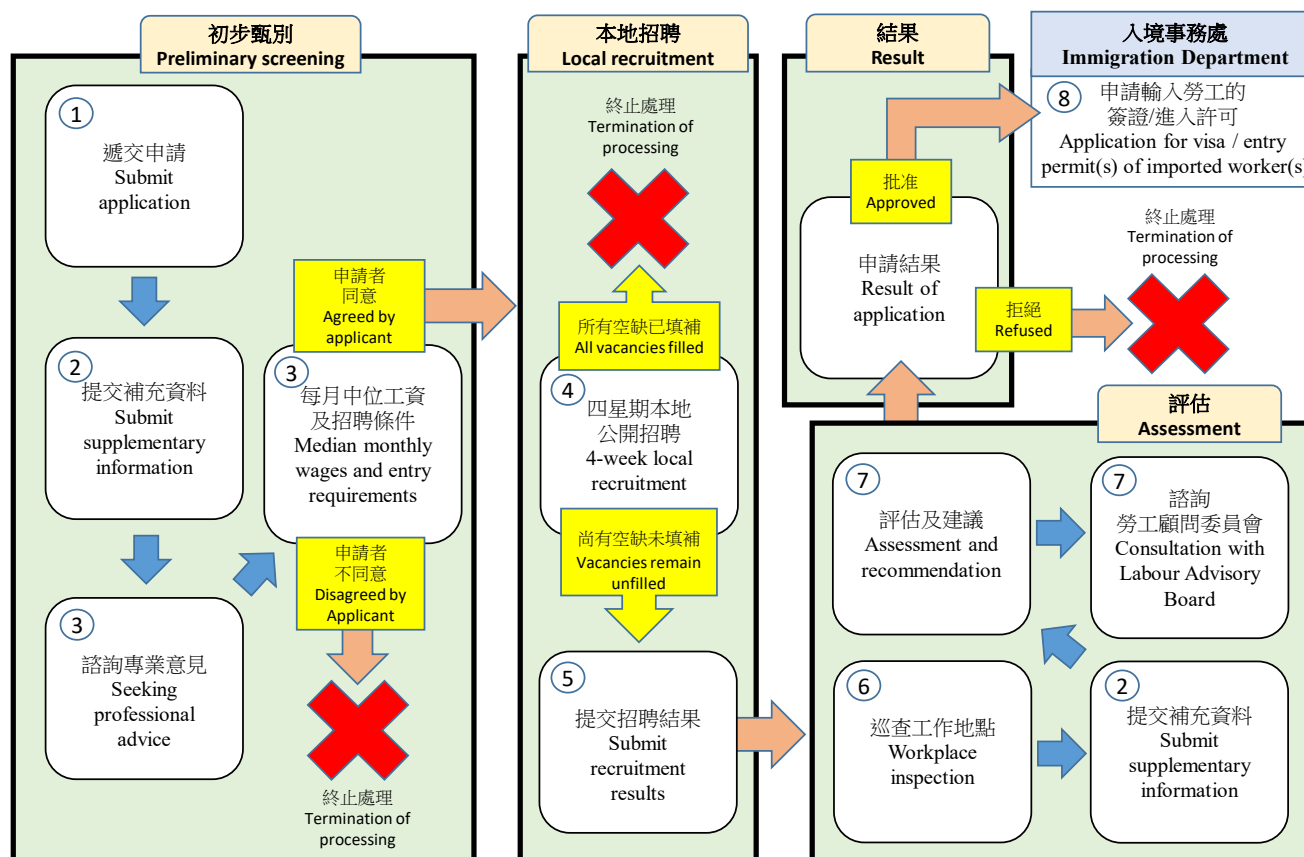


「補充勞工計劃」申請須知

Supplementary Labour Scheme – Points to Note

處理申請流程 *Processing of an application*

(請參閱對應號碼有關程序的註譯。Please refer to explanatory notes of the corresponding number for the procedures.)



註釋 Explanatory notes

- ① 申請者遞交填妥的申請表格（表格 SLS-1）連同該表格第 6 部分列明的文件。
The applicant submits the completed application form (Form SLS-1) together with the documents as stated in Part 6 of the form.
- ② 如有需要，勞工處會要求申請者提供進一步資料/證明文件。
If necessary, the Labour Department (LD) will request the applicant to provide further information / supporting documents.
- ③ 勞工處會諮詢相關政府決策局 / 部門 / 培訓機構 / 專業團體等的意見，然後通知申請者擬提供的薪金是否達到每月中位工資，以及所訂的招聘條件是否合適。
LD will consult relevant government bureaux / departments / training bodies / professional organisations, etc., and will afterwards inform the applicant of whether the wages offered measure up to the median monthly wages level, and whether the stipulated entry requirements are appropriate.
- ④ 申請者須就通過初步甄別的職位空缺進行為期四星期的本地公開招聘，並在招聘期的首兩星期在兩份本地報章刊登招聘廣告，廣告須每星期在該兩份報章最少刊登各一次。
The applicant must undertake a four-week local recruitment exercise for job vacancies accepted for further processing. During the first two weeks of the recruitment period, the applicant should advertise the job vacancies at least once in a week in each of two local newspapers.
- ⑤ 招聘期完結後，申請者須向勞工處提交招聘結果，包括拒絕聘用個別求職者的原因。
After the recruitment period, the applicant has to submit recruitment results to LD, including the reasons for not employing individual job seekers.
- ⑥ 勞工處的勞工督察會巡查申請者的辦事處和擬輸入勞工的工作地點，以核實申請者所填報的資料。
Labour Inspectors of LD will inspect the applicant's office premises and intended workplaces of the imported workers to verify the information provided by the applicant.
- ⑦ 所有申請將按個別情況考慮。經諮詢及考慮勞工顧問委員會委員的意見後，政府會決定批准或拒絕有關輸入勞工的申請。
All applications will be considered on their own merits. After consulting and considering the views of Labour Advisory Board members, the Government will decide whether to approve or refuse each application.
- ⑧ 如申請獲得批准，申請者可安排其每名擬聘用的輸入勞工向入境事務處遞交入境簽證 / 進入許可申請。
If an application is approved, the applicant may arrange for each prospective imported worker to submit a visa / entry permit application to the Immigration Department.

