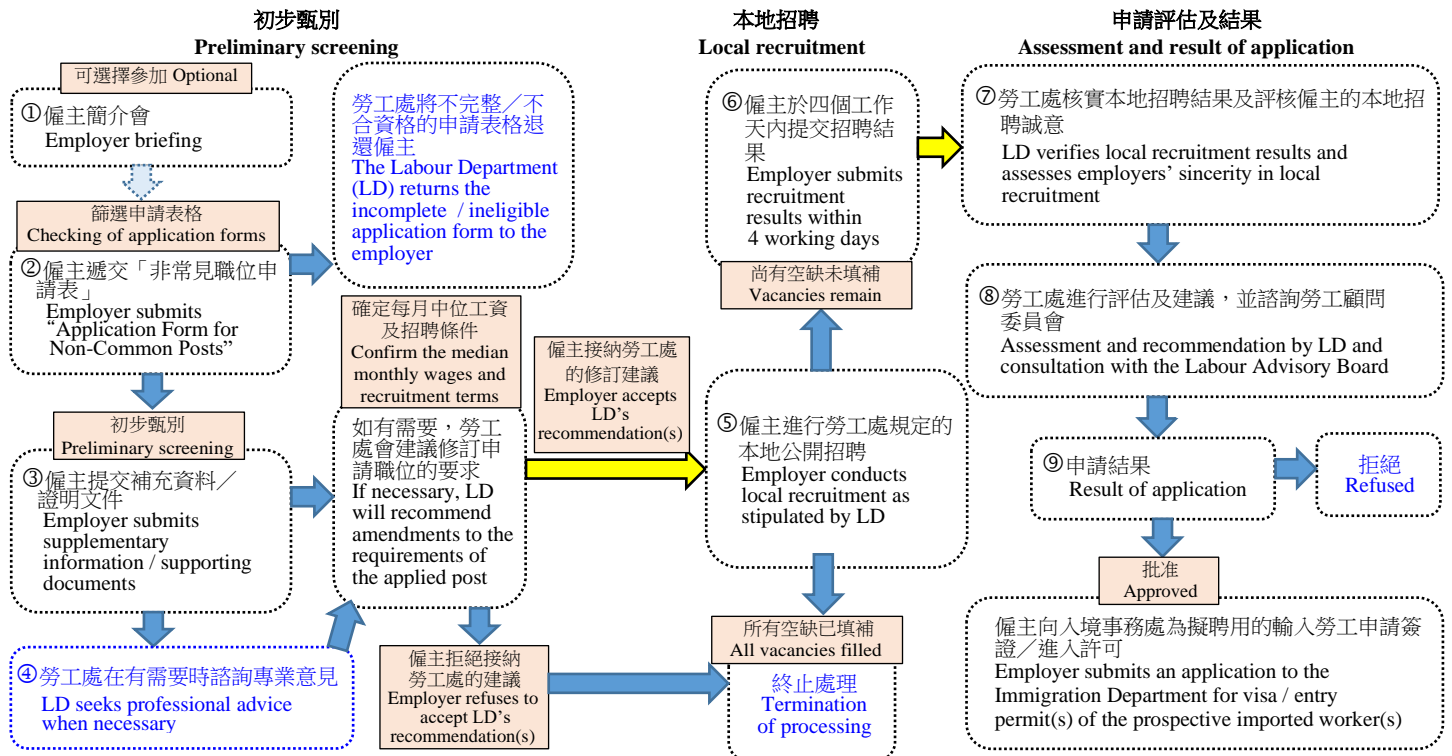


「補充勞工優化計劃」非常見職位申請須知
Points to Note for Application for Non-Common Posts
under the Enhanced Supplementary Labour Scheme

