

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.