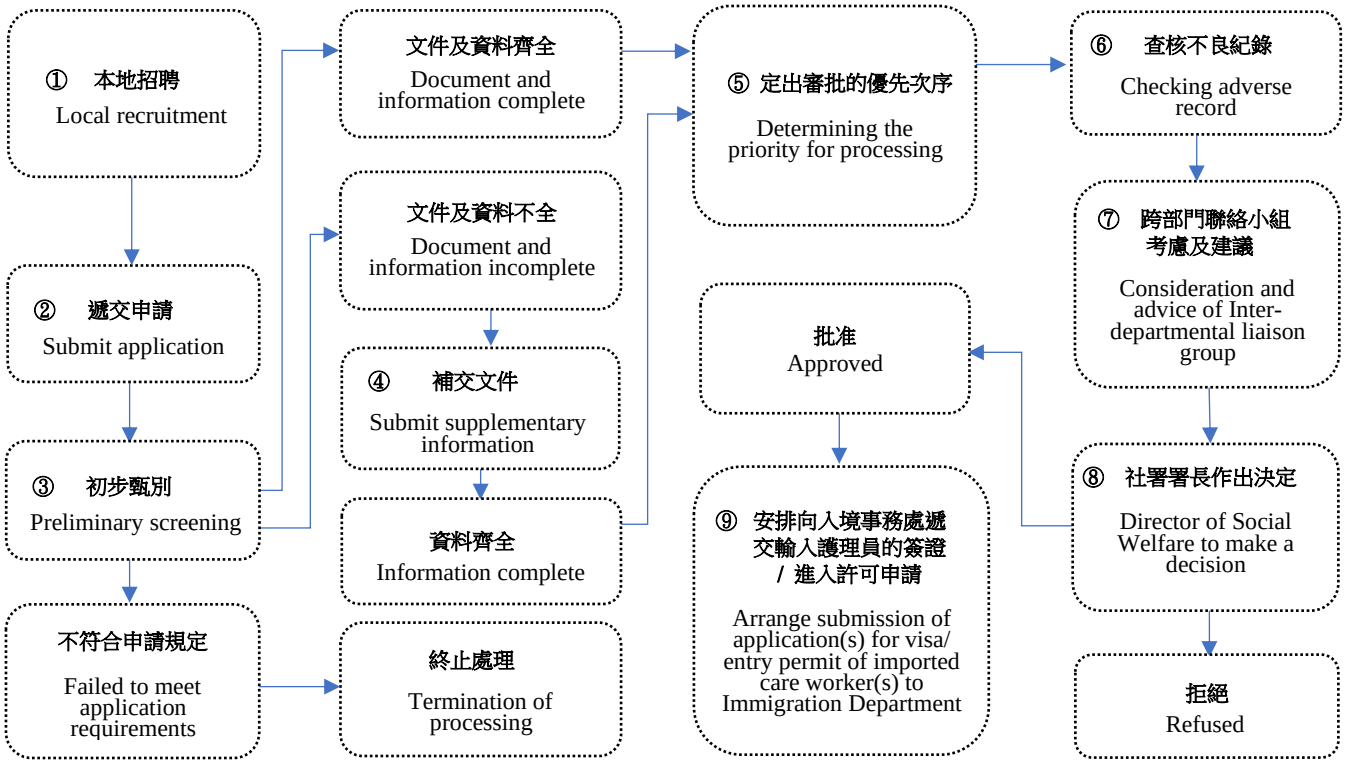
社會福利署
Social Welfare Department

「院舍輸入護理員特別計劃」
Special Scheme to Import Care Workers for Residential Care Homes
申請須知 Points to Note

處理申請流程 Processing of an application

(詳情請參閱對應號碼的註釋。Please refer to the corresponding explanatory notes for details.)



註釋 Explanatory notes

① 申請者提交申請時，須證明申請院舍已經通過社會福利署（社署）署長指定途徑招聘本地護理員，但未能填補空缺。即在申請日前 30 日內，連續 14 個曆日，(i)在勞工處「互動就業服務」網站進行招聘，或(ii)在本地報章／招聘網站刊登兩則廣告招聘本地護理員。上述招聘廣告內所訂明的本地護理員薪金必須不低於輸入護理員，而輸入護理員的薪金不得低於政府統計處最新編製的護理員每月工資中位數；廣告內亦不可設有任何限制性規定或超越工作需求的不合理條件，如年齡、性別及技能等。有關本地護理員招聘廣告的規定，請參閱附件。

At the time of application, the applicant must submit proof of conducting recruitment of local care worker(s) for the residential care home (RCH) applicant through channel(s) specified by the Director of Social Welfare ("DSW") and that the RCH had been unsuccessful in filling the vacancies. The RCH must conduct recruitment within 30 days preceding the application date, either (i) through the Interactive Employment Service website of the Labour Department ("LD"), or (ii) two recruitment advertisements published in local newspaper(s) / on recruitment website(s) to recruit local care workers, for a continuous period of 14 calendar days. The salary of local care worker(s) specified in the recruitment advertisement must not be lower than that offered to imported care workers, while the salary of the imported care worker must not be lower than the latest Median Monthly Wage of care workers as compiled by the Census and Statistics Department. There must not be unreasonable job requirements in the recruitment advertisements that are restrictive or excessive, such as age, sex and skills. For requirements on the recruitment advertisement of local care worker(s), please refer to the Annex.

② 申請者須在申請期內遞交填妥的申請表格（表格 SWD-ICW-1）連同該表格第 6 部分列明所需的文件。

The applicant shall submit the completed application form (Form SWD-ICW-1) together with the required documents as stated in Part 6 of the Form within the application period.