非常見職位申請處理流程 Processing of an application for non-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)) 以外的職位，須填妥「**非常見職位申請表**」(表格ESLS-1B)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」)。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，及／或 (ii) 同一申請者在六個月內遞交多於一次申請(2025年6月16日或以前收到的申請不計算在內)**。上述第(ii)項不適用於現有輸入勞工續約申請。In applying for importation of workers to fill **posts not covered by 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 Non-Common Posts" (Form ESLS-1B) together with the required documents (please refer to the "Documents Checklist and Means of Application"). **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; and/or (ii) is received by LD from the same applicant who has submitted more than one application within a six-month period (applications received on or before 16 June 2025 will not be counted).** Item (ii) above does not apply to the applications for renewal of existing imported workers' contracts.
- 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於指定時間內提供補充資料／證明文件。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 within a specified period.
- 非常見職位申請的初步甄別需時較長。**勞工處會按需要諮詢相關政府決策局／部門／培訓機構／專業團體等的意見，然後通知申請者擬提供的薪金是否達到每月中位工資及所訂的招聘條件是否合理，並按需要建議申請者修訂相關要求。**如申請者拒絕接納勞工處的建議或未能於指定時間內回覆，勞工處會中止處理有關申請，不作另行通知。****Preliminary screening of the application for non-common post(s) requires more time.** LD will consult relevant government bureaux / departments / training bodies / professional organisations, etc. if necessary, and then inform the applicant if the wages offered measure up to the median monthly wages, and whether the proposed entry requirements are appropriate. Where necessary, LD may recommend amendments to the relevant requirements. **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天內在本地報章／網上招聘平台刊登最少四次廣告。For job vacancies accepted for further processing, the applicant must undertake a local recruitment exercise as stipulated by LD, and place at least four advertisements in local newspaper(s) or on online platform(s) within the first 14 days of the recruitment period.
- 招聘期完結後，申請者須在四個工作天內向勞工處提交招聘結果，包括拒絕聘用個別本地求職者的原因。After the recruitment period, the applicant is required to submit recruitment results to LD within 4 working days, including the reasons for not employing individual local job seekers.
- 勞工處會核實本地招聘結果及審視申請者拒絕聘用合資格本地求職者的理由，以評核申請者聘用本地工人的誠意。如有需要，勞工處會要求申請者提供進一步資料／證明文件。To assess applicants' sincerity in employing local workers, LD will verify local recruitment results and examine the applicant's reasons for not hiring qualified local job seekers. If necessary, LD will request further information / supporting 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不同。

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



「補充勞工優化計劃」 Enhanced Supplementary Labour Scheme 非常見職位申請表 Application Form for Non-Common Posts

第 1 部分：重要事項

Part 1: Important Notes

- 處理非常見職位的申請需時較長，填寫本表格前請先確定申請職位並不在「常見職位表」內。請參閱《「補充勞工優化計劃」非常見職位申請須知》及《如何根據「補充勞工優化計劃」申請輸入勞工》小冊子，並以黑色筆及正楷填寫本表格。
- 勞工處會篩選申請者遞交的「非常見職位申請表」。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少所需證明文件，及／或 (ii) 同一申請者在六個月內遞交多於一次申請（2025年6月16日或以前收到的申請不計算在內）。上述第(ii)項不適用於現有輸入勞工續約申請。
- 要通過初步甄別，申請職位的薪金須不少於每月工資中位數並符合法定最低工資規定，而所定的招聘條件亦須合理。在本地公開招聘期間，申請職位的職責範圍、入職要求或其他招聘條件不可更改。如申請者作出更改，又或無合理理由拒絕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。
- 勞工處收集個人／申請者資料的目的是用以處理根據「補充勞工優化計劃」提出的申請、執行計劃的規定及措施（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）及為香港市民找尋就業及培訓機會。勞工處會將收集到的資料轉交勞工處其他科別、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，以及相關工會組織，以作上述用途。申請者向勞工處提供的個人資料必須出於自願，但倘若申請者沒有提供充足資料，則勞工處或因此未能處理本申請。有關資料當事人有權要求查閱及更改其提供的個人資料。如欲要求查閱或更改其個人資料，可聯絡勞工處補充勞工科的分科個人資料私隱主任（地址：九龍觀塘道388號創紀之城1期1座27樓2711至2713室）。

