

輸入勞工終止僱傭合約通知書
(適用於「補充勞工優化計劃」)

Notification of Termination of Employment Contract with Imported Workers
(For the Enhanced Supplementary Labour Scheme)

請於合約終止日期前的七天內或合約終止後一個工作天內 (如無預先通知下終止合約), 把已填妥的通知書交回勞工處及入境事務處。

Please complete and send the Notification form to Labour Department (LD) and Immigration Department (ImmD) within seven days before the date of termination or within one working day after the termination (for termination without prior notice).

致 To:	入境事務處 輸入勞工組 新界將軍澳寶邑路 61 號 入境事務處總部行政大樓 4 樓 Admission of Labour Section Immigration Department (ImmD) 4 th Floor, Administration Tower, Immigration Headquarters, 61 Po Yip Road, Tseung Kwan O, New Territories 傳真號碼 Fax No.: 3902 3167 或/or 「香港政府一站通」網上平台 GovHK Online Platform  建議透過網上平台提交通知書，以確保妥善接收 You are advised to submit this Notification via the Online Platform to ensure it is received properly.	致 To:	勞工處 補充勞工科 九龍深水埗長沙灣道 303 號 長沙灣政府合署 9 樓 929 室 Supplementary Labour Division Labour Department (LD) Rm 929, 9/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon. 傳真號碼 Fax No.: 2542 2742 或/or 電郵地址 E-mail Address: sld-c@labour.gov.hk
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本人／我們現通知 貴處，下述僱傭合約已經／將會* 終止。詳情如下：

I / We hereby inform you that the employment contract with the details below ☐ was / ☐ will be* terminated:

僱傭合約號碼 Employment Contract No.:

ESLS -

勞工處檔案編號 LD Reference No.:

入境事務處簽證／進入許可申請檔號編號

ImmD Application Reference No. for Visa/ Entry Permit: _____

僱主資料 Particulars of employer

公司名稱 Company name: (中文) _____
(English) _____

地址 Address: (中文) _____
(English) _____

聯絡人 Contact Person: _____

聯絡電話 Phone No.: _____

電郵地址 e-mail Address#: _____

輸入勞工資料 Particulars of imported worker

姓名 Name: (中文) _____
(English) _____

香港身份證號碼 HKID No.: _____

聯絡電話 Phone No.: _____

合約終止日期 (一般為最後工作日)
Termination Date (normally the last working day) _____ / _____ / _____
日 dd 月 mm 年 yyyy

終止合約原因

Reason(s) for termination of contract

申請輸入替補勞工 (請以“✓”選擇以下其中一項)

Application for Replacement of Imported Worker (Please use “✓” to choose one of the following)

☐

僱主會申請輸入替補勞工。

The employer **will** apply for replacement of imported worker.

☐

僱主不會申請輸入替補勞工，並放棄此獲批的原則性批准。

The employer **will not** apply for replacement of imported worker, and surrender the concerned Approval-in-principle granted.

僱主代表簽署及公司印章

Signature of employer representative and

Company Stamp

日期 Date: _____

*請刪去不適用者 Please delete where inappropriate

#替補輸入勞工通知書 (如適用) 將會發送至此電郵地址 The Notification for Application for Replacement of Imported Worker, if applicable, will be sent to this email address.

注意 Note :

1. 請參閱並遵行僱傭合約第 20 條有關終止僱傭合約安排。

Please refer to and comply with Clause 20 of the Employment Contract for termination of employment.

2. 勞工處/入境事務處收集個人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」的規定等相關用途。僱主向勞工處/入境事務處提供任何人的個人資料必須出於自願，但倘若未能提供充足資料，則勞工處/入境事務處可能會因此而未能處理本通知書。有關資料當事人有權要求查閱及更改其提供的個人資料。如欲要求查閱或更改其個人資料，可聯絡勞工處補充勞工科/入境事務處輸入勞工組的個人資料私隱主任。

The purposes of collecting personal data are to process applications under the Enhanced Supplementary Labour Scheme (ESLS), enforce the terms and conditions of ESLS and other related purposes. The provision of personal data by the employer should be voluntary. However, if the employer does not provide sufficient information as requested, LD/ImmD may not be able to process this Notification. Persons whose personal data have been provided to LD/ImmD 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 of the Supplementary Labour Division of LD or the Admission of Labour Section of ImmD.