註： 以上流程僅供參考。按實際情況，個別申請的處理程序或有不同。即使已符合要求完成上述程序①至⑦，申請者亦不應假設其輸入勞工申請會自動獲得批准。

Remark: The above processing procedures are for reference only. Depending on actual circumstances, the processing procedures may vary with individual applications. Notwithstanding the satisfactory completion of the aforesaid procedures ① to ⑦, the applicant should not assume that an application would be approved automatically.

終止處理 Termination of processing

- 請注意，在填寫申請表格(表格 SLS-1)時，申請者必須詳細列明各申請職位的職務範圍、各項入職要求及工作時間。申請者如在勞工處初步甄別申請後對所訂的職務範圍、入職要求及各項招聘條件作出任何修改、或在本地招聘期間提出任何限制性要求、或以低於工資中位數／香港法例第 608 章《最低工資條例》規定的法定最低工資水平的工資聘請本地求職者，可能導致勞工處終止處理本申請。Please note that the detailed job description, entry requirements and working hours for each of the post(s) under application must be clearly stated in the application form (Form SLS-1). If the applicant makes any amendments to the job description, entry requirements and conditions of employment of the post(s) after preliminary screening of the application by LD, or sets any restrictive requirements during the local recruitment period, or offers local workers wages below the median wage/statutory minimum wage rate as stipulated under the Minimum Wage Ordinance (Cap. 608), any of these may lead to termination of the processing of the application by LD.

需遞交的文件 Documents to be submitted

- 連同填妥的申請表格（表格 SLS-1），申請者應根據該表格第 6 部分遞交所需文件。
Together with the completed application form (Form SLS-1), the applicant should submit the required documents in accordance with Part 6 of the form.
- 請在「僱員名單」內提供以下資料：
Please include the following information in the staff list:
 - (1) 職位名稱或工作類別
Job titles or job categories
 - (2) 屬於每一職位或工作類別的僱員人數
Number of staff with the same job titles or in the same job categories
 - (3) 每一職位或工作類別的工資幅度或工資平均數
Salary range or the average salary of each job title or job category
 - (4) 如有輸入勞工在職，擔任有關的職位或工作類別的輸入勞工人數
Number of imported workers, if any, engaged in the job titles or in the job categories
 - * 請勿列出僱員的個人資料。
Please do not include the personal data of staff in the list.
- 如申請者須領有特定的牌照，才可合法經營，則請同時遞交該些牌照的影印本。例子如下：
If the applicant needs to possess specific licence(s) for lawful operation, please also submit relevant copies.
Examples are:
 - (1) 安老院牌照
Licence of Residential Care Home for the Elderly
 - (2) 殘疾人士院舍牌照／豁免證明書
Licence/Certificate of Exemption of Residential Care Home for Persons with Disabilities
 - (3) 普通食肆牌照
General Restaurant Licence
 - (4) 飼養禽畜牌照
Livestock Keeping Licence
- 請將文件交回申請辦事處，地址如下：
Please submit documents to the Application Office at the following address:

九龍長沙灣道 303 號
長沙灣政府合署 9 樓 929 室
勞工處補充勞工科

Supplementary Labour Division
Labour Department
Room 929, 9/F Cheung Sha Wan Government Offices
303 Cheung Sha Wan Road, Kowloon

此外，申請者亦可以電郵方式(電郵地址: eform@labour.gov.hk)將已加上數碼簽署的電子表格 (EF0601B)及所需文件交回申請辦事處。Employers may also submit the digitally signed e-form (EF0601B) and the required documents to the Application Office by e-mail (Email: eform@labour.gov.hk).
電子表格下載網址 Download e-form at <https://www.gov.hk/tc/business/forms/index.htm>.

