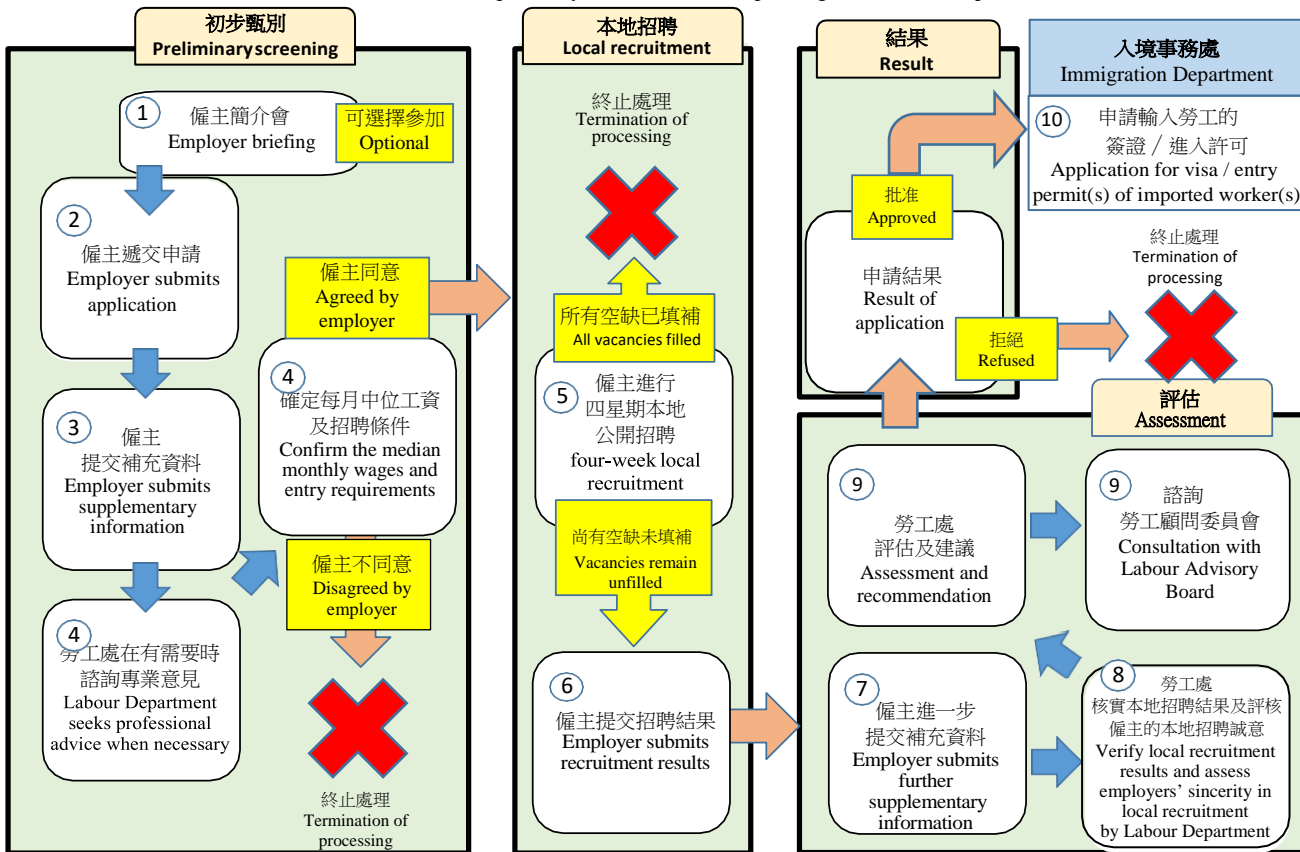


「補充勞工優化計劃」申請須知

Enhanced 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

- 歡迎申請者參加僱主簡介會，了解計劃的申請手續及所需資料／文件，簡介會時間表請瀏覽 <https://www.labour.gov.hk/tc/plan/iwESLS.htm>。
The applicant is welcomed to attend the employer briefing in order to understand the application procedures and required information/documents. For schedule of employer briefings, please visit <https://www.labour.gov.hk/eng/plan/iwSLS.htm> for the briefing session schedule.
- 申請者遞交填妥的申請表格（表格 ESLS-1）連同{所需文件清單及遞交方法}列明的文件。
The applicant submits the completed application form (Form ESLS-1) together with the documents as stated in {Documents Checklist and Means of Application}.
- 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.
- 勞工處有需要時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. if necessary, 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.
- 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。勞工處會全面監察僱主進行的本地公開招聘。
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. The LD will closely monitor local recruitments conducted by employers.
- 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.
- 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.
- 勞工處核實本地招聘結果及審核僱主拒絕聘用合資格的本地求職者的理由，以評核僱主聘用本地工人的誠意。
In order to assess employers' sincerity in employing local workers, LD will verify local recruitment results and examine employer's reasons for not hiring qualified local applicants.
- 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.
- 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。即使已完成上述程序①至⑩，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 completion of the aforesaid procedures ① to ⑩, the applicant should not assume that an application would be approved automatically.



第 1 部分：重要事項

Part 1: Important Notes

1. 填寫本表格前請參閱《「補充勞工優化計劃」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。申請經初步甄別後，如申請者修改所訂的職務範圍、入職要求或其他招聘條件，或無合理理由拒絕聘用本地招聘期間應徵的合資格本地求職者，勞工處可能會終止處理其申請。
 3. 勞工處收集個人／申請者資料的目的是用以處理根據「補充勞工優化計劃」提出的申請、執行「補充勞工優化計劃」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 “Enhanced 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. 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 without reasonable grounds, decides not to employ qualified local job seekers during the local recruitment period, may lead to termination of the processing of the application by LD.
 3. The purposes of collecting personal/the applicant's data are to process applications under the Enhanced Supplementary Labour Scheme (ESLS), enforce the terms and conditions of ESLS, 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
- ✓ 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
