

P.001/001
TO
FROM SLD(SUB-OFFICE)
14-NOV-2023 12:24



勞工處補充勞工科

Supplementary Labour Division

Labour Department

公司名稱:

Company Name:

補充勞工計劃
Enhanced Supplementary Labour Scheme

收 條
Acknowledgment Receipt

日期

Date:

14 November 2023

檔案編號

Case No:

茲確認收到貴公司的「補充勞工優化計劃」申請。本處即將就有關申請進行初步審查。如有需要，本處會要求貴公司提交補充資料。在收悉全部所需資料後，本處會按「補充勞工優化計劃」的既定程序及實際需要諮詢政府部門／培訓機構／專業團體等意見。如有關申請通過初步審查，貴公司須在本地進行四個星期的公開招聘，讓本地工人優先填補職位空缺。

This is to acknowledge receipt of your application under the Enhanced Supplementary Labour Scheme (ESLS). We will soon start the initial vetting of your application. We may request you to provide supplementary information if necessary. After all the required information is available, we will consult government departments/training bodies/professional organisations etc. as appropriate, in line with standing procedures under the ESLS. If your application passes the initial vetting, your company will have to launch a four-week local recruitment exercise to give local workers priority in filling the vacancies.

勞工處補充勞工科

電話：2150 6363

勞工處（補充勞工科）

九龍長沙灣道 303 號

長沙灣政府合署 9 樓 929 室

Supplementary Labour Division, Labour Department

Tel : 2150 6363

Labour Department (Supplementary Labour Division)

Room 929, 9/F Cheung Sha Wan Government Offices

303 Cheung Sha Wan Road, Kowloon.

補充勞工優化計劃 遞交文件清單

申請者： [REDACTED] 有限公司
[REDACTED] limited

日期： 10-11-2023



(1) <input checked="" type="checkbox"/>	「補充勞工優化計劃」申請表（表格 ESLS-1）
(2) <input checked="" type="checkbox"/>	商業登記證副本（3份） * [REDACTED] * [REDACTED] * [REDACTED]
(3) <input checked="" type="checkbox"/>	有限公司 / 法團註冊證明書副本（3份） * [REDACTED] * [REDACTED] * [REDACTED]
(4) <input checked="" type="checkbox"/>	合法經營業務所需牌照 / 批准的副本（2份） * [REDACTED] * [REDACTED]
(5) <input checked="" type="checkbox"/>	全職本地僱員資料報表（附頁二）
(6) <input checked="" type="checkbox"/>	有關招聘及訓練本地工人填補申請職位的計劃（附頁三） * 招聘本地工人填補申請職位的計劃（附頁三A） * 訓練本地工人填補申請職位的計劃（附頁三B）
(7) <input checked="" type="checkbox"/>	由獨資經營者 / 董事 / 獲授權合夥人簽署及申請者蓋印，授權負責人遞交及處理此申請的授權書（附頁四）
(8) <input checked="" type="checkbox"/>	輸入勞工的理據（附頁六）

補充勞工優化計劃

遞交文件清單

申請者： [REDACTED] 有限公司
[REDACTED] limited

日期： 10-11-2023

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(2) <input checked="" type="checkbox"/>	商業登記證副本 （3 份） * [REDACTED] * [REDACTED] * [REDACTED]
(3) <input checked="" type="checkbox"/>	有限公司 / 法團註冊證明書副本 （3 份） * [REDACTED] * [REDACTED] * [REDACTED]
(4) <input checked="" type="checkbox"/>	合法經營業務所需牌照 / 批准的副本 （2 份） * [REDACTED] * [REDACTED]
(5) <input checked="" type="checkbox"/>	全職本地僱員資料報表（附頁二）
(6) <input checked="" type="checkbox"/>	有關招聘及訓練本地工人填補申請職位的計劃（附頁三） * 招聘本地工人填補申請職位的計劃（附頁三 A） * 訓練本地工人填補申請職位的計劃（附頁三 B）
(7) <input checked="" type="checkbox"/>	由獨資經營者 / 董事 / 獲授權合夥人簽署及申請者蓋印，授權負責人遞交及處理此申請的授權書（附頁四）
(8) <input checked="" type="checkbox"/>	輸入勞工的理據（附頁六）