- 查詢熱線及電郵 Enquiry Hotline and Email 2150 6363 / sld-hq@labour.gov.hk

第 1 部分：重要事項

Part 1: Important Notes

1. 填寫本表格前請參閱《「補充勞工計劃」申請須知》。為免本申請受到延誤，請以黑色筆及正楷填寫本表格。
 2. 本申請將由勞工處初步甄別。如申請者就申請職位所提供的薪金等同或高於工資中位數，以及所定的招聘條件合理，勞工處將會以書面通知申請者下一步申請程序，並會要求申請者提交可能載有僱主或其他人士個人資料的文件。另外，僱主提供的薪金數額亦須符合法定最低工資規定。
 3. 勞工處收集個人／申請者資料的目的是用以處理根據「補充勞工計劃」提出的申請、執行「補充勞工計劃」的規定及為香港市民找尋就業及培訓機會。勞工處會將收集的個人／申請者資料轉交僱員再培訓局或其他培訓機構、勞工處其他科別、入境事務處、相關決策局及其他政府部門，以作上述用途。申請者向勞工處提供任何人的個人資料必須出於自願，但倘若申請者不向勞工處提供充足資料，則勞工處可能會因此而未能處理本申請。有關資料當事人有權要求查閱及更改其被提供的個人資料。如欲要求查閱或更改其個人資料，可聯絡九龍長沙灣道303號長沙灣政府合署9樓929室，勞工處補充勞工科，分科個人資料私隱主任。
1. Please read the "Supplementary Labour Scheme – Points to Note" before completing this form. For the avoidance of delay in the processing of this application, please write in black ink and in block letters.
 2. This application will be preliminarily screened by the Labour Department (LD). If the wages offered are at or above the median wage levels and the stipulated requirements of the vacancies are acceptable, LD will inform the applicant in writing of the next procedure and request the applicant to provide supporting documents which may contain the personal data of employers and other persons. The amount of wages offered must be in compliance with the statutory minimum wage requirements.
 3. The purposes of collecting personal/the applicant's data are to process applications under the Supplementary Labour Scheme (SLS), enforce the terms and conditions of SLS, and identify employment and training opportunities for the people of Hong Kong. The data will be transferred to the Employees Retraining Board or other training bodies, other divisions of LD, the Immigration Department, relevant policy bureaux and other government departments for the purposes mentioned above. The provision of personal data should be voluntary. However, if the applicant does not provide sufficient information as requested, LD may not be able to process this application. Persons whose personal data have been provided to LD have the right to request access to and correction of their personal data. Request for access to or correction of personal data should be made to Divisional Personal Data Privacy Officer, Supplementary Labour Division, Labour Department, Rm. 929, 9/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon.

第 2 部分：僱主應做與不應做事項一覽表

Part 2: List of Dos and Don'ts for Employers

(1) 有關《入境條例》 In relation to the Immigration Ordinance

不應做 Don'ts

- ✘ 聘用不能合法在港工作的人士
Employ persons not lawfully employable in Hong Kong
- ✘ 令輸入勞工在違反標準僱傭合約(標準合約)或逗留條件的情況下工作
Cause imported workers to work in violation of the Standard Employment Contract (SEC) or condition of stay

- ✘ 協助及教唆他人違反逗留條件
Aid and abet others in breach of condition of stay
- ✘ 協助及教唆非本地人提供失實聲明／文件
Aid and abet non-local persons to make false statements/documents

(2) 有關勞工法例 In relation to labour laws

應做 Dos

- ✓ 按照《僱傭條例》的相關規定支付工資給輸入勞工
Pay wages to imported workers according to relevant provisions of the Employment Ordinance
- ✓ 給予輸入勞工休息日／休息日薪酬
Grant rest day / pay rest day pay to imported workers
- ✓ 給予輸入勞工法定假日／法定假日薪酬
Grant statutory holiday / pay statutory holiday pay to imported workers
- ✓ 給予輸入勞工年假／年假薪酬
Grant annual leave / pay annual leave pay to imported workers
- ✓ 給予輸入勞工產假／產假薪酬
Grant maternity leave / pay maternity leave pay to imported workers
- ✓ 給予輸入勞工侍產假／侍產假薪酬
Grant paternity leave / pay paternity leave pay to imported workers
- ✓ 支付疾病津貼給輸入勞工
Pay sickness allowance to imported workers
- ✓ 按照《僱傭條例》的相關規定向輸入勞工支付約滿或終止僱傭合約的款項
Make payment to imported workers on completion or termination of employment contract according to relevant provisions of the Employment Ordinance

- ✓ 支付根據勞資審裁處或小額薪酬索償仲裁處的判令中所須支付的相關款項給輸入勞工
Make payment to imported workers pursuant to awards of the Labour Tribunal or the Minor Employment Claims Adjudication Board
- ✓ 保存輸入勞工的工資及僱傭紀錄
Keep wage and employment records of imported workers
- ✓ 為輸入勞工投購有效僱員補償保險
Take out valid employees' compensation insurance policy for imported workers
- ✓ 展示一份符合《僱員補償條例》指明格式的保險通告 (LD 375)
Display a notice of insurance (LD 375) in such form as specified in relevant provisions of the Employees' Compensation Ordinance
- ✓ 支付按期款項及僱員補償給因工受傷的輸入勞工
Pay periodical payment and employees' compensation to imported workers who sustained injuries at work
- ✓ 遵守職業安全及健康法例
Comply with occupational safety and health legislation
- ✓ 遵守《強制性公積金計劃條例》
Comply with the Mandatory Provident Fund Schemes Ordinance

第 2 部分：僱主應做與不應做事項一覽表 (續) Part 2: List of Dos and Don'ts for Employers (Cont'd)

不應做 Don'ts

- ✘ 不合法扣除輸入勞工的工資
Deduct the wages of imported workers unlawfully
- ✘ 於輸入勞工有薪病假期間終止其僱傭合約
Terminate the employment contract of imported workers whilst they are on paid sick leave
- ✘ 在違反《僱員補償條例》的情況下，終止因工受傷的輸入勞工的僱傭合約
Terminate the employment contract of imported workers who sustained injuries at work, in breach of the Employees' Compensation Ordinance

