/are the staff member(s) assigned by our company to handle this ESLS application, and the staff information provided above is correct; understands that LD normally contacts only the applicant or the Third-Party Company Representative(s) (rather than other staff members of the third-party company); should the Third-Party Company Representative(s) leave our company, we shall take the initiative to notify the applicant and LD as soon as possible in order to terminate or vary the above authorisation;
- ☐ (4) 承諾會密切監察並為本公司及本公司職員處理此宗申請時的一切作為和行為負責及承擔可能引致的相關法律責任（不論有關職員及後是否離職）；undertakes to closely supervise and to take responsibility for all acts and conducts of our company and our staff in handling this application, and to bear any related legal liability that may arise therefrom (irrespective of whether the staff member(s) subsequently leave(s) the company);
- ☐ (5) 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、完全明白及同意優化計劃申請表第 1 部分第 4 段；並同意勞工處在有需要時將本公司及本公司職員的資料轉交勞工處其他科別、相關決策局及政府部門，以處理根據優化計劃提出的申請或執行計劃的規定；confirms 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 the ESLS application form before providing their personal data; and agrees to the transfer of data of our company and our staff to other divisions of LD, relevant policy bureaux and government departments when necessary for the purposes of processing ESLS applications or enforcing the terms and conditions of ESLS;
- ☐ (6) 承諾在協助上述申請者處理此宗優化計劃申請時，本公司會遵守優化計劃申請表第 2 部分列明的法例及規定；及 undertakes to comply with the laws and requirements listed in Part 2 of the ESLS application form when assisting the above applicant with this ESLS application; and
- ☐ (7) 明白如申請者違反相關法例或規定，此宗申請會遭拒絕，勞工處會考慮對申請者施加行政制裁並公布其身分。如有關違規牽涉本公司或第三方公司代表，勞工處亦會考慮公布本公司名稱，包括但不限於以新聞公報的形式發布、在優化計劃專題網頁或勞工處的其他網頁上展示等。understands if the applicant breaches the relevant law(s) or requirement(s), this application will be refused. LD will consider imposing administrative sanction on the applicant and publishing its identity. If the breach(es) involves our company or the Third-Party Company Representative(s), LD will also consider publishing the name of our company through, including but not limited to issuing press release, displaying it on the dedicated webpage of ESLS and any other webpages of LD, etc.

姓名#（請以正楷填寫）

Name # (in block letters) :

☐ 女士 Ms

☐ 先生 Mr

第三方公司蓋印
Third-party
company's chop

職位 Position : *獨資經營者 Sole proprietor / 董事 Director / 合夥人 Partner

第三方公司名稱

Name of the Third-party Company :

職業介紹所牌照號碼（如有）

Employment Agency Licence No. (if any) :

簽署 Signature :

日期 Date :

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

☐ 請在適當的空格內加上“✓”號。Please put a “✓” in the appropriate boxes.

請填寫身份證明文件上顯示的姓名。Please fill in the name shown on the identification document.

申請者如擬委任第三方公司處理申請，雙方必須填妥此表格，否則本處不會受理經由第三方公司處理的申請。
Applicant who intends to appoint a third-party company to handle the application must arrange to complete this form by the two parties. Otherwise, LD will not process the application handled by the third-party company.

「補充勞工優化計劃」— 授權書（申請者員工）
Enhanced Supplementary Labour Scheme (ESLS) —
Authorisation Letter (Applicant's Staff Member)

本人為_____（申請者名稱（即業務／法團名稱））
的 *獨資經營者／董事／獲授權合夥人，現授權以下申請者員工遞交及處理此宗「補充勞工優化計劃」申請：

I am the *sole proprietor / director / authorised partner of _____
(Name of Applicant (i.e. the name of business/ corporation)) and

hereby authorise the following **staff member(s) of the applicant** to submit and handle this application under ESLS:

姓名 ⁽¹⁾ Name ⁽¹⁾	☐ 女士 Ms ☐ 先生 Mr	本地電話號碼 ⁽²⁾ Local Tel. No. ⁽²⁾	
職銜 Job Title		電郵 ⁽²⁾ Email ⁽²⁾	
身份證明文件 Identification document	類別 Type	☐ 香港身份證 Hong Kong Identity Card；或 ☐ 其他 Others（請註明類別及簽發地 please specify the type and place of issue）：	
	號碼 Number		

姓名 ⁽¹⁾ Name ⁽¹⁾	☐ 女士 Ms ☐ 先生 Mr	本地電話號碼 ⁽²⁾ Local Tel. No. ⁽²⁾	
職銜 Job Title		電郵 ⁽²⁾ Email ⁽²⁾	
身份證明文件 Identification document	類別 Type	☐ 香港身份證 Hong Kong Identity Card；或 ☐ 其他 Others（請註明類別及簽發地 please specify the type and place of issue）：	
	號碼 Number		

☐ 本人確認上述人士為申請者直接聘用的員工，所提交的資料皆屬該員工的聯絡資料。本人明白如申請者以第三方公司的資料充當申請者員工的資料，勞工處會即時拒絕是次申請。I confirm that **the above person(s) is/are employee(s) directly employed by the applicant and the information submitted pertains to the concerned employee(s)' contact details**. I understand that if the applicant has provided information of a third-party company in place of the applicant's staff member(s)' details, the Labour Department (LD) will refuse this application **immediately**.

☐ 本人明白作出上述授權後，所有經由獲授權的申請者員工提交的資料，皆會被勞工處視為申請者的回覆，以審批是次申請。本人承諾會監督申請者員工處理此宗申請，確保其提交的資料真確完備，並符合優化計劃的規定。I understand that upon granting the above authorisation, all information submitted through the authorised staff member(s) of the applicant will be regarded by LD as the applicant's replies for the vetting of this application. I undertake to supervise the staff member(s) of the applicant in handling this application to ensure the information they submit is true and complete, and that it will comply with the ESLS requirements.

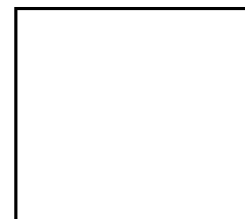
姓名⁽¹⁾（請以正楷填寫）
Name⁽¹⁾ (in block letters) : _____
☐ 女士 Ms
☐ 先生 Mr

身份證明文件類別 Identification document type : *香港身份證 Hong Kong Identity Card / 其他 Others
（請註明類別及簽發地 please specify the type and place of issue）：_____

身份證明文件號碼 Identification document number : _____

簽署 Signature : _____ 日期 Date : _____

申請者蓋印
Applicant's chop



(1) 請填寫身份證明文件上顯示的姓名。Please fill in the name shown on the identification document.

(2) 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。LD may not be able to process this application if no email or local telephone number is provided.