③ 社署會檢視申請文件及招聘本地護理員的紀錄，如不符合申請規定，申請會被終止處理。

SWD will check the application documents and records on recruitment of local care worker(s). If the requirements for the application are not met, the processing of application will be terminated.

④ 如申請文件或資料不齊全，社署會要求申請者在指定限期內提交有關文件或補充資料。

If the application documents or information are incomplete, SWD will request the applicant to submit the relevant documents or supplementary information within a specified period of time.

⑤ 申請的審批先後次序會由社署合約管理組收齊全部所需申請文件及資料的日期決定（電子方式或親身遞交的申請／資料，以遞交日期為準；郵遞方式遞交的申請／資料，以郵戳日期為準）。同一日遞交齊全文件及資料的申請，會由電腦隨機排序來定出各申請的審批先後次序。
The priority for processing will be determined by the date when the Contract Management Section of SWD received all the required application documents and information. (For application submitted by electronic means or in person, the date of submission will be taken; for application submitted by post, the date of postmark will be taken.) Applications with complete documents and information submitted on the same day will be randomly sorted by computer to determine their priority for processing.

⑥ 社署會向相關政府部門查核申請者／申請院舍過往曾否有任何因僱用輸入護理員而留有任何不良紀錄。
SWD will check with relevant government departments if there is any adverse record of the applicant/RCH applicant in relation to employment of imported care workers in the past.

⑦ 跨部門聯絡小組會考慮各申請院舍的類別、本地招聘證明及相關紀錄、全職本地僱員與輸入護理員的人數，及參加「補充勞工計劃」／「補充勞工優化計劃」及「院舍輸入護理員特別計劃」（「特別計劃」）期間的不良紀錄等資料，就申請提供意見。
The inter-departmental liaison group will consider the type of RCH applicant, proof of local recruitment and relevant record, number of full-time local employee(s) and imported care worker(s), any adverse record of the RCH under the Supplementary Labour Scheme / Enhanced Supplementary Labour Scheme (SLS/ESLS) and the Special Scheme to Import Care Workers for Residential Care Homes (Special Scheme), etc. and will give advice on the application.

⑧ 社署署長在考慮聯絡小組提供的意見後，並在尚未超出「特別計劃」配額的情況下，會就每宗申請作出決定。
The DSW will decide on each application after he/she considers the advice of the liaison group, provided that the quota of the special scheme is not exceeded.

⑨ 如申請獲得批准，申請者可安排其每名擬聘用的輸入護理員向入境事務處遞交簽證／進入許可申請。
If an application is approved, the applicant may arrange for each prospective imported care worker to submit a visa / entry permit application to the Immigration Department.

<u>終止處理 Termination of processing</u>

申請者必須詳細填寫申請表格(表格 SWD-ICW-1)內各適用欄目，連同該表格第 6 部分列明所需的文件一併於申請期內遞交，包括但不限於「本地招聘確認書」。如不符合申請規定，申請會被終止處理。

Please complete all the applicable items of the application form (Form SWD-ICW-1) and submit together with the required documents, including but not limited to the Confirmation Form on Local Recruitment, as stated in Part 6 of the Form within the application period. If the requirements for the application are not met, the processing of application will be terminated.

<u>遞交申請 Application submission</u>

申請者可將填妥的申請表格（表格 SWD-ICW-1）連同該表格第 6 部分列明所需遞交的文件以郵遞方式或親臨社署合約管理組遞交申請。申請者如 i)已獲根據《電子交易條例》（第 553 章）認可的核證機關（例如香港郵政）發出的有效機構電子證書及 ii)已啟用數碼簽署功能的「智方便」帳戶或由根據《電子交易條例》（第 553 章）（「條例」）獲認可的核證機關（例如香港郵政）發出的有效個人電子證書亦可到政府電子表格網站 (https://eform.cefs.gov.hk/form/swd078/tc/) 或社署網站 (https://www.swd.gov.hk/tc/eservice/eform/)填寫電子表格及提交所需文件。

The applicant may submit the completed application form (Form SWD-ICW-1) and the required documents in accordance with Part 6 of the form by mail or by hand to the Contract Management Section of SWD. If the applicant has i) a valid organisational digital certificate issued by recognised certification authorities under the Electronic Transactions Ordinance (ETO) (Cap. 553) in Hong Kong, e.g. Hongkong Post; and ii) an 'iAM Smart' account with digital signing function or a valid personal digital certificate issued by recognised certification authorities for authentication under the ETO, e.g. Hongkong Post, he/she could fill in the electronic form and summit the required documents on the government electronic form website (https://eform.cefs.gov.hk/form/swd078/en/) or on the SWD website (https://www.swd.gov.hk/en/eservice/eform/).