(3) 有關標準合約及「補充勞工計劃」的規定 In relation to requirements of SEC and SLS

應做 Dos

- ✓ 按標準合約的規定給予輸入勞工超時工作工資
Make payment of overtime pay to imported workers at a rate as stipulated in SEC
- ✓ 以自動轉賬形式支付輸入勞工的工資
Effect payment of wages to imported workers through autopay
- ✓ 就每份所簽訂的標準合約，給予輸入勞工有薪假期，讓他們在抵港後8個星期內出席由勞工處舉辦的簡介會
Grant imported workers paid leave and arrange them, on the basis of each SEC signed, to attend a briefing organised by the Labour Department within 8 weeks upon their arrival in Hong Kong
- ✓ 向輸入勞工提供符合標準合約附表所註明標準的住宿及設備
Provide imported workers with accommodation in accordance with the standard as stipulated in the Schedule to SEC
- ✓ 向在有關標準合約指明受僱期內生病或受傷的輸入勞工提供免費醫療
Provide imported workers with free medical treatment if they are ill or suffer personal injuries during the period of employment specified in SEC
- ✓ 向輸入勞工提供、支付或付還其自原居地到香港及於僱傭合約終止或屆滿時返回原居地的旅費、到港前的體格檢驗費用、簽證／進入許可費用及之後的延期費用
Provide, pay or reimburse passage expenses, medical examination expenses before arriving Hong Kong, visa/entry permit fees and subsequent extension fees to imported workers

不應做 Don'ts

- ✘ 以輸入勞工取代原來在職的本地工人
Displace local worker(s) in employ by imported worker(s)
- ✘ 與輸入勞工訂立任何協議，要求輸入勞工將全部或部分工資或輸入勞工根據標準合約有權得到的任何款項交回予僱主，或從輸入勞工索取或接受該等回扣
Make any agreement with imported workers requiring them to surrender all or part of the wages or any sum to which they are entitled under SEC, or demanding or receiving any such rebate from them
- ✘ 扣減輸入勞工的工資，用以繳付他們欠下原居地機構或代理人的款項或費用，或用以抵消僱主須支付的僱員再培訓徵款
Make deductions from imported workers' wages for the purpose of paying any dues or fees charged on the worker by authorities or agents in the worker's country of origin, or of offsetting the Employees Retraining Levy required to be paid by the employer

- ✘ 於輸入勞工懷孕期間，非法終止其僱傭合約
Terminate the employment contract of imported workers during their pregnancy unlawfully
- ✘ 因輸入勞工參與職工會或職工會的活動而終止其僱傭合約
Terminate the employment contract of imported workers for trade union membership and activities
- ✘ 因輸入勞工曾在有關執行《僱傭條例》、因工遭遇意外或違反工作安全法例而進行的法律程序中提供證據或向進行查訊的公職人員提供資料而終止其僱傭合約
Terminate the employment contract of imported workers by reason of giving evidence or information in any proceedings or inquiry in connection with the enforcement of the Employment Ordinance, work accidents or breach of work safety legislation

- ✓ 如輸入勞工死亡，支付將其遺體及個人物品運返其原居地的費用
Pay the cost of transporting imported workers' remains and personal property to their place of origin in the event of death
- ✓ 免費給予輸入勞工一份經雙方簽署的僱傭合約
Give imported workers a copy of the signed employment contract free of charge
- ✓ 製備輸入勞工認收僱傭合約清單，並於其抵港後4個星期內送交勞工處
Prepare and send to the Labour Department, within 4 weeks upon their arrival in Hong Kong, an acknowledgment list of employment contracts of imported workers
- ✓ 每月向每名輸入勞工提供一份有關其收入詳情的結算表
Provide each imported worker, on a monthly basis, with a detailed breakdown of his/her earnings
- ✓ 製備輸入勞工認收工資結算表清單
Prepare an acknowledgment list of wage information of imported workers
- ✓ 在4星期本地公開招聘期間遵守「補充勞工計劃」所訂明的規定
Comply with the specified requirements of the 4-week local recruitment exercise under SLS
- ✓ 履行與僱員再培訓局簽訂的「度身訂造課程」服務協議書所載的承諾
Comply with the Service Agreement for "Tailor-made Course" signed with the Employees Retraining Board

註：如僱主、或僱主的獨資經營者／合夥人違反相關條文或規定，則所獲得的輸入勞工批准將會被撤銷，而隨後達兩年的期間內亦不會獲准參與「補充勞工計劃」。

Note: The approval for importation of labour granted to an employer will be withdrawn if the employer, or the sole proprietor/partner(s) of the employer has/have breached relevant provision(s) or requirement(s). The employer will also be debarred from participation in SLS for up to two years.

