

「補充勞工優化計劃」— 申請者確認書
Enhanced Supplementary Labour Scheme (ESLS) – Applicant's Confirmation Letter

重要事項 Important Note

申請者於填寫「補充勞工優化計劃」申請表前務必細閱表格內容，並於遞交前核對所有資料。**若發現申請者提供的下述重要資料失實或有誤，勞工處會即時拒絕是次申請**，並考慮對申請者施加行政制裁。

The applicant must carefully read the contents of the ESLS application form before completing it, and check all the information before submission. **If any of the following essential information provided by the applicant is found to be untrue or incorrect, the Labour Department (LD) will refuse this application immediately**, and may consider imposing administrative sanction on the applicant.

本人為 _____ (申請者名稱) 的
*獨資經營者/董事/獲授權合夥人/獲授權員工⁽¹⁾，現就是次提交的「補充勞工優化計劃」申請確認及承諾以下事項 (請在空格內加上“✓”號)：

I am the *sole proprietor / director / authorised partner / authorised staff member⁽¹⁾ of _____ (Name of Applicant) and hereby confirm and undertake the following matters for this application submitted under ESLS (please mark “✓” in the boxes):

(a)	<p>☐ 申請表第 3 (ii) 「申請者負責人」部分所填寫的資料，包括姓名、職銜、本地電話號碼及電郵，皆屬申請者的 *獨資經營者/董事/獲授權合夥人的聯絡資料；並沒有任何屬第三方公司⁽²⁾的資料。 The contact information provided in Part 3 (ii) “Particulars of the person-in-charge” of the application form, including Name, Job Title, Local Tel. No. and Email, is the contact details of the applicant's *sole proprietor / director / authorised partner. It does not include any information pertaining to a third-party company⁽²⁾.</p> <p>或 Or</p> <p>☐ 不適用，沒有於申請表第 3 (ii) 部分填寫聯絡資料。 Not applicable as no contact information was provided under Part 3 (ii) of the application form.</p>
(b)	<p>申請表附頁二/附頁二甲「全職本地僱員資料報表」內提供的以下僱員人數是根據附頁二/附頁二甲的注意事項計算及填寫，均屬真確無訛：</p> <p>The following numbers of employees provided in Appendix 2 / Appendix 2A “Information of Full-time Local Employees” of the application form have been calculated and filled in accordance with the Remarks of Appendix 2 / Appendix 2A, and are true and accurate:</p> <p>☐ 全職本地僱員總人數 (包括總公司及所有分店的所有工種)； Total number of full-time local employees (including all job types of the head office and all branches);</p> <p>及 And</p> <p>☐ 相關職位/申請職位的全職本地僱員人數 (包括總公司及所有分店)。 Number(s) of full-time local employees of the relevant post(s) / applied post(s) (including the head office and all branches).</p> <p>及 And</p> <p>☐ 申請者已備有並可隨時按勞工處要求提交每一名全職本地僱員的詳細資料及相關證明文件 (例如最新的強制性公積金供款紀錄、工資紀錄、僱傭合約等)。 The applicant has prepared and can at any time submit, upon LD's request, the detailed information on each full-time local employee and the relevant supporting documents (such as the latest contribution records for the Mandatory Provident Fund, wage records, employment contracts, etc.).</p>

(c)	☐ 申請表附頁四「輸入勞工資料報表」已載列申請者在「補充勞工計劃」／「補充勞工優化計劃」及其他輸入勞工計劃（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」）下所有 (i) 現職輸入勞工、(ii) 未抵港的輸入勞工及 (iii) 未使用的有效配額的資料（包括總公司及所有分店），這些資料均屬真確無訛。 Information of all (i) imported workers in employ, (ii) imported workers yet to arrive in Hong Kong and (iii) valid quotas not yet used (including the head office and all branches) under the Supplementary Labour Scheme (SLS) / ESLS and other labour importation schemes (including the “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”) have been included in Appendix 4 “Information of Imported Workers” of the application form, and the information is true and accurate. 或 Or ☐ 申請者於上述計劃下並沒有 (i) 現職輸入勞工、(ii) 未抵港的輸入勞工或 (iii) 未使用的有效配額（包括總公司及所有分店）。 The applicant does not have any (i) imported workers in employ, or (ii) imported workers who have yet to arrive in Hong Kong or (iii) valid quotas that are not yet used under the above-mentioned schemes (including the head office and all branches).
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2. 本人／申請者確認並明白：

I / the applicant confirm(s) and understand(s) that:

- (i) 若本人／申請者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；及
it is an offence and I / the applicant will be liable to prosecution if I / the applicant knowingly or recklessly make(s) a statement which is false or misleading; and
- (ii) 若本人／申請者提供的上述資料失實或有誤，勞工處會即時拒絕是次申請，並考慮對申請者施加行政制裁。視乎違規的性質，勞工處會拒絕處理其隨後提交的申請，已獲得的輸入勞工批准或會被撤銷。
should any of the above-mentioned information provided by the applicant / me be found to be untrue or incorrect, LD will refuse this application immediately, and may consider imposing administrative sanction on the applicant. Subject to the nature of the breach(es), LD will refuse to process its applications subsequently submitted.

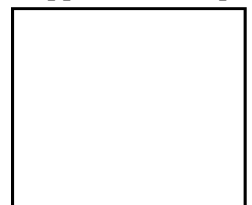
姓名⁽³⁾（請以正楷填寫）Name⁽³⁾ (in block letters) : _____

身份證明文件類別 Identification document type : *香港身份證 Hong Kong Identity Card /
 其他 Others (請註明類別及簽發地 please specify the type and place of issue) : _____

身份證明文件號碼 Identification document number : _____

簽署 Signature : _____ 日期 Date : _____

申請者蓋印
Applicant's chop



註：(1) 獲授權員工必須為申請者直接聘用的員工，並已提交附頁三乙的授權書。The authorised staff member must be an employee directly employed by the applicant with the Authorisation Letter at Appendix 3B submitted.

(2) 例如職業介紹所、中介公司。Such as employment agencies, intermediaries.

(3) 請填寫身份證明文件上顯示的姓名。Please fill in the name shown on the identification document.

* 請刪去不適用者。Please delete as appropriate.