# 「補充勞工優化計劃」— 所需文件清單及遞交申請方法

# Enhanced Supplementary Labour Scheme (ESLS) — Documents Checklist and Means of Application

- 遞交「補充勞工優化計劃」的申請前，請確保已填妥或備妥以下文件。如申請表資料不全或欠缺所需證明文件，勞工處會退還表格而不作處理。Before submitting an application under ESLS, please ensure the following documents are duly completed or prepared. If the application form is incomplete or the required documents are missing, it will be returned to the applicant and no further action will be taken.

☐ 請在下表的合適空格加上"✓"號以示已遞交的文件。
Please put a "✓" in appropriate boxes of the below table for documents submitted.

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| **☐(1)** | 「補充勞工優化計劃」常見職位申請表 （表格 ESLS-1A）<br>ESLS Application Form for Common Posts (Form ESLS-1A)<br>***或 or***<br>「補充勞工優化計劃」非常見職位申請表 （表格 ESLS-1B）<br>ESLS Application Form for Non-Common Posts (Form ESLS-1B)<br>*（註：申請表必須由獨資經營者／董事／獲授權合夥人簽署及申請者蓋印*<br>*Note: The application form must be signed by sole proprietor / director / authorised partner with the applicant's chop）* |
| **☐(2)** | 商業登記證（分行號碼為「000」）副本（如適用）<br>Copy of the Business Registration Certificate (BRC) (with branch number "000") (if applicable) |
| **☐(3)** | 載列包括獨資經營者／所有合夥人資料的**最新**「商業登記冊內的資料的摘錄的核證本」副本 （如適用）<br>Copy of the latest "Certified Extracts of Information on the Business Register" showing information of the sole proprietor / all partners (if applicable)<br>*（註：上述核證本的發出日期必須為遞交是次申請日期前3 個月內*<br>*Note: The issue date of the above certified document must be within 3 months preceding the date of submission of the application）* |
| **☐(4)** | 有限公司／法團註冊證明書副本（如適用）<br>Copy of the Certificate of Incorporation / registration documents (if applicable) |
| **☐(5)** | 申請者地址證明（如適用）<br>Proof(s) of the applicant's address (if applicable) |
| **☐(6)** | 補充資料聲明書（只適用於獨資經營或合夥業務）（**附頁一**）（如適用）<br>Declaration of Supplementary Information (Only Applicable to Sole Proprietorship or Partnership) (**Appendix 1**) (if applicable) |
| **☐(7)** | 全職本地僱員資料報表（**附頁二** 或 **附頁二甲**）<br>Information of Full-time Local Employees (**Appendix 2** or **Appendix 2A**)<br>*（註：如 (i) 申請涉及餐飲相關（即出品部及／或樓面部）職位，或 (ii) 申請者以往曾獲批相關職位的輸入勞工配額，而正聘用相關輸入勞工／輸入勞工尚未抵港／持有未使用的有效配額，請填寫附頁二甲。*<br>*Note: If (i) the application involves catering-related (i.e. production section and / or table service section) post(s), or (ii) the applicant has been previously granted imported worker quota(s) for the above post(s), with relevant imported worker(s) in employ / imported worker(s) yet to arrive in Hong Kong / valid quota(s) not yet used, please complete Appendix 2A.）* |
| **☐(8)** | 委任第三方公司處理申請 — 授權及聲明書（**附頁三甲**）（如適用）<br>Appointment of Third-party Company for Handling Application – Authorisation and Declaration Form (**Appendix 3A**) (if applicable) |
| **☐(9)** | 授權書（申請者員工）（**附頁三乙**）（如適用）<br>Authorisation Letter (Applicant's Staff Member) (**Appendix 3B**) (if applicable) |
| **☐(10)** | 輸入勞工資料報表（**附頁四**）（如適用）<br>Information of Imported Workers (**Appendix 4**) (if applicable) |
| **☐(11)** | 輸入勞工的理據（**附頁五**）<br>Justifications for Labour Importation (**Appendix 5**) |
| **☐(12)** | 輸入勞工工作地點安排（**附頁六**）（如適用）<br>Workplace Arrangements for Imported Workers (**Appendix 6**) (if applicable)<br>*（註：必須一併提交**附頁六**要求的工作地點證明（即相關商業／分行登記證副本或已承辦的服務合約副本）*<br>*Note: Must submit together with the workplace proofs required in **Appendix 6** (i.e. copies of the relevant BRC / branch registration certificate(s) or awarded service contract(s)）* |
| **☐(13)** | 申請者確認書（**附頁七**）<br>Applicant's Confirmation Letter (**Appendix 7**) |

- 請將申請文件交付「補充勞工優化計劃」申請辦事處，地址如下：
  Please submit the application documents to the Application Office of ESLS at the following address:

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

- 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 relevant ESLS Application Form and the documents submitted for record.

*(Rev 09/2026)*