第 3 部分：申請者資料

Part 3: Applicant's Particulars

申請者名稱（指業務／法團名稱及業務／分行名稱（如適用）） ⁽¹⁾		（中文）	
Name of applicant (refers to name of business/corporation and business/branch name (if applicable)) ⁽¹⁾		（English）	
業務性質 Nature of business			
商業登記證號碼（如適用） Business Registration Certificate no. (if applicable)		➔（如持有商業登記證，請在本表格第 6 部分 <input type="checkbox"/> (a) 加上“✓”號。 For holders of Business Registration Certificate, please put “✓” in <input type="checkbox"/> (a) in Part 6 of this form.)	
業務經營模式 Mode of business	<input type="radio"/> 獨資經營 Sole proprietorship ➔（請在本表格第 6 部分 <input type="checkbox"/> (b) 及 <input type="checkbox"/> (c) 加上“✓”號。Please put “✓” in <input type="checkbox"/> (b) and <input type="checkbox"/> (c) in Part 6 of this form.)		
	<input type="radio"/> 合夥經營 Partnership（合夥人數目 Number of partners _____） ➔（請在本表格第 6 部分 <input type="checkbox"/> (b) 及 <input type="checkbox"/> (c) 加上“✓”號。Please put “✓” in <input type="checkbox"/> (b) and <input type="checkbox"/> (c) in Part 6 of this form.)		
	<input type="radio"/> 有限公司／其他法團 Limited company / other registered organisation 公司註冊證明書號碼 Certificate of Incorporation / registration document no. _____ ➔（請在本表格第 6 部分 <input type="checkbox"/> (d) 加上“✓”號。Please put “✓” in <input type="checkbox"/> (d) in Part 6 of this form.)		
合法經營業務所需牌照／批准 Licence(s) / approval(s) required for lawful operation of business		<input type="radio"/> 毋須領有牌照／批准 Licence / approval not required <input type="radio"/> 須領有牌照／批准 Licence(s) / approval(s) required ➔（請在本表格第 6 部分 <input type="checkbox"/> (e) 加上“✓”號。Please put “✓” in <input type="checkbox"/> (e) in Part 6 of this form.)	
申請者地址 ⁽¹⁾ Applicant's address ⁽¹⁾		（中文） （English）	
申請者負責人姓名 ⁽²⁾ Name of the person-in-charge ⁽²⁾		<input type="radio"/> 女士 ⁽³⁾ Ms ⁽³⁾ <input type="radio"/> 先生 ⁽³⁾ Mr ⁽³⁾	申請者電話號碼 Applicant's tel. no. 申請者傳真號碼 Applicant's fax no.
申請者電郵地址 Applicant's email			
申請者負責人職銜 Job title of the person-in-charge		➔（如負責人並非獨資經營者／董事／獲授權合夥人，請在本表格第 6 部分 <input type="checkbox"/> (f) 加上“✓”號。If the person-in-charge is not the sole proprietor/director/authorised partner, please put “✓” in <input type="checkbox"/> (f) in Part 6 of this form.)	
本地僱員人數 ⁽⁴⁾ No. of local employee(s) ⁽⁴⁾		非本地僱員人數 ⁽⁵⁾ No. of non-local employee(s) ⁽⁵⁾	如非本地僱員不是根據「補充勞工計劃」在香港工作，請說明涉及的人境政策／計劃。 For non-local employee(s) working in Hong Kong not under SLS, please specify the immigration policy / scheme involved.

- (1) 如持有商業登記證及／或特定的牌照，請填寫商業登記證及／或牌照上的資料。For holders of Business Registration Certificate and/or specific licence(s), please fill in information as stated on the Business Registration Certificate and/or specific licence(s).
- (2) 有關資料用途，請參閱本表格第 1 部分。勞工處職員會接觸申請者的負責人，以處理本申請及安排本地求職者接受面試。為免本申請受到延誤，勞工處職員將以電話及傳真等方式與申請者的負責人聯絡。Please see Part 1 of this form for the use of the information. Staff of LD will contact the person-in-charge for the purposes of processing this application and arranging job interviews for local job-seekers. For the avoidance of delay in the processing of this application, staff of LD will communicate with the person-in-charge by telephone and facsimile, etc.
- (3) 此稱謂只作通信及聯絡之用。This prefix is for the purpose of correspondence and communication only.
- (4) 由申請者直接僱用以經營本表格第 3 部分所列明業務的本地僱員，不包括申請者就其他業務僱用的僱員、向申請者提供服務的外判商員工或自僱人士。Local employees under direct employment of the applicant for the business specified in Part 3 of this form, excluding those employed for other businesses of the applicant, staff of sub-contractor(s) or self-employed person(s) providing service to the applicant.
- (5) 包括現時在職及已獲原則性批准輸入但仍未抵港的非本地僱員。Including those non-local employees who are in employ and those covered by approval-in-principle for importation but have not arrived in Hong Kong yet.

第 4 部分：過往不良紀錄

Part 4: Past Adverse Record

申請者、或申請者的獨資經營者／合夥人有沒有違反本表格第 2 部分列明的法例或規定？（如申請者是有限公司，只需填報與申請公司有關的紀錄。）

Has the applicant, or the sole proprietor/partner(s) of the applicant violated any law or requirement listed in Part 2 of this form? (For a limited company, only record(s) pertaining to the applicant company need(s) to be provided.)

沒有。No.

有。詳情如下（請列明違反的法例或規定，以及定罪或警誡信日期）：Yes. The details are as follows (please state the law or requirement violated, and the date of conviction or the date of the warning letter):

請在適當的圈內加上“✓”號。Please put “✓” in suitable circles.

第 5 部分只供填寫一項職位，如申請的職位多於一項，請影印本頁以供填寫，但請緊記在每張影印頁上簽署。Part 5 is for one post only. If more than one post is applied for, please photocopy this page and use a separate page for each post. Please make sure that each photocopied page is signed.