<u>社署合約管理組地址</u>
香港灣仔愛群道 44 號
戴麟趾夫人訓練中心 3 樓 306 室
社會福利署
合約管理組(愛群道辦事處)

<u>Address of the Contract Management Section of SWD</u>
Contract Management Section (Oi Kwan Road Office)
Social Welfare Department
Rm 306, 3/F, Lady Trench Training Centre,
Oi Kwan Road,
Wanchai, Hong Kong

查詢熱線：3468 3923

Enquiry Hotline: 3468 3923

「院舍輸入護理員特別計劃」
Special Scheme to Import Care Workers for Residential Care Homes

本地護理員招聘廣告的規定
Requirements on the Recruitment Advertisement of Local Care Worker(s)

(1) 請於「院舍輸入護理員特別計劃」申請表內填寫的申請日期前30日內，連續14個曆日，(i)在勞工處「互動就業服務」網站進行招聘，或(ii)在本地報章／招聘網站刊登兩則招聘本地護理員的廣告。有關刊登日期的例子如下：

Please conduct recruitment of local care worker(s) within 30 days prior to completing the application form of "Special Scheme to Import Care Workers for Residential Care Homes" either (i) through the Interactive Employment Service website of the Labour Department ("LD"), or (ii) two recruitment advertisements published in local newspaper(s) / on recruitment website(s), for a continuous period of 14 calendar days. Example of publishing period is as follows:

*例如：*申請日期（即申請表第 6 部分的簽署日期）為 2023 年 9 月 28 日 e.g. Application date (i.e. the date on Part 6 of the Application Form) is 28 September 2023		
廣告 Advertisement	刊登期 Publishing Period	連續 14 個曆日的招聘廣告必須於 2023 年 8 月 29 日至 2023 年 9 月 27 日期間刊登 Recruitment advertisements for a continuous period of 14 calendar days must have been published between 29 August 2023 and 27 September 2023.
	刊登媒介 Publishing Media	勞工處「互動就業服務」網站，或 本地報章/招聘網站刊登兩則廣告 Interactive Employment Service website of LD, or Two recruitment advertisements published in local newspaper(s) / on recruitment website(s)

(2) 上述招聘廣告內所訂明的本地護理員薪金必須不低於輸入護理員，而輸入護理員的薪金不得低於政府統計處最新編製的護理員每月工資中位數；廣告內亦不可設有任何限制性規定或超越工作需求的不合理條件，如年齡、性別及技能等。請注意，招聘廣告內必須包括下列各項資料：

The salary of local care workers specified in the recruitment advertisement must not be lower than that offered to imported care workers while the salary of imported care workers must not be lower than the latest Median Monthly Wage of care workers as compiled by the Census and Statistics Department. There must not be unreasonable job requirements in the recruitment advertisements that are restrictive or excessive, such as age, sex and skills. Please note that recruitment advertisements must include the following information:

內容 **Content**	注意事項 **Points to note**	例子 **Remarks/Examples**
1. 職位名稱 Job Title	「特別計劃」規定的招聘職位名稱為「護理員」 The Special Scheme requires that the job title published must be "*Care Worker*".	

2. 工作地區 Work Location	須刊登工作地點所屬地區。 must indicate the district of the work place	例如：元朗區、旺角區 *e.g. Yuen Long, Mongkok*
3. 工作時間 Work Schedule	請列明工作時間；如需輪班，則請註明各班的工作時間。 Please specify the work schedule; if shifts are required, please indicate the work schedule of each shift.	例如： (1) 朝 8 晚 6，不需輪班， 1 小時用膳，每天 9 小時工作[註 1]，每星期工作 6 天 *註 1：此工作時數應為扣除休息／用膳時間後的實際工作時數 。* e.g. From 8am to 6pm, shift not required, one-hour meal break, 9 working hours a day [Note 1], 6 working days a week. *Note 1: This number of working hours should be the actual number of working hours after deducting rest/meal breaks.*
4. 職務範圍 Job Description	職務範圍沒有超越工作需求的不合理條件。 The scope of duties does not include unreasonable conditions that go beyond job requirements.	例如： • 照顧院舍住客日常生活起居，包括餵食、扶抱、位置轉移、轉身等 • 協助院舍住客的個人衞生護理，包括洗澡、如廁、換片、牙齒及口腔護理、刷牙、洗頭、剪髮、穿脫衣服和整理儀容、剃鬚、修剪指甲等 • 為院舍住客陪診及送診 e.g. • Assist residents of the residential care home with activities of daily living, including feeding, lifting, transfer, turning, etc • Provide personal care to residents of the residential care home, including bathing, toileting, diaper changing, dental and oral care, teeth brushing, hair washing, hair cutting, dressing and grooming, shaving, nail trimming, etc • Accompany / escort residents of the residential care home to visit clinics or hospitals
5. 入職要求 Entry Requirement	須列明入職要求，如學歷、語文能力、相關經驗及技能等。不可設有任何限制性規定或超越工作需求的不合理條件，如年齡、性別及技能等。 The entry requirements must be listed out, such as education standard, language ability, relevant experience and skills, etc. There must not be unreasonable job requirements in the recruitment advertisements that are restrictive or excessive, such as age, sex and skills.	例如：小學程度，能讀寫中文，能操簡單粵語與院友溝通 e.g. primary school level, can read and write Chinese, can speak simple Cantonese to communicate with residents of residential care home

6. 月薪 Monthly Salary	所刊登的本地護理員薪金不得低於輸入護理員，而輸入護理員的薪金不得低於政府統計處最新編製的護理員每月工資中位數。 政府統計處最新編製的護理員每月工資中位數請參閱社署網頁(https://www.swd.gov.hk/)。 The salary of local care worker(s) published in the recruitment advertisement must not be lower than that of imported care worker(s). The salary of imported care worker(s) must not be lower than the latest Median Monthly Wage of care workers as compiled by the Census and Statistics Department. Please refer to the SWD website (https://www.swd.gov.hk/) for the latest Median Monthly Wage of care workers as compiled by the Census and Statistics Department.	例如：每月$16,000 [註2] *註2：此月薪以每週工作6天，每天工作9小時(不包括休息/用膳時間)計。* e.g. $16,000 monthly[Note 2] *Note 2: This monthly salary is based on 6 working days a week with 9 working hours per day (excluding rest/meal breaks).*
7. 聯絡方法 Contact Means	可聯絡的電話號碼。 Phone number that can be reached	請於廣告內註明：“**求職者請致電 xxxx xxxx 查詢。**” Please indicate in the advertisements: “For enquiries, please call xxxx xxxx.”