第 3 部分：申請者資料 Part 3: Applicant's Particulars

申請者名稱（指業務／法團名稱及業務／分行名稱（如適用）） ⁽¹⁾		(中文) [REDACTED]	
Name of applicant (refers to name of business/corporation and business/branch name (if applicable)) ⁽¹⁾		(English) [REDACTED] LIMITED	
業務性質 Nature of business	[REDACTED]		
商業登記證號碼（如適用） Business Registration Certificate no. (if applicable)	[REDACTED] — 4		
業務經營模式 Mode of business	<input type="radio"/> 獨資經營 Sole proprietorship <input type="radio"/> 合夥經營 Partnership （合夥人數目 Number of partners _____） <input checked="" type="radio"/> 有限公司／其他法團公司註冊證明書號碼 Limited company / other registered organisation Certificate of Incorporation / registration document no. [REDACTED]		
	<input type="radio"/> 毋須領有牌照／批准 Licence / approval not required <input checked="" type="radio"/> 須領有牌照／批准 Licence(s) / approval(s) required > 牌照／批准類別 Type of licence(s) / approval(s): [REDACTED] 牌照 > 牌照／批准編號 Licence(s) / approval(s) No.: [REDACTED] > 有效期至 Valid till: 09 [REDACTED] 2024		
合法經營業務所需牌照／批准 Licence(s) / approval(s) required for lawful operation of business			
申請者地址 ⁽¹⁾	(中文) [REDACTED] 室		
Applicant's address ⁽¹⁾	(English) [REDACTED] RD IN [REDACTED] NT		
申請者通訊地址 （如與上方所填寫的不同） Applicant's correspondence address (if different from that above)	(中文) [REDACTED] (English) R [REDACTED], F [REDACTED]		
申請者負責人姓名 ⁽²⁾ Name of the person-in-charge ⁽²⁾	<input type="radio"/> 女士 ⁽³⁾ Ms ⁽³⁾ <input checked="" type="radio"/> 先生 ⁽³⁾ Mr ⁽³⁾		申請者電話號碼 Applicant's tel. no. [REDACTED]
	獲授權人: [REDACTED]		申請者傳真號碼 Applicant's fax no. [REDACTED]
			申請者電郵地址 Applicant's email [REDACTED]
申請者負責人職銜 Job title of the person-in-charge	獲授權人: [REDACTED] （如負責人並非獨資經營者／董事／獲授權合夥人，請提交授權書（附頁四）。If the person-in-charge is not the sole proprietor/director/authorised partner, please submit the authorisation letter (Appendix 4)）		
全職本地僱員人數 ⁽⁴⁾ No. of Full-time local employee(s) ⁽⁴⁾ (另請填寫附頁二 Please also complete Appendix 2)	[REDACTED]	輸入勞工人數 ⁽⁵⁾ No. of imported employee(s) ⁽⁵⁾ (另請填寫附頁五 Please also complete Appendix 5)	> 補充勞工計劃／補充勞工優化計劃 Supplementary Labour Scheme/ Enhanced Supplementary Labour Scheme: N/A （最快合約到期日／Earliest contract expiry date） > 行業輸入勞工計劃 Sector-specific labour importation schemes: N/A （最快合約到期日／Earliest contract expiry date）
(1) 如持有商業登記證及／或特定的牌照，請填寫商業登記證及／或牌照上的資料。For holders of Business Registration Certificate and/or specific licence(s), please fill in information as stated on the Business Registration Certificate and/or specific licence(s). (2) 有關資料用途，請參閱本表格第 1 部分。勞工處職員會接觸申請者的負責人，以處理本申請及安排本地求職者接受面試。為免本申請受到延誤，勞工處職員將以電話及傳真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 LD will contact the person-in-charge for the purposes of processing this application and arranging job interviews for local job-seekers. For the avoidance of delay in the processing of this application, staff of LD will communicate with the person-in-charge by telephone and facsimile, etc. (3) 此稱謂只作通信及聯絡之用。This prefix is for the purpose of correspondence and communication only. (4) 由申請者直接僱用以經營本表格第 3 部分所列明業務的本地僱員，不包括向申請者提供服務的外判商員工或自僱人士。請注意，全職本地僱員人數是處理「補充勞工優化計劃」申請的其中一個重要考慮因素。Local employees under direct employment of the applicant for the business specified in Part 3 of this form, excluding staff of sub-contractor(s) or self-employed person(s) providing service to the applicant. Please note that the number of full-time local employees is one of the important factors to be considered in processing applications under ESLS. (5) 包括現時在職及已獲原則性批准／配額輸入但仍未抵港的輸入勞工。Including those imported workers who are in employ and those covered by approval-in-principle /quota for importation but have not arrived in Hong Kong yet.			

第 4 部分只供填寫一項職位，如申請的職位多於一項，請影印本頁以供填寫，但請緊記在每張影印頁上簽署。Part 4 is for one post only. If more than one post is applied for, please photocopy this page and use a separate page for each post. Please make sure that each photocopied page is signed.

第 4 甲部分：申請職位⁽⁶⁾ Part 4A: Post under Application⁽⁶⁾

職位名稱 ⁽⁷⁾ Job title ⁽⁷⁾		申請輸入勞工人數 No. of imported worker(s) applied for	(1)	僱用期(月) ⁽⁸⁾ Employment period (months) ⁽⁸⁾	(24)
		(另請填寫附頁六 Please also complete Appendix 6)			

工資 Wages offered

每月 \$ 100 元 (不包括超時工資)

HK\$ _____ per month (excluding overtime pay)

只供勞工處職員填寫 For official use only

Job Code:

MW: _____ \$

過往獲
批准的申請
(如適用)

Previous
application
approved
(if applicable)

申請者曾根據「補充勞工計劃」/「補充勞工優化計劃」獲批准輸入勞工擔任相同職位，
The applicant has been approved under SLS/ESLS to import worker(s) of the same post; and

是次申請職位的每週工作日數、工作時間、詳細職務範圍、語文要求、入職要求及詳細工作地址均與最近一次獲批准的申請相同。

☐ the no. of working days per week, work schedule, detailed job description, language requirement, entry requirements and address of workplace of the post under this application are the same as those in the latest approved application.

