

如申請涉及餐飲相關（即出品部及／或樓面部）職位，申請者須填寫本附頁。
The applicant must fill in this Appendix if
the application involves catering-related (i.e. production section and / or table service section) post(s).

「補充勞工優化計劃」— 全職本地僱員資料報表
適用於餐飲相關（即出品部及／或樓面部）職位的申請
Enhanced Supplementary Labour Scheme (ESLS) – Information of Full-time Local Employees
For Catering-related (i.e. Production Section and / or Table Service Section) Post(s) Application

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（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 _____ (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		樓面部 Table Service Section		其他職位 Other Posts	
職位 Post(s) <i>(請填寫所有職位 Please fill in all post(s))</i>	全職 本地僱員人數 No. of Full-time Local Employees	職位 Post(s) <i>(請填寫所有職位 Please fill in all post(s))</i>	全職 本地僱員人數 No. of Full-time Local Employees	申請職位 Applied Post(s) <i>(只需填寫申請職位 Please fill in Applied Post(s) only)</i>	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（詳見注意事項(4)），請提供以下資料：

Please provide the below 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 Remark (4) 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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注意事項 Remarks :

- (1) 「補充勞工優化計劃」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 小時以經營業務（包括分店）的僱員，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。**
Under ESLS, the ratio of local employees to imported workers is calculated on basis of **full-time local employees**, which mean **employees who are directly employed by the applicant and work not less than 35 hours per week for operating the business (including branches); excluding** part time staff, staff of sub contractor(s) or self employed person(s) providing services to the applicant.
- (2) 本地僱員**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。
Local employees **exclude** 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.
- (3) 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
- (4) 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，須持續符合指定部門下的 3 : 1 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) complying with the manning ratio requirement of 3 : 1 under the specified section(s) on a continuous basis for the catering-related posts (see the abovementioned “List of Catering-related Posts”);**
- (iv) 須確保在任何時間不可違反上述人手比例要求；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；及
must ensure that the above manning ratio requirement(s) is not breached at any time; nor will local workers be displaced by 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; 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.