

「補充勞工優化計劃」 — 輸入勞工工作地點安排  
(只適用於申請表第 4 甲部分「工作地點」(i)或(ii))

**Enhanced Supplementary Labour Scheme (ESLS) – Workplace Arrangements for Imported Workers  
(For Workplace (i) or (ii) under Part 4A of the Application Form Only)**

申請者名稱

Name of Applicant : \_\_\_\_\_

申請職位

Applied Post : \_\_\_\_\_

申請輸入勞工人數

No. of imported worker(s) applied for : \_\_\_\_\_

(只供填寫一個申請職位 for one applied post only)

請先參閱「工作地點安排須知」，再填寫以下資料。

Please read the “Points to Note on Workplace Arrangements” before filling in the following information.

**第一部分 — 工作地區 Part 1 – Work District**

請在申請職位工作地點(必須為申請者的商業登記證/分行登記證地址<sup>^</sup>)的所屬地區(「工作地區」\*)的空格“□”內加上“✓”號，並填上職位空缺數目(每個「所選工作地區」最少要有 1 個空缺)。所選工作地區的合計「職位空缺數目」，必須等於上述填寫的「申請輸入勞工人數」。 Please put a “✓” in the box “□” for the district (“work district”\*) of the applied post’s workplace (must be the address(es) on the applicant’s business registration certificate / branch registration certificate<sup>^</sup>) and fill in the number of job vacancies (each “selected work district” must have at least 1 vacancy). The total “no. of job vacancies” of the “selected work districts” must be equal to the “no. of imported worker(s) applied for” provided above.

| 編號<br>Code                  | 工作地區*<br>Work district*                                      | 職位空缺數目<br>No. of job vacancies | 編號<br>Code                | 工作地區*<br>Work district*                             | 職位空缺數目<br>No. of job vacancies |
|-----------------------------|--------------------------------------------------------------|--------------------------------|---------------------------|-----------------------------------------------------|--------------------------------|
| <b>香港島 Hong Kong Island</b> |                                                              |                                | <b>新界 New Territories</b> |                                                     |                                |
| 11                          | <input type="checkbox"/> 中西區<br>Central and Western District |                                | 31                        | <input type="checkbox"/> 荃灣區<br>Tsuen Wan District  |                                |
| 12                          | <input type="checkbox"/> 灣仔區<br>Wan Chai District            |                                | 32                        | <input type="checkbox"/> 屯門區<br>Tuen Mun District   |                                |
| 13                          | <input type="checkbox"/> 東區<br>Eastern District              |                                | 33                        | <input type="checkbox"/> 元朗區<br>Yuen Long District  |                                |
| 14                          | <input type="checkbox"/> 南區<br>Southern District             |                                | 34                        | <input type="checkbox"/> 北區<br>North District       |                                |
| <b>九龍 Kowloon</b>           |                                                              |                                |                           |                                                     |                                |
| 21                          | <input type="checkbox"/> 油尖旺區<br>Yau Tsim Mong District      |                                | 35                        | <input type="checkbox"/> 大埔區<br>Tai Po District     |                                |
| 22                          | <input type="checkbox"/> 深水埗區<br>Sham Shui Po District       |                                | 36                        | <input type="checkbox"/> 西貢區<br>Sai Kung District   |                                |
| 23                          | <input type="checkbox"/> 九龍城區<br>Kowloon City District       |                                | 37                        | <input type="checkbox"/> 沙田區<br>Sha Tin District    |                                |
| 24                          | <input type="checkbox"/> 黃大仙區<br>Wong Tai Sin District       |                                | 38                        | <input type="checkbox"/> 葵青區<br>Kwai Tsing District |                                |
| 25                          | <input type="checkbox"/> 觀塘區<br>Kwun Tong District           |                                | 39                        | <input type="checkbox"/> 離島區<br>Islands District    |                                |

|                                                             |                                                                                                                                                                                              |
|-------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 以上所選工作地區總數<br>Total No. of Selected Work Districts as Above | 如所選工作地區總數為 If the total no. of selected work districts is :<br>(i) 1 或 2，請填寫第二及第三部分 1 or 2, please complete Parts 2 and 3 ;<br>(ii) 3 或以上，請直接跳至第三部分 3 or above, please go to Part 3 direct . |
|-------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

<sup>^</sup> 如申請者為服務合約承辦商，需安排輸入勞工於客戶地點工作，該工作地點須為申請者承辦的服務合約列明的服務地點。 If the applicant is a contractor of service contract required to deploy imported worker(s) to work at customer’s premises, the workplace must be the service location(s) listed in the applicant’s awarded service contract(s).

\* 工作地區根據香港法例第 547 章《區議會條例》附表 1 載列的地方行政區範圍及 2023 年區議會一般選舉的區議會地方選區分界 (<https://www.elections.gov.hk/dc2023/chi/dcg.html>) 劃定。 Work districts are defined in accordance with the delineation of district area in Schedule 1 of District Councils Ordinance (Cap. 547) and the District Council Geographical Constituency Boundaries of the 2023 District Council Ordinary Election (<https://www.elections.gov.hk/dc2023/eng/dcg.html>).