- An application for non-common post(s) requires longer time to process. Before completing this form, **please ensure the applied post(s) is/are not covered by the "List of Common Posts". Please also read the "Points to Note for Application for Non-Common Posts under the Enhanced Supplementary Labour Scheme" as well as the "How to Apply under the Enhanced Supplementary Labour Scheme" pamphlet** and write in **black ink** and in **block letters**.
- The Labour Department (LD) will check the "Application Form for Non-Common Posts" submitted by the applicant. **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; and/or (ii) is received by LD from the same applicant who has submitted more than one application within a six-month period (applications received on or before 16 June 2025 will not be counted).** Item (ii) above does not apply to the applications for renewal of existing imported workers' contracts.
- In order to pass the preliminary screening, the wages of an applied post must be no less than the monthly median wages and meet the statutory minimum wage requirements. Relevant recruitment terms should also be reasonable. No amendment is allowed to the duties, entry requirements and other conditions of employment of the applied post(s) during local recruitment. **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.**
- 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 and measures 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 identify employment and training opportunities for the people of Hong Kong. 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 trade union organisations for the purposes mentioned above. The provision of personal data should be voluntary. However, if the applicant does not provide sufficient information, LD may not be able to process this application. Persons whose personal data have been provided to LD have the right to request access to and correction of their personal data. Request for access to or correction of personal data should be made to the Divisional Personal Data Privacy Officer, Supplementary Labour Division of LD (Address: Unit 2711-2713, 27/F, Tower 1, Millennium City I, 388 Kwun Tong Road, Kowloon).

第 2 部分：僱主應做與不應做事項一覽表

Part 2: List of Dos and Don'ts for Employers

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

不應做 Don'ts

- * 聘用不能合法在港工作的人士
Employ persons not lawfully employable in Hong Kong
- * 令輸入勞工在違反標準僱傭合約（標準合約）或逗留條件的情況下工作
Cause imported workers to work in violation of the Standard Employment Contract (SEC) or condition of stay

- * 協助及教唆他人違反逗留條件
Aid and abet others in breach of condition of stay
- * 協助及教唆非本地人提供失實聲明／文件
Aid and abet non-local persons to make false statements / documents

(2) 有關勞工法例 In relation to labour laws

應做 Dos

- ✓ 按照《僱傭條例》的相關規定支付工資給輸入勞工
Pay wages to imported workers according to relevant provisions of the Employment Ordinance
- ✓ 給予輸入勞工休息日／休息日薪酬
Grant rest day / pay rest day pay to imported workers
- ✓ 給予輸入勞工法定假日／法定假日薪酬
Grant statutory holiday / pay statutory holiday pay to imported workers
- ✓ 給予輸入勞工年假／年假薪酬
Grant annual leave / pay annual leave pay to imported workers
- ✓ 給予輸入勞工產假／產假薪酬
Grant maternity leave / pay maternity leave pay to imported workers
- ✓ 給予輸入勞工侍產假／侍產假薪酬
Grant paternity leave / pay paternity leave pay to imported workers
- ✓ 支付疾病津貼給輸入勞工
Pay sickness allowance to imported workers

- ✓ 支付根據勞資審裁處或小額薪酬索償仲裁處的判令中所須支付的相關款項給輸入勞工
Make payment to imported workers pursuant to awards of the Labour Tribunal or the Minor Employment Claims Adjudication Board
- ✓ 保存輸入勞工的工資及僱傭紀錄
Keep wage and employment records of imported workers
- ✓ 為輸入勞工投購有效僱員補償保險
Take out valid employees' compensation insurance policy for imported workers
- ✓ 展示一份符合《僱員補償條例》指明格式的保險通告 (LD 375)
Display a notice of insurance (LD 375) in such form as specified in relevant provisions of the Employees' Compensation Ordinance
- ✓ 遵守職業安全及健康法例
Comply with occupational safety and health legislation
- ✓ 遵守《強制性公積金計劃條例》
Comply with the Mandatory Provident Fund Schemes Ordinance