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

☐ 請在空格內加上“✓”號。Please put a “✓” in the boxes.

「補充勞工優化計劃」— 輸入勞工資料報表
Enhanced Supplementary Labour Scheme (ESLS) — Information of Imported Workers

申請者名稱 Name of Applicant : _____

申請者須於此附頁填報經「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所有勞工的資料。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」。總公司及所有分店的所有輸入勞工均須包括在內。The applicant shall report in this appendix the information of all workers imported under the Supplementary Labour Scheme (SLS) / 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”. **All imported workers in the head office and all branches** must be included.

1. 現職輸入勞工總數（包括替補輸入勞工）Total number of imported workers in employ (including replacement(s) for the original imported workers) : _____

請按(i)的順序填寫下表。Please complete the following table in the order of (i).

	(i) 「補充勞工計劃」／「補充勞工優化計劃」 原則性批准通知書檔案編號 SLS / ESLS Case Reference on Approval-in-principle Notification Letter (“AIP Letter”) (如屬其他輸入勞工計劃的輸入勞工，請於此欄註明計劃名稱 For workers imported under other labour importation schemes, please specify the scheme name in this column)	(ii) 職位名稱 Post Title	(iii) 輸入勞工姓名 Name of Imported Worker	(iv) 合約開始日期 Start Date of Employment Contract			(v) 合約完結日期 Expiry Date of Employment Contract			(vi) 如職位為續約配額申請的職位，請加上“✓”號 Please put a “✓” for post(s) for which renewal quota(s) is sought
				年 Year	月 Month	日 Day	年 Year	月 Month	日 Day	
1.										☐
2.										☐
3.										☐
4.										☐
5.										☐
6.										☐
7.										☐
8.										☐
9.										☐
10.										☐

2. 未抵港的輸入勞工（包括替補輸入勞工）及未使用的有效配額總數

Total number of imported workers yet to arrive in Hong Kong (including replacement(s) for imported workers) and valid quotas not yet used :

請按(i)的順序填寫下表。Please complete the following table in the order of (i).

	(i) 「補充勞工計劃」／「補充勞工優化計劃」原則性批准通知書檔案編號 SLS / ESLS Case Reference on AIP Letter (如屬其他輸入勞工計劃的輸入勞工，請於此欄註明計劃名稱 For workers imported under other labour importation schemes, please specify the scheme name in this column)	(ii) 職位名稱 Post Title	(iii) 輸入勞工人數 No. of Imported Workers	(iv) 合約期 (月) Employment Period (months)	(v) 如職位為續約配額申請的職 位，請加上“✓”號 Please put a “✓” for post(s) for which renewal quota(s) is sought
1.					☐
2.					☐
3.					☐

3. 其他資料（如適用）

Other information (if applicable)

如申請者經營的院舍曾獲批「院舍輸入護理員特別計劃」配額，須提供以下資料 For applicant operating residential care home(s) with quota(s) granted under the “Special Scheme to Import Care Workers for Residential Care Homes”, please provide the following information :

- 院舍類別 Type of residential care home : ☐ 安老院 Residential Care Home for the Elderly ☐ 護養院 Nursing Home
☐ 殘疾人士院舍 Residential Care Home for Persons with Disabilities
- 院舍營運模式 Operation mode of residential care home : ☐ 津助院舍 Subvented Home ☐ 合約院舍 Contract Home
☐ 私營院舍 Private Home ☐ 自負盈虧院舍 Self-financing Home
- 「院舍輸入護理員特別計劃」採用的「全職本地僱員：輸入護理員」人手比例要求 The manning ratio of “full-time local employee to imported care worker” adopted under the “Special Scheme to Import Care Workers for Residential Care Homes” : ☐ 1 : 1 ☐ 2 : 1

簽署此部分後，即表示本人／申請者：

By signing this Part, I / the applicant:

- (i) 明白勞工處或會要求本人／申請者提交個別或所有輸入勞工的詳細資料；及
understand(s) that the Labour Department may require me / the applicant to submit detailed information about individual or all imported workers; and
- (ii) 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、完全明白及同意有關「補充勞工優化計劃」申請表第 1 部分第 4 段。
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 the ESLS application form before providing their personal data.

獨資經營者／董事／獲授權合夥人／獲授權員工# 姓名（請以正楷填寫）

Name of sole proprietor/director/authorised partner/authorised staff member# (in block letters) : _____

簽署 Signature : _____ 日期 Date : _____

☐ 請在適當的空格內加上“✓”號。Please mark “✓” in the appropriate boxes.

請刪去不適用者。Please delete as appropriate.

如頁面不敷應用，請自行影印，並須在每頁簽署及蓋印。If there is insufficient space, please make copies of the relevant page, with each page signed and stamped.

申請者蓋印
Applicant's chop

(Rev. 09/2026)

「補充勞工優化計劃」— 輸入勞工的理據
Enhanced Supplementary Labour Scheme (ESLS) — Justifications for Labour Importation

申請者名稱 Name of Applicant : _____

1. 請詳細說明擬輸入勞工的所有工作地點所經營的業務，包括業務規模（例如分店數目、店舖面積）、所提供的產品及／或服務等 Please elaborate on the business operated at all the workplace(s) of workers to be imported, including the scale of operations (e.g. no. of branches, shop size), the products and/or services offered, etc.

業務 The business : _____

規模 The scale : _____

產品及／或服務 The products and/or services : _____

如上述業務與餐飲服務／飲食業相關，或申請者申請輸入相關職位，須填寫此部分 If the above business is relevant to the food and beverage service / catering sector, or the applicant is applying for the relevant post(s), this part must be completed :

- (i) 請註明主要業務類別 * Please specify the main business type(s) * :

☐ 餐館／餐廳 Restaurant ☐ 粥粉麵店 Congee / Noodle shop ☐ 茶餐廳 Hong Kong style tea cafe
☐ 快餐店 Fast food shop ☐ 小食店 Snack shop ☐ 外賣店 Takeaway shop ☐ 酒吧 Bar
☐ 咖啡店 Coffee shop ☐ 飲品店 Beverage shop ☐ 包餅／甜品店 Bakery / Dessert shop
☐ 聚會餐飲／到會服務 Event catering/catering service
☐ 食品製造 Food manufacturing (請註明食品類別 please specify the food category) : _____

☐ 其他 Others (請註明 please specify) : _____

- (ii) 請註明有關菜式（例如四川菜、法國菜、泰國菜等）（如適用） Please specify the cuisine(s) involved (e.g. Sichuan, French, Thai cuisines, etc.) (if applicable) : _____

2. 申請者經營上述業務是否須領有相關牌照／批准、許可證及／或豁免書 Is the applicant required to possess the relevant licences, permits and/or waivers for conducting the above business ?

