

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

全職本地僱員資料報表
Information of Full-time Local Employees

申請者名稱
Name of Applicant : _____
申請者地址
Applicant's Address : _____
申請者電話
Applicant's Telephone No. : _____
全職本地僱員總人數 (包括所有工種)
Total Number of Full-time Local Employees (including all job types) : _____
職務與申請職位相同的全職本地僱員總人數
Total Number of Full-time Local Employee with Duties Same as those of the Post under Application : _____

號 S/N	工作種類/部門 Job Type/Department	全職本地僱員人數 Number of Full-time Local Employees	序號 S/N	工作種類/部門 Job Type/Department	全職本地僱員人數 Number of Full-time Local Employees
1			6		
2			7		
3			8		
4			9		
5			10		

注意事項 Remarks :

- (1) 如本頁行數不足填寫，請自行影印及必須在每頁填上獨資經營者/董事/獲授權合夥人/獲授權代表姓名、職位和簽署，以及蓋上申請者蓋印。
Please make copies of this page for insufficient space, with the name, post and signature of the proprietor/director/authorised partner/authorised representative together with the applicant's chop on each page.
- (2) 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**全職是指該僱員每週總工作時數不少於 35 小時**。
Under the Scheme, the ratio of local employees to imported workers is calculated on basis of full-time local employees, and a **full-time employee refers to one who works not less than 35 hours per week**.
- (3) 由申請者直接僱用以經營申請表第 3 部分所列明服務的所有全職本地僱員 (包括所有工種)，不包括向申請者提供服務的外判商員工或自僱人士。All full-time local employees (including all types of staff) under direct employment of the applicant for the services specified in Part 3 of the application form, excluding staff of subcontractor(s) or self-employed person(s) providing service to the applicant.

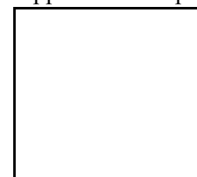
本人明白勞工處可能會要求本人提交個別全職本地僱員的詳細資料，並已徵詢僱員同意可向勞工處透露其個人資料。本人聲明在此文件內提供的資料均屬真實及正確。本人明白如本人蓄意或存心提出不正確資料或隱瞞任何事項，或錯誤引導勞工處，勞工處會終止處理本申請及在指定時間內不會接受本人/該申請者的申請，本人亦須負上有關的法律責任。

I understand that the Labour Department may require me to submit detailed information about the individual full-time local employee. I have sought the consent of the employees for disclosing their personal data to the Labour Department. I declare that all information furnished here is true and accurate. I understand that if I knowingly or wilfully make any false statement or withhold any information, or otherwise mislead the Labour Department, the Labour Department will terminate the processing of this application and will not accept any application of me / the applicant within a specified period of time, and also I shall bear the legal responsibilities.

獨資經營者/董事/獲授權合夥人/獲授權代表姓名# (請以正楷填寫)
Name of sole proprietor/director/ authorised partner
/authorised representative # (in block letters) : _____

簽署 Signature : _____ 日期 Date : _____

申請者蓋印
Applicant's chop



請刪去不適用者。資料須與申請表第 6 部分相同。Please delete where inappropriate. The information should be the same as in Part 6 of the application form. (Rev. 09/2023)