第2部分：僱主應做與不應做事項一覽表（續）

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

應做 Dos

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

不應做 Don'ts

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

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

應做 Dos

- ✓ 如擬聘用的輸入勞工為內地居民，經內地勞務企業*招聘輸入勞工
Recruit imported workers through Mainland labour service enterprises* if the prospective imported workers are Mainland residents
- ✓ 持續符合訂明的全職本地僱員*與輸入勞工2:1的人手比例要求^
Fulfill the stipulated manning ratio requirement of full-time local employees# to imported workers of 2:1 on a continuous basis^
- ✓ 按標準合約的規定給予輸入勞工超時工作工資
Make payment of overtime pay to imported workers at a rate as stipulated in SEC
- ✓ 以自動轉賬形式支付輸入勞工的工資
Effect payment of wages to imported workers through autopay
- ✓ 就每份所簽訂的標準合約，給予輸入勞工有薪假期，讓他們在抵港後八個星期內出席由勞工處舉辦的簡介會
Grant imported workers paid leave and arrange them, on the basis of each SEC signed, to attend a briefing organised by LD within 8 weeks upon their arrival in Hong Kong
- ✓ 向輸入勞工提供符合標準合約附表所列明標準的住宿及設備（如適用）
Provide imported workers with accommodation in accordance with the standard as stipulated in the Schedule to SEC (if applicable)
- ✓ 向輸入勞工提供、支付或付還其自原居地到香港及於僱傭合約終止或屆滿時返回原居地的旅費、到港前的體格檢驗費用、簽證／進入許可費用及之後的延期費用
Provide, pay or reimburse passage expenses, medical examination expenses before arriving Hong Kong, visa / entry permit fees and subsequent extension fees to imported workers

不應做 Don'ts

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

- ✓ 支付按期款項及僱員補償給因工受傷的輸入勞工
Pay periodical payment and employees' compensation to imported workers who sustained injuries at work
- * 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

- ✓ 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
- ✓ 免費給予輸入勞工一份經雙方簽署的僱傭合約
Give imported workers a copy of the signed employment contract free of charge
- ✓ 製備輸入勞工認收僱傭合約清單，並於其抵港後四個星期內送交勞工處
Prepare and send to LD, within four weeks upon their arrival in Hong Kong, an acknowledgment list of employment contracts of imported workers
- ✓ 每月向每名輸入勞工提供一份有關其收入詳情的結算表
Provide each imported worker, on a monthly basis, with a detailed breakdown of his / her earnings
- ✓ 製備輸入勞工認收工資結算表清單
Prepare an acknowledgment list of wage information of imported workers
- ✓ 在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
- ✓ 履行與僱員再培訓局簽訂的「度身訂造課程」服務協議書所載的承諾（如適用）
Comply with the Service Agreement for "Tailor-made Course" signed with the Employees Retraining Board (if applicable)

- * 無合理理由拒絕面見／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
- * 令輸入勞工的工作時數超逾標準合約所規定的上限
Cause imported workers to work exceeding the ceiling of the working hours as specified in SEC
- * 扣押輸入勞工的香港身份證／護照／往來港澳通行證／銀行存摺／自動櫃員機卡
Withhold Hong Kong Identity Card(s) / passport(s) / Exit-entry Permit(s) for Travelling to and from Hong Kong and Macau / bank book(s) / automatic teller machine card(s) of imported workers
- * 就所提供的膳食向輸入勞工收取費用
Charge imported workers meal cost for the meal provided
- * 拒絕勞工處職員進入和視察由僱主提供予輸入勞工位於香港的居所
Refuse the entry and inspection by LD officers to imported workers' accommodation in Hong Kong provided by employers
- * 向勞工處提供虛假或有誤導性的資料
Provide false or misleading information to the Labour Department

* 指已獲國家商務部批准並取得對香港特區勞務合作經營資格的企業，名單見國家商務部網頁：

* enterprises approved by the Ministry of Commerce of the People's Republic of China and granted the permission to operate business on labour service cooperation with the HKSAR. The list of enterprises can be found at the website of the Ministry of Commerce of the People's Republic of China: http://zsmcorp.mofcom.gov.cn/zsmbgacommon/zsmbga_innerCorp_hk_list.

全職僱員是指僱主直接僱用而每周總工作時數不少於35小時以經營相關業務的本地僱員，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。

^不同申請所訂明的人手比例要求會有所不同，例如指定申請會按申請職位計算人手比例；涉及農場技工申請的人手要求標準由漁農自然護理署訂定。^The manning ratio requirement stipulated in different applications may vary, such as designated applications calculated on the basis of posts being applied for, and applications involving farm workers with the manpower requirement yardsticks set by the Agriculture, Fisheries and Conservation Department.

註：如僱主或僱主的獨資經營者／合夥人違反相關條文或規定，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（禁制期可達兩年），已獲得的輸入勞工批准或會被撤銷。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、行政制裁的日期和理由等。

Note: 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 (with a debarment period of up to two years). Approvals for importation of labour previously granted may be withdrawn. 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) of business/corporation being sanctioned, and the date and reason for the sanction.

