

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

所需文件清單及遞交申請方法
Documents Checklist and Means of Application

- 遞交「補充勞工優化計劃」的申請前，請確保已填妥或備妥以下文件。如申請表資料不全或缺少所需證明文件，勞工處會退還表格而不作處理。Before submitting an application under ESLS, please ensure the following documents are duly completed or prepared. If the application form is incomplete or the required documents are missing, it will be returned to the applicant and no further action will be taken.

請在下表的合適□加上“✓”號以示已遞交的文件。Please put “✓” in appropriate □ of the below table for documents submitted.

<input type="checkbox"/> (1)	「補充勞工優化計劃」常見職位申請表（表格 ESLS-1A） Enhanced Supplementary Labour Scheme (ESLS) Application Form for Common Posts (Form ESLS-1A) 或 or 「補充勞工優化計劃」非常見職位申請表（表格 ESLS-1B） Enhanced Supplementary Labour Scheme (ESLS) Application Form for Non-Common Posts (Form ESLS-1B)
<input type="checkbox"/> (2)	商業登記證副本（如適用） Copy of the Business Registration Certificate (if applicable)
<input type="checkbox"/> (3)	載列包括獨資經營者／所有合夥人資料的最新「商業登記冊內資料的摘錄的核證本」副本（如適用） Copy of the latest “Certified Extracts of Information on the Business Register” showing information of the sole proprietor / all partners (if applicable)
<input type="checkbox"/> (4)	有限公司／法團註冊證明書副本（如適用） Copy of the Certificate of Incorporation / registration documents (if applicable)
<input type="checkbox"/> (5)	根據「補充勞工優化計劃」輸入勞工申請一補充資料聲明書（只適用於獨資經營或合夥業務）（ <u>附頁一</u> ）（如適用） Declaration of Supplementary Information on Application for Importation of Workers under the Enhanced Supplementary Labour Scheme (ESLS) (Only Applicable to Sole Proprietor or Partnership Firm) (<u>Appendix 1</u>) (if applicable)
<input type="checkbox"/> (6)	全職本地僱員資料報表（ <u>附頁二</u> ） Information of Full-time Local Employees (<u>Appendix 2</u>)
<input type="checkbox"/> (7)	授權書（由獨資經營者／董事／獲授權合夥人簽署及申請者蓋印）（ <u>附頁三</u> ）（如適用） An authorisation letter (signed by sole proprietor / director / authorised partner with the applicant's chop) (<u>Appendix 3</u>) (if applicable)
<input type="checkbox"/> (8)	輸入勞工資料報表（ <u>附頁四</u> ）（如適用） Information of Imported Workers (<u>Appendix 4</u>) (if applicable)
<input type="checkbox"/> (9)	輸入勞工的理據（ <u>附頁五</u> ） Justifications for Labour Importation (<u>Appendix 5</u>)
<input type="checkbox"/> (10)	合法經營業務所需牌照／批准資料報表（ <u>附頁六</u> ）（如適用） Information of licence(s) / approval(s) required for lawful operation of business (<u>Appendix 6</u>) (if applicable)

- 請將申請文件交付「補充勞工優化計劃」申請辦事處，地址如下：Please submit the application documents to the Application Office of ESLS at the following address:

九龍長沙灣道 303 號	Supplementary Labour Division, Labour Department
長沙灣政府合署 9 樓 929 室	Room 929, 9/F Cheung Sha Wan Government Offices
勞工處補充勞工科	303 Cheung Sha Wan Road, Kowloon

- 查詢熱線及電郵：Enquiry Hotline and Email: 2150 6363 / sld-hq@labour.gov.hk.
- 如有需要，請自行複印申請表及所提交的文件，以供存照。If necessary, please make copies of relevant ESLS Application Form and the documents submitted for record.