- ✓ 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 (Con't)**

- ✓ 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

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《僱傭條例》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「補充勞工優化計劃」的規定 In relation to requirements of SEC and ESLS**應做 Dos**

- ✓ 如擬聘用的輸入勞工為內地居民，經內地勞務企業*招聘輸入勞工
Recruit imported workers through Mainland labour service enterprises* if the prospective imported workers are Mainland residents
- ✓ 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，讓他們在抵港後八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 LD 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列明標準的住宿及設備（如適用）
Provide imported workers with accommodation in accordance with the standard as stipulated in the Schedule to SEC (if applicable)
- ✓ 向在標準合約指明期間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 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
- ✗ 就所提供的居所扣除輸入勞工的工資超過標準合約的規定
Make deductions from imported workers' wages for provision of accommodation at a rate which is over the contractual rate

- ✓ 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

- ✗ 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，並於其抵港後四個星期內送交勞工處
Prepare and send to LD, within four 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

- ✓ 在四星期本地公開招聘期間遵守「補充勞工優化計劃」所訂明的規定
Comply with the specified requirements of the four-week local recruitment exercise under ESLS
- ✓ 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

- ✗ 無合理理由拒絕聘用四星期本地招聘期間應徵的合資格本地求職者
Refuse to employ qualified local job applicants during the four-week local recruitment without reasonable grounds
- ✗ 令輸入勞工的工作時數超過標準合約所規定的上限
Cause imported workers to work exceeding the ceiling of the working hours as specified in SEC
- ✗ 扣押輸入勞工的香港身份證／護照／往來港澳通行證／銀行存摺／自動櫃員機卡
Withhold Hong Kong Identity Card(s) / passport(s) / Exit-entry Permit(s) for Travelling to and from Hong Kong and Macau / bank book(s) / automatic teller machine card(s) of imported workers
- ✗ 就所提供的膳食向輸入勞工收取費用
Charge imported workers meal cost for the meal provided
- ✗ 拒絕勞工處職員進入和視察由僱主提供予輸入勞工位於香港的居所
Refuse the entry and inspection by LD officers to imported workers' accommodation in Hong Kong provided by employers

*指已獲內地相關商務主管部門批准並取得對香港特區勞務合作經營資格的企業，名單見國家商務部網頁：

*enterprises approved by the relevant competent authority in commerce of the Mainland and granted the permission to operate business on labour service cooperation with the HKSAR. The list of enterprises can be found at the website of the Ministry of Commerce of the Mainland: http://zsmcorp.mofcom.gov.cn/zsmbgacommon/zsmbga_innerCorp_hk_list.