「補充勞工優化計劃」不接受業務／法團分店的申請。申請者須在同一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 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)													
業務性質 Nature of business								申請類別 Nature of Application	<input type="radio"/> 新申請 New Application <input type="radio"/> 現有輸入勞工續約申請 Application for Contract Renewal of Existing Imported Worker(s) 相關原則性批准通知書檔案編號: Relevant Case Reference on Approval-in-Principle Letter: SLS/ESLS _____ - _____						
商業登記證號碼（如適用） Business Registration Certificate no. (if applicable)															
業務經營模式 Mode of business	<input type="radio"/> 獨資經營 Sole proprietorship								(請填妥附頁一 Please complete Appendix 1)						
	<input type="radio"/> 合夥經營 Partnership（合夥人數目 Number of partners_____）														
	<input type="radio"/> 有限公司／其他法團公司註冊證明書號碼 Limited company / other registered organisation Certificate of Incorporation / registration document no.														
合法經營業務所需牌照／批准 Licence(s) / approval(s) required for lawful operation of business		<input type="radio"/> 毋須領有牌照／批准 Licence / approval not required													
		<input type="radio"/> 須領有牌照／批准 Licence(s) / approval(s) required（請填妥附頁六 Please complete Appendix 6 ）													
聯絡資料 Contact Information															
(i) 第三方公司資料 Particulars of the third party company 如申請者授權第三方（例如職業介紹所、中介公司）協助處理是次申請，請提交授權書（ 附頁三 ）及填寫以下第(i)及(ii)部分。如沒有授權第三方，只需填寫第(ii)部分。 If the applicant has authorised a third party (e.g. employment agencies, intermediaries) to handle this application, please submit the authorisation letter (Appendix 3) and complete Parts (i) and (ii) below. If not, please complete Part (ii) only.															
第三方公司名稱 Name of the third party company															
獲授權代表姓名 ⁽²⁾ Name of the authorised representative ⁽²⁾	<input type="radio"/> 女士 ⁽³⁾ Ms ⁽³⁾ <input type="radio"/> 先生 ⁽³⁾ Mr ⁽³⁾							電話號碼 Tel. no.							
								傳真號碼 Fax no.							
獲授權代表職銜 Job title of the authorised								電郵 Email							
(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*) ➤ 如負責人並非獨資經營者／董事，請提交授權表格（ 附頁三 ）。獲授權為負責人的員工必須為申請者直接聘用的員工。 If the person-in-charge is not the sole proprietor / director, please submit the authorisation form (Appendix 3). The authorised staff member must be an employee directly employed by the applicant. ➤ 勞工處需直接聯絡申請者負責人。申請者不可於此部分提交任何屬於第三方公司的聯絡資料。 LD needs to contact the person-in-charge direct. The applicant is not allowed to submit the contact information of any third-party company in this Part.															
申請者負責人姓名 ⁽²⁾ Name of the person-in-charge ⁽²⁾	<input type="radio"/> 女士 ⁽³⁾ Ms ⁽³⁾ <input type="radio"/> 先生 ⁽³⁾ Mr ⁽³⁾							電話號碼 Tel. no.							
								傳真號碼 Fax no.							
申請者負責人職銜 Job title of the person-in-charge								電郵 Email							
申請者通訊地址 （如與商業登記證地址不同） Applicant's correspondence address (if different from the address on the Business Registration Certificate)	(中文)														
	(English)														