社會福利署
Social Welfare Department

「院舍輸入護理員特別計劃」申請表
Special Scheme to Import Care Workers for Residential Care Homes Application Form

第 1 部分：重要事項 Part 1: Important Notes

1. 填寫本表格前請參閱《「院舍輸入護理員特別計劃」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。

1. Please read the "Special Scheme to Import Care Workers for Residential Care Homes – 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. 社會福利署收集個人／申請者資料的目的是用以處理根據「院舍輸入護理員特別計劃」(「特別計劃」)提出的申請及執行「特別計劃」的規定。社會福利署會將收集的個人／申請者資料轉交勞工處、入境事務處、相關決策局及其他政府部門，以作上述用途。申請者向社會福利署提供任何人的個人資料必須出於自願，但倘若申請者不向社會福利署提供充足資料，則社會福利署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，可聯絡九龍深水埗元州街 290-296 號西岸國際大廈 6 樓社會福利署合約管理組總社會工作主任（合約管理）。

2. The purposes of collecting personal/the applicant's data are to process applications under the Special Scheme to Import Care Workers for Residential Care Homes (Special Scheme) and enforce the terms and conditions of the Special Scheme. The data will be transferred to the Labour Department, 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, Social Welfare Department (SWD) may not be able to process this application. Persons whose personal data have been provided to SWD have the right to request for access to and correction of their personal data. Request for access to or correction of personal data should be made to, Chief Social Work Officer (Contract Management), Contract Management Section, Social Welfare Department, 6/F, West Coast International Building, 290-296 Un Chau Street, Sham Shui Po, 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

✘ 令輸入護理員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 care 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護理員
Pay wages to imported care workers according to relevant provisions of the Employment Ordinance

✓ 給予輸入護理員休息日／休息日薪酬
Grant rest day / pay rest day pay to imported care workers

✓ 給予輸入護理員法定假日／法定假日薪酬
Grant statutory holiday / pay statutory holiday pay to imported care workers

✓ 給予輸入護理員年假／年假薪酬
Grant annual leave / pay annual leave pay to imported care workers

✓ 給予輸入護理員產假／產假薪酬
Grant maternity leave / pay maternity leave pay to imported care workers

✓ 給予輸入護理員侍產假／侍產假薪酬
Grant paternity leave / pay paternity leave pay to imported care 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護理員
Make payment to imported care workers pursuant to awards of the Labour Tribunal or the Minor Employment Claims Adjudication Board

✓ 支付疾病津貼給輸入護理員
Pay sickness allowance to imported care workers

✓ 按照《僱傭條例》的相關規定向輸入護理員支付約滿或終止僱傭合約的款項
Make payment to imported care workers on completion or termination of employment contract according to relevant provisions of the Employment Ordinance

✓ 保存輸入護理員的工資及僱傭紀錄
Keep wage and employment records of imported care workers

✓ 為輸入護理員投購有效僱員補償保險
Take out valid employees' compensation insurance policy for imported care 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護理員
Pay periodical payment and employees' compensation to imported care 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

不應做 Don'ts

✘ 不合法扣除輸入護理員的工資
Deduct the wages of imported care workers unlawfully

✘ 於輸入護理員有薪病假期間終止其僱傭合約
Terminate the employment contract of imported care workers whilst they are on paid sick leave

✘ 於輸入護理員懷孕期間，非法終止其僱傭合約
Terminate the employment contract of imported care workers during their pregnancy unlawfully

✘ 因輸入護理員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 care workers for trade union membership and activities

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)

✘ 在違反《僱員補償條例》的情況下，終止因工受傷的輸入護理員的僱傭合約
Terminate the employment contract of imported care workers who sustained injuries at work, in breach of the Employees' Compensation Ordinance

✘ 因輸入護理員曾在有關執行《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 care 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

***(3)* 有關標準合約及「特別計劃」的規定**
In relation to requirements of Standard Employment Contract (SEC) and the Special Scheme

應做 Dos

✓ 如擬聘用的輸入護理員為內地居民，經內地勞務企業*招聘輸入護理員
Recruit imported care workers through Mainland labour service enterprises* if the prospective imported care workers are Mainland residents

✓ 持續符合全職本地僱員#與輸入勞工的人手比例要求^º
Fulfil the manning ratio requirement between full-time local employees# and imported workers on a continuous basis^º

✓ 按標準合約的規定給予輸入護理員超時工作工資
Make payment of overtime pay to imported care workers at a rate as stipulated in SEC

✓ 以自動轉賬形式支付輸入護理員的工資
Effect payment of wages to imported care workers through autopay

✓ 就每份所簽訂的標準合約，給予輸入護理員有薪假期，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 care 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

✓ 向輸入護理員提供符合標準合約附表所註明標準的住宿及設備(如適用)
Provide imported care workers with accommodation in accordance with the standard as stipulated in the Schedule to SEC (if applicable)

✓ 向在有關標準合約指明受僱期內生病或受傷的輸入護理員提供免費醫療
Provide imported care workers with free medical treatment if they are ill or suffer personal injuries during the period of employment specified in SEC

✓ 向輸入護理員提供、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 care workers

✓ 如輸入護理員死亡，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 care workers' remains and personal property to their place of origin in the event of death