☐ 不須 Not required

☐ 須領有以下牌照／批准／許可證／豁免書# The following licence(s) / permit(s) / waiver(s) # required (請註明類別 please specify the type) : _____

☐ 申請者確認持有合法經營上述業務所需的所有有效證明文件（包括上述牌照／批准／許可證／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。The applicant confirms that it/ he/ she possesses all valid supporting documents (including the above licences / permits / waivers) required for the lawful conduct of the above business, and undertakes 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.

3. 除上述業務外，申請者有否經營其他業務（不限於擬輸入勞工的工作地點） Apart from the above business, is the applicant operating other business(es) (not limited to workplace(s) of workers to be imported) ?

☐ 沒有 No

☐ 有，詳情如下 Yes, with details provided below :

業務 The business : _____

規模 The scale : _____

產品及／或服務 The products and/or services : _____

4. 曾嘗試通過以下途徑，招聘本地工人填補申請職位 *

Have made attempts to recruit local workers to fill the post(s) under application through the following channels*

☐ 網上招聘平台及／或本地報章 online recruitment platform(s) and / or local newspaper(s)

☐ 招聘會 job fairs

☐ 其他途徑 Other channels: _____

結果 Result : ☐ 聘得／☐ 未能聘得 – 足夠的合適本地工人

☐ Able / ☐ Unable – to recruit adequate number of suitable local workers

5. 曾嘗試通過以下途徑，訓練本地工人填補申請職位 *

Have made attempts to train up local workers to fill the post(s) under application through the following means *

☐ 在職培訓 On-the-job training

☐ 內部培訓課程 In-house training programme

☐ 安排現職本地員工轉任申請職位 Arrange existing staff to take up the applied post(s)

☐ 培訓機構舉辦的職業訓練課程 Vocational training course(s) organised by training bodies

☐ 其他 Others: _____

結果 Result : ☐ 培訓成效顯著 Training was effective

☐ 培訓成效未如理想 Training was ineffective

6. 請說明行業／公司人手不足的情況 *

Please explain the extent of insufficient manpower in your industry/company *

☐ 極少／沒有新人／入職或入行 Few / no new entrants join the company or the industry

☐ 業內員工陸續退休 Staff in the industry have been retiring one after another

☐ 現職員工流失量大 High turnover of existing staff

☐ 招聘成果不足應付業務的人手需要 Recruitment results fail to meet the manpower needs required for the business

☐ 其他 Others : _____

請詳細說明以上所選項目的情況 Please elaborate on the option(s) selected above:

7. 請說明人手不足對營運（例如：訂單量、客量、業務的規模等）的影響 *

Please illustrate the impact of insufficient manpower on the business operation (e.g. quantity of orders, volume of customers, scale of business, etc.) *

- ☐ 營運效率降低 Reduction in operation efficiency
- ☐ 倚賴兼職員工，加重管理困難 More management problems arising from reliance on part-time staff
- ☐ 影響公司出品質素 Affect the product quality of the company
- ☐ 顧客服務質素下降 Decline in customer service quality
- ☐ 未能應付現有訂單量／客量 Fail to handle existing orders / number of customers
- ☐ 業務規模需要縮減／未能擴充 Have to scale down / cannot expand the business
- ☐ 營業時間需要縮減／未能延長 Have to shorten / cannot extend the business hours
- ☐ 影響公司長遠發展 Affect the long term development of the company
- ☐ 其他 Others : _____

請詳細說明以上所選項目的情況 Please elaborate on the option(s) selected above:

8. 請說明人手不足對現職員工的影響 *

Please illustrate the impact of insufficient manpower on the existing staff *

- ☐ 須安排員工加班 Need to arrange the staff to work overtime
- ☐ 員工缺乏休息時間 Insufficient rest time for the staff
- ☐ 影響員工健康 Affect the staff's health
- ☐ 影響員工家庭生活 Affect the staff's family life
- ☐ 員工士氣低落 Low staff morale
- ☐ 加劇員工流失 Increase staff turnover
- ☐ 其他 Others : _____

請詳細說明以上所選項目的情況 Please elaborate on the option(s) selected above:

本頁只供填寫兩個申請職位，如申請的職位多於兩個，請影印本頁以供填寫，並需在每張影印頁上簽署。
This page is for two applied posts only. For more than two applied posts, please photocopy this page for use and sign on each photocopied sheet.

9. 所需輸入勞工數目的補充說明 Further Illustration of the Imported Worker(s) Required

申請職位名稱 Name of the applied post	(例子 Example) 清潔員 Cleaner		
(a) 考慮以下(c)所述的業務因素後，申請職位所需勞工總數 Total no. of workers required for the applied post, having considered the operational factor(s) mentioned in (c) below	5		
(b) 申請職位現有勞工總數 (即(i) + (ii)) Total no. of <u>existing</u> worker(s) for the applied post (i.e. (i) + (ii))	4		
(i) 現職全職本地僱員人數 ^{註1} No. of full-time local worker(s) in employ ^{Note 1}	2		
(ii) 現有輸入勞工數目 (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) ^{註2} No. of imported worker(s) (including (1) those in employ, (2) those yet to arrive in Hong Kong, and (3) valid quotas not yet used) ^{Note 2}	2		
新申請的輸入勞工數目 (即 (a) – (b)) ^{註3} No. of imported worker(s) newly applied for (i.e. (a) – (b)) ^{Note 3}	1		
及 And			
申請續約配額數目 ^{註3} No. of quota(s) for renewal applied for ^{Note 3}	1		

註1：必須與申請表附頁二／附頁二甲填寫的相關全職本地僱員人數相同。

註2：必須與申請表附頁四填寫的輸入勞工（包括有效配額）總數相同。

註3：必須與申請表第4 甲部分填寫的「申請輸入勞工人數」相同。

Note 1 : Must match the number of relevant full-time local employees stated on Appendix 2 / Appendix 2A of the application form.

Note 2 : Must match the total number of imported workers (including valid quotas) stated on Appendix 4 of the application form.

Note 3 : Must match the "No. of imported worker(s) applied for" stated on Part 4A of the application form.

(c) 上述所需勞工總數 (即 (a)) 已考慮以下業務因素*：

The following operational factors have been taken into account in deriving the above total no. of workers required (i.e. (a))*:

- ☐ 現時訂單量 Existing quantity of orders
☐ 現時顧客量 Existing volume of customers
☐ 現時業務規模 Existing scale of business
☐ 其他 Others : _____

請詳細說明以上所選項目的情況 Please elaborate on the option(s) selected above:

如頁面不敷應用，請自行影印，並須在每頁簽署及蓋印。 If there is insufficient space, please make copies of this page, with each page signed and stamped.

