

「補充勞工優化計劃」
Enhanced Supplementary Labour Scheme (ESLS)

輸入勞工的理據
Justifications for Labour Importation

申請者名稱

Name of Applicant : _____

1. 曾嘗試通過以下途徑，招聘本地工人填補申請職位*

Have made attempts to recruit local workers to fill the post(s) under application through the following channels*

☐ 網上招聘平台及／或本地報章 online recruitment platform(s) and / or local newspaper(s)

☐ 招聘會 job fairs

☐ 其他途徑 Other channels: _____

結果 Result : ☐ 聘得／☐ 未能聘得 – 足夠的合適本地工人

☐ Able / ☐ Unable – to recruit adequate number of suitable local workers

2. 曾嘗試通過以下途徑，訓練本地工人填補申請職位*

Have made attempts to train up local workers to fill the post(s) under application through the following means*

☐ 在職培訓 On-the-job training

☐ 內部培訓課程 In-house training programme

☐ 安排現職本地員工轉任申請職位 Arrange existing staff to take up the applied post(s)

☐ 培訓機構舉辦的職業訓練課程 Vocational training course(s) organised by training bodies

☐ 其他 Others: _____

結果 Result : ☐ 培訓成效顯著 Training was effective

☐ 培訓成效未如理想 Training was ineffective

3. 請說明行業／公司人手不足的情況*

Please explain the extent of insufficient manpower in your industry/company*

☐ 極少／沒有新人／入職或入行 Few / no new entrants join the company or the industry

☐ 業內員工陸續退休 Staff in the industry have been retiring one after another

☐ 現職員工流失量大 High turnover of existing staff

☐ 招聘成果不足應付業務擴張的人手需要 Recruitment results fail to meet the manpower needs required for business expansion

☐ 其他 Others : _____

請詳細說明以上所選項目的情況 Please elaborate on the option(s) selected above:

4. 請說明人手不足對營運（例如：訂單量、客量、業務的規模等）的影響*

Please illustrate the impact of insufficient manpower on the business operation (e.g. quantity of orders, volume of customers, scale of business, etc.)*

- ☐ 營運效率降低 Reduction in operation efficiency
- ☐ 倚賴兼職員工，加重管理困難 More management problems arising from reliance on part-time staff
- ☐ 影響公司出品質素 Affect the product quality of the company
- ☐ 顧客服務質素下降 Decline in customer service quality
- ☐ 未能應付現有訂單量／客量 Fail to handle existing orders / number of customers
- ☐ 業務規模需要縮減／未能擴充 Have to scale down / cannot expand the business
- ☐ 營業時間需要縮減／未能延長 Have to shorten / cannot extend the business hours
- ☐ 影響公司長遠發展 Affect the long term development of the company
- ☐ 其他 Others : _____

請詳細說明以上所選項目的情況 Please elaborate on the option(s) selected above:

5. 請說明人手不足對現職員工的影響*

Please illustrate the impact of insufficient manpower on the existing staff*

- ☐ 須安排員工加班 Need to arrange the staff to work overtime
- ☐ 員工缺乏休息時間 Insufficient rest time for the staff
- ☐ 影響員工健康 Affect the staff's health
- ☐ 影響員工家庭生活 Affect the staff's family life
- ☐ 員工士氣低落 Low staff morale
- ☐ 加劇員工流失 Increase staff turnover
- ☐ 其他 Others : _____

請詳細說明以上所選項目的情況 Please elaborate on the option(s) selected above:

本頁只供填寫兩個申請職位，如申請的職位多於兩個，請影印本頁以供填寫，並需在每張影印頁上簽署。
This page is for two applied posts only. For more than two applied posts, please photocopy this page for use and sign on each photocopied sheet.

6. 所需輸入勞工數目的補充說明 Further Illustration of the Imported Worker(s) Required

	申請職位 Post(s) under Application	
(a) 所需勞工總數 (申請職位) Total no. of workers required (the applied post)		
<p>上述所需勞工總數已考慮以下業務因素*</p> <p>The following operational factors have been taken into account in deriving the total no. of workers required*:</p> <p><input type="checkbox"/> 現時訂單量 Existing quantity of orders</p> <p><input type="checkbox"/> 現時顧客量 Existing volume of customers</p> <p><input type="checkbox"/> 現時業務規模 Existing scale of business</p> <p><input type="checkbox"/> 其他 Others : _____</p> <p>請詳細說明以上所選項目的情況 Please elaborate on the option(s) selected above:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>		
(b) 現有勞工總數 (申請職位) Total no. of existing workers (the applied post)		
本地勞工數目 (申請職位) No. of local workers (the applied post)		
輸入勞工數目 (申請職位，如有) No. of imported workers (the applied post, if any)		
申請輸入的勞工數目 ((a) – (b)) No. of imported workers applied for (i.e. (a) – (b))		

如本頁不敷應用，請自行影印並須在每頁填上獨資經營者／董事／獲授權合夥人／獲授權代表姓名和簽署，以及蓋上申請者印章。
If there is insufficient space, please make copies of this page, and state the name of the proprietor/director/authorised partner/authorised representative on each page.
Each page should also be signed and stamped with the applicant's chop.

獨資經營者／董事／獲授權合夥人／獲權代表姓名[#] (請以正楷填寫)

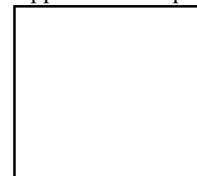
Name of sole proprietor/director/ authorised partner

/authorised representative [#] (in block letters) : _____

簽署 Signature : _____

日期 Date : _____

申請者蓋印
Applicant's chop



* 可選多項 May select more than one option

☐ 請在適當的圈內加上“✓”號。Please put “✓” in suitable circles.

[#] 請刪去不適用者。資料須與申請表第6部分相同。Please delete as appropriate. The information shall be the same as that in Part 6 of the application form.

(Rev. 05/2024)