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「補充勞工優化計劃」。

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 ESLS for up to two years.

第 4 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 4 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 4 甲部分：申請職位⁽⁶⁾ Part 4A: 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⁾
		(另請填寫附頁六 Please also complete Appendix 6)

工資 Wages offered

每月 \$ _____ 元 (不包括超時工資)	只供勞工處職員填寫 For official use only Job Code: MW: _____ \$
HK\$ _____ per month (excluding overtime pay)	

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」/「補充勞工優化計劃」獲批准輸入勞工擔任相同職位， The applicant has been approved under SLS/ESLS 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、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。 ○ the no. of working days per week, work schedule, detailed job description, language requirement, entry requirements and address of workplace of the post under this application are the same as those in the latest approved application. 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。 ○ 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.	請跳過第 4 乙部分及前往第 5 部分 Please skip Part 4B and go to Part 5
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第 4 乙部分：申請職位詳情⁽⁶⁾ Part 4B: 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"/> 不需輪班工作，每週工作日數：_____	<input type="radio"/> 需輪班工作，每週工作日數：_____
Shift work not required, no. of working days per week : _____	Shift work required, no. of working days per week : _____
(A) 每天工作時間如下 Daily work schedule as follows : _____	(B) 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)	(例 e.g.: 9:00 - 13:00 & 14:00 - 17:00; 11:00 - 15:00 & 16:00 -19:00)

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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入職要求 Entry requirements

學歷 Education standard	<input type="radio"/> 無需 Nil <input type="radio"/> 小學程度 Primary level <input type="radio"/> 中三程度 Secondary 3 level <input type="radio"/> 中五程度 Secondary 5 level <input type="radio"/> 其他，請註明 Others, please specify: _____	相關經驗 Relevant experience	<input type="radio"/> 無需 Nil <input type="radio"/> 1年相關經驗 1 year's relevant experience <input type="radio"/> 3年相關經驗 3 years' relevant experience <input type="radio"/> 5年相關經驗 5 years' relevant experience <input type="radio"/> 其他，請註明 Others, please specify: _____
		技能及其他要求 Skill and other requirement(s)	<input type="radio"/> 無需 Nil <input type="radio"/> 需要，請闡述 Please specify: _____

(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"/> 略懂 Little <input type="radio"/> 一般 Fair	中文 Chinese	<input type="radio"/> 無需 Nil <input type="radio"/> 略懂 Little <input type="radio"/> 一般 Fair
英文 English	<input type="radio"/> 無需 Nil <input type="radio"/> 略懂 Little <input type="radio"/> 一般 Fair	英文 English	<input type="radio"/> 無需 Nil <input type="radio"/> 略懂 Little <input type="radio"/> 一般 Fair
其他語文 Others	<input type="radio"/> 無需 Nil <input type="radio"/> 略懂 Little <input type="radio"/> 一般 Fair 如有，請註明 Please specify: _____	其他語文 Others	<input type="radio"/> 無需 Nil <input type="radio"/> 略懂 Little <input type="radio"/> 一般 Fair 如有，請註明 Please specify: _____

詳細工作地址 Detailed address of work place
--

- (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「補充勞工優化計劃」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 ESLS is 24 months and the contract will not be renewed automatically upon expiry.
- 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 5 部分：過往不良紀錄 Part 5: 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 / sanction letter(s)):

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

違反的法例或規定 The law or requirement violated	定罪／警誡信／制裁通知書日期 Date of conviction / the warning / sanction letter(s)

