

# 「補充勞工優化計劃」僱主簡介會 Enhanced Supplementary Labour Scheme - Briefings for employers

## 內容 Content

- 簡介「補充勞工優化計劃」的申請手續及所需文件等詳情 To brief about the application procedures, necessary documents and other relevant details of the Enhanced Supplementary Labour Scheme (ESLS)

## 參加者 Target

- 在香港經營業務並有意透過「補充勞工優化計劃」申請輸入勞工的僱主 Employers carrying businesses in Hong Kong and are interested in applying for importation of labour under ESLS

## 日期 Schedule (各場簡介會內容相同 identical session)

- 2024年3月7日下午(星期四)(廣東話) 7 Mar 2024 PM (Thurs) (Cantonese)
- 2024年3月14日下午(星期四)(廣東話) 14 Mar 2024 PM (Thurs) (Cantonese)
- 2024年3月21日上午(星期四)(英語) 21 Mar 2024 AM (Thurs) (English)
- 2024年3月21日下午(星期四)(普通話) 21 Mar 2024 PM (Thurs) (Putonghua)

## 形式 Format

- 使用 Zoom 軟件進行的實時網上簡介會(參加者須自備可連接互聯網的電腦或流動裝置) Real-time video conference using Zoom software (participants are required to equip with computer or mobile devices that are accessible to Internet)

## 報名辦法 Enrolment Method

- 請填妥報名表格以傳真(3427 8132)或電郵方式(sld-hq@labour.gov.hk)遞交。Please send the completed enrolment form by fax (3427 8132) or by email (sld-hq@labour.gov.hk).
- 每名僱主只能使用一個獨立裝置登入出席簡介會。One Zoom login will be allotted to each employer.
- 網上簡介會名額有限，先到先得。本處對所有申請有最終決定權。Places of each briefing are limited and will be allotted on a first-come-first-served basis. Labour Department reserves the rights to determine the allotment result.

## 確認通知 Confirmation

- **成功報名者**將於簡介會最少兩個工作天前收到電郵確認簡介會日期及登入詳情  
**Successful applicants** will be notified by email at least two working days before the briefing date.

## 查詢 Enquiries

- 電話 Tel: 2150 6363 / 電郵 Email: sld-hq@labour.gov.hk

「補充勞工優化計劃」僱主簡介會  
Enhanced Supplementary Labour Scheme – Briefings for employers  
報名表格 Enrolment Form

致To：勞工處補充勞工科

Supplementary Labour Division, Labour Department

(電郵 Email：sld-hq@labour.gov.hk) /

(傳真 Fax：3427 8132)

(I) 公司資料 Company Information

公司名稱 (英文 Eng)： \_\_\_\_\_

Company Name (中文 Chi)： \_\_\_\_\_

商業登記證號碼

BRC No. \_\_\_\_\_

業務性質

Business Nature \_\_\_\_\_

(II) 出席公司代表 Company representative who will attend the briefing\*

姓名 Name (英文 Eng)： \_\_\_\_\_

(中文 Chi)： \_\_\_\_\_

職位 Position

電話 Tel. No. \_\_\_\_\_

電郵 Email \_\_\_\_\_

\* 必須為東主、董事或授權公司僱員 Must be proprietor, director or authorized company employee.

(III) 簡介會 Briefing

首選日期 1<sup>st</sup> Preferred Date \_\_\_\_\_

次選日期 2<sup>nd</sup> Preferred Date \_\_\_\_\_

公司印章及公司代表簽署

Company Stamp and Signature \_\_\_\_\_

of authorized representative

公司代表姓名及職位

Name of authorized \_\_\_\_\_

representative and position

日期 Date: \_\_\_\_\_

收集個人資料聲明 Personal Information Collection Statement:

1. 本回條所收集的個人資料將會用於安排簡介會，與及執行補充勞工優化計劃有關的合法用途。The personal data in this form is collected for the purpose of arranging briefing sessions under the Enhanced Supplementary Labour Scheme and other legitimate use relating to the enforcement of the scheme.
2. 在適當情況下，本處會將收集的資料轉交勞工處其他分科，以作上述(1)段的用途。Where appropriate, the data will be transferred to other divisions of Labour Department for the purpose mentioned in (1) above.
3. 公司代表有權要求查閱及更改其提供個人資料。如有需要，可與補充勞工科個人資料私隱主任聯絡。Representative named in this form have the right to request access to and correction of the personal data. Divisional Personal Data Privacy Officer of Supplementary Labour Division may be contacted in case of need  
地址：九龍長沙灣道303號長沙灣政府合署9樓929室 電話：2150 6363  
(Address: Room 929, 9/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon. / Tel.: 2150 6363)