欲查閱最近一次獲批准的申請中有關職位的詳情以確定是否適用於是次申請職位。

☐ wishes to access the relevant post's details in the latest approved application for confirmation as to whether such details are applicable to the applied post in this application.

請跳過
第 4 乙部分及
前往第 5 部分

Please skip
Part 4B and
go to Part 5

第 4 乙部分：申請職位詳情⁽⁶⁾ Part 4B: Details of the Post under Application⁽⁶⁾

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)

☒ 不需輪班工作，每週工作日數：6
Shift work not required, no. of working days per week :

(A) 每天工作時間如下 Daily work schedule as follows :

(9:00-13:00 & 14:00-18:00)

(例 e.g.: 9:00 - 13:00 & 14:00 - 17:00)

☐ 需輪班工作，每週工作日數：
Shift work required, no. of working days per week :

(B) 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)

詳細職務範圍
Detailed job
description

(如空間不足，請另紙書寫。Please use a separate piece of paper if space is insufficient.)

入職要求 Entry requirements

學歷 Education standard	<input type="radio"/> 無需 Nil <input type="radio"/> 小學程度 Primary level <input type="radio"/> 中三程度 Secondary 3 level <input checked="" type="radio"/> 中五程度 Secondary 5 level <input type="radio"/> 其他，請註明 Others, please specify:	相關經驗 Relevant experience	<input type="radio"/> 無需 Nil <input type="radio"/> 1年相關經驗 1 year's relevant experience <input type="radio"/> 3年相關經驗 3 years' relevant experience <input type="radio"/> 5年相關經驗 5 years' relevant experience <input checked="" type="radio"/> 其他，請註明 Others, please specify:
		技能及其他要求 Skill and other requirement(s)	<input checked="" type="radio"/> 無需 Nil <input type="radio"/> 需要，請闡述 Please specify:

(會話 Spoken)

語文要求

Language requirement

(讀寫 Reading & writing)

粵語 Cantonese	<input type="radio"/> 無需 Nil <input type="radio"/> 略懂 Little <input checked="" type="radio"/> 一般 Fair	中文 Chinese	<input type="radio"/> 無需 Nil <input type="radio"/> 略懂 Little <input checked="" type="radio"/> 一般 Fair
英文 English	<input checked="" type="radio"/> 無需 Nil <input type="radio"/> 略懂 Little <input type="radio"/> 一般 Fair	英文 English	<input checked="" type="radio"/> 無需 Nil <input type="radio"/> 略懂 Little <input type="radio"/> 一般 Fair
其他語文 Others	<input checked="" type="radio"/> 無需 Nil <input type="radio"/> 略懂 Little <input type="radio"/> 一般 Fair 如有，請註明 Please specify:	其他語文 Others	<input checked="" type="radio"/> 無需 Nil <input type="radio"/> 略懂 Little <input type="radio"/> 一般 Fair 如有，請註明 Please specify:

詳細工作地址

Detailed address of work place

(6) 所列出的資料同時適用於本地及輸入的勞工。 The listed information applies to both local and imported workers.

(7) 可參考「主要職位及工資中位數一覽表」。 Reference may be made to the List of Principal Job Titles and Median Wages.

(8) 根據「補充勞工優化計劃」輸入的勞工，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 worker under ESLS is 24 months and the contract will not be renewed automatically upon expiry.

☐ 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 5 部分：過往不良紀錄 Part 5: 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，只需填報與申請公司有關的紀錄。）

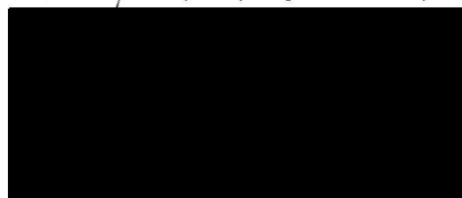
Has the applicant or the sole proprietor/partner(s) of the applicant violated any law or requirement listed in Part 2 of this form? (For a limited company, only record(s) pertaining to the applicant company need(s) to be provided.)

<input checked="" type="radio"/>	沒有。No.
<input type="radio"/>	有。詳情如下（請列明違反的法例或規定，以及定罪或警誡信日期）： Yes. The details are as follows (please state the law or requirement violated, and the date of conviction or the date of the warning / sanction letter(s)):
<input type="radio"/>	請在適當的圈內加上“✓”號。Please put “✓” in suitable circles.
違反的法例或規定 The law or requirement violated	定罪／警誡信／制裁通知書日期 Date of conviction / the warning / sanction letter(s)