獨資經營者／董事／獲授權合夥人／獲授權員工# 姓名（請以正楷填寫）

Name of sole proprietor / director / authorised partner /

authorised staff member# (in block letters) : _____

簽署 Signature : _____

日期 Date : _____

* 可選多項 May select more than one option.

○ 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.

申請者蓋印
Applicant's chop

(Rev. 09/2026)

「補充勞工優化計劃」 — 輸入勞工工作地點安排
(只適用於申請表第 4 甲部分「工作地點」(i)或(ii))

**Enhanced Supplementary Labour Scheme (ESLS) – Workplace Arrangements for Imported Workers
(For Workplace (i) or (ii) under Part 4A of the Application Form Only)**

申請者名稱

Name of Applicant : _____

申請職位

Applied Post : _____

申請輸入勞工人數

No. of imported worker(s) applied for : _____

(只供填寫一個申請職位 for one applied post only)

請先參閱「工作地點安排須知」，再填寫以下資料。

Please read the “Points to Note on Workplace Arrangements” before filling in the following information.

第一部分 — 工作地區 Part 1 – Work District

請在申請職位工作地點(必須為申請者的商業登記證/分行登記證地址[^])的所屬地區(「工作地區」*)的空格“□”內加上“✓”號，並填上職位空缺數目(每個「所選工作地區」最少要有 1 個空缺)。所選工作地區的合計「職位空缺數目」，必須等於上述填寫的「申請輸入勞工人數」。 Please put a “✓” in the box “□” for the district (“work district”*) of the applied post’s workplace (must be the address(es) on the applicant’s business registration certificate / branch registration certificate[^]) and fill in the number of job vacancies (each “selected work district” must have at least 1 vacancy). The total “no. of job vacancies” of the “selected work districts” must be equal to the “no. of imported worker(s) applied for” provided above.

編號 Code	工作地區* Work district*	職位空缺數目 No. of job vacancies	編號 Code	工作地區* Work district*	職位空缺數目 No. of job vacancies
香港島 Hong Kong Island			新界 New Territories		
11	☐ 中西區 Central and Western District		31	☐ 荃灣區 Tsuen Wan District	
12	☐ 灣仔區 Wan Chai District		32	☐ 屯門區 Tuen Mun District	
13	☐ 東區 Eastern District		33	☐ 元朗區 Yuen Long District	
14	☐ 南區 Southern District		34	☐ 北區 North District	
九龍 Kowloon					
21	☐ 油尖旺區 Yau Tsim Mong District		35	☐ 大埔區 Tai Po District	
22	☐ 深水埗區 Sham Shui Po District		36	☐ 西貢區 Sai Kung District	
23	☐ 九龍城區 Kowloon City District		37	☐ 沙田區 Sha Tin District	
24	☐ 黃大仙區 Wong Tai Sin District		38	☐ 葵青區 Kwai Tsing District	
25	☐ 觀塘區 Kwun Tong District		39	☐ 離島區 Islands District	

以上所選工作地區總數 Total No. of Selected Work Districts as Above	如所選工作地區總數為 If the total no. of selected work districts is : (i) 1 或 2 , 請填寫第二及第三部分 1 or 2, please complete Parts 2 and 3 ; (ii) 3 或以上 , 請直接跳至第三部分 3 or above, please go to Part 3 direct .
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[^] 如申請者為服務合約承辦商，需安排輸入勞工於客戶地點工作，該工作地點須為申請者承辦的服務合約列明的服務地點。 If the applicant is a contractor of service contract required to deploy imported worker(s) to work at customer’s premises, the workplace must be the service location(s) listed in the applicant’s awarded service contract(s).

* 工作地區根據香港法例第 547 章《區議會條例》附表 1 載列的地方行政區範圍及 2023 年區議會一般選舉的區議會地方選區分界 (<https://www.elections.gov.hk/dc2023/chi/dcg.html>) 劃定。 Work districts are defined in accordance with the delineation of district area in Schedule 1 of District Councils Ordinance (Cap. 547) and the District Council Geographical Constituency Boundaries of the 2023 District Council Ordinary Election (<https://www.elections.gov.hk/dc2023/eng/dcg.html>).

第二部分 — 額外工作地區（只供第一部分所選工作地區總數為 1 或 2 的申請填寫）

Part 2 – Additional Work District(s) (only for application with 1 or 2 selected work district(s) in Part 1)

- (1) 申請者會否在其他地區設有工作地點，並需要為申請職位申請額外工作地區（「額外地區」）？

Does the applicant have workplace(s) in other districts and need to apply for additional work district(s) (“additional district”) for the applied post?

☐ 不需要 No [請跳至第三部分 Please go to Part 3] ☐ 需要 Yes

- (2) 包括第一部分所選的工作地區在內，申請職位可申請的工作地區數目上限為 3。請提供所需的額外地區的編號（詳見第一部分）：_____

Including the work districts selected in Part 1, the applicant may apply for a **maximum of 3 work districts** for the applied post. Please specify the Code of the additional district(s) required (see Part 1 for details): _____

☐ 申請者明白並同意以上填寫的額外地區一旦納入為所選工作地區，這些地區亦必須進行本地公開招聘，包括 (i) 如有本地求職者應徵在額外地區工作，申請者不得以沒有空缺為由拒絕聘請求職者；(ii) 一般而言，本地求職者只需在一個地區工作（見「工作地點安排須知」(乙)(2)部分）；及 (iii) 當有一名本地求職者獲聘於某一額外地區，該地區即被視作不再有人手需要，並會從輸入勞工的工作地點中移除。

The applicant understands and agrees that the local recruitment exercise must be conducted in the additional district(s) stated above when they are included as selected work districts, including : (i) where local job seekers apply to work in the additional district(s), the applicant must not refuse to hire them on the grounds that there are no vacancies; (ii) in general, local job seekers are required to work in one district only (see section (B)(2) of “Points to Note on Workplace Arrangements”); and (iii) when a local job seeker is employed in a particular additional district, that district will be considered as having no more manpower needs and will be removed from the list of workplace(s) of the imported worker(s).

第三部分 — 聲明 Part 3 – Declaration

申請者 The applicant :

[只可選擇 (1)(a) 或 (1)(b) 其中之一 Select either (1)(a) or (1)(b)]

- (1) ☐ (a) 以商業登記證／分行登記證地址為輸入勞工的工作地點；

will use address(es) stated on the business registration certificate(s) / branch registration certificate(s) as workplace(s) of the imported worker(s);

並 ☐ 已就全部所選工作地區提交商業登記證／分行登記證副本（每區最少 1 張），以證明在該區設有業務地址。
and has submitted copies of business registration certificate(s) / branch registration certificate(s) for all selected work district(s) (at least one copy for each district) as proof of the applicant having business address(es) in the district(s).

