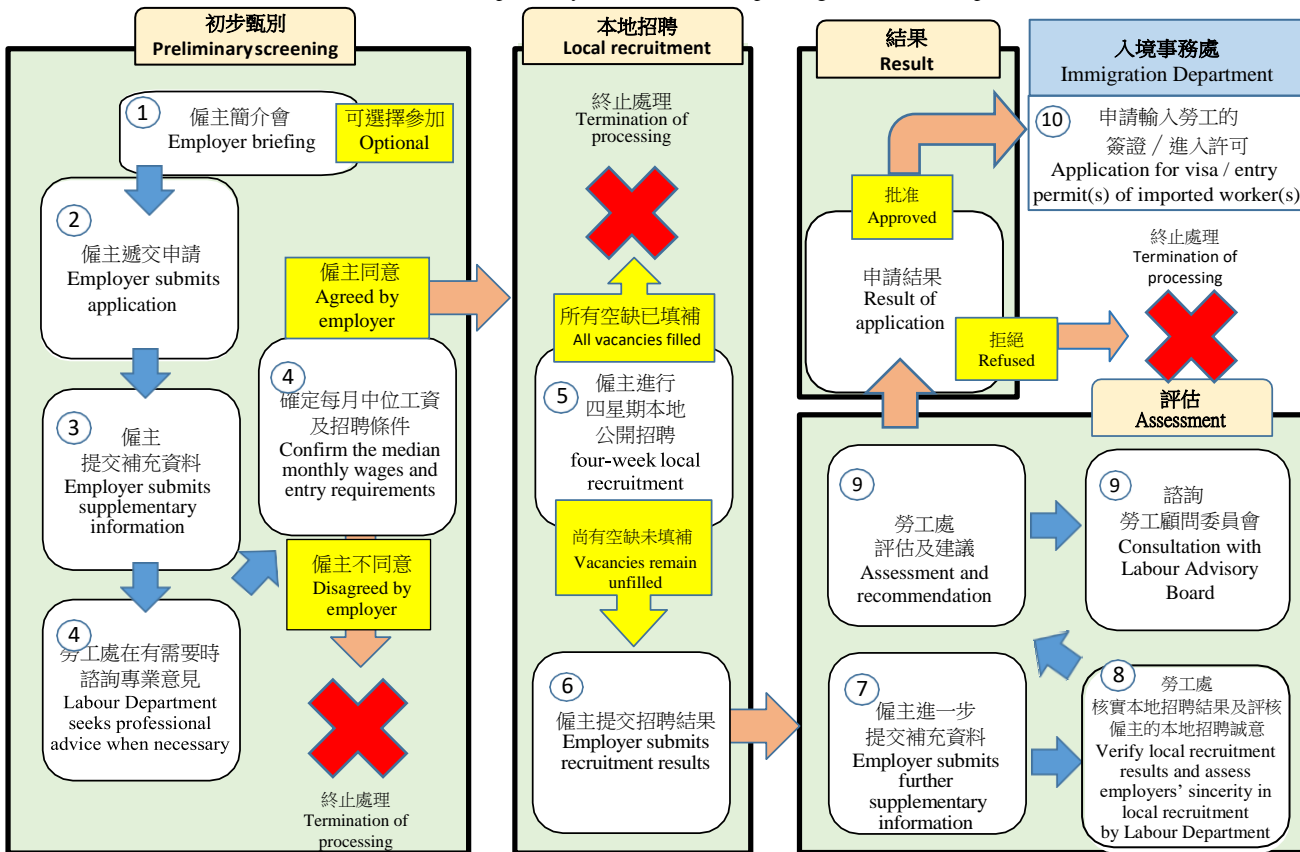


「補充勞工優化計劃」申請須知

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視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.