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 ⁽⁴⁾ No. of full-time local employee(s) ⁽⁴⁾	請填妥 <u>附頁二</u> 「全職本地僱員資料報表」 Please complete <u>Appendix 2</u> "Information of Full-time Local Employees"	輸入勞工人數 ⁽⁵⁾ No. of imported employee(s) ⁽⁵⁾	<input type="radio"/> 沒有輸入勞工 No imported employee <input type="radio"/> 聘有輸入勞工 (請填妥 <u>附頁四</u> 「輸入勞工資料報表」) Imported employee(s) in employ (Please complete <u>Appendix 4</u> "Information of Imported Workers")
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(1) 如持有商業登記證及／或特定的牌照，請填寫商業登記證及／或牌照上的資料。For holders of Business Registration Certificate and / or specific licence(s), please fill in information as stated on the Business Registration Certificate and/or specific licence(s).
 (2) 有關資料用途，請參閱本表格第 1 部分。勞工處職員會聯絡獲授權代表及／或申請者負責人，以處理本申請。為盡快處理本申請，除郵遞外，勞工處職員將以電話、電郵及傳真等方式與獲授權代表及／或申請者負責人聯絡。Please see Part 1 of this form for the use of the information. Staff of LD will contact the authorised representative and / or the person-in-charge for processing this application. To promptly process this application, apart from mail, staff of LD will communicate with the authorised representative and / or the person-in-charge by telephone, email and facsimile, etc.
 (3) 此稱謂只作通信及聯絡之用。This prefix is for the purpose of correspondence and communication only.
 (4) 只包括申請者直接僱用以經營業務（包括分行）的本地僱員，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。請注意，全職本地僱員人數是處理「補充勞工優化計劃」申請的重要考慮因素。Including only full-time local employees directly employed by the applicant for operating business (including branches). Excluding part-time staff, staff of sub-contractor(s) or self-employed person(s) providing service to the applicant. Please note that the number of full-time local employees is an important factor to be considered in processing applications under ESLS.
 (5) 包括現時在職及已獲原則性批准／配額輸入但仍未抵港的輸入勞工。其他輸入勞工計劃亦須計算在內，詳見附頁四。Including imported workers in employ and those covered by approval-in-principle / quota for importation but yet to arrive in Hong Kong. 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 "✓" 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：申請輸入的非常見職位⁽⁶⁾

Part 4A: Non-Common Post under Application⁽⁶⁾

職位名稱 Job title		申請輸入勞工人數 No. of imported worker(s) applied for		僱用期（月） ⁽⁷⁾ Employment period (months) ⁽⁷⁾	
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 <u>Appendix 5</u> "Justifications for Labour Importation"				

每月工資 Monthly wages offered

每月\$ _____ 元（不包括超時工資） HK\$ _____ per month (excluding overtime pay)	只供勞工處職員填寫 For official use only Job Code: _____ MW \$ _____
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（如適用） (if applicable) 過往獲批准的申請 Previous application approved 如有，請跳過第 4 乙部分 並前往第 5 部分 If yes, please skip Part 4B and go to Part 5	申請者曾根據「補充勞工計劃」／「補充勞工優化計劃」獲批准輸入勞工擔任相同職位， The applicant has been approved under the Supplementary Labour Scheme (SLS) / ESLS to import worker(s) of the same post; and <input type="radio"/> 是次申請職位的每周工作日數、工作時間、職責範圍、入職要求及工作地址均與最近獲批准的申請相同。該獲批申請的檔案編號為: SLS/ESLS _____。 the no. of working days per week, work schedule, duties, entry requirements and address of workplace of the post under this application are the same as those in the recent approved application. Reference number of the approved application is: SLS/ESLS _____。 <input type="radio"/> 欲查閱最近獲批申請中有關職位的詳情，以確定是否適用於是次申請職位。最近獲批申請的檔案編號: SLS/ESLS _____。 wishes to access details of the relevant post in the recent approved application for ascertaining whether they are applicable to the post under this application. Reference number of the approved application is: SLS/ESLS _____。
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- (6) 申請者須按勞工處同意的僱用條件進行勞工處規定的本地公開招聘。Applicant should **conduct a local recruitment exercise as stipulated by LD in accordance with the employment terms agreed by LD.**
 (7) 根據「補充勞工優化計劃」輸入的勞工，合約期最長為 24 個月，合約完結後不會自動續約。申請者須按現時及預計的業務需要和人手要求計算合適的僱用期。The maximum contract period of an imported worker under ESLS is 24 months. No automatic renewal upon expiry. The applicant should factor in the existing and anticipated business needs and manpower demand in deriving the suitable employment period (months).
☐ 請在適當的圈內加上"✓"號。Please put "✓" in suitable circles.