或 OR

- ☐ (b) 為服務合約承辦商，需安排輸入勞工於服務合約列明的服務地點工作；

as contractor of service contract, needs to deploy imported worker(s) to work at service location(s) listed in service contract(s);

並 ☐ 已就全部所選工作地區提交已承辦的服務合約副本（須能證明每區最少有 1 個服務地點）。

and has submitted copies of the awarded service contract(s) in respect of all selected work district(s) (to prove there is at least one service location in each district).

- (2) ☐ 承諾不會安排輸入勞工：

undertakes that the imported worker(s) will not be deployed to:

- (a) 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”;

- (b) 在香港法例第 583 章《建造業工人註冊條例》所界定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 understands that in general imported workers under ESLS will not be issued with the Construction Workers Registration Card;

- (c) 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 the Labour Department (LD)’s approval-in-principle;

- (d) 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
- (e) 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.

- (3) ☐ 確認已細閱此附頁的「工作地點安排須知」，並同意遵守相關安排及規定。
confirms having read the "Points to Note on Workplace Arrangements" of this Appendix and agrees to comply with the relevant arrangements and requirements.

獨資經營者／董事／獲授權合夥人／獲授權員工# 姓名（請以正楷填寫）

Name of the sole proprietor / director / authorised partner /

authorised staff member # (in block letters) : _____

簽署 Signature : _____ 日期 Date : _____

申請者蓋印
Applicant's chop



☐ 請在適當的空格內加上“✓”號。Please mark a “✓” in the appropriate box.

請刪去不適用者。Please delete as appropriate.

「補充勞工優化計劃」 工作地點安排須知

基本原則

- **現行規定¹**：在輸入勞工必須直接受僱於標準僱傭合約（「標準合約」）訂明的僱主，並擔任訂明的職位和職務的原則下，僱主如符合指定條件，可申請安排輸入勞工在不超過 5 個按《區議會條例》附表 1 所載列地方行政區內的業務地點工作。
- **招聘要求**：僱主進行本地公開招聘時，必須在選定地區提供職位空缺，供本地求職者應徵；只有在確實未能填補這些地區的空缺，才可獲批輸入勞工在該等地區的業務地點工作。
- **具體安排**：如申請者以其商業登記證／分行登記證地址²為輸入勞工的工作地點，輸入勞工會獲安排在「申請者的商業登記證及分行登記證載列的所有位於獲批地區內的業務及分行地址」工作³。各個申請階段的程序及須注意的事項如下：

申請階段	程序／注意事項	例子說明																																											
(甲) 提交資料 ／ 初步甄別	申請者需：																																												
	(1) 整理 轄下的總公司／分店需申請輸入勞工的職位、空缺數目及所在工作地區分布。 (2) 填報 每個申請職位空缺數目及其工作地區分布（ 附頁六 ）；並就所選工作地區 提交商業登記證／分行登記證副本（每區最少1張） ³ ，以證明在該區設有業務地址。 (3) 留意 ： (a) 如職位空缺數目為 3 或以下，可選工作地區數目上限為 3； (b) 如職位空缺數目為 4，可選工作地區（ 每區最少要有1個空缺 ）數目上限為 4。5 個空缺的地區上限為 5，如此類推。18 個或以上空缺的地區上限為 18。	<table><tr><th rowspan="3">申請者分店 所在地區</th><th colspan="4">職位空缺數目</th></tr><tr><th>例子(1)</th><th>例子(2)</th><th>例子(3)</th><th>例子(4)</th></tr><tr><th>3 或以下</th><th>4</th><th>5</th><th>18 或以上</th></tr><tr><td>(i) 中西區</td><td>1</td><td>#</td><td>1</td><td rowspan="5">全港 18 區各有 最少 1 間分 店，每區均有 最少 1 個空缺</td></tr><tr><td>(ii) 灣仔區</td><td>沒有分店</td><td>1</td><td>1</td></tr><tr><td>(iii) 油尖旺區</td><td>1</td><td>2</td><td>1</td></tr><tr><td>(iv) 屯門區</td><td>沒有分店</td><td>1</td><td>1</td></tr><tr><td>(v) 沙田區</td><td>#</td><td>#</td><td>1</td></tr><tr><td>職位空缺總數</td><td>2</td><td>4</td><td>5</td><td>20</td></tr><tr><td>可納入為 工作地點的 地區數目</td><td>3 [即(i)、(iii)及 (v)*]</td><td>3 [即(ii)、(iii) 及(iv)]</td><td>5 [即(i)至(v)]</td><td>18 [即全部地區]</td></tr></table> # 有分店但沒有空缺 * 必須填妥申請表第二部分，才可將(v)納入為工作地點	申請者分店 所在地區	職位空缺數目				例子(1)	例子(2)	例子(3)	例子(4)	3 或以下	4	5	18 或以上	(i) 中西區	1	#	1	全港 18 區各有 最少 1 間分 店，每區均有 最少 1 個空缺	(ii) 灣仔區	沒有分店	1	1	(iii) 油尖旺區	1	2	1	(iv) 屯門區	沒有分店	1	1	(v) 沙田區	#	#	1	職位空缺總數	2	4	5	20	可納入為 工作地點的 地區數目	3 [即(i)、(iii)及 (v)*]	3 [即(ii)、(iii) 及(iv)]	5 [即(i)至(v)]
申請者分店 所在地區	職位空缺數目																																												
	例子(1)	例子(2)		例子(3)	例子(4)																																								
	3 或以下	4	5	18 或以上																																									
(i) 中西區	1	#	1	全港 18 區各有 最少 1 間分 店，每區均有 最少 1 個空缺																																									
(ii) 灣仔區	沒有分店	1	1																																										
(iii) 油尖旺區	1	2	1																																										
(iv) 屯門區	沒有分店	1	1																																										
(v) 沙田區	#	#	1																																										
職位空缺總數	2	4	5	20																																									
可納入為 工作地點的 地區數目	3 [即(i)、(iii)及 (v)*]	3 [即(ii)、(iii) 及(iv)]	5 [即(i)至(v)]	18 [即全部地區]																																									

¹ 只適用於 2026 年 6 月 16 日或以後獲勞工處發出初步甄別通知的申請。

² 只限申請者本身的商業登記證／分行登記證（必須為同一商業登記號碼）載列的地址。除非另獲勞工處准許，申請者不得安排輸入勞工在其相聯公司的業務地點工作。

³ 如申請者為服務合約承辦商（例如清潔服務合約），並需安排輸入勞工於服務合約列明的服務地點工作，亦可申請此工作地點安排，但須提交的證明文件改為可證明每個所選工作地區內有承辦最少一個服務地點的合約副本。輸入勞工會獲安排在「申請者承辦的服務合約載列的所有位於獲批地區內的服務地點」工作。