第 5 甲部分：申請職位⁽⁶⁾ Part 5A: Post under Application⁽⁶⁾

職位名稱 ⁽⁷⁾ Job title ⁽⁷⁾	申請輸入勞工人數 No. of imported worker(s) applied for	僱用期(月) ⁽⁸⁾ Employment period (months) ⁽⁸⁾
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工資 (不包括超時工資) Wages offered (Excluding any overtime pay) 請於(A)或(B)項中選擇其一 Please choose either (A) or (B)

<input type="radio"/> (A) 每月 ⁽⁷⁾ \$ _____，而所有休息日、不需工作的用膳時間，及休息時間(用膳時間除外)均為無薪。 \$ _____ per month ⁽⁷⁾ . All rest days, meal breaks during which the employee is not required to work and rest breaks (other than meal breaks) are without pay.	<input type="radio"/> (B) 每月 ⁽⁷⁾ \$ _____，當中包括 ⁽⁹⁾ ： \$ _____ per month ⁽⁷⁾ , including the following ⁽⁹⁾ : <input type="radio"/> 休息日每天 \$ _____ \$ _____ per rest day <input type="radio"/> 不需工作的用膳時間每段/每小時* \$ _____ (每天____小時用膳) \$ _____ per meal break/hour of meal break* during which the employee is not required to work (____ hour(s) of meal break per day) <input type="radio"/> 休息時間(用膳時間除外)每段/每小時* \$ _____ (每天____小時休息) \$ _____ per rest break/hour of rest break* (other than meal break) (____ hour(s) of rest break per day)
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只供勞工處職員填寫
 For official use only
 Job Code:
 MW: \$

過往獲批准的申請(如適用) Previous application approved (if applicable)	申請者曾根據「補充勞工計劃」獲批准輸入勞工擔任相同職位， The applicant has been approved under SLS to import worker(s) of the same post; and 是次申請職位的每週工作日數、工作時間、詳細職務範圍、語文要求、最低入職要求及詳細工作地址均與最近一次獲批准的申請相同。 <input type="radio"/> the no. of working days per week, work schedule, detailed job description, language requirement, minimum entry requirements and address of workplace of the post under this application are the same as those in the latest approved application. <input type="radio"/> 欲查閱最近一次獲批准的申請中有關職位的詳情以確定是否適用於是次申請職位。 <input type="radio"/> wishes to access the relevant post's details in the latest approved application for confirmation as to whether such details are applicable to the applied post in this application.
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請跳過第 5 乙部分及前往第 6 部分
 Please skip Part 5B and go to Part 6

第 5 乙部分：申請職位詳情⁽⁶⁾ Part 5B: Details of the Post under Application⁽⁶⁾

工作時間(扣除休息/用膳時間) Work schedule (excluding meal / rest breaks) 請於(A)或(B)項中選擇其一 Please choose either (A) or (B)

<input type="radio"/> (A) 不需輪班工作，每週工作日數：_____ Shift work not required, no. of working days per week : _____ 每天工作時間如下 Daily work schedule as follows : (例 e.g.: 9:00 - 13:00 & 14:00 - 17:00)	<input type="radio"/> (B) 需輪班工作，每週工作日數：_____ Shift work required, no. of working days per week : _____ 各班工作時間如下 Work schedule of each shift as follows : (例 e.g.: 9:00 - 13:00 & 14:00 - 17:00; 11:00 - 15:00 & 16:00 - 19:00)
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詳細職務範圍 Detailed job description	(如空間不足，請另紙書寫。Please use a separate piece of paper if space is insufficient.)
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(會話 Spoken)		語文要求 Language requirement		(讀寫 Reading & writing)	
粵語 Cantonese	<input type="radio"/> 無需 Nil	<input type="radio"/> 優先考慮 Preferred	中文 Chinese	<input type="radio"/> 無需 Nil	<input type="radio"/> 優先考慮 Preferred
	<input type="radio"/> 一般 Fair →	<input type="radio"/> 必須，原因： Essential, reason(s): _____		<input type="radio"/> 一般 Fair →	<input type="radio"/> 必須，原因： Essential, reason(s): _____
	<input type="radio"/> 略懂 Little	_____		<input type="radio"/> 略懂 Little	_____
英文 English	<input type="radio"/> 無需 Nil	<input type="radio"/> 優先考慮 Preferred	英文 English	<input type="radio"/> 無需 Nil	<input type="radio"/> 優先考慮 Preferred
	<input type="radio"/> 一般 Fair →	<input type="radio"/> 必須，原因： Essential, reason(s): _____		<input type="radio"/> 一般 Fair →	<input type="radio"/> 必須，原因： Essential, reason(s): _____
	<input type="radio"/> 略懂 Little	_____		<input type="radio"/> 略懂 Little	_____
其他語言 Others	<input type="radio"/> 無需 Nil	<input type="radio"/> 優先考慮 Preferred	其他語言 Others	<input type="radio"/> 無需 Nil	<input type="radio"/> 優先考慮 Preferred
	<input type="radio"/> 一般 Fair →	<input type="radio"/> 必須，原因： Essential, reason(s): _____		<input type="radio"/> 一般 Fair →	<input type="radio"/> 必須，原因： Essential, reason(s): _____
	<input type="radio"/> 略懂 Little	_____		<input type="radio"/> 略懂 Little	_____