## **第二部分 — 額外工作地區（只供第一部分所選工作地區總數為 1 或 2 的申請填寫）**

### **Part 2 – Additional Work District(s) (only for application with 1 or 2 selected work district(s) in Part 1)**

- (1) 申請者會否在其他地區設有工作地點，並需要為申請職位申請額外工作地區（「額外地區」）？

Does the applicant have workplace(s) in other districts and need to apply for additional work district(s) (“additional district”) for the applied post?

☐ 不需要 No [請跳至第三部分 Please go to Part 3] ☐ 需要 Yes

- (2) 包括第一部分所選的工作地區在內，申請職位可申請的工作地區數目上限為 3。請提供所需的額外地區的編號（詳見第一部分）：\_\_\_\_\_

Including the work districts selected in Part 1, the applicant may apply for a **maximum of 3 work districts** for the applied post. Please specify the Code of the additional district(s) required (see Part 1 for details): \_\_\_\_\_

☐ 申請者明白並同意以上填寫的額外地區一旦納入為所選工作地區，這些地區亦必須進行本地公開招聘，包括 (i) 如有本地求職者應徵在額外地區工作，申請者不得以沒有空缺為由拒絕聘請求職者；(ii) 一般而言，本地求職者只需在一個地區工作（見「工作地點安排須知」(乙)(2)部分）；及 (iii) 當有一名本地求職者獲聘於某一額外地區，該地區即被視作不再有人手需要，並會從輸入勞工的工作地點中移除。

The applicant understands and agrees that the local recruitment exercise must be conducted in the additional district(s) stated above when they are included as selected work districts, including : (i) where local job seekers apply to work in the additional district(s), the applicant must not refuse to hire them on the grounds that there are no vacancies; (ii) in general, local job seekers are required to work in one district only (see section (B)(2) of “Points to Note on Workplace Arrangements”); and (iii) when a local job seeker is employed in a particular additional district, that district will be considered as having no more manpower needs and will be removed from the list of workplace(s) of the imported worker(s).

## **第三部分 — 聲明 Part 3 – Declaration**

申請者 The applicant :

[只可選擇 (1)(a) 或 (1)(b) 其中之一 Select either (1)(a) or (1)(b)]

- (1) ☐ (a) 以商業登記證／分行登記證地址為輸入勞工的工作地點；

will use address(es) stated on the business registration certificate(s) / branch registration certificate(s) as workplace(s) of the imported worker(s);

並 ☐ 已就全部所選工作地區提交商業登記證／分行登記證副本（每區最少 1 張），以證明在該區設有業務地址。  
and has submitted copies of business registration certificate(s) / branch registration certificate(s) for all selected work district(s) (at least one copy for each district) as proof of the applicant having business address(es) in the district(s).

或 OR

- ☐ (b) 為服務合約承辦商，需安排輸入勞工於服務合約列明的服務地點工作；

as contractor of service contract, needs to deploy imported worker(s) to work at service location(s) listed in service contract(s);

並 ☐ 已就全部所選工作地區提交已承辦的服務合約副本（須能證明每區最少有 1 個服務地點）。

and has submitted copies of the awarded service contract(s) in respect of all selected work district(s) (to prove there is at least one service location in each district).

- (2) ☐ 承諾不會安排輸入勞工：

undertakes that the imported worker(s) will not be deployed to:

- (a) 擔任須簽訂「適用於政府服務合約承辦商與其僱員的標準僱傭合約」的崗位；

take up position(s) requiring the signing of the “Standard Employment Contract for Employees of Contractors of Government Service Contract”;

- (b) 在香港法例第 583 章《建造業工人註冊條例》所界定的建造工地進行建造工作；並明白在一般情況下，「補充勞工優化計劃」下的輸入勞工不會獲發建造業工人註冊證；

carry out construction work on a construction site as defined under the Construction Workers Registration Ordinance (Cap. 583); and understands that in general imported workers under ESLS will not be issued with the Construction Workers Registration Card;

- (c) 在船舶上或香港以外的地方工作，除非在勞工處的原則性批准中另獲准許；

work on board ships or in places outside Hong Kong, unless otherwise allowed in the Labour Department (LD)’s approval-in-principle;

- (d) 在被用作或意圖用作非法、不道德或不恰當用途的處所或地方（包括賣淫場所）工作；或  
work in premises or places used or intended to be used for illegal, immoral or improper purposes (including vice establishments); or
- (e) 在住宅處所從事家務或其他工作（維修、裝修及設備安裝除外），除非在勞工處的原則性批准中另獲准許。  
perform domestic or other duties (except maintenance, renovation and installation works) in domestic premises, unless otherwise allowed in LD's approval-in-principle.

- (3) ☐ 確認已細閱此附頁的「工作地點安排須知」，並同意遵守相關安排及規定。  
confirms having read the "Points to Note on Workplace Arrangements" of this Appendix and agrees to comply with the relevant arrangements and requirements.

