

「補充勞工優化計劃」

Enhanced Supplementary Labour Scheme (ESLS)

委任第三方公司處理申請 — 授權及聲明書

Appointment of Third-party Company for Handling Application – Authorisation and Declaration Form

第一部分：申請者授權及聲明 Part 1 : Applicant's Authorisation and Declaration

申請者名稱 Name of Applicant : _____

本人為上述申請者的 ***獨資經營者／董事／獲授權合夥人**，現授權以下**第三方公司**（以該公司指派的下列職員為代表）〔下稱「**第三方公司代表**」〕遞交及處理此宗「補充勞工優化計劃」（優化計劃）申請：

I am the ***sole proprietor / director / authorised partner** of the above applicant and hereby authorise the following **third-party company** (as represented by the staff member(s) below assigned by that company [hereinafter the “**Third-Party Company Representative(s)**”]) to submit and handle this application under ESLS:

第三方公司名稱⁽¹⁾ Name of the third-party company⁽¹⁾: _____

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

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姓名 [#] Name [#]	☐ 女士 Ms ☐ 先生 Mr	本地電話號碼 ⁽²⁾ Local Tel. No. ⁽²⁾	
職銜 Job Title		電郵 ⁽²⁾ Email ⁽²⁾	
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 [#] Name [#]	☐ 女士 Ms ☐ 先生 Mr	本地電話號碼 ⁽²⁾ Local Tel. No. ⁽²⁾	
職銜 Job Title		電郵 ⁽²⁾ Email ⁽²⁾	
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). The Third-Party Company Representative(s) is/are not allowed to sign on behalf of the applicant.

☐ 本人明白作出上述授權後，所有經由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；本人承諾會監督第三方公司處理此宗申請，確保其提交的資料真確完備，並符合優化計劃的規定。I understand that upon granting the above authorisation, all information submitted through the Third-Party Company Representative(s) will be regarded by the Labour Department (LD) as the applicant's replies for the vetting of this application. I undertake to monitor the third-party company's handling of this application to ensure that the information it submits is true and complete, and that it will comply with the ESLS requirements.

姓名[#]（請以正楷填寫）
Name[#] (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) 優化計劃不接受申請者授權朋友／親戚處理申請。如申請者沒有恰當填寫第三方公司的名稱、商業登記號碼或第三方公司代表的資料，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, business registration number of the third-party company or the details of the Third-Party Company Representative(s), such authorisation will become void.
- (2) 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.

第二部分：第三方公司聲明 Part 2 : Third-party Company's Declaration

(由本附頁第一部分填報的第三方公司的獨資經營者／董事／合夥人填寫及簽署)

To be completed and signed by the sole proprietor / director / partner of the third-party company stated in Part 1 of this appendix)

本公司 Our company

- ☐ (1) 確認已接受上述申請者的委任，以協助其遞交及處理此宗優化計劃申請；confirms that we have accepted the appointment by the above applicant to assist with the submission and handling of this ESLS application;
- ☐ (2) 已附上本公司的商業登記證副本，並確認已持有合法經營相關業務所需的牌照、許可證等；has submitted a copy of our business registration certificate and confirms that we hold valid licenses, permits etc., required for the lawful conduct of the relevant business;
- ☐ (3) 確認第三方公司代表為本公司指派負責處理此宗優化計劃申請的職員，上述填報的職員資料皆為正確；知悉勞工處一般只會聯絡申請者或第三方公司代表（而非第三方公司的其他職員），如第三方公司代表離職，本公司會盡快主動通知申請者及勞工處，以終止或更改上述授權；confirms that the Third-Party Company Representative(s) is/are the staff member(s) assigned by our company to handle this ESLS application, and the staff information provided above is correct; understands that LD normally contacts only the applicant or the Third-Party Company Representative(s) (rather than other staff members of the third-party company); should the Third-Party Company Representative(s) leave our company, we shall take the initiative to notify the applicant and LD as soon as possible in order to terminate or vary the above authorisation;
- ☐ (4) 承諾會密切監察並為本公司及本公司職員處理此宗申請時的一切作為和行為負責及承擔可能引致的相關法律責任（不論有關職員及後是否離職）；undertakes to closely supervise and to take responsibility for all acts and conducts of our company and our staff in handling this application, and to bear any related legal liability that may arise therefrom (irrespective of whether the staff member(s) subsequently leave(s) the company);
- ☐ (5) 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、完全明白及同意優化計劃申請表第 1 部分第 4 段；並同意勞工處在有需要時將本公司及本公司職員的資料轉交勞工處其他科別、相關決策局及政府部門，以處理根據優化計劃提出的申請或執行計劃的規定；confirms 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; and agrees to the transfer of data of our company and our staff to other divisions of LD, relevant policy bureaux and government departments when necessary for the purposes of processing ESLS applications or enforcing the terms and conditions of ESLS;
- ☐ (6) 承諾在協助上述申請者處理此宗優化計劃申請時，本公司會遵守優化計劃申請表第 2 部分列明的法例及規定；及 undertakes to comply with the laws and requirements listed in Part 2 of the ESLS application form when assisting the above applicant with this ESLS application; and
- ☐ (7) 明白如申請者違反相關法例或規定，此宗申請會遭拒絕，勞工處會考慮對申請者施加行政制裁並公布其身分。如有關違規牽涉本公司或第三方公司代表，勞工處亦會考慮公布本公司名稱，包括但不限於以新聞公報的形式發布、在優化計劃專題網頁或勞工處的其他網頁上展示等。understands if the applicant breaches the relevant law(s) or requirement(s), this application will be refused. LD will consider imposing administrative sanction on the applicant and publishing its identity. If the breach(es) involves our company or the Third-Party Company Representative(s), LD will also consider publishing the name of our company through, including but not limited to issuing press release, displaying it on the dedicated webpage of ESLS and any other webpages of LD, etc.

姓名#（請以正楷填寫）

Name # (in block letters) : _____

☐ 女士 Ms

☐ 先生 Mr

第三方公司蓋印
Third-party
company's chop

職位 Position : *獨資經營者 Sole proprietor / 董事 Director / 合夥人 Partner

第三方公司名稱

Name of the Third-party Company : _____

職業介紹所牌照號碼（如有）

Employment Agency Licence No. (if any) : _____

簽署 Signature : _____

日期 Date : _____

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

☐ 請在適當的空格內加上“✓”號。Please put a “✓” in the appropriate boxes.

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.

申請者如擬委任第三方公司處理申請，雙方必須填妥此表格，否則本處不會受理經由第三方公司處理的申請。
Applicant who intends to appoint a third-party company to handle the application must arrange to complete this form by the two parties. Otherwise, LD will not process the application handled by the third-party company.