✓ 免費給予輸入護理員一份經雙方簽署的僱傭合約
Give imported care workers a copy of the signed employment contract free of charge

✓ 每月向每名輸入護理員提供一份有關其收入詳情的結算表
Provide each imported care worker, on a monthly basis, with a detailed breakdown of his/her earnings

✓ 製備輸入護理員認收工資結算表清單
Prepare an acknowledgment list of wage information of imported care workers

✓ 製備輸入護理員認收僱傭合約紀錄，並於其抵港後2個星期內送交社會福利署
Prepare and send to the Social Welfare Department, within 2 weeks upon their arrival in Hong Kong, an acknowledgment record of employment contracts of imported care workers

✓ 在連續14個曆日本地公開招聘期間遵守「特別計劃」所訂明的規定
Comply with the specified requirements of the 14 consecutive calendar days local recruitment exercise under the Special Scheme

不應做 Don'ts

✘ 以輸入護理員取代原來在職的本地工人
Displace local worker(s) in employ by imported care worker(s)

✘ 與輸入護理員訂立任何協議，要求輸入護理員將全部或部分工資或輸入護理員根據標準合約有權得到的任何款項交回予僱主，或從輸入護理員索取或接受該等回扣
Make any agreement with imported care 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

✘ 扣減輸入護理員的工資，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 care 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護理員的工資超逾標準合約的規定
Make deductions from imported care workers' wages for provision of accommodation at a rate which is over the contractual rate

✘ 無合理理由拒絕聘用連續14個曆日本地公開招聘期間應徵的合資格本地求職者
Refuse to employ qualified local job seekers during the 14 consecutive calendar days local recruitment without reasonable grounds

✘ 令輸入護理員的工作時數超逾標準合約所規定的上限
Cause imported care workers to work exceeding the ceiling of the working hours as specified in SEC

✘ 扣押輸入護理員的香港身份證／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 Macao / bank book(s) / automatic teller machine card(s) of imported care workers

✘ 就所提供的膳食向輸入護理員收取費用
Charge imported care workers meal cost for the meal provided

✘ 拒絕社會福利署或勞工處職員進入和視察由僱主提供予輸入護理員位於香港的居所
Refuse the entry and inspection by officers of the Social Welfare Department or Labour Department to imported care workers' accommodation in Hong Kong provided by employers

* 指已獲國家商務部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 Ministry of Commerce of the People's Republic of China 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 People's Republic of China: https://zsmcorp.mofcom.gov.cn/zsmbgacommon/zsmbga_innerCorp_hk_list

\# 全職僱員是指僱主直接僱用而每周總工作時數不少於35小時以經營相關業務的本地僱員(所有職位)，不包括兼職僱員、向僱主提供服務的外判商員工或自僱人士。
\# Full-time employees refer to employees (all positions) who are directly employed by the employer and work not less than 35 hours per week for operating the relevant business, excluding part-time staff, staff of subcontractor(s) or self-employed person(s) providing services to the employer.

^ 按「特別計劃」規定，私營院舍及自負盈虧院舍（包括參與買位計劃的院舍）每聘用一名全職本地僱員（不限職位），最多只可申請輸入一名護理員（即 1：1）；津助院舍及合約院舍每聘用兩名全職本地僱員（不限職位），最多只可申請輸入一名護理員（即 2：1）。
^ Under the Special Scheme, private and self-financing RCHs, including those participating in Bought Place Schemes, may apply to import 1 care worker only for every full-time local employee, regardless of position (i.e. 1:1). On the other hand, subvented and contract RCHs may apply to import 1 care worker only for every 2 full-time local employees, regardless of position (i.e. 1:2).

º 通過其他輸入勞工計劃輸入的勞工亦會一併納入計算。
º Workers imported through other labour importation schemes will be included in the calculation.

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，其所獲得的輸入護理員配額可能被撤銷，以及在指定時間內不得參與「特別計劃」。
Note: The quotas for importation of care workers granted to an employer may 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 the **Special Scheme** within a specified period of time.