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 the sole proprietor / director / authorised partner /

authorised staff member # (in block letters) : \_\_\_\_\_

簽署 Signature : \_\_\_\_\_ 日期 Date : \_\_\_\_\_

申請者蓋印  
Applicant's chop



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

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

## 「補充勞工優化計劃」 工作地點安排須知

### 基本原則

- **現行規定<sup>1</sup>**：在輸入勞工必須直接受僱於標準僱傭合約（「標準合約」）訂明的僱主，並擔任訂明的職位和職務的原則下，僱主如符合指定條件，可申請安排輸入勞工在不超過 5 個按《區議會條例》附表 1 所載列地方行政區內的業務地點工作。
- **招聘要求**：僱主進行本地公開招聘時，必須在選定地區提供職位空缺，供本地求職者應徵；只有在確實未能填補這些地區的空缺，才可獲批輸入勞工在該等地區的業務地點工作。
- **具體安排**：如申請者以其商業登記證／分行登記證地址<sup>2</sup>為輸入勞工的工作地點，輸入勞工會獲安排在「申請者的商業登記證及分行登記證載列的所有位於獲批地區內的業務及分行地址」工作<sup>3</sup>。各個申請階段的程序及須注意的事項如下：

| 申請階段                         | 程序／注意事項                                                                                                                                                                                                                                                                                                                                    | 例子說明                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                 |                                            |       |  |  |       |       |       |       |       |   |   |        |         |   |   |   |                                            |          |      |   |   |            |   |   |   |          |      |   |   |         |   |   |   |               |          |          |          |           |                       |                            |                             |                 |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------------------------------|-------|--|--|-------|-------|-------|-------|-------|---|---|--------|---------|---|---|---|--------------------------------------------|----------|------|---|---|------------|---|---|---|----------|------|---|---|---------|---|---|---|---------------|----------|----------|----------|-----------|-----------------------|----------------------------|-----------------------------|-----------------|
| (甲)<br><br>提交資料<br>／<br>初步甄別 | 申請者需：                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                 |                                            |       |  |  |       |       |       |       |       |   |   |        |         |   |   |   |                                            |          |      |   |   |            |   |   |   |          |      |   |   |         |   |   |   |               |          |          |          |           |                       |                            |                             |                 |
|                              | (1) <b>整理</b> 轄下的總公司／分店需申請輸入勞工的職位、空缺數目及所在工作地區分布。<br><br>(2) <b>填報</b> 每個申請職位空缺數目及其工作地區分布（ <b>附頁六</b> ）；並就所選工作地區 <b>提交商業登記證／分行登記證副本（每區最少1張）</b> <sup>3</sup> ，以證明在該區設有業務地址。<br><br>(3) <b>留意</b> ：<br><br>(a) 如職位空缺數目為 3 或以下，可選工作地區數目上限為 3；<br><br>(b) 如職位空缺數目為 4，可選工作地區（ <b>每區最少要有1個空缺</b> ）數目上限為 4。5 個空缺的地區上限為 5，如此類推。18 個或以上空缺的地區上限為 18。 | <table><tr><th rowspan="3">申請者分店<br/>所在地區</th><th colspan="4">職位空缺數目</th></tr><tr><th>例子(1)</th><th>例子(2)</th><th>例子(3)</th><th>例子(4)</th></tr><tr><th>3 或以下</th><th>4</th><th>5</th><th>18 或以上</th></tr><tr><td>(i) 中西區</td><td>1</td><td>#</td><td>1</td><td rowspan="5">全港 18 區各有<br/>最少 1 間分<br/>店，每區均有<br/>最少 1 個空缺</td></tr><tr><td>(ii) 灣仔區</td><td>沒有分店</td><td>1</td><td>1</td></tr><tr><td>(iii) 油尖旺區</td><td>1</td><td>2</td><td>1</td></tr><tr><td>(iv) 屯門區</td><td>沒有分店</td><td>1</td><td>1</td></tr><tr><td>(v) 沙田區</td><td>#</td><td>#</td><td>1</td></tr><tr><td><b>職位空缺總數</b></td><td><b>2</b></td><td><b>4</b></td><td><b>5</b></td><td><b>20</b></td></tr><tr><td>可納入為<br/>工作地點的<br/>地區數目</td><td>3<br/>[即(i)、(iii)及<br/>(v)*]</td><td>3<br/>[即(ii)、(iii)<br/>及(iv)]</td><td>5<br/>[即(i)至(v)]</td><td>18<br/>[即全部地區]</td></tr></table><br># 有分店但沒有空缺<br>* 必須填妥申請表第二部分，才可將(v)納入為工作地點 | 申請者分店<br>所在地區   | 職位空缺數目                                     |       |  |  | 例子(1) | 例子(2) | 例子(3) | 例子(4) | 3 或以下 | 4 | 5 | 18 或以上 | (i) 中西區 | 1 | # | 1 | 全港 18 區各有<br>最少 1 間分<br>店，每區均有<br>最少 1 個空缺 | (ii) 灣仔區 | 沒有分店 | 1 | 1 | (iii) 油尖旺區 | 1 | 2 | 1 | (iv) 屯門區 | 沒有分店 | 1 | 1 | (v) 沙田區 | # | # | 1 | <b>職位空缺總數</b> | <b>2</b> | <b>4</b> | <b>5</b> | <b>20</b> | 可納入為<br>工作地點的<br>地區數目 | 3<br>[即(i)、(iii)及<br>(v)*] | 3<br>[即(ii)、(iii)<br>及(iv)] | 5<br>[即(i)至(v)] |
| 申請者分店<br>所在地區                | 職位空缺數目                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                 |                                            |       |  |  |       |       |       |       |       |   |   |        |         |   |   |   |                                            |          |      |   |   |            |   |   |   |          |      |   |   |         |   |   |   |               |          |          |          |           |                       |                            |                             |                 |
|                              | 例子(1)                                                                                                                                                                                                                                                                                                                                      | 例子(2)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                 | 例子(3)                                      | 例子(4) |  |  |       |       |       |       |       |   |   |        |         |   |   |   |                                            |          |      |   |   |            |   |   |   |          |      |   |   |         |   |   |   |               |          |          |          |           |                       |                            |                             |                 |
|                              | 3 或以下                                                                                                                                                                                                                                                                                                                                      | 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 5               | 18 或以上                                     |       |  |  |       |       |       |       |       |   |   |        |         |   |   |   |                                            |          |      |   |   |            |   |   |   |          |      |   |   |         |   |   |   |               |          |          |          |           |                       |                            |                             |                 |
