傳真號碼:2542 2742 (請將此表格連同僱傭合約認收清單一併傳真)

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。)		
	* 簡介會日期及語言				
姓名	2	2023年2月3日(星期五	)		
双石	普通話	普通話	廣東話		
	(11am - 12:30pm)	(2pm - 3:30pm)	(3:30pm - 5pm)		
* 請在適當位置加上 ✓ 號。	請提醒輸入勞工須帶同代	也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 1	1 條規定,僱主必須		
給予每名輸入勞工有薪		<u>-</u>			
簡介會。每名輸入勞工					
內出席一場簡介會。請					
向僱主發出書面通知:		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	<u>一一一一一一一一一一一一一一一一一一一一一一一一一一一一一一一一一一一一</u>				
□ 如這次簡介會額滿,	本人/本公司同意按勞工原	<b>處於丙部的通知,安排甲</b>	部的勞工出席於另一日		
	甲部的勞工未能出席該簡				
工報名出席於其他日期	期舉行簡介會,以遵守上	述規定。			
□ 本人/本公司知悉須遵	单字上述規定,以及明白	<b>常历右圆規定可能</b> 扭致的	後果,惟 <b>不</b> 同音巻丁處		
	日期舉行的簡介會。原因		及不 作小内心为 二处		
又奶刀一口师从刀	中列午11日11日 小日	x- 1 ·			
請在合適方格內加上 ✓ 號。					
) 可在立口小上放田。		) 7 h // .			
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	21 1 1 H	• • • • • • • • • • • • • • • • • • • •			
	<b>息會將收集的資料轉交勞工處</b> 。 本期及再次共提供個人容別。				
	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				
- 75/18 K	wo kery 1.4 seem a la				

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:	

To: Supplementary Labour Division, Labour Department

Tel. no.: 2150 6324 / 2150 6334

Fax no.: 2542 2742 (Please fax this form together with the Acknowledgement List of Employment Contract)

Briefing Venue: Room 929, 9/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon

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

art A  I / Our company will arrange the following worker(s) to attend the briefing session.  (Please use separate page if the space is insufficient)					
	* Date of Briefing and Language 3 February 2023 (Friday)				
Name	Putonghua (11am - 12:30pm)	Putonghua (2pm - 3:30pm)	Cantonese (3:30pm - 5pm)		
* Please tick as appropriate.  Part B	Please remind your worker( Identity Card and Standard				
As stipulated in clause 11 of the (SLS), employers are required to contracts renewed) for attending weeks upon their arrival in Hong refuse SLS applications submitt issue date of the written notice.	grant paid leave to each importe a briefing, on the basis of <u>each</u> Kong. Please note that the Lal	d worker (including new recruit SEC signed, organised by the bour Department will issue a w	its and those with employment Labour Department within 8 written notice to employers and		
Department to assign we such briefing, I / our co	☐ In case of over-subscription, I / our company agree(s) to follow the notice in Part C from the Labou 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.				
	w(s) the obligation to comply with the requirement stated above and understand(s) the ompliance. Yet, I / our company disagree(s) that the worker(s) be assigned to attend a te because:				
Please tick in the appropriate b	oox.				
Co. chop & signature of rep.:		Name of Company:			
Name of representative:		Contact Number:			
Date:		Fax Number:			
<ol> <li>Where appropriate, the data will be</li> <li>Representative named in this form Officer of Supplementary Labour D</li> </ol>	ating to the enforcement of the schen transferred to other divisions of Labo	ne.  our Department for the purpose men and correction of the personal da need.	ntioned in (1) above.		
Part C	To be completed by the	Labour Department			
	n Part B, all worker(s) in Part	A is / are assigned to attend	the briefing below:		
Venue:					

傳真號碼:2542 2742 (請將此表格連同僱傭合約認收清單一併傳真)