第 6 部分：聲明

Part 6: Declaration

- 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，及已持有合法經營相關業務所需的所有證明文件（包括但不限於相關牌照、許可證和豁免書）。另外，如勞工處合理地相信申請者的活動可能違法，勞工處可將有關資料轉交有關執法部門跟進。
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, the applicant has possessed valid supporting documents (including but not limited to relevant licenses, permits and waivers) required for the business. LD may forward relevant information to concerned law enforcement department(s) for investigation shall an applicant carry out any activity that is reasonably suspected of breaching the Hong Kong Laws.
- 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》。
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.
- 本人確認申請者(i) 有足夠經濟能力僱用是次申請輸入的勞工；及(ii) 會履行根據僱傭合約條款和本計劃有關支付工資及其他法定權益予輸入勞工的責任。
I confirm that the applicant (i) is financially capable of employing the imported workers applied for under this application and (ii) will fulfill the responsibilities of paying the wages and other contractual and statutory benefits to the imported worker(s) in accordance with the terms of the employment contract and conditions of the scheme.
- 簽署此部份後，即表示本人／申請者：
By signing this Part, I / the applicant:
 - 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;
 - 明白若我於申請期間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；
understand that it is an offence and I / the applicant will be liable to prosecution if I / the applicant knowingly or recklessly make a statement which is false or misleading during the application;
 - 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
 - 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「補充勞工優化計劃」。
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 ESLS for up to two years.

獨資經營者／董事／獲授權合夥人⁽⁹⁾／
獲授權代表⁽¹⁰⁾簽署
Signature of sole proprietor/director/
authorised partner(9)/authorised
representative(10)

申請者蓋印
Applicant's chop

(姓名 Name)

日期 Date: _____

(9) 「根據補充勞工優化計劃輸入勞工申請—補充資料聲明書」（附頁一）丙部的獲授權合夥人。Authorised Partner(s) stated in the Declaration of Supplementary Information on Application for Importation of Workers under the ESLS (Appendix 1).

(10) 「授權書」（附頁四）的獲授權代表。Authorised Representative(s) stated in the Authorisation Letter (Appendix 4).

「補充勞工優化計劃」
Enhanced Supplementary Labour Scheme (ESLS)

所需文件清單及遞交申請方法
Documents Checklist and Means of Application

- 請遞交以下文件以根據「補充勞工優化計劃」提出申請。Please submit the following documents to make application under ESLS.

請在下表的合適□加上“√”號以示已遞交的文件。Please put “√” in appropriate □ of the below table for documents submitted.

<input type="checkbox"/> (1)	「補充勞工優化計劃」申請表（表格 ESLS-1） Enhanced Supplementary Labour Scheme (ESLS) Application Form (Form ESLS-1)
<input type="checkbox"/> (2)	商業登記證副本（如適用） Copy of the Business Registration Certificate (if applicable)
<input type="checkbox"/> (3)	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」副本及以書面確認所提供的核證本為最新版本（如適用） 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 (if applicable)
<input type="checkbox"/> (4)	有限公司／法團註冊證明書副本（如適用） Copy of the Certificate of Incorporation / registration documents (if applicable)
<input type="checkbox"/> (5)	合法經營業務所需牌照／批准的副本（如適用） Copy of licence(s) / approval(s) required for lawful operation of business (if applicable)
<input type="checkbox"/> (6)	根據「補充勞工優化計劃」輸入勞工申請—補充資料聲明書（只適用於獨資經營或合夥業務）（附頁一） Declaration of Supplementary Information on Application for Importation of Workers under the Enhanced Supplementary Labour Scheme (ESLS) (Only Applicable to Sole Proprietor or Partnership Firm) (Appendix 1)
<input type="checkbox"/> (7)	全職本地僱員資料報表（附頁二） Information of Full-time Local Employees (Appendix 2)
<input type="checkbox"/> (8)	有關招聘及訓練本地工人填補申請職位的計劃（附頁三） A plan to recruit and train up local workers to fill the post(s) under application (Appendix 3)
<input type="checkbox"/> (9)	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（如適用）（附頁四） 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 (if applicable) (Appendix 4)
<input type="checkbox"/> (10)	輸入勞工資料報表（附頁五） Information of Imported Workers (Appendix 5)
<input type="checkbox"/> (11)	輸入勞工的理據（附頁六） Justifications for Labour Importation (Appendix 6)

- 請將文件交與申請辦事處，地址如下：Please submit documents to the Application Office at the following address:

九龍長沙灣道 303 號	Supplementary Labour Division
長沙灣政府合署 9 樓 929 室	Labour Department
勞工處補充勞工科	Room 929, 9/F Cheung Sha Wan Government Offices
	303 Cheung Sha Wan Road, Kowloon

- 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

如有需要，請自行複印申請表及所提交的文件，以供存照。

If necessary, please make copies of the ESLS Application Form and the documents submitted for record.