第 6 部分：聲明 Part 6: Declaration

- 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確完備。如在申請者提交任何資料後，有關資料有任何更改，本人將盡快主動通知勞工處補充勞工科。本人亦確認申請者進行的一切活動皆為合法，及已持有合法經營相關業務所需的所有證明文件（包括但不限於相關牌照、許可證和豁免書）。另外，如勞工處合理地相信申請者的活動可能違法，勞工處可將有關資料轉交有關執法部門跟進。
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 complete. I shall take the initiative to inform the Supplementary Labour Division of LD 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, the applicant has possessed valid supporting documents (including but not limited to relevant licenses, permits and waivers) required for the business. LD may forward relevant information to concerned law enforcement department(s) for investigation shall an applicant carry out any activity that is reasonably suspected of breaching the Hong Kong Laws.
- 本人聲明本人提交上述職位空缺的招聘條件、入職要求(包括語文能力要求，如有此等要求)及工作內容等，及其往後之修改，皆與有關職位相關並有合理根據，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》。
I hereby declare that the terms of employment, entry requirements (including requirement on language proficiency, if any) and job descriptions 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.
- 本人確認申請者(i) 有足夠經濟能力僱用是次申請輸入的勞工；及(ii) 會履行根據僱傭合約條款和本計劃有關支付工資及其他法定權益予輸入勞工的責任。
I confirm that the applicant (i) is financially capable of employing the imported workers applied for under this application and (ii) will fulfill the responsibilities of paying the wages and other contractual and statutory benefits to the imported worker(s) in accordance with the terms of the employment contract and conditions of the scheme.
- 簽署此部份後，即表示本人／申請者：
By signing this Part, I / the applicant:
 - 明白須就申請向勞工處提交一切所需的資料及文件，否則勞工處不會處理本申請；
understands that LD will not process this application unless and until all the information and supporting documents required are provided to the Department;
 - 明白若我於申請期間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；
understand that it is an offence and I / the applicant will be liable to prosecution if I / the applicant knowingly or recklessly make a statement which is false or misleading during the application;
 - 確認在提交任何個人資料予勞工處前，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 3 段；及
confirms that in connection with any personal data submitted or to be submitted, the data subjects have read, fully understood and agreed with paragraph 3 in Part 1 of this form before they provide their personal data; and
 - 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，申請者將會被當局撤銷所獲輸入勞工的批准，而隨後達兩年的期間內亦不得參與「補充勞工優化計劃」。
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 labour be withdrawn and that the applicant be debarred from participating in ESLS for up to two years.

獨資經營者／董事／獲授權合夥人⁽⁹⁾／
獲授權代表⁽¹⁰⁾簽署
Signature of sole proprietor/director/
authorised partner⁽⁹⁾/authorised
representative⁽¹⁰⁾



(姓名 Name)

日期 Date: 08-11-2023

申請者蓋印
Applicant's chop



(9) 「根據補充勞工優化計劃輸入勞工申請－補充資料聲明書」（附頁一）丙部的獲授權合夥人。Authorised Partner(s) stated in the Declaration of Supplementary Information on Application for Importation of Workers under the ESLS (Appendix 1).

(10) 「授權書」（附頁四）的獲授權代表。Authorised Representative(s) stated in the Authorisation Letter (Appendix 4).

繳款後，請沿虛線剪下並將有效的商業/分行登記證展示在營業地點。

Please cut along the dotted line after making payment and display the valid business/branch registration certificate at the business/branch location.

正 本
ORIGINAL

表格 2 FORM 2
《商業登記條例》(第 310 章)
BUSINESS REGISTRATION ORDINANCE (Chapter 310)
《商業登記規例》
BUSINESS REGISTRATION REGULATIONS

[第 5 條]
[regulation 5]

XXXXXX
XXXXXX

商業 XXX 登記證 Business XXX Registration Certificate

業務 / 法團所用名稱
Name of Business/
Corporation

業務 / 分行名稱
Business/
Branch Name

地 址
Address

業務性質
Nature of Business

法律地位
Status

NT

INVESTMENT

BODY CORPORATE

生效日期
Date of Commencement

屆滿日期
Date of Expiry

登記證號碼
Certificate No.

登記費及徵費
Fee and Levy

2023

25/2024

\$2,150

(登記費 FEE = \$2,000)

(徵費 LEVY = \$ 150)

請注意下列《商業登記條例》的規定：

Please note the following requirements of the Business Registration Ordinance:

1. 第 6(6)條規定任何業務獲發商業登記證或分行登記證，並不表示該業務或經營該業務的人或受僱於該業務的僱員已遵從有關的任何法律規定。
2. 第 12 條規定各業務須將其有效的商業登記證或有效的分行登記證於每一營業地點展示。

1. Section 6(6) provides that the issue of a business registration certificate or a branch registration certificate shall not be deemed to imply that the requirements of any law in relation to such business or to the persons carrying on the same or employed therein have been complied with.
2. Section 12 provides that valid business registration certificate or valid branch registration certificate shall be displayed at every address where business is carried on.

繳款時請將此商業 XXX 登記證及繳款通知書完整交出。在付款後，本繳款通知書方成為有效的商業/ XXX 登記證。(請參閱背頁繳款辦法所載內容。)

Please produce this certificate and demand note intact at time of payment. This demand note will only become a valid business/XXX registration certificate upon payment. (Please see payment instructions overleaf.)

機印所示登記費及徵費收訖。 RECEIVED FEE AND LEVY HERE STATED IN PRINTED FIGURES.

