

香港特別行政區政府入境事務處  
Immigration Department, the Government of  
the Hong Kong Special Administrative Region  
補充勞工優化計劃申請表(由僱主填寫)  
Application Form for Enhanced Supplementary  
Labour Scheme (to be completed by the employer)



此欄由辦理機關處理  
FOR OFFICIAL USE ONLY

檔案條碼 Reference barcode

- 注意: (i) 有關申請手續及所需文件, 請參閱「補充勞工優化計劃」入境指南 [ID(C) 1002]。  
Note: Please read the "Guidebook for Entry under Enhanced Supplementary Labour Scheme" [ID(E) 1002] for the application procedures and documents required for the application.
- (ii) 領取本表格無須繳費。 This form is issued free of charge.
- (iii) 請用黑色或藍色筆以正楷填寫本表格。 Please complete this form in BLOCK letters using black or blue pen.
- (iv)  請在適當方格內填上「✓」號。  Please tick as appropriate.

<b>1. 在港的僱主資料 Particulars of Employer in Hong Kong</b>	
公司名稱 Name of the company	獲授權人士/聯絡人 Authorised person/Contact person
電郵地址 (如有) E-mail address (if any)	
網址 (如有) Website (if any)	
公司地址 (請在界內填寫) Company address (please fill in within border)	通訊地址 (請在界內填寫) Correspondence address (please fill in within border)
聯絡電話號碼 Contact telephone no.	傳真號碼 Fax no.
商業登記證號碼 Business registration certificate no.	
業務性質 Nature of business	
如為附屬公司, 請填寫母公司的名稱及地址 If a subsidiary, please state the name and address of the parent company	
<b>2. 受聘僱員 (申請人) 資料 Information on the Employee (Applicant)</b>	
姓名 (中文) (如適用) Name (in Chinese) (if applicable)	
姓名 (英文) Name (in English)	
職位名稱 Job title	擬給予僱員的月薪 (以港幣計算) Monthly salary offered to the employee (in HK\$)
其他附帶福利 (請列明款額及類別, 例如房屋、醫療津貼、認股權等) Other fringe benefits (please specify the amount and type e.g. housing, medical allowances, share options etc.)	
如本表格為影印本或從互聯網下載, 請填寫此欄。 Please complete this column if this form is a photocopy or downloaded copy.	在本頁內所填報的資料均屬正確、完備和真實。 The information given on this page is correct, complete and true. 僱主/獲授權人士姓名和簽署及公司蓋章 (註) Name & signature of employer/authorised person and company chop (Note) 日期 Date 職位 Post title

註: 聘用公司可授權一名人士代表公司簽署。在此情況下, 獲授權人士應在簽署旁加蓋公司印章。  
Note: An authorised person may sign on behalf of the employing company. In such case, the company chop should be endorsed beside the signature.





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**收集資料的目的 Purpose of Collection**



對於申請表內所提供的個人資料，入境事務處會用作下列一項或多項的用途：

The personal data provided in the application form will be used by the Immigration Department for one or more of the following purposes:

1. 辦理你的申請；  
to process your application;
2. 實施／執行《入境條例》（第 115 章）及《入境事務隊條例》（第 331 章）的有關係文規定，以及履行入境管制職務，藉此協助其他政府決策局和部門執行其他法例和規例；  
to administer/enforce relevant provisions of the Immigration Ordinance (Chapter 115) and Immigration Service Ordinance (Chapter 331), and to assist in the enforcement of any other Ordinances and Regulations by other government bureaux and departments through carrying out immigration control duties;
3. 在有關人士向入境事務處提出申請並提名你為保證人或諮詢人時，把你的資料供作核對用途；  
to process other person's application for immigration facilities in which you are named as a sponsor or referee;
4. 供作統計及研究用途，但所得的統計數字或研究成果不會以識辨各有關的資料當事人或其中任何人的身份的形式提供；以及  
for statistics and research purposes on the condition that the resulting statistics or results of the research will not be made available in a form which will identify the data subjects or any of them; and
5. 供作法例規定、授權或准許的其他合法用途。  
any other legitimate purposes as may be required, authorised or permitted by law.

在申請表內的個人資料是自願提供的。如果你未能提供充分的資料，本處或許不能辦理你的申請，或無從翻查或不能正確地辨別有關紀錄。

The provision of personal data by means of this application form is voluntary. If you do not provide sufficient information, we may not be able to process your application or to conduct the record search or positively identify the record.

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**資料轉交的類別 Classes of Transferees**



為了執行上述的目的，你在申請表內所提供的個人資料或許會轉交其他政府決策局和部門及其他機構。

The personal data you provide may be disclosed to government bureaux, departments and other organisations for the purposes mentioned above.

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**查閱個人資料 Access to Personal Data**



根據《個人資料（私隱）條例》（第 486 章）第 18 及 22 條以及附表 1 第 6 原則，你有權查閱及改正個人資料。你的查閱權利包括在繳交有關費用後，索取你在申請表內所提供的個人資料的副本。

You have a right to request access to and correction of your personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Chapter 486). Your right of access includes the right to obtain a copy of your personal data provided in the application form subject to payment of a fee.

有關查詢申請表內的個人資料，包括查閱或改正，可向下列人員提出：

Enquiries concerning the personal data collected by means of the application form, including making of access and corrections, should be addressed to:

香港灣仔告士打道七號  
入境事務大樓  
總入境事務主任（輸入勞工）  
電話：(852) 2829 3136

Chief Immigration Officer (Admission of Labour)  
Immigration Tower, 7 Gloucester Road  
Wan Chai, Hong Kong  
Tel.: (852) 2829 3136

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**一般查詢 General Enquiries**



有關申請的一般查詢，請透過以下方式與本處聯絡：

For general enquiries, please contact us at:

電話 Tel.: (852) 2824 6111  
傳真 Fax: (852) 2877 7711  
電郵 E-mail: enquiry@immd.gov.hk  
網址 Website: www.immd.gov.hk