根據「補充勞工優化計劃」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 Enhanced Supplementary Labour Scheme (ESLS)**
 (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)
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
注意: 有關勞工處收集個人／申請者資料的目的，請參閱補充勞工優化計劃申請表的第 1 部分。 Note: Please refer to Part 1 of the Enhanced Supplementary Labour Scheme Application Form for the purposes of collection of personal/the applicant's data.			
# 如申請者獲准根據補充勞工優化計劃輸入勞工，為執行補充勞工優化計劃的規定，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優化計劃各條款的保障。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 ESLS to ensure that the imported workers enjoy the rights and benefits under the Hong Kong law and ESLS. 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.			
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)			
下述合夥人獲授權處理本補充勞工優化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 ESLS.			
獲授權合夥人姓名 Name of Authorised Partner(s) _____			

丁部：聲明 Part D: Declaration

本人／我們確認就本宗補充勞工優化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、在執行補充勞工優化計劃的規定，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 ESLS 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 ESLS, enforcing the terms and conditions of ESLS 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優化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 ESLS.

(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. 09/2023)

「補充勞工優化計劃」
Enhanced Supplementary Labour Scheme (ESLS)

全職本地僱員資料報表
Information of Full-time Local Employees

申請者名稱
Name of Applicant : _____
申請者地址
Applicant's Address : _____
申請者電話
Applicant's Telephone No. : _____
全職本地僱員總人數 (包括所有工種)
Total Number of Full-time Local Employees (including all job types) : _____
職務與申請職位相同的全職本地僱員總人數
Total Number of Full-time Local Employee with Duties Same as those of the Post under Application : _____

號 S/N	工作種類/部門 Job Type/Department	全職本地僱員人數 Number of Full-time Local Employees	序號 S/N	工作種類/部門 Job Type/Department	全職本地僱員人數 Number of Full-time Local Employees
1			6		
2			7		
3			8		
4			9		
5			10		

注意事項 Remarks :

- 如本頁行數不足填寫，請自行影印及必須在每頁填上獨資經營者/董事/獲授權合夥人/獲授權代表姓名、職位和簽署，以及蓋上申請者蓋印。
Please make copies of this page for insufficient space, with the name, post and signature of the proprietor/director/authorised partner/authorised representative together with the applicant's chop on each page.
- 本計劃的本地僱員與輸入勞工的比例是以全職本地僱員計算，而 **全職是指該僱員每週總工作時數不少於 35 小時**。
Under the Scheme, the ratio of local employees to imported workers is calculated on basis of full-time local employees, and a **full-time employee refers to one who works not less than 35 hours per week**.
- 由申請者直接僱用以經營申請表第 3 部分所列明服務的所有全職本地僱員 (包括所有工種)，**不包括** 向申請者提供服務的外判商員工或自僱人士。All full-time local employees (including all types of staff) under direct employment of the applicant for the services specified in Part 3 of the application form, **excluding** staff of subcontractor(s) or self-employed person(s) providing service to the applicant.

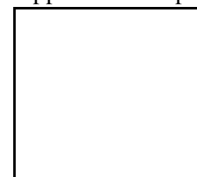
本人明白勞工處可能會要求本人提交個別全職本地僱員的詳細資料，並已徵詢僱員同意可向勞工處透露其個人資料。本人聲明在此文件內提供的資料均屬真實及正確。本人明白如本人蓄意或存心提出不正確資料或隱瞞任何事項，或錯誤引導勞工處，勞工處會終止處理本申請及在指定時間內不會接受本人/該申請者的申請，本人亦須負上有關的法律責任。

I understand that the Labour Department may require me to submit detailed information about the individual full-time local employee. I have sought the consent of the employees for disclosing their personal data to the Labour Department. I declare that all information furnished here is true and accurate. I understand that if I knowingly or wilfully make any false statement or withhold any information, or otherwise mislead the Labour Department, the Labour Department will terminate the processing of this application and will not accept any application of me / the applicant within a specified period of time, and also I shall bear the legal responsibilities.