20201 1

\$2,150.00 N

正本
ORIGINAL

表格 2 FORM 2
《商業登記條例》(第 310 章)
BUSINESS REGISTRATION ORDINANCE (Chapter 310)
(商業登記規例)

[第 5 條]
[regulation 5]

BUSINESS REGISTRATION REGULATIONS
商業 ~~XXXX~~ 登記證 Business ~~XXXX~~ Registration Certificate

~~XXXXXXXXXX~~
~~XXXXXXXXXX~~

業務 / 法團所用名稱
Name of Business/
Corporation

業務 / 分行名稱
Business/
Branch Name

地址
Address

業務性質
Nature of Business

法律地位
Status

BODY CORPORATE

生效日期
Date of Commencement

屆滿日期
Date of Expiry

登記證號碼
Certificate No.

登記費及徵費
Fee and Levy

24/2023

23/2024

\$2,150

(登記費 FEE = \$2,000)

(徵費 LEVY = \$ 150)

請注意下列《商業登記條例》的規定：

Please note the following requirements of the Business Registration Ordinance:

1. 第 6(6)條規定任何業務獲發商業登記證或分行登記證，並不表示該業務或經營該業務的人或受僱於該業務的僱員已遵從有關的任何法律規定。
2. 第 12 條規定各業務須將其有效的商業登記證或有效的分行登記證於每一營業地點展示。

1. Section 6(6) provides that the issue of a business registration certificate or a branch registration certificate shall not be deemed to imply that the requirements of any law in relation to such business or to the persons carrying on the same or employed therein have been complied with.
2. Section 12 provides that valid business registration certificate or valid branch registration certificate shall be displayed at every address where business is carried on.

繳款時請將此商業~~XXXX~~登記證及繳款通知書完整交出。在付款後，本繳款通知書方成為有效的商業/~~XXXX~~登記證。(請參閱背頁繳款辦法所載內容。)

Please produce this certificate and demand note intact at time of payment. This demand note will only become a valid business/~~XXXX~~ registration certificate upon payment. (Please see payment instructions overleaf.)

機印所示登記費及徵費收訖。 RECEIVED FEE AND LEVY HERE STATED IN PRINTED FIGURES.

ORIGINAL

BUSINESS REGISTRATION ORDINANCE (Chapter 310)
《商業登記規例》

[regulation

BUSINESS REGISTRATION REGULATIONS

商業 XXXX 登記證 Business XXXX Registration Certificate

XXXXXXXXXX
XXXXXXXXXX

業務 / 法團所用名稱
Name of Business/
Corporation

業務 / 分行名稱
Business/
Branch Name

地址
Address

業務性質
Nature of Business

法律地位
Status

BODY CORPORATE

生效日期
Date of Commencement
3 2023

屆滿日期
Date of Expiry
30 2024

登記證號碼
Certificate No.

登記費及徵費
Fee and Levy
\$2,150

(登記費 FEE = \$2,000)
(徵費 LEVY = \$ 150)

請注意下列《商業登記條例》的規定：

Please note the following requirements of the Business Registration Ordinance:

1. 第 6(6)條規定任何業務獲發商業登記證或分行登記證，並不表示該業務或經營該業務的人或受僱於該業務的僱員已遵從有關的任何法律規定。
2. 第 12 條規定各業務須將其有效的商業登記證或有效的分行登記證於每一營業地點展示。

1. Section 6(6) provides that the issue of a business registration certificate or a branch registration certificate shall not be deemed to imply that the requirements of any law in relation to such business or to the persons carrying on the same or employed therein have been complied with.
2. Section 12 provides that valid business registration certificate or valid branch registration certificate shall be displayed at every address where business is carried on.

繳款時請將此商業XXXX登記證及繳款通知書完整交出。在付款後，本繳款通知書方成為有效的商業/XXXX登記證。(請參閱背頁繳款辦法所載內容。)

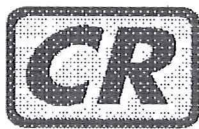
Please produce this certificate and demand note intact at time of payment. This demand note will only become a valid businessXXXX registration certificate upon payment. (Please see payment instructions overleaf.)

樣印所示登記費及徵費收訖。 RECEIVED FEE AND LEVY HERE STATED IN PRINTED FIGURES.

\$2,150.00

編號

No.



公司註冊處
COMPANIES REGISTRY

公司註冊證明書
CERTIFICATE OF INCORPORATION

本人謹此證明
I hereby certify that

於本日根據香港法例第622章《公司條例》
is this day incorporated in Hong Kong under the Companies Ordinance
在香港成立為法團，此公司是一間
(Chapter 622 of the Laws of Hong Kong), and that this company is
有限公司。
a limited company.

本證明書於二〇二二年 月二十六日發出。
Issued on 26 2022.

香港特別行政區公司註冊處處長鄧婉雯

Miss Helen TANG

Registrar of Companies
Hong Kong Special Administrative Region

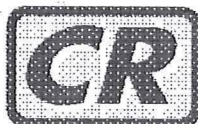
註 Note:

公司名稱獲公司註冊處註冊，並不表示獲授予該公司名稱或其任何部分的商標權或任何其他知識產權。

Registration of a company name with the Companies Registry does not confer any trade mark rights or any other intellectual property rights in respect of the company name or any part thereof.