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

	下列勞工出席簡介會(如	月需要,請目行加貝為_	上勞工的資料。)
* 簡介會日期及語言			
姓名	2	023年2月7日(星期二	)
灶石	廣東話	普通話	廣東話
	(11am - 12:30pm)	(2pm - 3:30pm)	(3:30pm - 5pm)
<u> </u>			
* 請在適當位置加上 ✓ 號。	請提醒輸入勞工須帶同何	他們的身份證及標準僱傭	<b>序合約正本出席簡介會。</b>
乙部			
根據「補充勞工計劃	」 訂定的「標準僱傭合:	約」(標準合約)第 ]	  1 條規定, 僱主必須
	<b>新假期,讓他們在抵港之</b>		
	C(包括新聘及續約)必		
	<b>青注意,如僱主沒有在</b> 『		
_	,並由 <u>書面通知發出日</u>	期起計的一年內,拒	<u>絕審理有關僱主根據</u>
「補充勞工計劃」輸入	<u> </u>		
□ 如這次簡介會額滿,	本人/本公司同意按勞工原	<sub>続</sub> 於丙部的通知,安排甲	部的勞工出席於另一日
	甲部的勞工未能出席該簡		
	期舉行簡介會,以遵守上		
□ ★ 1 /★ 八 司 知 采 頌 :	尊守上述規定,以及明白:	音后去朗目它可处切动的	<b>, 从</b> 里, 从了目音
	豆可工巡祝足,以及明日3 日期舉行的簡介會。原因		(夜木) 惟个问总分上处
文研为一山州水力	口列华门时间月首 亦曰	x-   .	
挂大人流士投南和上 🗸 跸。			
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		—— 簡介會,與及執行補充勞工計	
請注意: 1. 本回條所收集的個。 2. 在適當情況下,本	處會將收集的資料轉交勞工處		用途。
請注意: 1. 本回條所收集的個 2. 在適當情況下,本 3. 公司代表有權要求	處會將收集的資料轉交勞工處 查閱及更改其提供個人資料。	一 簡介會,與及執行補充勞工計 其他科別,以作上述(1)段的 如有需要,可與補充勞工科個	用途。
請注意: 1. 本回條所收集的個 2. 在適當情況下,本 3. 公司代表有權要求	處會將收集的資料轉交勞工處	一 簡介會,與及執行補充勞工計 其他科別,以作上述(1)段的 如有需要,可與補充勞工科個	用途。 ]人資料私隱主任聯絡。
請注意: 1. 本回條所收集的個 2. 在適當情況下,本 3. 公司代表有權要求	處會將收集的資料轉交勞工處 查閱及更改其提供個人資料。	曾介會,與及執行補充勞工計 其他科別,以作上述(1)段的 如有需要,可與補充勞工科個 929 室	用途。 ]人資料私隱主任聯絡。

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:	

To: Supplementary Labour Division, Labour Department

Tel. no.: 2150 6324 / 2150 6334

Fax no.: 2542 2742 (Please fax this form together with the Acknowledgement List of Employment Contract)

Briefing Venue: Room 929, 9/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon

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

Part A I / Our compar	ny will arrange the following w (Please use separate page if t		ng session.	
		Date of Briefing and Langua	ge.	
		7 February 2023 (Tuesday)		
Name	Cantonese	Putonghua	Cantonese	
	(11am - 12:30pm)	(2pm - 3:30pm)	(3:30pm - 5pm)	
* Please tick as appropriate.	Please remind your worker( Identity Card and Standard			
Part B	Tueniny Cara and Siandara	Employment Contract to all	tena the above briefing.	
(SLS), employers are required to grant paid leave to each imported worker (including new recruits and those with employer contracts renewed) for attending a briefing, on the basis of <a href="mailto:each">each</a> SEC signed, organised by the Labour Department <a href="wwitten">withi</a> weeks upon their arrival in Hong Kong. Please note that the Labour Department will issue a written notice to employers refuse SLS applications submitted by employers failing to comply with the briefing requirement within 1 year from <a href="mailto:issue date of the written notice">issue date of the written notice</a> .  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 to briefing on other dates in order to comply with the requirement stated above.				
briefing on another date				
Please tick in the appropriate b	oox.			
Co. chop & signature of rep.:		Name of Company:		
Name of representative:		Contact Number:		
Date:		Fax Number:		
<ol> <li>Please note:</li> <li>The personal data in this form is collected for the purpose of arranging briefing sessions to imported workers under the Supplementary Scheme and other legitimate use relating to the enforcement of the scheme.</li> <li>Where appropriate, the data will be transferred to other divisions of Labour Department for the purpose mentioned in (1) above.</li> <li>Representative named in this form have the right to request access to and correction of the personal data. Divisional Personal Da 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.</li></ol>				
Part C	To be completed by the	Labour Department		
	in Part B, all worker(s) in Part	A is / are assigned to attend	the briefing below:	
Venue:	, (,,	<u> </u>		

Time:

Date:

傳真號碼:2542 2742 (請將此表格連同僱傭合約認收清單一併傳真)