獨資經營者/董事/獲授權合夥人/獲授權代表姓名 # (請以正楷填寫)
Name of sole proprietor/director/ authorised partner
/authorised representative # (in block letters) : _____

簽署 Signature : _____ 日期 Date : _____

申請者蓋印
Applicant's chop



請刪去不適用者。資料須與申請表第 6 部分相同。Please delete where inappropriate. The information should be the same as in Part 6 of the application form.(Rev. 09/2023)

「補充勞工優化計劃」
Enhanced Supplementary Labour Scheme (ESLS)

有關招聘及訓練本地工人填補申請職位的計劃
Plan to recruit and train up local workers to fill the post(s) under application

申請者名稱
Name of Applicant : _____

招聘本地工人填補申請職位的計劃
Plan to recruit local workers to fill the post(s) under application

訓練本地工人填補申請職位的計劃
Plan to train up local workers to fill the post(s) under application

如空間不足，請影印本頁以供填寫，並請緊記在每張影印頁上簽署。
If space is insufficient, please photocopy this page for filling in the information and make sure that each photocopied page is signed.

獨資經營者／董事／獲授權合夥人／獲授權代表姓名 #（請以正楷填寫）
Name of sole proprietor/director/ authorised partner
/authorised representative # (in block letters) : _____

簽署 Signature : _____ 日期 Date : _____

申請者蓋印
Applicant's chop

請刪去不適用者。資料須與申請表第 6 部分相同。Please delete where inappropriate. The information should be the same as in Part 6 of the application form.

「補充勞工優化計劃」
Enhanced Supplementary Labour Scheme (ESLS)

授權書
Authorisation Letter

申請者名稱（指業務／
法團名稱及業務／
分行名稱（如適用））[^]
Name of Applicant (refers
to name of
business/corporation and
business/branch name (if
applicable))[^]

: _____

致：勞工處補充勞工科

本人 _____ [身份證明文件號碼： _____] ， 現授權
_____ *先生／太太／小姐／女士 [身份證明文件號碼： _____]
遞交及處理此宗輸入勞工申請。

To: Supplementary Labour Division of the Labour Department,

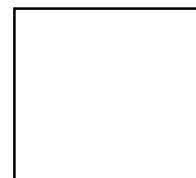
I _____ (identification document no.: _____) hereby authorise
*Mr. / Mrs. / Miss / Ms. _____
(identification document no.: _____) to submit and handle this application for
importation of labour.

申請者蓋印
Applicant's chop

獨資經營者／董事／獲授權合夥人 #姓名（請以正楷填寫）

Name of sole proprietor/director/authorised partner# (in block letters) : _____

簽署 Signature : _____ 日期 Date : _____



[^] 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 holder(s) 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)

* 請將不適用者刪去

* Delete where inappropriate

根據「補充勞工優化計劃」輸入勞工申請－補充資料聲明書（附頁一）丙部的獲授權合夥人

Authorised Partner(s) stated in the Declaration of Supplementary Information on Application for Importation of Workers under the ESLS (Appendix 1)

「補充勞工優化計劃」
Enhanced Supplementary Labour Scheme (ESLS)

輸入勞工資料報表
Information of Imported Workers

申請者名稱
Name of Applicant

現職輸入勞工總數（包括替補輸入勞工）
Total No. of Imported Workers in Employ
(including replacement of imported workers)

	輸入勞工姓名 Name of Imported Worker	職位名稱 Post Title	合約開始日期 Start Date of Employment Contract	合約期（月） Employment Period (months)	「補充勞工計劃」/ 「補充勞工優化計劃」 Supplementary Labour Scheme/ESLS	行業輸入勞工計劃（請註明） Sector-specific Labour Importation Schemes (please specify)
1.						
2.						
3.						
4.						
5.						

