Appendix

Enhanced Supplementary Labour Scheme
Requirements on Placing Recruitment Advertisements during the Local Recruitment Period

The applicant company must comply with the following requirements:

(1) Recruitment advertisement(s) must be published in the way selected by the applicant company within 14 days after the applied post(s) passed the preliminary screening:

- Place **at least 4 advertisements** in local newspaper(s) and submit the original full-page copy of the physical newspapers containing the advertisements to the Labour Department (LD) by mail or in person **within 4 working days upon the expiry of the local recruitment period**. The case reference number should be marked on the envelope;

  or

- Place a recruitment advertisement on a local online recruitment platform (excluding the LD's Interactive Employment Service website) **with a validity period of no less than 14 consecutive days**; and **within 4 calendar days after its publication**, email (i) a copy of the recruitment advertisement and (ii) the hyperlink to the advertisement to LD for verification and continuous monitoring. The advertisements of all applied post(s) shall be posted on the same recruitment platform.

(2) The advertisements must be placed in **suitable local newspaper(s) or online recruitment platform** for qualified local job seekers to apply. If LD considers that the advertisements cannot effectively achieve the purpose of local recruitment (e.g. the recruitment platform used targets part-timers or job seekers outside Hong Kong, or its target users do not match with the industry or occupational category of or the educational requirements, etc. for the applied posts; or the platform design makes it difficult for job seekers to browse or search for the advertisements; or Chinese advertisements are published in English newspapers, etc.), they will be regarded as non-compliance with the above requirement and the applicant company must republish the advertisements.

(3) **The information stated on the recruitment advertisements (not limited to the information listed below) must tally with the post details as agreed by LD**. No restrictive requirement(s) such as age and sex is/are allowed in the advertisements. The content of the advertisements shall include the following information:

Information	Points to note	Examples
1. Job title and job vacancy number	Must be identical with the job title and job vacancy number under the current application	Gardening Worker, Cook (Thai Cuisine) [Job Vacancy Number: 61-xxxxx] Note 1 *Note 1: Job vacancy number is the last five digits of LD's reference number. E.g., for "ELS2023-12345", the job vacancy number is "12345". "61-" should be added before the job vacancy number for easy identification.*
2. District of workplace	Please specify location(s) of outdoor work, if required	Yuen Long, Mongkok
3. Working hours	If shift work is required, please state clearly the working hours of each shift	(1) 7AM – 6PM or 8PM – 7AM, shift work is required, 1-hour break for each shift, 6 days per week (2) 9AM – 6PM, 8-hour work Note 2, 6 days per week *Note 2: The hours of work should exclude the break(s).*
4. Entry requirements	Must not be higher than those agreed by LD	Primary 6, 1-year experience
5. Salary offered	**Must not be lower than that agreed by LD**	**Monthly salary $20,000**
6. Contact means	No contact no./means other than LD should be posted	Recruitment is conducted through LD. Please call (*designated phone number of LD*) for enquiry or interview arrangement.

(4) The name of the employer /company (if so stated) on the advertisements must be the applicant company.

(5) Depending on the extent to which the applicant company has violated the above requirement(s), LD may request the applicant company to republish the advertisement(s), extend the local recruitment period, or even refuse the application.