

致：勞工處補充勞工科

電話：2150 6324 / 2150 6334

傳真號碼：2542 2742

簡介會地址：九龍長沙灣道 303 號長沙灣政府合署 9 樓 929 室

「補充勞工計劃」輸入勞工簡介會報名表格

甲部

本人/本公司會安排下列勞工出席簡介會（如有需要，請自行加頁寫上勞工的資料。）

姓名	* 簡介會日期及語言		
	4.1.2022 (星期二)		
	普通話 (11am - 12:30pm)	普通話 (2pm - 3:30pm)	廣東話 (3:30pm - 5pm)

* 請在適當位置加上 ✓ 號。

請提醒輸入勞工須帶同他們的身份證及標準僱傭合約正本出席簡介會。

乙部

根據「補充勞工計劃」訂定的「標準僱傭合約」（標準合約）第 11 條規定，僱主必須給予每名輸入勞工有薪假期，讓他們在抵港之日起計的八個星期內出席由勞工處舉辦的簡介會。每名輸入勞工（包括新聘及續約）必須就每份所簽訂的標準合約，在上述限期內出席一場簡介會。請注意，如僱主沒有在限期內安排輸入勞工出席簡介會，勞工處會向僱主發出書面通知，並由書面通知發出日期起計的一年內，拒絕審理有關僱主根據「補充勞工計劃」輸入勞工的申請。

☐ 如這次簡介會額滿，本人/本公司同意按勞工處於丙部的通知，安排甲部的勞工出席於另一日期舉行的簡介會。如甲部的勞工未能出席該簡介會，本人/本公司明白有責任主動再為該等勞工報名出席於其他日期舉行簡介會，以遵守上述規定。

☐ 本人/本公司知悉須遵守上述規定，以及明白違反有關規定可能招致的後果，惟不會安排勞工出席這次簡介會/不同意勞工處安排勞工出席於另一日期舉行的簡介會。原因如下：

請在合適方格內加上 ✓ 號。

公司印章及代表簽署： _____

公司名稱： _____

公司代表姓名： _____

聯絡電話： _____

日期： _____

傳真號碼： _____

請注意：1. 本回條所收集的個人資料將會用於安排輸入勞工簡介會，與及執行補充勞工計劃有關的合法用途。

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。

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。

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

丙部

此欄由勞工處填寫

應乙部的要求，本處現安排甲部所有輸入勞工出席以下日期及地點舉行的簡介會。

地點：			
日期：		時間：	

Enrolment Form - Briefing for Imported Workers under the Supplementary Labour Scheme**Part A**

I / Our company will arrange the following worker(s) to attend the briefing session.

(Please use separate page if the space is insufficient)

Name	* Date of Briefing and Language		
	4.1.2022 (Tuesday)		
	Putonghua (11am - 12:30pm)	Putonghua (2pm - 3:30pm)	Cantonese (3:30pm - 5pm)

* Please tick as appropriate.

Please remind your worker(s) to bring along his / her original copy of Hong Kong Identity Card and Standard Employment Contract to attend the above briefing.**Part B**

As stipulated in clause 11 of the Standard Employment Contract (SEC) prescribed under the Supplementary Labour Scheme (SLS), employers are required to grant paid leave to each imported worker (including new recruits and those with employment contracts renewed) for attending a briefing, on the basis of **each** SEC signed, organised by the Labour Department **within 8 weeks** upon their arrival in Hong Kong. Please note that the Labour Department will issue a written notice to employers and **refuse SLS applications submitted by employers failing to comply with the briefing requirement within 1 year from the issue date of the written notice.**

☐ In case of over-subscription, I / our company agree(s) to follow the notice in Part C from the Labour Department to assign worker(s) in Part A to attend a briefing on another date. If the worker(s) cannot attend such briefing, I / our company acknowledge(s) the responsibility to enroll the worker(s) again for attendance to briefing on other dates in order to comply with the requirement stated above.

☐ I / Our company know(s) the obligation to comply with the requirement stated above and understand(s) the consequence of non-compliance. Yet, I / our company will not arrange worker(s) to attend the briefing session / disagree(s) that the worker(s) be assigned to attend a briefing on another date because:

Please tick in the appropriate box.

Co. chop & signature of rep.: _____ Name of Company: _____

Name of representative: _____ Contact Number: _____

Date: _____ Fax Number: _____

Please note:

- The personal data in this form is collected for the purpose of arranging briefing sessions to imported workers under the Supplementary Labour Scheme and other legitimate use relating to the enforcement of the scheme.
- Where appropriate, the data will be transferred to other divisions of Labour Department for the purpose mentioned in (1) above.
- 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.