編號

No.



公 司 註 冊 處
COMPANIES REGISTRY

公 司 更 改 名 稱 證 明 書
CERTIFICATE OF CHANGE OF NAME

本人謹此證明
I hereby certify that

已藉特別決議更改其名稱，該公司根據
having by special resolution changed its name, is now incorporated under the
香港法例第622章《公司條例》註冊的名稱現為
Companies Ordinance (Chapter 622 of the Laws of Hong Kong) in the name of

本證明書於二〇一五年 月二十九日發出。
Issued on 29 2015.

香港特別行政區公司註冊處處長鍾麗玲

Ms Ada L L CHUNG

Registrar of Companies
Hong Kong Special Administrative Region

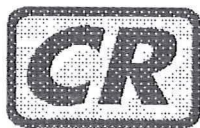
註 Note:

公司名稱獲公司註冊處註冊，並不表示獲授予該公司名稱或其任何部分的商標權或任何其他知識產權。

Registration of a company name with the Companies Registry does not confer any trade mark rights or any other intellectual property rights in respect of the company name or any part thereof.

編號

No.



公司註冊處
COMPANIES REGISTRY

公司註冊證明書
CERTIFICATE OF INCORPORATION

本人謹此證明
I hereby certify that



於本日根據香港法例第622章《公司條例》
is this day incorporated in Hong Kong under the Companies Ordinance

在香港成立為法團，此公司是一間
(Chapter 622 of the Laws of Hong Kong), and that this company is
有限公司。
a limited company.

本證明書於二〇二二年 月三十一日發出。

Issued on 31 2022.

香港特別行政區公司註冊處處長鄧婉雯

Miss Helen TANG

Registrar of Companies
Hong Kong Special Administrative Region

註 Note:

公司名稱獲公司註冊處註冊，並不表示獲授予該公司名稱或其任何部分的商標權或任何其他知識產權。

Registration of a company name with the Companies Registry does not confer any trade mark rights or any other intellectual property rights in respect of the company name or any part thereof.

持牌

 **LICENSED**
FACTORY

(暫准 Provisional)

店號及地址：

Shop Sign & Address:

牌照屆滿日期：

Licence Expiry Date:

 2024



食物環境衛生署

Food and Environmental Hygiene Department

《公眾衛生及市政條例》(第 132 章)
PUBLIC HEALTH AND MUNICIPAL SERVICES ORDINANCE (CAP. 132)

暫准食物製造廠牌照
PROVISIONAL FOOD FACTORY LICENCE

牌照/許可證號碼
Licence/Permit No.

此處所(地址載於本牌照內)已由食物環境衛生署署長(署長)發牌以便開設暫准食物製造廠經營以下食品業務。持牌人姓名列後。
The premises at the address shown have been provisionally licensed by the Director of Food and Environmental Hygiene (Director) as a food factory to carry on the undermentioned food business, the licensee being the person whose name appears hereunder.

牌照的有效期限為期六個月，由 [REDACTED] 2023 起至 [REDACTED] 2024 止，
但署長有權隨時將牌照暫時吊銷或取消。

Unless suspended or cancelled by the Director, the licence shall remain in force for six months from [REDACTED] 2024.

持牌人必須遵守《公眾衛生及市政條例》(第132章)與有關規例，而署長所訂的發牌條件、持牌條件及一切限制，持牌人亦須依從。
This licence is issued subject to the provisions of the Public Health and Municipal Services Ordinance (Cap.132) and Regulations made thereunder, and to such requirements, conditions or restrictions as are notified to the licensee by the Director.

除非獲得署長書面同意，否則任何獲發給牌照的人士，不得將所持有的牌照轉讓予他人。
Save with the consent in writing of the Director, a person to whom a licence has been granted shall not transfer his licence to any person.

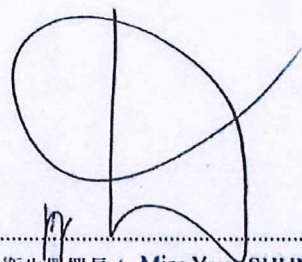
持牌人必須在與本牌照有關處所的人口附近一個當眼處，展示本牌照。
The licensee shall exhibit this licence at a conspicuous place near the entrance of his premises to which this licence relates.

處所大小(按照屋內樓面面積計算): [REDACTED] 平方米 SQ.M.
Size of premises by reference to floor area

批簽/批准(有關代號的註釋，請參閱背頁):
Endorsements/Permission (For description of codes, please see overleaf)
15

Cutting, Packing, Marinating of Frozen Meat & Frozen Poultry; Manufacture of cooked food; All for wholesale.

費用收訖: [REDACTED] 5.00
Fee Received



食物環境衛生署署長 (Miss Yoyo SHUM 代行)

for Director of Food and Environmental Hygiene

日期:

Date 12 [REDACTED] 2023

[REDACTED] 011)

持牌普通食肆
LICENSED
GENERAL RESTAURANT

店號及地址：

Shop Sign & Address:

牌照屆滿日期：

Licence Expiry Date: /2024

特別批簽 Special Endorsement



食物環境衛生署

Food and Environmental Hygiene Department



食物環境衛生署

Food and Environmental Hygiene Department

編號

Serial No.