第 3 部分：申請者資料	Part 3: Applicant's Particulars		
申請者名稱(1) Name of applicant (1)	（中文）		
	(English)		
商業登記證號碼（如適用） Business Registration Certificate no. (if applicable)	申請者 Applicant : _____ 院舍 Residential care home : _____ ➔(如持有商業登記證，請在本表格第 6 部分 ☐**(ai)** 及/或 ☐**(aii)** 加上"✓"號，並遞交相關文件。 For holders of Business Registration Certificate, please put "✓" in ☐**(ai)and/or**☐**(aii)** in Part 6 of this form and submit related document(s).)		
申請者類別 Type of applicant	○ 獨資經營 Sole proprietorship ➔(請在本表格第 6 部分 ☐**(b)** 加上"✓"號，並遞交相關文件。Please put "✓" in ☐**(b)** in Part 6 of this form and submit related document(s).)		
	○ 合夥經營 Partnership（合夥人數目 Number of partners _____ ） ➔(請在本表格第 6 部分 ☐**(b)** 及 ☐**(e)** 加上"✓"號，並遞交相關文件。Please put "✓" in ☐**(b)** and ☐**(e)** in Part 6 of this form and submit related document(s).)		
	○ 有限公司 Limited company 公司註冊證明書號碼 Certificate of Incorporation no. _____ ➔(請在本表格第 6 部分 ☐**(c)** 加上"✓"號，並遞交相關文件。Please put "✓" in ☐**(c)** in Part 6 of this form and submit related document(s).)		
	○ 法人團體（包括非政府機構）Body Corporate (including a non-governmental organization (NGO)) 法團註冊證明書號碼 Certificate of Incorporation no. _____ ➔(請在本表格第 6 部分 ☐**(d)** 及 ☐**(e)** 加上"✓"號，並遞交相關文件。Please put "✓" in ☐**(d)** and ☐**(e)** in Part 6 of this form and submit related document(s).)		
院舍牌照類別 Type of residential care home licence	○ 安老院 Residential Care Home for the Elderly (RCHE)	牌照處檔號 LORCHE No.:	
	○ 殘疾人士院舍 Residential Care Home for Persons with Disabilities (RCHD)	殘疾人士院舍牌照事務處檔號 LORCHD No.:	
	○ 護養院 Nursing Home (NH)	私營醫療機構編號 PHF No.:	
院舍營運模式 Operation mode of residential care home	○ 津助院舍 Subvented home ○ 合約院舍 Contract home ○ 自負盈虧院舍 Self-financing home ○ 私營院舍（包括買位院舍） Private home (including Enhanced Bought Place Scheme home)		
院舍床位數目 Number of beds of residential care home			
院舍名稱 Name of residential care home	（中文）		
	(English)		
院舍地址(2) Address of residential care home(2)	（中文）		
	(English)		
申請者負責人姓名(3) Name of the person-in-charge (3)	○女士(4) Ms(4) ○先生(4) Mr(4)	電話號碼 Tel. no.	
		傳真號碼 Fax no.	
		電郵 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／獲法人團體(包括非政府機構)授權的代表，請在本表格第 6 部分 ☐**(f)** 加上"✓"號，並遞交相關文件。If the person-in-charge is not the sole proprietor/director/authorised partner/authorised representative of applicant, please put "✓" in ☐**(f)** in Part 6 of this form and submit related document(s).)		

現時院舍所有全職本地僱員人數[5]： No. of all existing full-time local employee(s)[5] of the residential care home: _____	
現時院舍獲批的輸入護理員／配額數目(包括已獲原則性批准輸入／配額但仍未抵港的輸入護理員) [6]： No. of approved imported care worker(s)/quota(s) of the residential care home (including imported care workers granted with approval-in-principle / quota but yet to arrive in Hong Kong) [6]: _____	分項資料如下： The breakdowns are as follows: ➢ 「補充勞工計劃」/「補充勞工優化計劃」〔請參閱附件三及四〕： SLS / ESLS [Please refer to Annex 3 and 4]: _____ ➢ 「特別計劃」〔請參閱附件三及四〕： The Special Scheme [Please refer to Annex 3 and 4]： _____ ➔ (如有，請在本表格第 6 部分 ☐**(j)**及☐**(k)** 加上"✓"號，並遞交相關文件。如沒有，請填 "0"。If yes, please put "✓" in ☐**(j)** and ☐**(k)** in Part 6 of this form and submit related document(s). If no, please fill in "0".)
輸入護理員以外，現時院舍獲批的其他輸入勞工／配額數目(包括已獲原則性批准輸入／配額但仍未抵港的輸入勞工)[7]： Excluding imported care workers, number of approved imported workers/quota(s) of the residential care home (including imported workers granted with approval-in-principle / quota but yet to arrive in Hong Kong) [7]: _____	分項資料如下： The breakdowns are as follows: ➢ 現職輸入勞工（輸入護理員除外）[請參閱附件五(A)項]： In-employ imported workers (excluding imported care workers) [Please refer to Annex 5 (A)]： _____ ➢ 已獲原則性批准輸入／配額但仍未抵港的輸入勞工（輸入護理員除外）[請參閱附件五(B)項] Imported workers granted with approval-in-principles / quotas but yet to arrive in Hong Kong (excluding imported care workers) [Please refer to Annex 5 (B)]： _____ ➔(如有，請在本表格第 6 部分 ☐**(l)** 加上"✓"號，並遞交相關文件。如沒有，請填 "0"。If yes, please put "✓" in ☐**(l)** in Part 6 of this form and submit related document(s). If nil, please fill in "0".)

(1) 請填寫院舍牌照上獲發申請院舍牌照人士／公司／法團的資料。如屬合夥經營，請填寫所有合夥人姓名；如屬根據《私營醫療機構條例》（第 633 章）獲發附表護養院豁免書的護養院，請填寫附表護養院豁免書上登記的護養院營辦人名稱。Please fill in information of person/company/corporation to whom /which the license is issued in respect of the residential care home applicant as stated on the residential care home licence. For Partnership, please fill in the names of all partners. For nursing homes issued with letters of exemption under the Private Healthcare Facilities Ordinance (Cap. 633), please fill in the name of the operator of the nursing home as stated on the letter of exemption for scheduled nursing home.

(2) 請填寫院舍牌照／附表護養院豁免書上的院舍地址。Please fill in the address of the residential care home on the licence of residential care home / letter of exemption for scheduled nursing home.

*(3) 有關資料用途，請參閱本表格**第 1 部分**。社會福利署職員會接觸申請者的負責人，以處理本申請。為免本申請受到延誤，社會福利署職員將以電話、傳真及電郵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 SWD will contact the person-in-charge for the purposes of processing this application. For the avoidance of delay in the processing of this application, staff of SWD will communicate with the person-in-charge by telephone, facsimile and email, etc.*

(4) 此稱謂只作通訊及聯絡之用。This prefix is for the purpose of correspondence and communication only.

(5) 由申請者直接僱用以經營本表格第 3 部分所列明院舍的所有全職本地僱員（包括院舍所有工種），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。All full-time local employees (including all types of staff of the residential care home) under direct employment of the applicant for the residential care home 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.

