

「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））

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)) and

hereby authorise the following **staff member(s) of the applicant** to submit and handle this application under ESLS:

姓名 ⁽¹⁾ Name ⁽¹⁾	☐ 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 ⁽¹⁾ Name ⁽¹⁾	☐ 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。本人承諾會監督申請者員工處理此宗申請，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 authorised staff member(s) of the applicant will be regarded by LD as the applicant's replies for the vetting of this application. I undertake to supervise the staff member(s) of the applicant in handling this application to ensure the information they submit is true and complete, and that it will comply with the ESLS requirements.

姓名⁽¹⁾（請以正楷填寫）
Name⁽¹⁾ (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) 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.

(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.

* 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.