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

工作時間（扣除休息／用膳時間） Work schedule (excluding rest / meal breaks)			
<input type="radio"/> 不需輪班工作，每周工作日數：_____ Shift work not required, no. of working days per week : _____ ● 每天工作時間如下 Daily work schedule as follows : (例 e.g.: 9:00 - 13:00, 14:00 -17:00) _____ ● 用膳時間: _____ 或每天 _____ 小時 Meal(s) break: _____ or _____ hour(s) per day ● 休息時間: _____ 或每天 _____ 小時 (如有) Rest break(s): _____ or _____ hour(s) per day (if any)		<input type="radio"/> 需輪班工作，每周工作日數：_____ Shift work required, no. of working days per week : _____ ● 各班工作時間如下 Work schedule of each shift as follows : (例 e.g.: (a) 9:00 - 13:00, 14:00 - 17:00; (b) 11:00 - 15:00, 16:00 -19:00) _____ ● 用膳時間: _____ 或每天 _____ 小時 Meal(s) break: _____ or _____ hour(s) per day ● 休息時間: _____ 或每天 _____ 小時 (如有) Rest break(s): _____ or _____ hour(s) per day (if any)	
詳細職務範圍 Detailed job description			
(如空間不足，請另紙書寫。 Please use a separate piece of paper if space is insufficient.)			
入職要求 Entry requirements			
學歷程度 Education level	<input type="radio"/> 無需 Nil <input type="radio"/> 小學程度 Primary level <input type="radio"/> 中學 _____ 年級程度 Secondary _____ level <input type="radio"/> 其他 Others: _____		
有關經驗年資 Years of related experience	<input type="radio"/> 無需 Nil <input type="radio"/> 需要 _____ 年相關經驗 _____ year(s) of related experience required		
語文要求 Language requirement			
會話 Spoken		讀寫 Reading and writing	
粵語 Cantonese	<input type="radio"/> 無需 Nil <input type="radio"/> 略懂 Little <input type="radio"/> 一般 Fair	中文 Chinese	<input type="radio"/> 無需 Nil <input type="radio"/> 略懂 Little <input type="radio"/> 一般 Fair
英文 English	<input type="radio"/> 無需 Nil <input type="radio"/> 略懂 Little <input type="radio"/> 一般 Fair	英文 English	<input type="radio"/> 無需 Nil <input type="radio"/> 略懂 Little <input type="radio"/> 一般 Fair
其他語言 Others _____	<input type="radio"/> 無需 Nil <input type="radio"/> 略懂 Little <input type="radio"/> 一般 Fair	其他語文 Others _____	<input type="radio"/> 無需 Nil <input type="radio"/> 略懂 Little <input type="radio"/> 一般 Fair
技能及其他要求 Skill and other requirement(s)			
<input type="radio"/> 無需 Nil	<input type="radio"/> 需要，請闡述 Please specify: _____		
詳細工作地址 Detailed address of work place	(如輸入勞工需於兩個或以上地點工作，請列明每個工作地址所需的輸入勞工人數。 If imported workers are required to work at two or more work places, please specify the no. of workers for each work place.)		
<input type="radio"/> 請在適當的圈內加上“✓”號。 Please put “✓” in suitable circles.			
第 5 部分：過往不良紀錄 Part 5: Past Adverse Record			
申請者或申請者的獨資經營者／合夥人有沒有違反本表格第 2 部分列明的法例或規定 ⁽⁸⁾ ？（如申請者是有限公司，只需填報與申請公司有關的紀錄。）			
Has the applicant or the sole proprietor/partner(s) of the applicant violated any law or requirement listed in Part 2 of this form ⁽⁸⁾ ? (For a limited company, only record(s) pertaining to the applicant company need(s) to be provided.)			
<input type="radio"/> 沒有。 No.			
<input type="radio"/> 有。詳情如下（請列明違反的法例或規定，以及定罪或警誡信日期）： Yes. The details are as follows (please state the law or requirement violated, and the date of conviction or the date of the warning / sanction letter(s)):			
<input type="radio"/> 請在適當的圈內加上“✓”號。 Please put “✓” in suitable circles.			
違反的法例或規定 The law or requirement violated		定罪／警誡信／制裁通知書日期 Date of conviction / the warning / sanction letter(s)	
(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。 An application will not normally be processed / approved if the applicant or the sole proprietor / partner(s) of the applicant has the relevant conviction record(s) within the two years preceding the date of submission of the application, or is being subjected to administrative sanction by the Labour Department.			

