

「補充勞工優化計劃」— 輸入勞工資料報表
Enhanced Supplementary Labour Scheme (ESLS) — Information of Imported Workers

申請者名稱 Name of Applicant : _____

申請者須於此附頁填報經「補充勞工計劃」／「補充勞工優化計劃」及其他輸入勞工計劃輸入的所有勞工的資料。其他輸入勞工計劃是指「院舍輸入護理員特別計劃」、「建造業輸入勞工計劃」、「運輸業輸入勞工計劃—航空業」及「運輸業輸入勞工計劃—公共小巴／客車行業」。總公司及所有分店的所有輸入勞工均須包括在內。The applicant shall report in this appendix the information of all workers imported under the Supplementary Labour Scheme (SLS) / ESLS and other labour importation schemes, i.e. “Special Scheme to Import Care Workers for Residential Care Homes”, “Labour Importation Scheme for the Construction Sector”, “Labour Importation Scheme for the Transport Sector – Aviation Industry” and “Labour Importation Scheme for the Transport Sector – Public Light Bus / Coach Trade”. All imported workers in the head office and all branches must be included.

1. 現職輸入勞工總數（包括替補輸入勞工）Total number of imported workers in employ (including replacement(s) for the original imported workers) : _____

請按(i)的順序填寫下表。Please complete the following table in the order of (i).

	(i) 「補充勞工計劃」／「補充勞工優化計劃」 原則性批准通知書檔案編號 SLS / ESLS <u>Case Reference</u> on Approval-in-principle Notification Letter (“AIP Letter”) (如屬其他輸入勞工計劃的輸入勞工，請於此欄註明計劃名稱 For workers imported under other labour importation schemes, please specify the scheme name in this column)	(ii) 職位名稱 Post Title	(iii) 輸入勞工姓名 Name of Imported Worker	(iv) 合約開始日期 Start Date of Employment Contract			(v) 合約完結日期 Expiry Date of Employment Contract			(vi) 如職位為續約配額申請的職位，請加上“✓”號 Please put a “✓” for post(s) for which renewal quota(s) is sought
				年 Year	月 Month	日 Day	年 Year	月 Month	日 Day	
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2. 未抵港的輸入勞工（包括替補輸入勞工）及未使用的有效配額總數

Total number of imported workers yet to arrive in Hong Kong (including replacement(s) for imported workers) and valid quotas not yet used :

請按(i)的順序填寫下表。Please complete the following table in the order of (i).

	(i) 「補充勞工計劃」／「補充勞工優化計劃」原則性批准通知書檔案編號 SLS / ESLS Case Reference on AIP Letter (如屬其他輸入勞工計劃的輸入勞工，請於此欄註明計劃名稱 For workers imported under other labour importation schemes, please specify the scheme name in this column)	(ii) 職位名稱 Post Title	(iii) 輸入勞工人數 No. of Imported Workers	(iv) 合約期 (月) Employment Period (months)	(v) 如職位為續約配額申請的職 位，請加上“✓”號 Please put a “✓” for post(s) for which renewal quota(s) is sought
1.					☐
2.					☐
3.					☐

3. 其他資料（如適用）

Other information (if applicable)

如申請者經營的院舍曾獲批「院舍輸入護理員特別計劃」配額，須提供以下資料 For applicant operating residential care home(s) with quota(s) granted under the “Special Scheme to Import Care Workers for Residential Care Homes”, please provide the following information :

- 院舍類別 Type of residential care home : ☐ 安老院 Residential Care Home for the Elderly ☐ 護養院 Nursing Home
☐ 殘疾人士院舍 Residential Care Home for Persons with Disabilities
- 院舍營運模式 Operation mode of residential care home : ☐ 津助院舍 Subvented Home ☐ 合約院舍 Contract Home
☐ 私營院舍 Private Home ☐ 自負盈虧院舍 Self-financing Home
- 「院舍輸入護理員特別計劃」採用的「全職本地僱員：輸入護理員」人手比例要求 The manning ratio of “full-time local employee to imported care worker” adopted under the “Special Scheme to Import Care Workers for Residential Care Homes” : ☐ 1 : 1 ☐ 2 : 1

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本人／申請者提交個別或所有輸入勞工的詳細資料；及
understand(s) that the Labour Department may require me / the applicant to submit detailed information about individual or all imported workers; and
- (ii) 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 : _____

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

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 the relevant page, with each page signed and stamped.

申請者蓋印
Applicant's chop

(Rev. 09/2026)