申請階段	程序／注意事項	例子說明																	
(乙) 通過初步甄別／開展本地公開招聘	(1) 在本地公開招聘期間，勞工處會轉介本地求職者應徵。 (2) 一般而言， <u>本地求職者只需在一個工作地區工作</u> 。如申請者要求本地求職者在多於一個工作地區工作， <u>即屬違反勞工處同意的招聘條件</u> 。 (3) 如有關空缺已被填補，申請者最遲必須在公開招聘期屆滿後起計 4 個工作天內通知勞工處；否則勞工處不會接納申請者以某工作地區（例如油尖旺區）沒有空缺為由，拒絕聘請求職者或要求求職者在另一地區（例如灣仔區）工作。 (4) 申請者如違反公開招聘活動及／或面試安排的規定（例如違反勞工處同意的招聘條件），勞工處會拒絕有關申請，並考慮對申請者施加行政制裁。	<table><tr><td rowspan="3"></td><td colspan="4">職位空缺數目</td></tr><tr><td>例子(1)</td><td>例子(2)</td><td>例子(3)</td><td>例子(4)</td></tr><tr><td>3 或以下</td><td>4</td><td>5</td><td>18 或以上</td></tr></table>						職位空缺數目				例子(1)	例子(2)	例子(3)	例子(4)	3 或以下	4	5	18 或以上
			職位空缺數目																
			例子(1)	例子(2)	例子(3)	例子(4)													
			3 或以下	4	5	18 或以上													
		根據申請者提交的上述資料及核實相關證明文件後， 勞工處一般會建議的申請職位工作地點及招聘條件如下：																	
工作地點 （空缺數目）	中西區 <u>或</u> 油尖旺區 <u>或</u> 沙田區 (2)	灣仔區 (1)； 油尖旺區 (2)； 屯門區 (1)	中西區 (1)； 灣仔區 (1)； 油尖旺區 (1)； 屯門區 (1)； 沙田區 (1)	列明 18 區 及各區空缺 數目															
本地求職者的 招聘條件	求職者可選擇 <u>只在</u> 中西區、油 尖旺區或沙田區 其中一區工作	求職者可選擇 <u>只在</u> 其中一區（例如灣仔區）工作																	
如申請者要求本地求職者在多於一個工作地區工作， 即屬違反勞工處同意的招聘條件																			
(丙) 本地公開 招聘完結 後	(1) 勞工處會核實本地招聘結果及評核申請者的招聘誠意，並就申請作進一步評估。 (2) 如某工作地區內所有空缺已被填補，該地區會從輸入勞工的工作地點中移除。 (3) 視乎審批結果，申請者可安排輸入勞工在獲批准進行本地公開招聘但未能填補空缺的工作地區工作，上限為每名勞工不多於 5 個地區。	<table><tr><td rowspan="3"></td><td colspan="4">職位空缺數目</td></tr><tr><td>例子(1)</td><td>例子(2)</td><td>例子(3)</td><td>例子(4)</td></tr><tr><td>3 或以下</td><td>4</td><td>5</td><td>18 或以上</td></tr></table>						職位空缺數目				例子(1)	例子(2)	例子(3)	例子(4)	3 或以下	4	5	18 或以上
			職位空缺數目																
			例子(1)	例子(2)	例子(3)	例子(4)													
			3 或以下	4	5	18 或以上													
		本地招聘 結果	聘用 1 人 在沙田區工作	無人應徵	油尖旺區 的空缺 已全部填補	北區空缺已填 補一個，剩餘 一個；其餘地 區無人應徵													
視乎本地招聘結果及審批情況，以下為輸入勞工可能獲批的工作地點：																			
申請者的商業登記證及分行登記證載列的 所有位於以下獲批地區內的業務及分行地址 ² ：																			
獲批地區 （輸入勞工數目）	中西區及 油尖旺區 （1 名）	灣仔區、 油尖旺區及 屯門區 （4 名）	中西區、 灣仔區、 屯門區及 沙田區 （4 名）	全部 18 區中 其中 5 個地區 （19 名）															

申請階段	程序／注意事項	例子說明
(丁) 標準合約 的相關安 排	(1) 僱主須確保直接僱用輸入勞工，並安排其在標準合約訂明的獲批地區內的商業登記證及分行登記證載列的業務及分行地址⁴工作。 (2) 僱主必須填妥指定的「地址清單」表格，<u>向每名輸入勞工提供每個獲批地區內僱主的所有總公司／分店的詳細地址</u>（不論僱主會否安排輸入勞工到所有地址工作），並在該區總公司／分店地址有任何改動（例如分店遷移、數目有增減）時，在指定限期內向輸入勞工提供已更新的表格，並由雙方簽署確認⁴。詳細安排會載列在勞工處發出的原則性批准通知書及修訂版標準合約（LD 294 (8/2026)）（綠色）。 (3) 僱主應審慎考慮是否有必要安排輸入勞工在多於一個地區工作。在一般情況下，僱主應盡量為輸入勞工安排固定工作地點，並只在有特殊業務需要或必要人手調動時才調派輸入勞工到其他工作地點工作。	

⁴ 註腳 3 所述之服務合約承辦商須安排輸入勞工在標準合約訂明的獲批地區內的服務合約載列的服務地點工作，並填妥指定的「地址清單」表格，向每名輸入勞工提供每個獲批地區內所有服務合約的詳細服務地點（不論僱主會否安排輸入勞工到所有地點工作）。如服務地點有任何改動（例如服務合約有任何增減或修改）時，僱主須在指定限期內向輸入勞工提供已更新的表格，並由雙方簽署確認。

Enhanced Supplementary Labour Scheme (ESLS) – Points to Note on Workplace Arrangements

General Principle

- **Current Arrangement¹:** On the principle that **an imported worker must be directly employed by the specified employer for taking up the specified post and performing specified duties in accordance with the Standard Employment Contract (SEC)**, employers who meet the specified requirements may apply to arrange for imported workers to work at business premises in no more than 5 administrative districts listed in Schedule 1 to the District Councils Ordinance.
- **Recruitment Requirements:** During local recruitment, employers **must provide job vacancies in the selected districts** for local job seekers to apply. Approvals may be granted for imported workers to work at business premises in those districts where employers are genuinely unable to fill the vacancies locally.
- **Specific Arrangements:** For applicants using address(es) on their business registration certificate(s) / branch registration certificate(s) (collectively “BRCs”) ² as imported worker’s workplace(s), the imported workers will be arranged to work at “**all business and branch address(es) listed on the applicant’s BRCs located within the approved district(s)**”³. The procedures and points to note at each stage of the application are as follows:

Stage	Procedures / Points to Note	Illustrative Examples				
(A) Submission of Documents / Preliminary Screening	The applicant should: (1) Sort out the post(s) for which the head office/branches need to apply for imported workers, their number of vacancies and their distribution across work districts. (2) Indicate the number of vacancies and their work district(s) for each applied post (Appendix 6); and submit copies of BRCs for all selected work district(s) (at least one copy for each district) ³ as proof of the applicant having business address(es) in those district(s). (3) Please note : (a) If the number of vacancies is 3 or fewer, 3 work districts at most may be selected; (b) If the number of vacancies is 4, the ceiling of work districts to be selected is 4 (with at least 1 vacancy for each district). For 5 vacancies, the ceiling is 5, and so on. For 18 or more vacancies, the ceiling is 18 districts.	District of the applicant's branches	No. of Vacancies			
			Example (1)	Example (2)	Example (3)	Example (4)
			3 or less	4	5	18 or above
		(i) Central and Western District	1	#	1	at least one branch in each of the 18 districts in Hong Kong, with at least 1 vacancy in each district
		(ii) Wan Chai District	No branch	1	1	
		(iii) Yau Tsim Mong District	1	2	1	
		(iv) Tuen Mun District	No branch	1	1	
		(v) Sha Tin District	#	#	1	
		Total no. of vacancies	2	4	5	20
		No. of districts that may be included as workplace(s)	3 [i.e. (i), (iii) and (v)*]	3 [i.e. (ii), (iii) and (iv)]	5 [i.e. (i) to (v)]	18 [i.e. all districts]
# With a branch having no vacancy * Part 2 of this form must be completed to include (v) as workplace						

With a branch having no vacancy

* Part 2 of this form must be completed to include (v) as workplace

¹ Applicable to applications with the notice of preliminary screening issued by the Labour Department on or after 16 June 2026.

² Limited to address(es) stated on the applicant’s own BRCs (which must have the same business registration number) only. Unless otherwise approved by the Labour Department, the applicant is not allowed to arrange for imported workers to work at the business premises of its associated companies.

³ If the applicants are contractors of service contracts (e.g., cleansing service contract) required to deploy imported worker(s) to work at service location(s) listed in service contract(s), they may also apply for this workplace arrangement. The supporting documents to be submitted become copies of the service contract(s) proving there is at least one awarded service location in each selected work district. Imported worker(s) will be arranged to work at “all service location(s) listed in the applicant’s awarded service contract(s) within the approved district(s)”.

Stage	Procedures / Points to Note	Illustrative Examples																	
(B) Passing the Preliminary Screening / During Local Recruitment Period	(1) During the local recruitment period, the Labour Department (LD) will refer local job seekers to apply for the posts. (2) In general, <u>local job seekers are required to work in one district only</u>. If the applicant requires a local job seeker to work in more than one district, this will constitute a violation of the employment terms as agreed by LD. (3) If a vacancy is filled, the applicant must notify LD no later than 4 working days from the expiry of the local recruitment period. Otherwise, LD will not accept the applicant’s refusal to employ a job seeker or the applicant’s request that the job seeker work in another district (e.g. Wan Chai District) on the grounds that there are no vacancies in a specific district (e.g. Yau Tsim Mong District). (4) If an applicant violates the requirements for local recruitment activities and/or interview arrangements (such as breaching the employment terms as agreed by LD), LD will refuse the application, and consider imposing administrative sanction on the applicant.	<table><tr><td rowspan="3"></td><td colspan="4">No. of Vacancies</td></tr><tr><td>Example (1)</td><td>Example (2)</td><td>Example (3)</td><td>Example (4)</td></tr><tr><td>3 or less</td><td>4</td><td>5</td><td>18 or above</td></tr></table>						No. of Vacancies				Example (1)	Example (2)	Example (3)	Example (4)	3 or less	4	5	18 or above
			No. of Vacancies																
			Example (1)	Example (2)	Example (3)	Example (4)													
			3 or less	4	5	18 or above													
		Based on the above information submitted by the applicant and upon verifying the relevant supporting documents, LD will generally recommend the following workplaces and employment terms for the applied post:																	
		Workplace (No. of vacancies)	Central and Western District or Yau Tsim Mong District or Sha Tin District (2)	Wan Chai District (1); Yau Tsim Mong District (2); Tuen Mun District (1)	Central and Western District (1); Wan Chai District (1); Yau Tsim Mong District (1); Tuen Mun District (1); Sha Tin District (1)	18 districts with their respective no. of vacancies stated therein													
Employment terms of local job seekers	Job seekers can choose to work in <u>either</u> Central and Western District, Yau Tsim Mong District or Sha Tin District																		
	Job seekers can choose to work in <u>only one</u> of the districts (e.g. Wan Chai District);																		
If the applicant requires a local job seeker to work in more than one district, this will constitute a violation of the employment terms as agreed by LD																			

Stage	Procedures / Points to Note	Illustrative Examples				
(C) After Completion of Local Recruitment	(1) LD will verify the local recruitment result and assess the applicant's sincerity in recruiting local workers, and will conduct a further assessment of the application. (2) If all vacancies in a particular work district are filled, the district will be removed from the list of workplace(s) of the imported worker(s). (3) Subject to the application result, the applicant may arrange for imported worker(s) to work in no more than 5 work districts where the vacancies could not be filled during the local recruitment period.		No. of Vacancies			
			Example (1)	Example (2)	Example (3)	Example (4)
			3 or less	4	5	18 or above
		Local recruitment results	Has employed 1 job seeker to work in Sha Tin District	No job seeker has applied for the post	All vacancies in Yau Tsim Mong District have been filled	With 1 vacancy filled, the North District has 1 vacancy left; while no job seeker has applied for other districts
		Subject to the local recruitment results and case assessment, the following workplace(s) of imported workers may be approved: All business and branch address(es) listed on the applicant's BRCs located within the following approved district(s)²:				
		Approved Districts (No. of imported workers)	Central and Western District and Yau Tsim Mong District (1)	Wan Chai District, Yau Tsim Mong District and Tuen Mun District (4)	Central and Western District, Wan Chai District, Tuen Mun District and Sha Tin District (4)	any 5 out of all 18 districts (19)
(D) Arrangements on SEC	(1) Employers must ensure that they directly employ imported workers and deploy them to work at the business and branch address(es) stated on BRCs within the approved district(s)⁴ as specified in the SEC. (2) Employers must complete the specified "List of Address(es)" form to <u>provide each imported worker with the detailed address(es) of all head offices and branches within each approved district</u> (irrespective of whether the employers will arrange for the imported workers to work at all these addresses). If there is any change to these address(es) (e.g. relocation of branches, increase/decrease in the no. of branches), the employers must, within the specified period, provide the updated form to the imported workers, and both parties must sign it to confirm⁴. Detailed arrangements will be set out in the approval-in-principle notification letter issued by LD and the revised version of SEC (LD 294 (8/2026)) (green in colour). (3) Employers should carefully consider whether it is necessary to arrange for imported workers to work in more than one district. Under normal circumstances, employers should, as far as possible, assign the imported workers to a fixed workplace, and assign them to other workplaces only when there are special business needs or necessary staffing redeployments.					