已獲原則性批准但未抵港的輸入勞工總數（包括替補輸入勞工）

Total No. of Imported Workers Covered by Approval-in-principle for Importation to be Arrived in Hong Kong
(including replacement of imported workers)

	職位名稱 Post Title	輸入勞工人數 No. of Imported Workers	合約期（月） Employment Period (months)	「補充勞工計劃」/ 「補充勞工優化計劃」 Supplementary Labour Scheme/ESLS	行業輸入勞工計劃（請註明） Sector-specific Labour Importation Schemes (please specify)
1.					
2.					
3.					
4.					
5.					

注意事項 Remarks :

- 行業輸入勞工計劃包括「院舍輸入護理員特別計劃」、「建造業輸入勞工計劃」、「運輸業輸入勞工計劃－航空業」及「運輸業輸入勞工計劃－公共小巴／客車行業」。
Sector-specific labour importation schemes include “Special Scheme to Import Care Workers for Residential Care Homes”, “Labour Importation Scheme for the Construction Sector”, “Labour Importation Scheme for the Transport Sector – Aviation Industry” and “Labour Importation Scheme for the Transport Sector – Public Light Bus / Coach Trade”.
- 如表格不足填寫，請自行影印及必須在每頁填上獨資經營者／董事／獲授權合夥人／獲授權代表姓名、職位和簽署，以及蓋上申請者蓋印。
Please make copies of relevant table for insufficient space, with the name, post and signature of the proprietor/director/authorised partner/authorised representative together with the applicant’s chop on each page.

本人明白勞工處可能會要求本人提交個別輸入勞工的詳細資料，並已徵詢輸入勞工同意可向勞工處透露其個人資料。本人聲明在此文件內提供的資料均屬真實及正確。本人明白如本人蓄意或存心提出不正確資料或隱瞞任何事項，或錯誤引導勞工處，勞工處會終止處理本申請及在指定時間內不會接受本人／該申請者的申請，本人亦須負上有關的法律責任。

I understand that the Labour Department may require me to submit detailed information about the individual imported workers. I have sought the consent of the imported workers for disclosing their personal data to the Labour Department. I declare that all information furnished here is true and accurate. I understand that if I knowingly or wilfully make any false statement or withhold any information, or otherwise mislead the Labour Department, the Labour Department will terminate the processing of this application and will not accept any application of me / the applicant within a specified period of time, and also I shall bear the legal responsibilities.

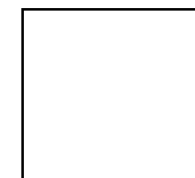
獨資經營者／董事／獲授權合夥人／獲授權代表姓名 #（請以正楷填寫）

Name of sole proprietor/director/ authorised partner/authorised representative # (in block letters) : _____

簽署 Signature : _____ 日期 Date : _____

請刪去不適用者。資料須與申請表第6部分相同。Please delete where inappropriate. The information should be the same as in Part 6 of the application form.

申請者蓋印
Applicant's chop



「補充勞工優化計劃」
Enhanced Supplementary Labour Scheme (ESLS)

輸入勞工的理據
Justifications for Labour Importation

申請者名稱
Name of Applicant : _____

申請輸入勞工人數 No. of imported worker(s) applied for	擬續約人數: No. of renewal quota:
	擬新輸入人數: No. of fresh quota :

輸入勞工的理據

Justifications for Labour Importation

(i) 對申請者的業務運作和發展或其他方面之影響

Impact on business operations and development or other aspects

(ii) 輸入勞工的申請數目

Number of Imported Worker(s) Applied For

(請闡述如何計算輸入勞工的申請數目，並盡量以運作數據(如訂單量、客量、服務的規模等)作運算基礎。

(Please elaborate how the number of imported worker(s) applied for is derived and present the calculations based on operating figures (e.g. quantity of orders, volume of customers, scale of services, etc.) as far as possible.

如空間不足，請影印本頁填寫資料，並請緊記在每頁上簽署。

If space is insufficient, please photocopy this page for filling in the information and make sure that each page is signed.

獨資經營者／董事／獲授權合夥人／獲權代表姓名 # (請以正楷填寫)

Name of sole proprietor/director/ authorised partner

/authorised representative # (in block letters) : _____

簽署 Signature : _____ 日期 Date : _____

申請者蓋印
Applicant's chop



請刪去不適用者。資料須與申請表第 6 部分相同。Please delete where inappropriate. The information should be the same as in Part 6 of the application form.