最低入職要求 Minimum entry requirements

學歷 Education standard	<input type="radio"/> 無需 Nil	相關經驗 Relevant experience	<input type="radio"/> 無需 Nil
	<input type="radio"/> 小學 Primary level _____ 年級		<input type="radio"/> 相關經驗 Relevant experience: _____ (年 year)
	<input type="radio"/> 中學 Secondary level _____ 年級		<input type="radio"/> 無需 Nil
	<input type="radio"/> 其他，請闡述 Others, please specify: _____		<input type="radio"/> 請闡述 Please specify: _____

詳細工作地址 Detailed address of work place	
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(6) 所列出的資料同時適用於本地及輸入的勞工。 The listed information applies to both local and imported workers.
 (7) 可參考「主要職位及工資中位數一覽表」。 Reference may be made to the List of Principal Job Titles and Median Wages.
 (8) 根據「補充勞工計劃」輸入的勞工，合約期最長為 24 個月，合約完結後不會自動續約。 The maximum length of employment period of an imported worker under SLS is 24 months and the contract will not be renewed automatically upon expiry.
 (9) 除有新休息日/用膳時間/休息時間外，如工資包括其他項目，請另紙書寫註明。 If wages offered include other items in addition to paid rest days/meal breaks/rest breaks, please use a separate sheet to specify.
 請在適當的圈內加上“√”號。 Please put "√" in suitable circles. * 請刪去不適用者。 Please delete where inappropriate.

第 6 部分：聲明**Part 6: Declaration**

1 本人已填妥此申請表（表格 SLS-1）根據「補充勞工計劃」提出申請，並隨此申請表遞交以下文件。請參閱本表格**第 3 部分**以確定需遞交的文件(a)至(f)，而文件(g)至(i)則必須遞交：

I have completed this form (Form SLS-1) to make application under SLS and submitted together with this form the following documents. Please refer to **Part 3** of this form to confirm documents (a) to (f) required, while (g) to (i) must be submitted:

<input type="checkbox"/> (a)	商業登記證副本一份 Copy of the Business Registration Certificate
<input type="checkbox"/> (b)	載列包括獨資經營者／所有合夥人資料的最新「商業登記冊內資料的摘錄的核證本」副本一份及以書面確認所提供的核證本為最新版本 Copy of the latest "Certified Extracts of Information on the Business Register" setting out information of the sole proprietor/all partners and a written confirmation specifying that the copy of certified extracts provided is the most updated version
<input type="checkbox"/> (c)	表格 SLS-1 附頁一 Appendix 1 to Form SLS-1
<input type="checkbox"/> (d)	有限公司／法團註冊證明書副本一份 Copy of the Certificate of Incorporation / registration documents
<input type="checkbox"/> (e)	合法經營業務所需牌照／批准的副本 Copy of licence(s) / approval(s) required for lawful operation of business
<input type="checkbox"/> (f)	由獨資經營者／董事／獲授權合夥人簽署及申請者蓋印，授權負責人遞交及處理此申請的授權書 An authorisation letter signed by sole proprietor/director/authorised partner with the applicant's chop to authorise the person-in-charge to submit and handle this application
<input checked="" type="checkbox"/> (g)	載列 12 個月最新資料的損益表及資產負債表副本各一份 Copy of the latest Profit and Loss Statement and Balance Sheet covering a 12-month period
<input checked="" type="checkbox"/> (h)	顯示個別職位名稱／工作類別的僱員人數、工資幅度或工資平均數及輸入勞工人數(如有)的申請者僱員名單 A list of staff employed by the applicant showing number of staff, salary range or the average salary and number of imported workers (if any) in individual job titles / job categories
<input checked="" type="checkbox"/> (i)	有關招聘及訓練本地工人填補申請職位的計劃 A plan to recruit and train up local workers to fill the post(s) under application

2 本人確認已細閱本表格**第 1 部分**，並保證所有已提交的及將來提交的文件及資料均屬真實確完備。如在申請者提交任何資料後，有關資料有任何更改，本人將盡快主動通知勞工處補充勞工科。本人亦確認申請者進行的一切活動皆為合法。

I confirm that I have read **Part 1** of this form and that all the information submitted and to be submitted in future is true and complete. I shall take the initiative to inform the Supplementary Labour Division of LD as soon as possible of any changes in any information after it is submitted. I also confirm that all activities carried out by the applicant are lawful.

3 本人聲明本人提交上述職位空缺的招聘條件、入職要求(包括語文能力要求，如有此等要求)及工作內容等，及其往後之修改，皆與有關職位相關並有合理可據，且沒有違反香港法例第 480 章《性別歧視條例》、香港法例第 487 章《殘疾歧視條例》、香港法例第 527 章《家庭崗位歧視條例》及香港法例第 602 章《種族歧視條例》。本人明白，若我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 hereby declare that the terms of employment, entry requirements (including requirement on language proficiency, if any) and job descriptions etc. of the above post(s) and any amendments thereafter are relevant, justifiable and do not violate the Sex Discrimination Ordinance, Cap. 480, the Disability Discrimination Ordinance, Cap. 487, the Family Status Discrimination Ordinance, Cap. 527, and the Race Discrimination Ordinance, Cap. 602. I understand that it is an offence and I will be liable to prosecution if I knowingly or recklessly make a statement which is false or misleading.