Address: Room 929, 9/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon.

Tel.: 2150 6363

Part C**To be completed by the Labour Department**

As per the request in Part B, all worker(s) in Part A is / are assigned to attend the briefing below:

Venue :			
Date :		Time :	

致：勞工處補充勞工科

電話：2150 6324 / 2150 6334

傳真號碼：2542 2742

簡介會地址：九龍長沙灣道 303 號長沙灣政府合署 9 樓 929 室

「補充勞工計劃」輸入勞工簡介會報名表格

甲部

本人/本公司會安排下列勞工出席簡介會（如有需要，請自行加頁寫上勞工的資料。）

姓名	* 簡介會日期及語言		
	10.1.2021 (星期一)		
	廣東話 (11am - 12:30pm)	普通話 (2pm - 3:30pm)	廣東話 (3:30pm - 5pm)

* 請在適當位置加上 ✓ 號。

請提醒輸入勞工須帶同他們的身份證及標準僱傭合約正本出席簡介會。

乙部

根據「補充勞工計劃」訂定的「標準僱傭合約」（標準合約）第 11 條規定，僱主必須給予每名輸入勞工有薪假期，讓他們在抵港之日起計的八個星期內出席由勞工處舉辦的簡介會。每名輸入勞工（包括新聘及續約）必須就每份所簽訂的標準合約，在上述限期內出席一場簡介會。請注意，如僱主沒有在限期內安排輸入勞工出席簡介會，勞工處會向僱主發出書面通知，並由書面通知發出日期起計的一年內，拒絕審理有關僱主根據「補充勞工計劃」輸入勞工的申請。

☐ 如這次簡介會額滿，本人/本公司同意按勞工處於丙部的通知，安排甲部的勞工出席於另一日期舉行的簡介會。如甲部的勞工未能出席該簡介會，本人/本公司明白有責任主動再為該等勞工報名出席於其他日期舉行簡介會，以遵守上述規定。

☐ 本人/本公司知悉須遵守上述規定，以及明白違反有關規定可能招致的後果，惟不會安排勞工出席這次簡介會/不同意勞工處安排勞工出席於另一日期舉行的簡介會。原因如下：

請在合適方格內加上 ✓ 號。

公司印章及代表簽署： _____

公司名稱： _____

公司代表姓名： _____

聯絡電話： _____

日期： _____

傳真號碼： _____

請注意：4. 本回條所收集的個人資料將會用於安排輸入勞工簡介會，與及執行補充勞工計劃有關的合法用途。

5. 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。

6. 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。

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電話：2150 6363

丙部

此欄由勞工處填寫

應乙部的要求，本處現安排甲部所有輸入勞工出席以下日期及地點舉行的簡介會。

地點：			
日期：		時間：	

Enrolment Form - Briefing for Imported Workers under the Supplementary Labour Scheme**Part A**

I / Our company will arrange the following worker(s) to attend the briefing session.

(Please use separate page if the space is insufficient)

Name	* Date of Briefing and Language		
	10.1.2022 (Monday)		
	Cantonese (11am - 12:30pm)	Putonghua (2pm - 3:30pm)	Cantonese (3:30pm - 5pm)

* Please tick as appropriate.

Please remind your worker(s) to bring along his / her original copy of Hong Kong Identity Card and Standard Employment Contract to attend the above briefing.**Part B**

As stipulated in clause 11 of the Standard Employment Contract (SEC) prescribed under the Supplementary Labour Scheme (SLS), employers are required to grant paid leave to each imported worker (including new recruits and those with employment contracts renewed) for attending a briefing, on the basis of **each** SEC signed, organised by the Labour Department **within 8 weeks** upon their arrival in Hong Kong. Please note that the Labour Department will issue a written notice to employers and **refuse SLS applications submitted by employers failing to comply with the briefing requirement within 1 year from the issue date of the written notice.**

☐ In case of over-subscription, I / our company agree(s) to follow the notice in Part C from the Labour Department to assign worker(s) in Part A to attend a briefing on another date. If the worker(s) cannot attend such briefing, I / our company acknowledge(s) the responsibility to enroll the worker(s) again for attendance to briefing on other dates in order to comply with the requirement stated above.

☐ I / Our company know(s) the obligation to comply with the requirement stated above and understand(s) the consequence of non-compliance. Yet, I / our company will not arrange worker(s) to attend the briefing session / disagree(s) that the worker(s) be assigned to attend a briefing on another date because:

Please tick in the appropriate box.

