

「補充勞工優化計劃」— 授權書（第三方公司代表）
Enhanced Supplementary Labour Scheme (ESLS) —
Authorisation Letter (Third-party Company Representative)

本人為_____（申請者名稱（即業務／法團名稱）⁽¹⁾）
的*獨資經營者／董事／獲授權合夥人，現授權以下第三方公司⁽²⁾代表遞交及處理此宗「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) ⁽¹⁾) and

hereby authorise the following **third-party company**⁽²⁾ representative to submit and handle this application under ESLS:

第三方公司名稱⁽³⁾ Name of the third-party company ⁽³⁾: _____

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

姓名 ⁽⁴⁾ Name ⁽⁴⁾	☐ 女士 Ms ☐ 先生 Mr	本地電話號碼 ⁽⁵⁾ Local Tel. No. ⁽⁵⁾	
職銜 Job Title		電郵 ⁽⁵⁾ Email ⁽⁵⁾	
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 ⁽⁴⁾ Name ⁽⁴⁾	☐ 女士 Ms ☐ 先生 Mr	本地電話號碼 ⁽⁵⁾ Local Tel. No. ⁽⁵⁾	
職銜 Job Title		電郵 ⁽⁵⁾ Email ⁽⁵⁾	
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). Representative(s) from a third-party company is not allowed to sign on behalf of the applicant.

☐ 本人明白作出上述授權後，所有經由獲授權的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。I understand that upon granting the above authorisation, all information submitted through the authorised third-party company representative(s) will be regarded by the Labour Department (LD) as the applicant's replies for the vetting of this application.

姓名⁽⁴⁾（請以正楷填寫）
Name⁽⁴⁾ (in block letters) : _____
☐ 女士 Ms
☐ 先生 Mr

申請者蓋印
Applicant's chop

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 : _____

- (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。「補充勞工優化計劃」不接受業務／法團分店的申請。For holder(s) 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). Please note that ESLS no longer accepts applications from branch(es) of the business / corporation.
- (2) 例如職業介紹所、中介公司。Such as employment agencies, intermediaries.
- (3) 「補充勞工優化計劃」不接受申請者授權朋友／親戚處理申請。如申請者沒有妥當填寫第三方公司的名稱及商業登記號碼，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 and business registration number of the third-party company, such authorisation will be voided.
- (4) 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.
- (5) 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」— 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）⁽¹⁾）
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) ⁽¹⁾) and
hereby authorise the following **staff member(s) of the applicant** to submit and handle this application under ESLS:

姓名 ⁽²⁾ Name ⁽²⁾	☐ 女士 Ms ☐ 先生 Mr	本地電話號碼 ⁽³⁾ Local Tel. No. ⁽³⁾	
職銜 Job Title		電郵 ⁽³⁾ Email ⁽³⁾	
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 ⁽²⁾ Name ⁽²⁾	☐ 女士 Ms ☐ 先生 Mr	本地電話號碼 ⁽³⁾ Local Tel. No. ⁽³⁾	
職銜 Job Title		電郵 ⁽³⁾ Email ⁽³⁾	
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。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.

姓名⁽²⁾（請以正楷填寫）
Name⁽²⁾ (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 : _____

申請者蓋印
Applicant's chop

簽署 Signature : _____ 日期 Date : _____

- (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。「補充勞工優化計劃」不接受業務／法團分店的申請。For holder(s) 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). Please note that ESLS no longer accepts applications from branch(es) of the business / corporation.
- (2) 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.
- (3) 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.