

「補充勞工優化計劃」— 輸入勞工的理據  
Enhanced Supplementary Labour Scheme (ESLS) — Justifications for Labour Importation

申請者名稱 Name of Applicant : \_\_\_\_\_

1. 請詳細說明擬輸入勞工的所有工作地點所經營的業務，包括業務規模（例如分店數目、店舖面積）、所提供的產品及／或服務等 Please elaborate on the business operated at all the workplace(s) of workers to be imported, including the scale of operations (e.g. no. of branches, shop size), the products and/or services offered, etc.

業務 The business : \_\_\_\_\_

規模 The scale : \_\_\_\_\_

產品及／或服務 The products and/or services : \_\_\_\_\_

如上述業務與餐飲服務／飲食業相關，或申請者申請輸入相關職位，須填寫此部分 If the above business is relevant to the food and beverage service / catering sector, or the applicant is applying for the relevant post(s), this part must be completed :

- (i) 請註明主要業務類別 \* Please specify the main business type(s) \* :

☐ 餐館／餐廳 Restaurant    ☐ 粥粉麵店 Congee / Noodle shop    ☐ 茶餐廳 Hong Kong style tea cafe  
☐ 快餐店 Fast food shop    ☐ 小食店 Snack shop    ☐ 外賣店 Takeaway shop    ☐ 酒吧 Bar  
☐ 咖啡店 Coffee shop    ☐ 飲品店 Beverage shop    ☐ 包餅／甜品店 Bakery / Dessert shop  
☐ 聚會餐飲／到會服務 Event catering/catering service  
☐ 食品製造 Food manufacturing (請註明食品類別 please specify the food category) : \_\_\_\_\_

☐ 其他 Others (請註明 please specify) : \_\_\_\_\_

- (ii) 請註明有關菜式（例如四川菜、法國菜、泰國菜等）（如適用） Please specify the cuisine(s) involved (e.g. Sichuan, French, Thai cuisines, etc.) (if applicable) : \_\_\_\_\_

2. 申請者經營上述業務是否須領有相關牌照／批准、許可證及／或豁免書 Is the applicant required to possess the relevant licences, permits and/or waivers for conducting the above business ?

☐ 不須 Not required

☐ 須領有以下牌照／批准／許可證／豁免書# The following licence(s) / permit(s) / waiver(s) # required (請註明類別 please specify the type) : \_\_\_\_\_

☐ 申請者確認持有合法經營上述業務所需的所有有效證明文件（包括上述牌照／批准／許可證／豁免書），並承諾會在相關牌照／批准有效期屆滿前辦理續領手續，確保申請者在任何時間進行的一切活動皆為合法。The applicant confirms that it/ he/ she possesses all valid supporting documents (including the above licences / permits / waivers) required for the lawful conduct of the above business, and undertakes to renew the relevant licence(s) / permit(s) before the expiry date(s) so as to ensure that the applicant's activities are conducted lawfully at all times.

3. 除上述業務外，申請者有否經營其他業務（不限於擬輸入勞工的工作地點） Apart from the above business, is the applicant operating other business(es) (not limited to workplace(s) of workers to be imported) ?

☐ 沒有 No

☐ 有，詳情如下 Yes, with details provided below :

業務 The business : \_\_\_\_\_

規模 The scale : \_\_\_\_\_

產品及／或服務 The products and/or services : \_\_\_\_\_

4. 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

5. 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

6. 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的人手需要 Recruitment results fail to meet the manpower needs required for the business

☐ 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:

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7. 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:

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8. 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:

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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.

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

|                                                                                                                                                                                                                             |                             |  |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|--|--|
| 申請職位名稱<br>Name of the applied post                                                                                                                                                                                          | (例子 Example)<br>清潔員 Cleaner |  |  |
| (a) 考慮以下(c)所述的業務因素後，申請職位所需勞工總數<br>Total no. of workers required for the applied post, having considered the operational factor(s) mentioned in (c) below                                                                    | 5                           |  |  |
| (b) 申請職位現有勞工總數 (即(i) + (ii))<br>Total no. of <u>existing</u> worker(s) for the applied post (i.e. (i) + (ii))                                                                                                               | 4                           |  |  |
| (i) 現職全職本地僱員人數 <sup>註1</sup><br>No. of full-time local worker(s) in employ <sup>Note 1</sup>                                                                                                                                | 2                           |  |  |
| (ii) 現有輸入勞工數目 (包括(1) 現職輸入勞工、(2) 未抵港的輸入勞工及(3)未使用的有效配額) <sup>註2</sup><br>No. of imported worker(s) (including (1) those in employ, (2) those yet to arrive in Hong Kong, and (3) valid quotas not yet used) <sup>Note 2</sup> | 2                           |  |  |
| 新申請的輸入勞工數目 (即 (a) – (b)) <sup>註3</sup><br>No. of imported worker(s) newly applied for (i.e. (a) – (b)) <sup>Note 3</sup>                                                                                                    | 1                           |  |  |
| 及 And                                                                                                                                                                                                                       |                             |  |  |
| 申請續約配額數目 <sup>註3</sup><br>No. of quota(s) for renewal applied for <sup>Note 3</sup>                                                                                                                                         | 1                           |  |  |

註1：必須與申請表附頁二／附頁二甲填寫的相關全職本地僱員人數相同。

註2：必須與申請表附頁四填寫的輸入勞工 (包括有效配額) 總數相同。

註3：必須與申請表第4 甲部分填寫的「申請輸入勞工人數」相同。

Note 1 : Must match the number of relevant full-time local employees stated on Appendix 2 / Appendix 2A of the application form.

Note 2 : Must match the total number of imported workers (including valid quotas) stated on Appendix 4 of the application form.

Note 3 : Must match the "No. of imported worker(s) applied for" stated on Part 4A of the application form.

(c) 上述所需勞工總數 (即 (a)) 已考慮以下業務因素\*：

The following operational factors have been taken into account in deriving the above total no. of workers required (i.e. (a))\*:

- ☐ 現時訂單量 Existing quantity of orders  
☐ 現時顧客量 Existing volume of customers  
☐ 現時業務規模 Existing scale of business  
☐ 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:

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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 this page, with each page signed and stamped.

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 : \_\_\_\_\_

\* 可選多項 May select more than one option.

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

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

申請者蓋印  
Applicant's chop

(Rev. 09/2026)