Co. chop & signature of rep.: _____ Name of Company: _____

Name of representative: _____ Contact Number: _____

Date: _____ Fax Number: _____

Please note:

- The personal data in this form is collected for the purpose of arranging briefing sessions to imported workers under the Supplementary Labour Scheme and other legitimate use relating to the enforcement of the scheme.
- Where appropriate, the data will be transferred to other divisions of Labour Department for the purpose mentioned in (1) above.
- 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.

Address: Room 929, 9/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon.

Tel.: 2150 6363

Part C**To be completed by the Labour Department**

As per the request in Part B, all worker(s) in Part A is / are assigned to attend the briefing below:

Venue :			
Date :		Time :	

致：勞工處補充勞工科

電話：2150 6324 / 2150 6334

傳真號碼：2542 2742

簡介會地址：九龍長沙灣道 303 號長沙灣政府合署 9 樓 929 室

「補充勞工計劃」輸入勞工簡介會報名表格

甲部

本人/本公司會安排下列勞工出席簡介會（如有需要，請自行加頁寫上勞工的資料。）

姓名	* 簡介會日期及語言		
	20.1.2022 (星期四)		
	英文 (11am - 12:30pm)	普通話 (2pm - 3:30pm)	廣東話 (3:30pm - 5pm)

* 請在適當位置加上 ✓ 號。

請提醒輸入勞工須帶同他們的身份證及標準僱傭合約正本出席簡介會。

乙部

根據「補充勞工計劃」訂定的「標準僱傭合約」（標準合約）第 11 條規定，僱主必須給予每名輸入勞工有薪假期，讓他們在抵港之日起計的八個星期內出席由勞工處舉辦的簡介會。每名輸入勞工（包括新聘及續約）必須就每份所簽訂的標準合約，在上述限期內出席一場簡介會。請注意，如僱主沒有在限期內安排輸入勞工出席簡介會，勞工處會向僱主發出書面通知，並由書面通知發出日期起計的一年內，拒絕審理有關僱主根據「補充勞工計劃」輸入勞工的申請。

☐ 如這次簡介會額滿，本人/本公司同意按勞工處於丙部的通知，安排甲部的勞工出席於另一日期舉行的簡介會。如甲部的勞工未能出席該簡介會，本人/本公司明白有責任主動再為該等勞工報名出席於其他日期舉行簡介會，以遵守上述規定。

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請在合適方格內加上 ✓ 號。

公司印章及代表簽署： _____

公司名稱： _____

公司代表姓名： _____

聯絡電話： _____

日期： _____

傳真號碼： _____

請注意：1. 本回條所收集的個人資料將會用於安排輸入勞工簡介會，與及執行補充勞工計劃有關的合法用途。

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。

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電話：2150 6363

丙部

此欄由勞工處填寫

應乙部的要求，本處現安排甲部所有輸入勞工出席以下日期及地點舉行的簡介會。

地點：			
日期：		時間：	

Enrolment Form - Briefing for Imported Workers under the Supplementary Labour Scheme**Part A**

I / Our company will arrange the following worker(s) to attend the briefing session.

(Please use separate page if the space is insufficient)

Name	* Date of Briefing and Language		
	20.1.2022 (Thursday)		
	English (11am - 12:30pm)	Putonghua (2pm - 3:30pm)	Cantonese (3:30pm - 5pm)

* Please tick as appropriate.

Please remind your worker(s) to bring along his / her original copy of Hong Kong Identity Card and Standard Employment Contract to attend the above briefing.**Part B**

As stipulated in clause 11 of the Standard Employment Contract (SEC) prescribed under the Supplementary Labour Scheme (SLS), employers are required to grant paid leave to each imported worker (including new recruits and those with employment contracts renewed) for attending a briefing, on the basis of **each** SEC signed, organised by the Labour Department **within 8 weeks** upon their arrival in Hong Kong. Please note that the Labour Department will issue a written notice to employers and **refuse SLS applications submitted by employers failing to comply with the briefing requirement within 1 year from the issue date of the written notice.**

☐ In case of over-subscription, I / our company agree(s) to follow the notice in Part C from the Labour Department to assign worker(s) in Part A to attend a briefing on another date. If the worker(s) cannot attend such briefing, I / our company acknowledge(s) the responsibility to enroll the worker(s) again for attendance to briefing on other dates in order to comply with the requirement stated above.

☐ I / Our company know(s) the obligation to comply with the requirement stated above and understand(s) the consequence of non-compliance. Yet, I / our company will not arrange worker(s) to attend the briefing session / disagree(s) that the worker(s) be assigned to attend a briefing on another date because:

Please tick in the appropriate box.