⁴ Contractors of service contracts mentioned in footnote 3 must deploy imported workers to work at service location(s) listed in the service contract(s) within the approved district(s) as specified in the SEC. The specified "List of Address(es)" form must be completed and provided to each imported worker with the detailed service location(s) of all service contract(s) within each approved district (irrespective of whether the employers will arrange for the imported workers to work at all these locations). If there is any change to these service location(s) (e.g. increase/decrease in the no. of, or amendments to service contracts), they must, within the specified period, provide the updated form to the imported workers, and both parties must sign it to confirm.

「補充勞工優化計劃」— 申請者確認書
Enhanced Supplementary Labour Scheme (ESLS) – Applicant's Confirmation Letter

重要事項 Important Note

申請者於填寫「補充勞工優化計劃」申請表前務必細閱表格內容，並於遞交前核對所有資料。**若發現申請者提供的下述重要資料失實或有誤，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。**

The applicant must carefully read the contents of the ESLS application form before completing it, and check all the information before submission. **If any of the following essential information provided by the applicant is found to be untrue or incorrect, the Labour Department (LD) will refuse this application immediately,** and may consider imposing administrative sanction on the applicant.

本人為 _____ (申請者名稱) 的
*獨資經營者/董事/獲授權合夥人/獲授權員工⁽¹⁾，現就是次提交的「補充勞工優化計劃」申請確認及承諾以下事項 (請在空格內加上“✓”號)：

I am the *sole proprietor / director / authorised partner / authorised staff member⁽¹⁾ of _____ (Name of Applicant) and hereby confirm and undertake the following matters for this application submitted under ESLS (please mark “✓” in the boxes):

(a)	☐ 申請表第 3 (ii) 「申請者負責人」部分所填寫的資料，包括姓名、職銜、本地電話號碼及電郵，皆屬申請者的 *獨資經營者/董事/獲授權合夥人的聯絡資料；並沒有任何屬第三方公司 ⁽²⁾ 的資料。 The contact information provided in Part 3 (ii) “Particulars of the person-in-charge” of the application form, including Name, Job Title, Local Tel. No. and Email , is the contact details of the applicant's <u>*sole proprietor / director / authorised partner</u> . It does not include any information pertaining to a third-party company⁽²⁾. 或 Or ☐ 不適用，沒有於申請表第 3 (ii) 部分填寫聯絡資料。 Not applicable as no contact information was provided under Part 3 (ii) of the application form.
(b)	申請表附頁二/附頁二甲「全職本地僱員資料報表」內提供的以下僱員人數是根據附頁二/附頁二甲的注意事項計算及填寫，均屬真確無訛： The following numbers of employees provided in Appendix 2 / Appendix 2A “Information of Full-time Local Employees” of the application form have been calculated and filled in accordance with the Remarks of Appendix 2 / Appendix 2A, and are true and accurate: ☐ 全職本地僱員總人數 (包括總公司及所有分店的所有工種)； Total number of full-time local employees (including all job types of the head office and all branches); 及 And ☐ 相關職位/申請職位的全職本地僱員人數 (包括總公司及所有分店)。 Number(s) of full-time local employees of the relevant post(s) / applied post(s) (including the head office and all branches). 及 And ☐ 申請者已備有並可隨時按勞工處要求提交每一名全職本地僱員的詳細資料及相關證明文件 (例如最新的強制性公積金供款紀錄、工資紀錄、僱傭合約等)。 The applicant has prepared and can at any time submit , upon LD's request, the detailed information on each full-time local employee and the relevant supporting documents (such as the latest contribution records for the Mandatory Provident Fund, wage records, employment contracts, etc.).

(c)	☐ 申請表附頁四「輸入勞工資料報表」已載列申請者在「補充勞工計劃」／「補充勞工優化計劃」及其他輸入勞工計劃（包括「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」）下所有 (i) 現職輸入勞工、(ii) 未抵港的輸入勞工及 (iii) 未使用的有效配額的資料（包括總公司及所有分店），這些資料均屬真確無訛。 Information of all (i) imported workers in employ, (ii) imported workers yet to arrive in Hong Kong and (iii) valid quotas not yet used (including the head office and all branches) under the Supplementary Labour Scheme (SLS) / ESLS and other labour importation schemes (including the “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”) have been included in Appendix 4 “Information of Imported Workers” of the application form, and the information is true and accurate. 或 Or ☐ 申請者於上述計劃下並沒有 (i) 現職輸入勞工、(ii) 未抵港的輸入勞工或 (iii) 未使用的有效配額（包括總公司及所有分店）。 The applicant does not have any (i) imported workers in employ, or (ii) imported workers who have yet to arrive in Hong Kong or (iii) valid quotas that are not yet used under the above-mentioned schemes (including the head office and all branches).
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2. 本人／申請者確認並明白：

I / the applicant confirm(s) and understand(s) that:

- (i) 若本人／申請者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；及
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; and
- (ii) 若本人／申請者提供的上述資料失實或有誤，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。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會被撤銷。
should any of the above-mentioned information provided by the applicant / me be found to be untrue or incorrect, LD will refuse this application immediately, and may consider imposing administrative sanction on the applicant. Subject to the nature of the breach(es), LD will refuse to process its applications subsequently submitted.

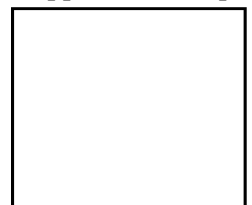
姓名⁽³⁾（請以正楷填寫）Name⁽³⁾ (in block letters) : _____

身份證明文件類別 Identification document type : *香港身份證 Hong Kong Identity Card /
 其他 Others (請註明類別及簽發地 please specify the type and place of issue) : _____

身份證明文件號碼 Identification document number : _____

簽署 Signature : _____ 日期 Date : _____

申請者蓋印
Applicant's chop



註：(1) 獲授權員工必須為申請者直接聘用的員工，並已提交附頁三乙的授權書。The authorised staff member must be an employee directly employed by the applicant with the Authorisation Letter at Appendix 3B submitted.

(2) 例如職業介紹所、中介公司。Such as employment agencies, intermediaries.

(3) 請填寫身份證明文件上顯示的姓名。Please fill in the name shown on the identification document.

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