(6) 包括現職輸入護理員(請一併參閱附件三)，以及已獲「補充勞工計劃」／「補充勞工優化計劃」原則性批准輸入 ／「特別計劃」配額但有關輸入護理員(包括替補輸入護理員)仍未到港的數目(請一併參閱附件四)；填寫的數目應等於右欄兩個數目的總和。Including in-employ imported care workers (Please also refer to Annex 3) and those covered by approval-in-principle for importation under the Supplementary Labour Scheme / Enhanced Supplementary Labour Scheme / quota(s) granted under the Special Scheme but the imported care workers (including replacement of imported care workers) have not yet arrived in Hong Kong (Please also refer to Annex 4). The number filled in should be equal to the sum of the two figures in the right column.

(7) 包括現時在職的所有工種輸入勞工(輸入護理員除外)，以及已獲相關計劃原則性批准輸入 / 配額但有關輸入勞工(包括替補輸入勞工) (輸入護理員除外)仍未到港的數目(請一併參閱附件五)；填寫的數目應等於右欄兩個數目的總和。Including in-employ imported workers of all posts (excluding imported care workers) those covered by approval-in-principle for importation / quota(s) granted under relevant schemes but the imported workers (including replacement of imported workers) (excluding imported care workers) have not yet arrived in Hong Kong (Please also refer to Annex 5). The number filled in should be equal to the sum of the two figures in the right column.

○ *請在適當的圈內加上 "✓" 號。Please put "✓" in suitable circles.*

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或法團，只需填報與該公司或法團有關的紀錄。）

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 or corporation, only record(s) pertaining to that company or corporation 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／制裁通知書日期）：

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/sanction notification) :

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

○ *請在適當的圈內加上"✓"號。Please put "✓" in suitable circles.*

第 5 部分：職位詳情 Part 5: Details of the Post

職位名稱 Job title	護理員（安老院／殘疾人士院舍／護養院*） Care worker (Residential Care Home for the Elderly / Residential Care Home for Persons with Disabilities / Nursing Home*)	申請輸入護理員配額數目(包括顯示在附件三的續約配額申請) (8) No. of imported care worker quota(s) applied for (including quota(s) applied for contract renewal as indicated in Annex 3) (8)		僱用期(月)(9) Employment period (months)(9)	

工資 Wages offered

每月 $_____ 元（不包括超時工資）

HK$_____ per month (excluding overtime pay)

➔(請注意：輸入護理員的薪金不得低於政府統計處最新編製的護理員每月工資中位數。Please note: The salary of imported care worker(s) must not be lower than the latest Median Monthly Wage of care workers as compiled by the Census and Statistics Department.)

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)

(A) ○ 不需輪班工作，每週工作日數：_____ ，正常工作時數（用膳時間除外）為每天_____小時。
Shift work not required, normal days of work shall be _____days per week and normal hours of work excluding meal break shall be _____per day.
每天工作時間如下 Daily work schedule as follows：
(例 e.g.: 9:00 - 13:00 & 14:00 - 17:00)

_____

(B) ○ 需輪班工作，每週工作日數：_____ ，正常工作時數（用膳時間除外）為每天 _____小時。
Shift work required, normal days of work shall be_____days per week and normal hours of work excluding meal break shall be _____ per day.
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)

_____

_____

_____

職務範圍 Job description

- 照顧院舍住客日常生活起居，包括餵食、扶抱、位置轉移、轉身等
  Assist residents of the residential care home with activities of daily living, including feeding, lifting, transfer, turning, etc
- 協助院舍住客的個人衞生護理，包括洗澡、如廁、換片、牙齒及口腔護理、刷牙、洗頭、剪髮、穿脫衣服和整理儀容、剃鬚、修剪指甲等
  Provide personal care to residents of the residential care home, including bathing, toileting, diaper changing, dental and oral care, teeth brushing, hair washing, hair cutting, dressing and grooming, shaving, nail trimming, etc
- 為院舍住客陪診及送診
  Accompany / escort residents of the residential care home to visit clinics or hospitals

語文要求 Language requirement

(會話 Spoken)		(讀寫 Reading & writing)	
粵語 Cantonese	○無需 Nil ○一般 Fair ○略懂 Little	中文 Chinese	○無需 Nil ○一般 Fair ○略懂 Little

英文 English	○無需 Nil ○一般 Fair ○略懂 Little	英文 English	○無需 Nil ○一般 Fair ○略懂 Little
其他語言 Others _____	○無需 Nil ○一般 Fair ○略懂 Little	其他語文 Others _____	○無需 Nil ○一般 Fair ○略懂 Little

最低入職要求 Minimum entry requirements

學歷 Education standard	○ 無需 Nil	相關經驗 Relevant experience	○ 無需 Nil
	○ 小學 Primary level _____ 年級		○ 相關經驗 Relevant experience: _____ (年 year)
	○ 中學 Secondary level _____ 年級	技能及其他要求 Skill and other requirement(s)	○ 無需 Nil
	○ 其他，請闡述 Others, please specify: _____		○ 請闡述 Please specify: _____
工作地址(10) Address of work place (10)	○ 工作地址與本表格第 3 部分所列明院舍地址相同（即牌照／附表護養院豁免書上的院舍地址）。 Address of work place is same as residential care home address in Part 3 of this form (i.e. the residential care home address on the licence/ letter of exemption for scheduled nursing home).		