Co. chop & signature of rep.: _____ Name of Company: _____

Name of representative: _____ Contact Number: _____

Date: _____ Fax Number: _____

Please note:

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- Where appropriate, the data will be transferred to other divisions of Labour Department for the purpose mentioned in (1) above.
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Tel.: 2150 6363

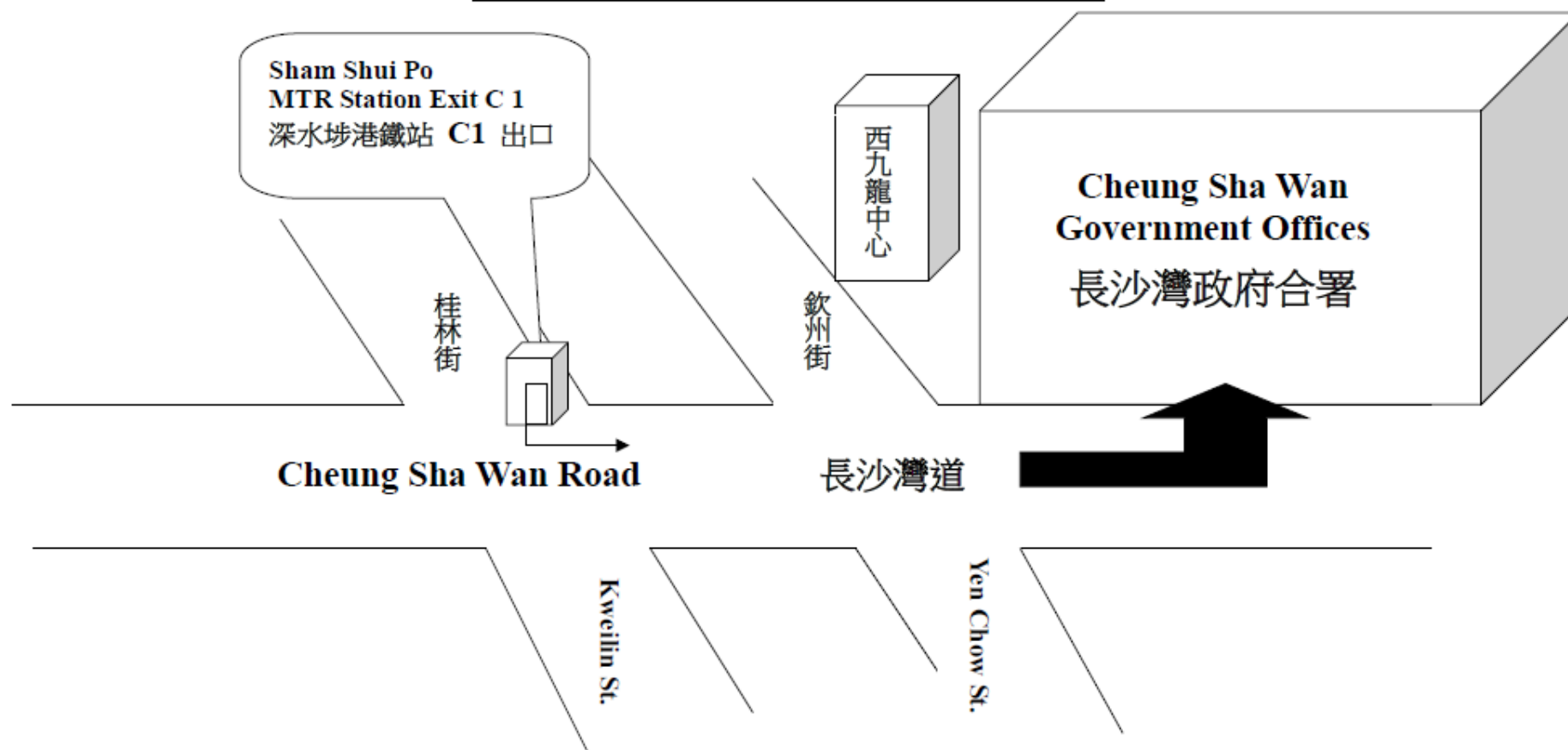
Part C**To be completed by the Labour Department**

As per the request in Part B, all worker(s) in Part A is / are assigned to attend the briefing below:

Venue :			
Date :		Time :	

Supplementary Labour Division, Labour Department

勞工處補充勞工科



**Address : Room 929, 9/F, Cheung Sha Wan Government Offices
303 Cheung Sha Wan Road, Kowloon.
(near Exit C1, Sham Shui Po MTR Station)**

**地址 : 九龍長沙灣道 303 號長沙灣政府合署 9 樓 929 室
(近深水埗港鐵站 C1 出口)**