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。)		
	* 簡介會日期及語言				
姓名		023 年 2 月 14 日(星期二	•		
, <u> </u>	普通話	普通話	廣東話		
	(11am - 12:30pm)	(2pm - 3:30pm)	(3:30pm - 5pm)		
* 請在適當位置加上 ✓ 號。	請提醒輸入勞工須帶同係	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 1	1條規定,僱主必須		
給予每名輸入勞工有薪		- · · · · · · · · · · · · · · · · · · ·	·		
簡介會。每名輸入勞工	(包括新聘及續約)必	公須就 <u>每份</u> 所簽訂的標	準合約,在上述限期		
內出席一場簡介會。請					
向僱主發出書面通知,	<u></u>	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	<u>.                                    </u>				
	□ 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				
	]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其	用舉行簡介會,以遵守上	述規定。			
□ 本人/本公司知悉須遵	守上述規定,以及明白主	韋反有關規定可能招致的	後果,惟不同意勞工處		
安排勞工出席於另一日	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:			
八司作丰祉力。		吸加带斗。			
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	, , , , , , , , , , , , , , , , , , ,	• •			
	[會將收集的資料轉交勞工處; [] 閱及更改其提供個人資料。				
	少灣道 303 號長沙灣政府合署		電話: 2150 6363		

成部
 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:

To: Supplementary Labour Division, Labour Department

Tel. no.: 2150 6324 / 2150 6334

Fax no.: 2542 2742 (Please fax this form together with the Acknowledgement List of Employment Contract)

Briefing Venue: Room 929, 9/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon

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

Part A I / Our compar	r company will arrange the following worker(s) to attend the briefing session.  (Please use separate page if the space is insufficient)				
			200		
		Date of Briefing and Langua	ŭ .		
Name	14 February 2023 (Tuesday)				
	Putonghua (11 and 12 20 and 12	Putonghua	Cantonese		
	(11am - 12:30pm)	(2pm - 3:30pm)	(3:30pm - 5pm)		
* Please tick as appropriate.	Please remind your worker(	(s) to bring along his / her o	riginal copy of Hong Kong		
Part B	Identity Card and Standard	Employment Contract to at	tend the above briefing.		
	e Standard Employment Contract	(SEC) prescribed under the S	Supplementary Labour Schame		
	grant paid leave to each imported				
	a briefing, on the basis of <b>each</b>				
	g Kong. Please note that the Lab				
	ted by employers failing to com				
<u>issue date of the written notice</u> .					
	ription, I / our company agre				
	orker(s) in Part A to attend a b	•	* *		
9	ompany acknowledge(s) the res	•	rker(s) again for attendance		
to briefing on other date	es in order to comply with the r	requirement stated above.			
☐ I / Our company know	(s) the obligation to comply w	rith the requirement stated a	above and understand(s) the		
	mpliance. Yet, I / our compar	-			
briefing on another date			. ,		
<u> </u>					
·			<del></del>		
Please tick in the appropriate b	oox.				
Co. chop & signature of rep.:		Name of Company:			
1 2 1					
Name of representative		Contact Number:			
Name of representative:		Contact Number.			
Date:		Fax Number:			
Please note:					
1. The personal data in this form is co			rs under the Supplementary Labour		
	lating to the enforcement of the schem				
2. Where appropriate, the data will be					
3. Representative named in this form Officer of Supplementary Labour D	nave the right to request access to Division may be contacted in case of n		ua. Divisional Personal Data Privac		
	Sha Wan Government Offices, 303 Ch		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:					
Data :		Time:			

傳真號碼:2542 2742 (請將此表格連同僱傭合約認收清單一併傳真)

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。)		
	* 簡介會日期及語言				
姓名	2	023 年 2 月 23 日(星期四	)		
7470	英文	普通話	廣東話		
	(11am - 12:30pm)	(2pm - 3:30pm)	(3:30pm - 5pm)		
* 請在適當位置加上 ✓ 號。	請提醒輸入勞工須帶同作	也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」	<b></b>	45 (攝准人46) 答 1	1 收租户、护士工石		
<ul><li>□ 依據 棚九劳上司劃」</li><li>□ 給予每名輸入勞工有薪</li></ul>		· · · · · · · · · · · · · · · · · ·	· ·		
□ 简介會。每名輸入勞工 □ 简介會。每名輸入勞工		·			
內出席一場簡介會。請		·			
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	<b>、勞工的申請</b> 。				
□ 如這次簡介會額滿,	本人/本公司同意按勞工原	<b>嘉於丙部的通知,安排甲</b>	部的勞工出席於另一日		
	甲部的勞工未能出席該簡		•		
	胡舉行簡介會,以遵守上				
□ 本人/本公司知悉須遵	真字上述規定,以及明白	章后右腿担定可能切劲的	後里,惟 <b>不</b> 同音		
	日期舉行的簡介會。原因		及不 作不凡心为 工处		
又奶刀一面师从刀	1 列件们 11 间 川 自 一	x-   .			
請在合適方格內加上 ✓ 號。					
) 4 1 1 14 m					
公司印章及代表簽署:		公司名稱:			
ハコルキロカ・		114 / 唐子。			
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/					
	<b>意會將收集的資料轉交勞工處</b> 。 5. 問刀再24. 世紀四月				
	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:	

