

「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

- 請遞交以下文件以根據「補充勞工優化計劃」提出申請。Please submit the following documents to make application under ESLS.

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」申請表（表格 ESLS-1） Enhanced Supplementary Labour Scheme (ESLS) Application Form (Form ESLS-1)
<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」副本及以書面確認所提供的核證本為最新版本（如適用） Copy of the latest “Certified Extracts of Information on the Business Register” setting out information of the sole proprietor/all partners and a written confirmation specifying that the copy of certified extracts provided is the most updated version (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）（附頁一） 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) (Appendix 1)
<input type="checkbox"/> (6)	全職本地僱員資料報表（附頁二） Information of Full-time Local Employees (Appendix 2)
<input type="checkbox"/> (7)	有關招聘及訓練本地工人填補申請職位的計劃（附頁三） A plan to recruit and train up local workers to fill the post(s) under application (Appendix 3)
<input type="checkbox"/> (8)	由獨資經營者／董事／獲授權合夥人簽署及申請者蓋印，授權負責人遞交及處理此申請的授權書（如適用）（附頁四） An authorisation letter signed by sole proprietor/director/authorised partner with the applicant’s chop to authorise the person-in-charge to submit and handle this application (if applicable) (Appendix 4)
<input type="checkbox"/> (9)	輸入勞工資料報表（附頁五） Information of Imported Workers (Appendix 5)
<input type="checkbox"/> (10)	輸入勞工的理據（附頁六） Justifications for Labour Importation (Appendix 6)
<input type="checkbox"/> (11)	合法經營業務所需牌照／批准資料報表（附頁七） Information of licence(s) / approval(s) required for lawful operation of business (Appendix 7)

- 請將文件交與申請辦事處，地址如下：Please submit documents to the Application Office at the following address:

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

- 申請者亦可以電郵方式（電郵地址：eform@labour.gov.hk）將已加上數碼簽署的電子表格（EF0601B）及所需文件交回申請辦事處。Employers may also submit the digitally signed e-form (EF0601B) and the required documents to the Application Office by e-mail (Email: eform@labour.gov.hk).

電子表格下載網址 Download e-form at <https://www.gov.hk/tc/business/forms/index.htm>.

- 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 the ESLS Application Form and the documents submitted for record.