《公眾衛生及市政條例》(第 132 章)

PUBLIC HEALTH AND MUNICIPAL SERVICES ORDINANCE (CAP. 132)

普通食肆牌照

GENERAL RESTAURANT LICENCE

牌照/許可證號碼
Licence/Permit No.

此處所(地址載於本牌照內)已由食物環境衛生署署長(署長)發牌以便開設普通食肆。持牌人姓名列後。

The premises at the address shown have been licensed by the Director of Food and Environmental Hygiene (Director) as a general restaurant, the licensee being the person whose name appears hereunder.

牌照的有效期限為一年，由 [REDACTED] /2023 起至 [REDACTED] 2024 止，

但署長有權隨時將牌照暫時吊銷或取消。

Unless suspended or cancelled by the Director, the licence shall remain in force for one year from [REDACTED] 2024.

持牌人必須遵守《公眾衛生及市政條例》(第132章)與有關規例，而署長所訂的發牌條件、持牌條件及一切限制，持牌人亦須依從。

This licence is issued subject to the provisions of the Public Health and Municipal Services Ordinance (Cap.132) and Regulations made thereunder, and to such requirements, conditions or restrictions as are notified to the licensee by the Director.

除非獲得署長書面同意，否則任何獲發給牌照的人士，不得將所持有的牌照轉讓予他人。

Save with the consent in writing of the Director, a person to whom a licence has been granted shall not transfer his licence to any person.

持牌人必須在與本牌照有關處所的人口附近一個當眼處，展示本牌照。

The licensee shall exhibit this licence at a conspicuous place near the entrance of his premises to which this licence relates.

處所大小(按照屋內樓面面積計算): [REDACTED] 平方米 SQ.M.

Size of premises by reference to floor area

批簽/批准(有關代號的註釋，請參閱背頁):

Endorsements/Permission (For description of codes, please see overleaf)

11

(Fee partly waived 已豁免部分收費)

費用收訖: \$1,260.00

Fee Received

食物環境衛生署署長 (Nelson LEE 代行)

for Director of Food and Environmental Hygiene

日期:

Date [REDACTED] 2023

1)

「補充勞工優化計劃」
Enhanced Supplementary Labour Scheme (ESLS)

全職本地僱員資料報表
Information of Full-time Local Employees

申請者名稱
Name of Applicant : [REDACTED]
申請者地址
Applicant's Address : [REDACTED]
申請者電話
Applicant's Telephone No. : [REDACTED]
全職本地僱員總人數（包括所有工種）
Total Number of Full-time Local Employees (including all job types) : [REDACTED]
職務與申請職位相同的全職本地僱員總人數
Total Number of Full-time Local Employee with Duties Same as those of the Post under Application : (0)

號 S/N	工作種類／部門 Job Type/Department	全職本地僱員人數 Number of Full-time Local Employees	序號 S/N	工作種類／部門 Job Type/Department	全職本地僱員人數 Number of Full-time Local Employees
1	[REDACTED]	[REDACTED]	[REDACTED]		
2	[REDACTED]	[REDACTED]	[REDACTED]		
3	[REDACTED]	[REDACTED]	[REDACTED]		
4	[REDACTED]	[REDACTED]	[REDACTED]		
5	[REDACTED]	[REDACTED]	[REDACTED]		

注意事項 Remarks :

- 如本頁行數不足填寫，請自行影印及必須在每頁填上獨資經營者／董事／獲授權合夥人／獲授權代表姓名、職位和簽署，以及蓋上申請者蓋印。
Please make copies of this page for insufficient space, with the name, post and signature of the proprietor/director/authorised partner/authorised representative together with the applicant's chop on each page.
- 本計劃的本地僱員與輸入勞工的比例是以全職本地僱員計算，而全職是指該僱員每週總工作時數不少於 35 小時。
Under the Scheme, the ratio of local employees to imported workers is calculated on basis of full-time local employees, and a **full-time employee refers to one who works not less than 35 hours per week**.
- 由申請者直接僱用以經營申請表第 3 部分所列明服務的所有全職本地僱員（包括所有工種），不包括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) under direct employment of the applicant for the services specified in Part 3 of the application form, excluding staff of subcontractor(s) or self-employed person(s) providing service to the applicant.