| (i) 中西區                      | 1                                                                                                                                                                                                                                                                                                                                          | #                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 1               | 全港 18 區各有<br>最少 1 間分<br>店，每區均有<br>最少 1 個空缺 |       |  |  |       |       |       |       |       |   |   |        |         |   |   |   |                                            |          |      |   |   |            |   |   |   |          |      |   |   |         |   |   |   |               |          |          |          |           |                       |                            |                             |                 |
| (ii) 灣仔區                     | 沒有分店                                                                                                                                                                                                                                                                                                                                       | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 1               |                                            |       |  |  |       |       |       |       |       |   |   |        |         |   |   |   |                                            |          |      |   |   |            |   |   |   |          |      |   |   |         |   |   |   |               |          |          |          |           |                       |                            |                             |                 |
| (iii) 油尖旺區                   | 1                                                                                                                                                                                                                                                                                                                                          | 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 1               |                                            |       |  |  |       |       |       |       |       |   |   |        |         |   |   |   |                                            |          |      |   |   |            |   |   |   |          |      |   |   |         |   |   |   |               |          |          |          |           |                       |                            |                             |                 |
| (iv) 屯門區                     | 沒有分店                                                                                                                                                                                                                                                                                                                                       | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 1               |                                            |       |  |  |       |       |       |       |       |   |   |        |         |   |   |   |                                            |          |      |   |   |            |   |   |   |          |      |   |   |         |   |   |   |               |          |          |          |           |                       |                            |                             |                 |
| (v) 沙田區                      | #                                                                                                                                                                                                                                                                                                                                          | #                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 1               |                                            |       |  |  |       |       |       |       |       |   |   |        |         |   |   |   |                                            |          |      |   |   |            |   |   |   |          |      |   |   |         |   |   |   |               |          |          |          |           |                       |                            |                             |                 |
| <b>職位空缺總數</b>                | <b>2</b>                                                                                                                                                                                                                                                                                                                                   | <b>4</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>5</b>        | <b>20</b>                                  |       |  |  |       |       |       |       |       |   |   |        |         |   |   |   |                                            |          |      |   |   |            |   |   |   |          |      |   |   |         |   |   |   |               |          |          |          |           |                       |                            |                             |                 |
| 可納入為<br>工作地點的<br>地區數目        | 3<br>[即(i)、(iii)及<br>(v)*]                                                                                                                                                                                                                                                                                                                 | 3<br>[即(ii)、(iii)<br>及(iv)]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 5<br>[即(i)至(v)] | 18<br>[即全部地區]                              |       |  |  |       |       |       |       |       |   |   |        |         |   |   |   |                                            |          |      |   |   |            |   |   |   |          |      |   |   |         |   |   |   |               |          |          |          |           |                       |                            |                             |                 |

<sup>1</sup> 只適用於 2026 年 6 月 16 日或以後獲勞工處發出初步甄別通知的申請。

<sup>2</sup> 只限申請者本身的商業登記證／分行登記證（必須為同一商業登記號碼）載列的地址。除非另獲勞工處准許，申請者不得安排輸入勞工在其相聯公司的業務地點工作。