4 簽署此部份後，即表示本人／申請者：

By signing this Part, I / the applicant:

- (i) 明白須就申請向勞工處提交一切所需的資料及文件，否則勞工處不會處理本申請；
understands that LD will not process this application unless and until all the information and supporting documents required are provided to the Department;
- (ii) 確認在提交任何個人資料予勞工處前，有關資料當事人於提供其個人資料前已閱讀、完全明白及同意本表格第1部分第3段；及
confirms that in connection with any personal data submitted or to be submitted, the data subjects have read, fully understood and agreed with paragraph 3 in Part 1 of this form before they provide their personal data; and
- (iii) 確認已細閱及承諾遵照本表格第2部分列明的法例及規定，並明白若違反相關法例或規定，申請者將會被當局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「補充勞工計劃」。
confirms that having read **Part 2** of this form, I / the applicant undertakes to comply with the laws and requirements listed therein, and understands that a breach of relevant law(s) or requirement(s) will render any approval granted to the applicant for importation of labour be withdrawn and that the applicant be debarred from participating in SLS for up to two years.

獨資經營者／董事／獲授權合夥人／
獲授權代表簽署

Signature of sole proprietor/director/

authorised partner/authorised representative

(姓名 Name)

日期 Date

申請者蓋印

Applicant's chop

根據補充勞工計劃輸入勞工申請 - 補充資料聲明書

Declaration of Supplementary Information on Application for Importation of Workers under the Supplementary Labour Scheme (SLS)
(只適用於獨資經營或合夥業務) (Only Applicable to Sole Proprietor or Partnership Firm)

甲部：僱主資料		Part A: Employer's Particulars	
申請者名稱 Name of Applicant	(中文)	(English)	
商業登記證號碼 Business Registration Certificate Number			
乙部：獨資經營者／所有合夥人*資料		Part B: Particulars of Sole Proprietor/All Partners*	
中文姓名 Chinese Name	英文姓名 English Name	香港身份證號碼 HKID Card No.	住址(只適用於豁免申領商業登記證的申請者) # Home Address (Only applicable to applicants exempted from obtaining Business Registration Certificate)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<p>注意：有關勞工處收集個人／申請者資料的目的，請參閱補充勞工計劃申請表的第 1 部分。 Note: Please refer to Part 1 of the Supplementary Labour Scheme Application Form for the purposes of collection of personal/the applicant's data.</p> <p># 如申請者獲准根據補充勞工計劃輸入勞工，為執行補充勞工計劃的規定，本處需與申請者聯絡，以確保輸入勞工獲得香港法例及補充勞工計劃各條款的保障。因此，如屬豁免申領商業登記證的申請者，請於此欄填上獨資經營者／所有合夥人的住址，以作日後的通訊用途。The Labour Department would keep contact with applicants which are allowed to import workers under SLS to ensure that the imported workers enjoy the rights and benefits under the Hong Kong law and SLS. If applicants are exempted from obtaining Business Registration Certificate, please fill in the home address(es) of the sole proprietor/all partners for communication purposes thereafter.</p>			
丙部：獲授權合夥人（只適用於合夥業務）		Part C: Authorised Partner(s) (Only Applicable to Partnership Firms)	
<p>下述合夥人獲授權處理本補充勞工計劃申請的一切事宜。 The following partner(s) is/are authorised to handle all matters relevant to this application under SLS.</p>			
<p>獲授權合夥人姓名 Name of Authorised Partner(s) _____</p>			

丁部：聲明**Part D: Declaration**

本人／我們確認就本宗補充勞工計劃申請所提交的所有資料真實、完整和準確，並同意讓勞工處在審核本申請、在執行補充勞工計劃的規定，及為香港市民找尋就業及培訓機會時，轉交本人／我們的個人資料予入境事務處、勞工處的其他科別、相關決策局、其他政府部門、僱員再培訓局，以及其他培訓機構。如有關資料有任何更改，本人／我們將盡快主動通知勞工處補充勞工科。

I/We hereby declare that all information provided in this SLS application is true, complete and accurate and give my/our consent to the Labour Department to release my/our personal data to the Immigration Department, other divisions of the Labour Department, relevant policy bureaux, other government departments, the Employees Retraining Board and other training bodies in the course of processing this application under SLS, enforcing the terms and conditions of SLS and identifying employment and training opportunities for the people of Hong Kong. Should there be any change in the information provided above, I/we shall take the initiative to inform the Supplementary Labour Division of the Labour Department as soon as possible.

獨資經營者 Sole Proprietor

獨資經營者姓名 Name of sole proprietor _____ 簽署 Signature _____

合夥業務 Partnership Firm

除確認上述聲明外，所有合夥人須在本部分簽署，以確認自己為上述業務的合夥人，並授權丙部的合夥人處理本宗補充勞工計劃申請的一切事宜。

In addition to confirming the above declaration, all partners are required to sign this part to confirm being a partner of the above firm and to authorise the partner(s) in Part C to handle all matters relevant to this application under SLS.

(1) 合夥人姓名 Name of partner _____ 簽署 Signature _____
(2) 合夥人姓名 Name of partner _____ 簽署 Signature _____
(3) 合夥人姓名 Name of partner _____ 簽署 Signature _____
(4) 合夥人姓名 Name of partner _____ 簽署 Signature _____

申請者蓋印 Applicant's chop

日期 Date

*請刪去不適用者 Please delete where inappropriate.

(Rev. 6/2018)