本人明白勞工處可能會要求本人提交個別全職本地僱員的詳細資料，並已徵詢僱員同意可向勞工處透露其個人資料。本人聲明在此文件內提供的資料均屬真實及正確。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，或錯誤引導勞工處，勞工處會終止處理本申請及在指定時間內不會接受本人／該申請者的申請，本人亦須負上有關的法律責任。

I understand that the Labour Department may require me to submit detailed information about the individual full-time local employee. I have sought the consent of the employees for disclosing their personal data to the Labour Department. I declare 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 Labour Department, the Labour Department will terminate the processing of this application and will not accept any application of me / the applicant 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) : [REDACTED]

簽署 Signature : [REDACTED]

日期 Date : 08-11-2023

申請者蓋印

* 請刪去不適用者。資料須與申請表第 6 部分相同。Please delete where inappropriate. The information should be the same as in Part 6 of the application form. (Rev. 09/2023)

「補充勞工優化計劃」
Enhanced Supplementary Labour Scheme (ESLS)

有關招聘及訓練本地工人填補申請職位的計劃
Plan to recruit and train up local workers to fill the post(s) under application

申請者名稱

Name of Applicant

[Redacted]

招聘本地工人填補申請職位的計劃
Plan to recruit local workers to fill the post(s) under application

請查看：附頁三A

訓練本地工人填補申請職位的計劃
Plan to train up local workers to fill the post(s) under application

請查看：附頁三B

如空間不足，請影印本頁以供填寫，並請緊記在每張影印頁上簽署。

If space is insufficient, please photocopy this page for filling in the information and make sure that each photocopied page is signed.

申請者蓋印

For and on behalf of Applicant

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):

簽署 Signature:

日期 Date: 08-11-2023

請刪去不適用者。資料須與申請表第 6 部分相同。Please delete where inappropriate. The information should be the same as in Part 6 of the application form.

(Rev. 09/2023)

招聘本地工人填補申請職位計畫

附頁三 A

一、公司基本介紹：

[REDACTED]

二、

a.

b.

是設法將管理級別的完成，並順利交付給客戶。所以我們迫切需要招聘一名這樣的人才。

c.

[REDACTED]

三、

1.

2.

四

[REDACTED]

訓練本地工人填補申請職位計畫

房，
內音

本計

一、

二、

三、

四、

五、

員、其他福利或獎勵守標準。

「補充勞工優化計劃」
Enhanced Supplementary Labour Scheme (ESLS)

授權書
Authorisation Letter

申請者名稱（指業務／
法團名稱及業務／
分行名稱（如適用））[^]
Name of Applicant (refers : _____
to name of
business/corporation and
business/branch name (if
applicable))[^]

致：勞工處補充勞工科

本人 _____ [身份證明文件號碼： _____]，現授權
_____ *先生／~~太太~~／小姐／女士 [身份證明文件號碼： _____]
遞交及處理此宗輸入勞工申請。

To: Supplementary Labour Division of the Labour Department,

I _____ (identification document no.: _____) hereby authorise
*Mr. / ~~Mrs.~~ / Miss / Ms. _____
(identification document no.: _____) to submit and handle this application for
importation of labour.

申請者蓋印
Applicant's chop

獨資經營者／董事／獲授權合夥人[#]姓名（請以正楷填寫）
Name of ~~sole proprietor/director/authorised partner~~[#] (in block letters) : _____

簽署 Signature : _____ 日期 Date : 08-11-2023

[^] 如持有商業登記證及／或特定的牌照，請填寫商業登記證及／或牌照上的資料

[^] For holder(s) of Business Registration Certificate and/or specific licence(s), please fill in information as stated on the Business Registration Certificate and/or specific licence(s)

* 請將不適用者刪去

* Delete where inappropriate

[#] 根據「補充勞工優化計劃」輸入勞工申請－補充資料聲明書（附頁一）丙部的獲授權合夥人

[#] Authorised Partner(s) stated in the Declaration of Supplementary Information on Application for Importation of Workers under the ESLS (Appendix 1)

(Rev. 09/2023)

「補充勞工優化計劃」
Enhanced Supplementary Labour Scheme (ESLS)

輸入勞工的理據
Justifications for Labour Importation

申請者名稱
Name of Applicant : 

申請輸入勞工人數 No. of imported worker(s) applied for	擬續約人數: No. of renewal quota:	(0)
	擬新輸入人數: No. of fresh quota :	(1)

輸入勞工的理據

Justifications for Labour Importation

(i) 對申請者的業務運作和發展或其他方面之影響

Impact on business operations and development or other aspects

請看附頁說明.

(ii) 輸入勞工的申請數目

Number of Imported Worker(s) Applied For

(請闡述如何計算輸入勞工的申請數目，並盡量以運作數據 (如訂單量、客量、服務的規模等) 作運算基礎。

(Please elaborate how the number of imported worker(s) applied for is derived and present the calculations based on operating figures (e.g. quantity of orders, volume of customers, scale of services, etc.) as far as possible.

請看附頁說明。

如空間不足，請影印本頁填寫資料，並請緊記在每頁上簽署。

If space is insufficient, please photocopy this page for filling in the information and make sure that each page is signed.

獨資經營者／董事／獲授權合夥人／獲權代表姓名[#]（請以正楷填寫）

Name of sole proprietor/director/authorised partner
/authorised representative[#] (in block letters):

簽署 Signature:

日期 Date: 08-11-2023

申請者蓋印

[#] 請刪去不適用者。資料須與申請表第 6 部分相同。Please delete where inappropriate. The information should be the same as in Part 6 of the application form.

(i) 對申請者的業務運作和發展或其他方面之影響

公司基本介紹：

1.

2.

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A.

B.

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