<sup>3</sup> 如申請者為服務合約承辦商（例如清潔服務合約），並需安排輸入勞工於服務合約列明的服務地點工作，亦可申請此工作地點安排，但須提交的證明文件改為可證明每個所選工作地區內有承辦最少一個服務地點的合約副本。輸入勞工會獲安排在「申請者承辦的服務合約載列的所有位於獲批地區內的服務地點」工作。

| 申請階段                                                     | 程序／注意事項                                                                                                                                                                                                                                                                                                               | 例子說明                                                                                                                                                                                                |                                                          |                                |                      |                                     |  |        |  |  |  |       |       |       |       |       |   |   |        |
|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|--------------------------------|----------------------|-------------------------------------|--|--------|--|--|--|-------|-------|-------|-------|-------|---|---|--------|
| (乙)<br>通過初步甄別／開展本地公開招聘                                   | (1) 在本地公開招聘期間，勞工處會轉介本地求職者應徵。<br><br>(2) 一般而言， <u>本地求職者只需在一個工作地區工作</u> 。如申請者要求本地求職者在多於一個工作地區工作， <u>即屬違反勞工處同意的招聘條件</u> 。<br><br>(3) 如有關空缺已被填補，申請者最遲必須在公開招聘期屆滿後起計 4 個工作天內通知勞工處；否則勞工處不會接納申請者以某工作地區（例如油尖旺區）沒有空缺為由，拒絕聘請求職者或要求求職者在另一地區（例如灣仔區）工作。<br><br>(4) 申請者如違反公開招聘活動及／或面試安排的規定（例如違反勞工處同意的招聘條件），勞工處會拒絕有關申請，並考慮對申請者施加行政制裁。 | <table><tr><td rowspan="3"></td><td colspan="4">職位空缺數目</td></tr><tr><td>例子(1)</td><td>例子(2)</td><td>例子(3)</td><td>例子(4)</td></tr><tr><td>3 或以下</td><td>4</td><td>5</td><td>18 或以上</td></tr></table> |                                                          |                                |                      |                                     |  | 職位空缺數目 |  |  |  | 例子(1) | 例子(2) | 例子(3) | 例子(4) | 3 或以下 | 4 | 5 | 18 或以上 |
|                                                          |                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                     | 職位空缺數目                                                   |                                |                      |                                     |  |        |  |  |  |       |       |       |       |       |   |   |        |
|                                                          |                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                     | 例子(1)                                                    | 例子(2)                          | 例子(3)                | 例子(4)                               |  |        |  |  |  |       |       |       |       |       |   |   |        |
|                                                          |                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                     | 3 或以下                                                    | 4                              | 5                    | 18 或以上                              |  |        |  |  |  |       |       |       |       |       |   |   |        |
|                                                          |                                                                                                                                                                                                                                                                                                                       | 根據申請者提交的上述資料及核實相關證明文件後，<br>勞工處一般會建議的申請職位工作地點及招聘條件如下：                                                                                                                                                |                                                          |                                |                      |                                     |  |        |  |  |  |       |       |       |       |       |   |   |        |
| 工作地點<br>（空缺數目）                                           | 中西區或<br>油尖旺區 或<br>沙田區<br>(2)                                                                                                                                                                                                                                                                                          | 灣仔區 (1)；<br>油尖旺區 (2)；<br>屯門區 (1)                                                                                                                                                                    | 中西區 (1)；<br>灣仔區 (1)；<br>油尖旺區 (1)；<br>屯門區 (1)；<br>沙田區 (1) | 列明 18 區<br>及各區空缺<br>數目         |                      |                                     |  |        |  |  |  |       |       |       |       |       |   |   |        |
| 本地求職者的<br>招聘條件                                           | 求職者可選擇<br><u>只在</u> 中西區、油<br>尖旺區或沙田區<br>其中一區工作                                                                                                                                                                                                                                                                        | 求職者可選擇<br><u>只在</u> 其中一區（例如灣仔區）工作                                                                                                                                                                   |                                                          |                                |                      |                                     |  |        |  |  |  |       |       |       |       |       |   |   |        |
| 如申請者要求本地求職者在多於一個工作地區工作，<br>即屬違反勞工處同意的招聘條件                |                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                     |                                                          |                                |                      |                                     |  |        |  |  |  |       |       |       |       |       |   |   |        |
| (丙)<br>本地公開<br>招聘完結<br>後                                 | (1) 勞工處會核實本地招聘結果及評核申請者的招聘誠意，並就申請作進一步評估。<br><br>(2) 如某工作地區內所有空缺已被填補，該地區會從輸入勞工的工作地點中移除。<br><br>(3) 視乎審批結果，申請者可安排輸入勞工在獲批准進行本地公開招聘但未能填補空缺的工作地區工作，上限為每名勞工不多於 5 個地區。                                                                                                                                                        | <table><tr><td rowspan="3"></td><td colspan="4">職位空缺數目</td></tr><tr><td>例子(1)</td><td>例子(2)</td><td>例子(3)</td><td>例子(4)</td></tr><tr><td>3 或以下</td><td>4</td><td>5</td><td>18 或以上</td></tr></table> |                                                          |                                |                      |                                     |  | 職位空缺數目 |  |  |  | 例子(1) | 例子(2) | 例子(3) | 例子(4) | 3 或以下 | 4 | 5 | 18 或以上 |
|                                                          |                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                     | 職位空缺數目                                                   |                                |                      |                                     |  |        |  |  |  |       |       |       |       |       |   |   |        |
|                                                          |                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                     | 例子(1)                                                    | 例子(2)                          | 例子(3)                | 例子(4)                               |  |        |  |  |  |       |       |       |       |       |   |   |        |
|                                                          |                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                     | 3 或以下                                                    | 4                              | 5                    | 18 或以上                              |  |        |  |  |  |       |       |       |       |       |   |   |        |
|                                                          |                                                                                                                                                                                                                                                                                                                       | 本地招聘<br>結果                                                                                                                                                                                          | 聘用 1 人<br>在沙田區工作                                         | 無人應徵                           | 油尖旺區<br>的空缺<br>已全部填補 | 北區空缺已填<br>補一個，剩餘<br>一個；其餘地<br>區無人應徵 |  |        |  |  |  |       |       |       |       |       |   |   |        |
| 視乎本地招聘結果及審批情況，以下為輸入勞工可能獲批的工作地點：                          |                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                     |                                                          |                                |                      |                                     |  |        |  |  |  |       |       |       |       |       |   |   |        |
| 申請者的商業登記證及分行登記證載列的<br>所有位於以下獲批地區內的業務及分行地址 <sup>2</sup> ： |                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                     |                                                          |                                |                      |                                     |  |        |  |  |  |       |       |       |       |       |   |   |        |
| 獲批地區<br>（輸入勞工數目）                                         | 中西區及<br>油尖旺區<br>（1 名）                                                                                                                                                                                                                                                                                                 | 灣仔區、<br>油尖旺區及<br>屯門區<br>（4 名）                                                                                                                                                                       | 中西區、<br>灣仔區、<br>屯門區及<br>沙田區<br>（4 名）                     | 全部 18 區中<br>其中 5 個地區<br>（19 名） |                      |                                     |  |        |  |  |  |       |       |       |       |       |   |   |        |