To: Supplementary Labour Division, Labour Department Tel. no.: 2150 6324 / 2150 6334

Fax no.: 2542 2742 (Please fax this form together with the Acknowledgement List of Employment Contract)

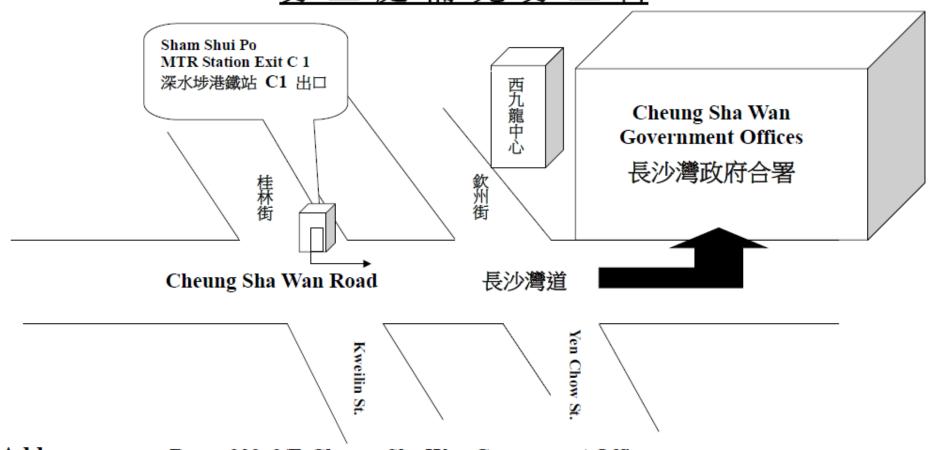
Briefing Venue: Room 929, 9/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon

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

Part A I / Our compar	I / Our company will arrange the following worker(s) to attend the briefing session.  (Please use separate page if the space is insufficient)				
		-			
		Date of Briefing and Langua  Rehmony 2023 (Thursday			
Name		3 February 2023 (Thursday	Cantonese		
	English (11am - 12:30pm)	Putonghua (2pm - 3:30pm)	(3:30pm - 5pm)		
	(11aiii - 12.30piii)	(2piii - 3.30piii)	(3.30pm - 3pm)		
* Please tick as appropriate.	Please remind your worker(				
Part B	Identity Card and Standard	Employment Contract to att	tend the above briefing.		
As stipulated in clause 11 of the (SLS), employers are required to contracts renewed) for attending weeks upon their arrival in Hong refuse SLS applications submittissue date of the written notice.	grant paid leave to each imported a briefing, on the basis of <u>each</u> Kong. Please note that the Lab	d worker (including new recrui SEC signed, organised by the our Department will issue a w	its and those with employment Labour Department within 8 written notice to employers and		
Department to assign we such briefing, I / our co to briefing on other date  I / Our company know( consequence of non-con	<ul> <li>□ 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 attens 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.</li> <li>□ 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 disagree(s) that the worker(s) be assigned to attend briefing on another date because:</li> </ul>				
Please tick in the appropriate b	OOX.	Name of Company:			
Name of representative:		Contact Number:			
		<del>_</del>			
Date:		Fax Number:			
<ol> <li>Where appropriate, the data will be</li> <li>Representative named in this form Officer of Supplementary Labour D</li> </ol>	ating to the enforcement of the schem transferred to other divisions of Labo	ne.  our Department for the purpose mention and correction of the personal dated.	ntioned in (1) above.		
Part C	To be completed by the	Labour Department			
		-	the briefing below:		
As per the request 1	n Part B, all worker(s) in Part	A is / are assigned to attend	the oriening 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

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