(8) 包括在附件三標示申請配額為續約之用的配額數目(如有)，以及為填補短缺／新增需求而申請的配額數目(即新配額數目)。請注意，續約配額應用於與現職輸入護理員續約，或在現職輸入護理員離職後用於填補該空缺。如院舍計劃安排另一位輸入護理員到港接替離職的輸入護理員，則該接替的輸入護理員須在離職的輸入護理員合約正式終止後方可開展合約。Including the number of quota(s) applied for contract renewal as indicated in Annex 3 (if any) and the number of quota(s) applied for meeting shortage of manpower (i.e. number of new quota(s)). Please note that the quota for contract renewal should be used for renewing the employment contract of or filling the vacancy left by an in-employ imported care worker. If a replacement imported care worker is employed to fill the vacancy left by an in-employ imported care worker, his / her employment contract should start only after the in-employ imported care worker's employment contract ends.

(9) 根據「特別計劃」輸入的護理員，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 care worker under the Special Scheme is 24 months and the contract will not be renewed automatically upon expiry.

(10) 因工作地址必須與牌照／附表護養院豁免書上的院舍地址相同，申請者須在○圈內加上"✓"號，即填寫了與本表格第3 部分所列明院舍地址為工作地址。 As the address of work place must be same as the residential care home address on the licence/letter of exemption for scheduled nursing home, the applicant must put "✓" in the circle, that is, fill in the residential care home address listed in the Part 3 of this form as the address of work place.

○ *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 SWD-ICW-1）根據「特別計劃」提出申請，並隨此申請表遞交以下文件。
I have completed this form (Form SWD-ICW-1) to make application under the Special Scheme and submitted together with this form the following documents.

請在下表的合適☐加上"✓"號。Please put "✓" in appropriate ☐ of the below table.

☐(ai) ☐(aii)	申請者的商業登記證副本 Copy of the applicant's Business Registration Certificate 院舍的商業登記證副本 Copy of the residential care home's Business Registration Certificate
☐(b)	載列包括獨資經營者／所有合夥人資料的最新「商業登記冊內的資料摘錄的核證本」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
☐(c)	有限公司註冊證明書副本一份 Copy of Certificate of Incorporation
☐(d)	法人團體註冊證明書副本一份 Copy of Certificate of Incorporation
☐(e)	由獨資經營者／有限公司董事／所有合夥經營者／法人團體代表（包括非政府機構）簽署及蓋上申請者印章，授權合夥人或申請者代表簽署本申請表的授權書 An authorisation letter signed by sole proprietor/ director of limited company/all partners of partnership/ representative of body corporate (including an NGO) with the applicant's chop to authorise a partner or representative of the applicant to sign this application
☐(f)	由獨資經營者／董事／獲授權合夥人／法人團體申請者代表（包括非政府機構）簽署及蓋上申請者印章，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/authorised representative of body corporate (including an NGO) with the applicant's chop to authorise the person-in-charge to submit and handle this application
☑(g)	院舍牌照／附表護養院豁免書的副本 Copy of residential care home licence/letter of exemption for scheduled nursing home
☑(h)	本地招聘確認書（附件一） Confirmation Form on Local Recruitment (Annex 1)
☑(i)	院舍全職本地僱員資料報表（附件二） Information of Full-time Local Employees of Residential Care Home (Annex 2)

☐(j)	現職輸入護理員名單（附件三） List of In-employ Imported Care Workers (Annex 3)
☐(k)	已獲「補充勞工計劃」／「補充勞工優化計劃」原則性批准輸入 /「特別計劃」配額但有關輸入護理員（包括替補輸入護理員）仍未到港報表（附件四） List of the imported care workers (including replacement of imported care workers) not yet arrived in Hong Kong while approval-in-principle for importation under Supplementary Labour Scheme / Enhanced Supplementary Labour Scheme / quota(s) under the Special Scheme have been granted (Annex 4)
☐(l)	其他輸入勞工計劃資料報表（附件五） Information of Imported Workers of Other Labour Importation Schemes (Annex 5)

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和正確。如在提交任何資料後，有關資料有任何更改，本人將盡快主動通知社會福利署合約管理組。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 accurate. I shall take the initiative to inform the Contract Management Section of SWD 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及入職要求（包括語文能力要求，如有此等要求）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》。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 and entry requirements (including requirement on language proficiency, if any) 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) 明白須就申請向社會福利署提交一切所需的資料及文件，否則社會福利署不會處理本申請；
understands that SWD will not process this application unless and until all the information and supporting documents required are provided to SWD;

(ii) 確認在提交任何個人資料予社會福利署前，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 2 段；
confirms that in connection with any personal data to be submitted, the data subjects have read, fully understood and agreed with paragraph 2 in Part 1 of this form before they provide their personal data;

(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，申請者將會被撤銷所獲輸入護理員的批准，以及在指定時間內不得參與「特別計劃」；及
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 care worker(s) be withdrawn and that the applicant be debarred from participating in the Special Scheme within a specific period of time; and

(iv) 確認在此文件內提供的資料屬真實及正確。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，或錯誤引導社會福利署，社會福利署會終止處理本申請及在指定時間內不會接受本院舍的配額申請， 本人亦須負上有關的法律責任。
confirms 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 Social Welfare Department, the Social Welfare Department will terminate the processing of this application and will not accept any quota application of our residential care home 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) : _____

申請者蓋印
Applicant's chop

簽署Signature : _____ 日期Date : _____

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

^ 如簽署人並非獨資經營者／董事，請在本部分☐(e)加上"✓"號，並遞交相關文件。If this form is not signed by the sole proprietor/director, please put "✓" in ☐(e) in this part and submit related document(s).