致: 勞工處補充勞工科

To: Supplementary Labour Division, Labour Department

電話號碼 Tel. no.：3468 3477

電郵 Email: sld_iwb@labour.gov.hk

由： From:

公司名稱 Company name：_____

公司地址 Company address：_____

聯絡人 Contact person：_____ 聯絡號碼 Contact no.：_____

檔案編號 File no.：ELS20 _____ — _____ (與原則性批准編號相同) (same as approval-in-principal no.)

「補充勞工優化計劃」輸入勞工簡介會 — 報名表格

Briefing for Imported Workers under the Enhanced Supplementary Labour Scheme – Enrolment Form

中文姓名 (必須與身份證明文件相同) Chinese name (Must be the same as that on the identity document)	英文姓名 (必須與身份證明文件相同) English name (Must be the same as that on the identity document)	香港身份證號碼 (如未有香港身份證，請填寫往來港澳通行證號碼或護照號碼) Hong Kong identity card no. (If no HKID, please fill in Permit for Travelling to and from Hong Kong and Macao no. or Passport no.)	抵港日期 或 最新僱傭合約開始日期 Date of arrival at HK or Commencement date of the latest employment contract	僱傭合約編號 (可見於合約首頁右上角) Employment contract no. (On the upper right corner of the 1st page of the contract)	簡介會場次 (請參閱本處網站) Briefing session (Please refer to LD's website)	
					日期 Date	時間 Time
			日 dd 月 mm 年 yy	ESLS	月 mm 日 dd	上/下午 am / pm
			日 dd 月 mm 年 yy	ESLS	月 mm 日 dd	上/下午 am / pm
			日 dd 月 mm 年 yy	ESLS	月 mm 日 dd	上/下午 am / pm
			日 dd 月 mm 年 yy	ESLS	月 mm 日 dd	上/下午 am / pm
			日 dd 月 mm 年 yy	ESLS	月 mm 日 dd	上/下午 am / pm

✧ 英語場次提供少數族群語言的翻譯服務。如有需要，請於所需語言的方格內填上「✓」號：

Translation service for minority languages is available for the English session. If necessary, please put a tick "✓" in the box of the required language:

☐ 泰語 Thai ☐ 印尼語 Indonesia ☐ 印度語 Hindi ☐ 旁遮普語 Punjabi ☐ 其他 Other：

【僱主須知 Notes for Employers】

(1) 除另有註明外，本表格所有項目均須填寫。如提供的資料不全，本處或未能處理有關報名申請。
Unless otherwise specified, all fields must be filled in. If the information provided is incomplete, Labour Department (LD) may not be able to process the application.

(2) 簡介會名額先到先得，額滿即止。本處保留分配名額的最終決定權。
Seats are allocated on a first-come, first-served basis. Allocation of seats is subject to the final decision of LD.

(3) 除本處另行通知外，僱主遞交報名表格後，應安排輸入勞工攜同身份證明文件及標準僱傭合約正本，依時出席簡介會。
Unless otherwise notified by LD, employers should arrange for their workers to attend the briefing as scheduled and to bring along the original copy of their identity document and Standard Employment Contract.

【收集個人資料聲明 Personal Information Collection Statement】(1) 本表格所收集的個人資料將會用作安排「補充勞工優化計劃」輸入勞工簡介會，以及執行該計劃的合法用途。The personal data collected in this form is for the purpose of arranging briefing sessions under the Enhanced Supplementary Labour Scheme (ESLS) 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的個人資料。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. (地址：觀塘創紀之城一期一座 27 樓 2711-2713 室／電話號碼：2150 6363) (Address: Units 2711-2713,Tower 1, Millennium City 1, Kwun Tong. / Tel.: 2150 6363)

(Rev. 11/2026)

輸入勞工的居所資料申報 Declaration of accommodation particulars of the imported worker

輸入勞工姓名及合約編號 Imported worker name and contract no.	輸入勞工居住在僱主提供的居所 Imported worker resides in the accommodation provided by the employer	輸入勞工在其位於內地的住所居住 (僅適用於原居地為內地的僱員) Imported worker resides in Mainland (Applicable only if the employee's place of origin is the Mainland)	
ESLS	地址 Address: 樓宇類別 Building type*: ☐ 住宅樓宇 Residential flat ☐ 村屋 Village house ☐ 其他(請註明) Others (please specify):	省 Province	市 City
ESLS	地址 Address: 樓宇類別 Building type*: ☐ 住宅樓宇 Residential flat ☐ 村屋 Village house ☐ 其他(請註明) Others (please specify):	省 Province	市 City
ESLS	地址 Address: 樓宇類別 Building type*: ☐ 住宅樓宇 Residential flat ☐ 村屋 Village house ☐ 其他(請註明) Others (please specify):	省 Province	市 City
ESLS	地址 Address: 樓宇類別 Building type*: ☐ 住宅樓宇 Residential flat ☐ 村屋 Village house ☐ 其他(請註明) Others (please specify):	省 Province	市 City
ESLS	地址 Address: 樓宇類別 Building type*: ☐ 住宅樓宇 Residential flat ☐ 村屋 Village house ☐ 其他(請註明) Others (please specify):	省 Province	市 City

聲明 Declaration*

☐ 本人／本公司確認就本表格填寫輸入勞工的居所安排及所有資料屬真實、完整和準確，並同意讓勞工處勞工視察科在執行補充勞工優化計劃的規定時，轉交上述資料予勞工處其他科別、入境事務處、相關決策局、其他政府部門及其他執法機構。如有關資料有任何更改，本人將盡快主動通知勞工處勞工視察科。本人／本公司明白，若明知而作出或罔顧實情地作出虛假或有誤導性的陳述，即屬違法及可被檢控。I/Our company hereby declare(s) that all information provided in this form about the accommodation particulars of imported workers is true, complete and accurate and give my/our consent to the Labour Inspection Division (LID) of the Labour Department (LD) to release the above information to other divisions of LD, the Immigration Department, relevant policy bureaux, other government departments and other enforcement bodies in the course of enforcing the terms and conditions of the Enhanced Supplementary Labour Scheme (ESLS). Should there be any change of the information provided above, I/our company shall take the initiative to inform LID of LD as soon as possible. I/Our company understand(s) that it is an offence and I/our company will be liable to prosecution if I/we knowingly or recklessly make a statement which is false or misleading.

☐ 本人／本公司確認已細閱及承諾遵照「補充勞工優化計劃」標準僱傭合約[LD 294]附表乙部所列明的居所標準，並明白若違反相關合約條款，本人／本公司將會被勞工處撤銷所獲輸入勞工的批准，而隨後達兩年的期間內亦不得參與「補充勞工優化計劃」。I/Our company hereby confirm(s) that having read Part 2 of the Schedule of the Standard Employment Contract of ESLS [LD 294], I/Our company undertake(s) to comply with the accommodation standards listed therein, and understand(s) that a breach of relevant clause(s) will render any approval granted to me/our company for importation of labour be withdrawn by LD, and that I/our company will be debarred from participating in ESLS for up to two years.

*請於適當的方格內填上「✓」號 Please put a tick "✓" in the appropriate box.

(Rev. 11/2026)