第 6 部分：聲明 Part 6: Declaration

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。如在申請者提交任何資料及文件後，有關資料／文件有任何更改，本人將盡快主動通知勞工處補充勞工科。本人亦確認申請者進行的一切活動皆為合法，及已持有合法經營相關業務所需的所有有效證明文件（包括但不限於相關牌照、許可證和豁免書）。另外，如勞工處合理地相信申請者的活動可能違法，勞工處可將有關資料轉交有關執法部門跟進。
I confirm that I have read Part 1 of this form and that all the information and documents submitted and to be submitted in future for this application is true and complete. I shall take the initiative to inform the Supplementary Labour Division of LD as soon as possible of any changes in any information / document after it is submitted. I also confirm that all activities carried out by the applicant are lawful, and the applicant has possessed valid supporting documents (including but not limited to relevant licences, permits and waivers) required for the lawful conduct of business. LD may pass relevant information to concerned law enforcement department(s) for investigation should an applicant carry out any activity that is reasonably suspected of breaching the Hong Kong Laws.
2. 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.
3. 本人確認申請者(i) 有足夠經濟能力僱用是次申請輸入的勞工；及(ii) 會履行根據僱傭合約條款和本計劃有關支付工資及其他合約和法定權益予輸入勞工的責任。
I confirm that the applicant (i) is financially capable of employing the imported worker(s) applied for under this application; and (ii) will fulfill the responsibilities of paying the wages and other contractual and statutory benefits to the imported worker(s) in accordance with the terms of the employment contract and conditions of the scheme.
4. 本人確認及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) 於香港法例第 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;
(ii) 於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;
(iii) 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
(iv) 於住宅處所工作或從事家務工作。
Work in domestic premises or perform domestic household duties.
5. 簽署此部分後，即表示本人／申請者：
By signing this Part, I / the applicant:
(i) 明白須就本申請向勞工處提交一切所需的資料及文件。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) 申請表資料不全或缺少所需證明文件，及／或(ii) 同一申請者在六個月內遞交多於一次申請（2025年6月16日或以前收到的申請不計算在內）。上述第(ii)項不適用於現有輸入勞工續約申請；
Understand(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; and/or (ii) is received by LD from the same applicant who has submitted more than one application within a six-month period (applications received on or before 16 June 2025 will not be counted). Item (ii) above does not apply to the applications for renewal of existing imported workers' contracts;
(ii) 明白申請者須持續符合全職本地僱員與輸入勞工2:1的人手比例要求（詳見本表格第 2 部分）。僱主不得以輸入勞工取代本地工人。如需裁員，僱主應先裁減輸入勞工。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) that the applicant should fulfil the manning ratio requirement of full-time local employees to imported workers of 2:1 on a continuous basis (details at Part 2 of this form). The employers shall 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、僱員再培訓局及相關工會組織，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) 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 relevant 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, this application will not be processed by LD;
(vi) 明白若我／申請者或申請者的獨資經營者／合夥人在遞交申請當日之前兩年內曾有相關定罪紀錄（包括《僱傭條例》、《僱員補償條例》、《入境條例》和職業安全及健康法例），或因違反「補充勞工優化計劃」／「標準僱傭合約」的相關規定而正被勞工處施加行政制裁，勞工處一般不會處理／批准本申請；
Understand(s) that LD will not normally process / approve this application if I / the applicant or the sole proprietor / partner(s) of the applicant have / has the relevant conviction record(s) (including the Employment Ordinance, the Employees' Compensation Ordinance, the Immigration Ordinance and the occupational safety and health legislation) within the two years preceding the date of submission of the application, or is being subjected to administrative sanction by the Labour Department due to breach(es) of relevant requirements of the Enhanced Supplementary Labour Scheme or the Standard Employment Contract;
(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 they provide their personal data; and

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

- (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（禁制期可達兩年），已獲得的輸入勞工批准或被撤銷。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、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 to 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 (with a debarment period of up to two years). Approvals for importation of labour previously granted may be withdrawn. 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) of business/corporation being sanctioned, and the date and reason for the sanction.

獨資經營者／董事／獲授權合夥人⁽⁹⁾／

獲授權負責人／獲授權代表⁽¹⁰⁾簽署*

Signature of sole proprietor / director /

authorised partner⁽⁹⁾ / authorised person-in-charge /

authorized representative⁽¹⁰⁾*

申請者蓋印

Applicant's chop

(姓名 Name: _____)

日期 Date: _____

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

- (10) 「授權書」（附頁三）的獲授權代表／獲授權負責人。Authorised representative / authorised person-in-charge stated in the Authorisation Letter (Appendix 3).

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

Form ESLS-1B (09/2025)