| 申請階段                     | 程序／注意事項                                                                                                                                                                                                                                                                                                                                                                                                       | 例子說明 |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| (丁)<br>標準合約<br>的相關安<br>排 | <p>(1) 僱主須確保直接僱用輸入勞工，並安排其在標準合約訂明的獲批地區內的商業登記證及分行登記證載列的業務及分行地址<sup>4</sup>工作。</p> <p>(2) 僱主必須填妥指定的「地址清單」表格，<u>向每名輸入勞工提供每個獲批地區內僱主的所有總公司／分店的詳細地址</u>（不論僱主會否安排輸入勞工到所有地址工作），並在該區總公司／分店地址有任何改動（例如分店遷移、數目有增減）時，在指定限期內向輸入勞工提供已更新的表格，並由雙方簽署確認<sup>4</sup>。詳細安排會載列在勞工處發出的原則性批准通知書及修訂版標準合約（LD 294 (8/2026)）（綠色）。</p> <p>(3) 僱主應審慎考慮是否有必要安排輸入勞工在多於一個地區工作。在一般情況下，僱主應盡量為輸入勞工安排固定工作地點，並只在有特殊業務需要或必要人手調動時才調派輸入勞工到其他工作地點工作。</p> |      |

<sup>4</sup> 註腳 3 所述之服務合約承辦商須安排輸入勞工在標準合約訂明的獲批地區內的服務合約載列的服務地點工作，並填妥指定的「地址清單」表格，向每名輸入勞工提供每個獲批地區內所有服務合約的詳細服務地點（不論僱主會否安排輸入勞工到所有地點工作）。如服務地點有任何改動（例如服務合約有任何增減或修改）時，僱主須在指定限期內向輸入勞工提供已更新的表格，並由雙方簽署確認。

## Enhanced Supplementary Labour Scheme (ESLS) – Points to Note on Workplace Arrangements

### General Principle

- **Current Arrangement<sup>1</sup>:** On the principle that **an imported worker must be directly employed by the specified employer for taking up the specified post and performing specified duties in accordance with the Standard Employment Contract (SEC)**, employers who meet the specified requirements may apply to arrange for imported workers to work at business premises in no more than 5 administrative districts listed in Schedule 1 to the District Councils Ordinance.
- **Recruitment Requirements:** During local recruitment, employers **must provide job vacancies in the selected districts** for local job seekers to apply. Approvals may be granted for imported workers to work at business premises in those districts where employers are genuinely unable to fill the vacancies locally.
- **Specific Arrangements:** For applicants using address(es) on their business registration certificate(s) / branch registration certificate(s) (collectively “BRCs”) <sup>2</sup> as imported worker’s workplace(s), the imported workers will be arranged to work at “**all business and branch address(es) listed on the applicant’s BRCs located within the approved district(s)**”<sup>3</sup>. The procedures and points to note at each stage of the application are as follows:

| Stage                                                  | Procedures / Points to Note                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Illustrative Examples                                               |                                 |                                  |                        |                                                                                                        |
|--------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|---------------------------------|----------------------------------|------------------------|--------------------------------------------------------------------------------------------------------|
| (A)<br>Submission of Documents / Preliminary Screening | <p>The applicant should:</p> <p>(1) <b>Sort out</b> the post(s) for which the head office/branches need to apply for imported workers, their number of vacancies and their distribution across work districts.</p> <p>(2) <b>Indicate</b> the number of vacancies and their work district(s) for each applied post (<b>Appendix 6</b>); and <b>submit copies of BRCs</b> for all selected work district(s) (<b>at least one copy for each district</b>)<sup>3</sup> as proof of the applicant having business address(es) in those district(s).</p> <p>(3) <b>Please note</b> :</p> <p>(a) If the number of vacancies is 3 or fewer, 3 work districts at most may be selected;</p> <p>(b) If the number of vacancies is 4, the ceiling of work districts to be selected is 4 (<b>with at least 1 vacancy for each district</b>). For 5 vacancies, the ceiling is 5, and so on. For 18 or more vacancies, the ceiling is 18 districts.</p> | <b>District of the applicant’s branches</b>                         | <b>No. of Vacancies</b>         |                                  |                        |                                                                                                        |
|                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                     | <b>Example (1)</b>              | <b>Example (2)</b>               | <b>Example (3)</b>     | <b>Example (4)</b>                                                                                     |
|                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                     | <b>3 or less</b>                | <b>4</b>                         | <b>5</b>               | <b>18 or above</b>                                                                                     |
|                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | (i) Central and Western District                                    | 1                               | #                                | 1                      | at least one branch in each of the 18 districts in Hong Kong, with at least 1 vacancy in each district |
|                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | (ii) Wan Chai District                                              | No branch                       | 1                                | 1                      |                                                                                                        |
|                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | (iii) Yau Tsim Mong District                                        | 1                               | 2                                | 1                      |                                                                                                        |
|                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | (iv) Tuen Mun District                                              | No branch                       | 1                                | 1                      |                                                                                                        |
|                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | (v) Sha Tin District                                                | #                               | #                                | 1                      |                                                                                                        |
|                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Total no. of vacancies</b>                                       | <b>2</b>                        | <b>4</b>                         | <b>5</b>               | <b>20</b>                                                                                              |
|                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | No. of districts that may be included as workplace(s)               | 3<br>[i.e. (i), (iii) and (v)*] | 3<br>[i.e. (ii), (iii) and (iv)] | 5<br>[i.e. (i) to (v)] | 18<br>[i.e. all districts]                                                                             |
|                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | # With a branch having no vacancy                                   |                                 |                                  |                        |                                                                                                        |
|                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | * Part 2 of this form must be completed to include (v) as workplace |                                 |                                  |                        |                                                                                                        |

<sup>1</sup> Applicable to applications with the notice of preliminary screening issued by the Labour Department on or after 16 June 2026.

<sup>2</sup> Limited to address(es) stated on the applicant’s own BRCs (which must have the same business registration number) only. Unless otherwise approved by the Labour Department, the applicant is not allowed to arrange for imported workers to work at the business premises of its associated companies.

<sup>3</sup> If the applicants are contractors of service contracts (e.g., cleansing service contract) required to deploy imported worker(s) to work at service location(s) listed in service contract(s), they may also apply for this workplace arrangement. The supporting documents to be submitted become copies of the service contract(s) proving there is at least one awarded service location in each selected work district. Imported worker(s) will be arranged to work at “all service location(s) listed in the applicant’s awarded service contract(s) within the approved district(s)”.

| Stage                                                                                                                                                    | Procedures / Points to Note                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Illustrative Examples                                                                                                                                                                                           |                                                                                                                                        |                                                                                                     |                                                                                                                                              |                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| (B)<br>Passing the Preliminary Screening / During Local Recruitment Period                                                                               | <p>(1) During the local recruitment period, the Labour Department (LD) will refer local job seekers to apply for the posts.</p> <p>(2) In general, <b><u>local job seekers are required to work in one district only</u></b>. If the applicant requires a local job seeker to work in more than one district, this will constitute a <b>violation of the employment terms as agreed by LD</b>.</p> <p>(3) If a vacancy is filled, the applicant must notify LD no later than 4 working days from the expiry of the local recruitment period. Otherwise, LD will not accept the applicant’s refusal to employ a job seeker or the applicant’s request that the job seeker work in another district (e.g. Wan Chai District) on the grounds that there are no vacancies in a specific district (e.g. Yau Tsim Mong District).</p> <p>(4) If an applicant violates the requirements for local recruitment activities and/or interview arrangements (such as breaching the employment terms as agreed by LD), LD will refuse the application, and consider imposing administrative sanction on the applicant.</p> |                                                                                                                                                                                                                 |                                                                                                                                        |                                                                                                     |                                                                                                                                              |                                                                    |
|                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                 | No. of Vacancies                                                                                                                       |                                                                                                     |                                                                                                                                              |                                                                    |
|                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Example (1)                                                                                                                                                                                                     | Example (2)                                                                                                                            | Example (3)                                                                                         | Example (4)                                                                                                                                  |                                                                    |
|                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 3 or less                                                                                                                                                                                                       | 4                                                                                                                                      | 5                                                                                                   | 18 or above                                                                                                                                  |                                                                    |
|                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Based on the above information submitted by the applicant and upon verifying the relevant supporting documents, LD will generally recommend the following workplaces and employment terms for the applied post: |                                                                                                                                        |                                                                                                     |                                                                                                                                              |                                                                    |
|                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Workplace (No. of vacancies)                                                                                                                                                                                    | Central and Western District<br><b>or</b><br>Yau Tsim Mong District<br><b>or</b><br>Sha Tin District (2)                               | Wan Chai District (1);<br>Yau Tsim Mong District (2);<br>Tuen Mun District (1)                      | Central and Western District (1);<br>Wan Chai District (1);<br>Yau Tsim Mong District (1);<br>Tuen Mun District (1);<br>Sha Tin District (1) | 18 districts with their respective no. of vacancies stated therein |
|                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Employment terms of local job seekers                                                                                                                                                                           | Job seekers can choose to work in <b><u>either</u></b> Central and Western District, Yau Tsim Mong District <b>or</b> Sha Tin District | Job seekers can choose to work in <b><u>only one</u></b> of the districts (e.g. Wan Chai District); |                                                                                                                                              |                                                                    |
| If the applicant requires a local job seeker to work in more than one district, this will constitute a violation of the employment terms as agreed by LD |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                 |                                                                                                                                        |                                                                                                     |                                                                                                                                              |                                                                    |

