

# 「補充勞工優化計劃」僱主／職業介紹所簡介會 Enhanced Supplementary Labour Scheme - Briefings for employers/employment agencies

## 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／協助僱主處理「補充勞工優化計劃」申請的本地持牌職業介紹所 Employers carrying businesses in Hong Kong and are interested in applying for importation of labour under ESLS / Licensed employment agencies in Hong Kong interested in assisting employers in applying for importation of labour under ESLS

## 日期 Schedule (各場簡介會內容相同 Identical content for each session)

- |  |  |
|--|--|
| ➤ 2024年6月26日上午11時至下午12時 (星期三) (英語)<br>26 June 2024 11AM to 12PM (Wed) (English)    | ➤ 6月21日截止報名<br>(Deadline for enrolment: 21 June) |
| ➤ 2024年6月28日上午11時至下午12時 (星期五) (普通話)<br>28 June 2024 11AM to 12PM (Fri) (Putonghua) | ➤ 6月25日截止報名<br>(Deadline for enrolment: 25 June) |
| ➤ 2024年6月28日下午3時至4時 (星期五) (廣東話)<br>28 June 2024 3PM to 4PM (Fri) (Cantonese)       | ➤ 6月25日截止報名<br>(Deadline for enrolment: 25 June) |

## 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 computers or mobile devices that are accessible to the 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／職業介紹所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/employment agency.
- 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 right 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: 2778 1117 / 電郵 Email: sld-hq@labour.gov.hk

**「補充勞工優化計劃」僱主／職業介紹所簡介會**  
**Enhanced Supplementary Labour Scheme –**  
**Briefings for employers/employment agencies**  
**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 (中文 Chi) :

Company Name (英文 Eng) :

業務性質 Business Nature :

**(II) 簡介會 Briefing**

首選場次 1<sup>st</sup> Preferred Session :

次選場次 2<sup>nd</sup> Preferred Session :

**(III) 出席公司代表 Company Representative attending the Briefing\***

姓名 Name (中文 Chi) :

(英文 Eng) :

職位 Position : 電話 Tel. No. :

電郵 Email :

公司代表簽署

Signature of Company Representative :

日期 Date: :

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

**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 ESLS.
2. 在適當情況下，本處會將收集的資料轉交勞工處其他科別，以作上述(1)段的用途。Where appropriate, the data will be disclosed to other divisions of the Labour Department for the purpose mentioned in (1) above.
3. 公司代表有權根據《個人資料(私隱)條例》(第486章)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。The representative named in this form has the right to access and correct the provided personal data under the Personal Data (Privacy) Ordinance (Cap. 486). The Divisional Personal Data Privacy Officer of the Supplementary Labour Division of the Labour Department may be contacted, if necessary.

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