| Stage                                                 | Procedures / Points to Note                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Illustrative Examples                                                                                                                                                                                                                                                                |                                                             |                                                                     |                                                                                             |                                                                                                                   |
|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|---------------------------------------------------------------------|---------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| (C)<br>After<br>Completion<br>of Local<br>Recruitment | <p>(1) LD will verify the local recruitment result and assess the applicant's sincerity in recruiting local workers, and will conduct a further assessment of the application.</p> <p>(2) If all vacancies in a particular work district are filled, the district will be removed from the list of workplace(s) of the imported worker(s).</p> <p>(3) Subject to the application result, the applicant may arrange for imported worker(s) to work in no more than 5 work districts where the vacancies could not be filled during the local recruitment period.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                      | No. of Vacancies                                            |                                                                     |                                                                                             |                                                                                                                   |
|                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                      | Example (1)                                                 | Example (2)                                                         | Example (3)                                                                                 | Example (4)                                                                                                       |
|                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                      | 3 or less                                                   | 4                                                                   | 5                                                                                           | 18 or above                                                                                                       |
|                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Local recruitment results                                                                                                                                                                                                                                                            | Has employed 1 job seeker to work in Sha Tin District       | No job seeker has applied for the post                              | All vacancies in Yau Tsim Mong District have been filled                                    | With 1 vacancy filled, the North District has 1 vacancy left; while no job seeker has applied for other districts |
|                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p>Subject to the local recruitment results and case assessment, the following workplace(s) of imported workers may be approved:</p> <p><b>All business and branch address(es) listed on the applicant's BRCs located within the following approved district(s)<sup>2</sup>:</b></p> |                                                             |                                                                     |                                                                                             |                                                                                                                   |
|                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Approved Districts (No. of imported workers)                                                                                                                                                                                                                                         | Central and Western District and Yau Tsim Mong District (1) | Wan Chai District, Yau Tsim Mong District and Tuen Mun District (4) | Central and Western District, Wan Chai District, Tuen Mun District and Sha Tin District (4) | any 5 out of all 18 districts (19)                                                                                |
| (D)<br>Arrangements<br>on SEC                         | <p>(1) Employers must ensure that they directly employ imported workers and deploy them to work at the business and branch address(es) stated on BRCs within the approved district(s)<sup>4</sup> as specified in the SEC.</p> <p>(2) Employers must complete the specified "List of Address(es)" form to <b><u>provide each imported worker with the detailed address(es) of all head offices and branches within each approved district</u></b> (irrespective of whether the employers will arrange for the imported workers to work at all these addresses). If there is any change to these address(es) (e.g. relocation of branches, increase/decrease in the no. of branches), the employers must, within the specified period, provide the updated form to the imported workers, and both parties must sign it to confirm<sup>4</sup>. Detailed arrangements will be set out in the approval-in-principle notification letter issued by LD and the revised version of SEC (LD 294 (8/2026)) (green in colour).</p> <p>(3) Employers should carefully consider whether it is necessary to arrange for imported workers to work in more than one district. Under normal circumstances, employers should, as far as possible, assign the imported workers to a fixed workplace, and assign them to other workplaces only when there are special business needs or necessary staffing redeployments.</p> |                                                                                                                                                                                                                                                                                      |                                                             |                                                                     |                                                                                             |                                                                                                                   |

<sup>4</sup> Contractors of service contracts mentioned in footnote 3 must deploy imported workers to work at service location(s) listed in the service contract(s) within the approved district(s) as specified in the SEC. The specified "List of Address(es)" form must be completed and provided to each imported worker with the detailed service location(s) of all service contract(s) within each approved district (irrespective of whether the employers will arrange for the imported workers to work at all these locations). If there is any change to these service location(s) (e.g. increase/decrease in the no. of, or amendments to service contracts), they must, within the specified period, provide the updated form to the imported workers, and both parties must sign it to confirm.