

To: Supplementary Labour Division, Labour Department (Tel no.: 2778 1357 / 2778 1311)

Fax no.: 3427 8132 / Email: [sld-hq@labour.gov.hk](mailto:sld-hq@labour.gov.hk) [Please fax / email this form together with the Appendix (Acknowledgement List of Employment Contract)]

**Enrolment Form - Briefing for Imported Workers under the Enhanced Supplementary Labour Scheme**

Part A	Notes for Employers
<p>(1) As stipulated in Clause 11 of the Standard Employment Contract (SEC) prescribed under the Enhanced Supplementary Labour Scheme (ESLS), employers are required to grant paid leave to <b>each</b> imported worker (<b>whether he/she is a new recruit or has his/her employment contract renewed</b>) for attending a briefing on employment rights, on the basis of <b>each</b> SEC signed, organised by the Labour Department (LD) <b>within eight weeks</b> upon their arrival in Hong Kong (briefing requirement). Please note that LD will issue a written notice to employers failing to comply with the briefing requirement and <b>refuse their ESLS applications within one year from the issue date of the written notice.</b></p> <p>(2) Unless otherwise specified, all fields must be filled in. If the information provided is incomplete, LD may not be able to process the application.</p> <p>(3) Seats are allocated on a first-come, first-served basis. Allocation of seats is subject to the final decision of LD.</p> <p>(4) Unless otherwise notified by LD, employers should arrange for their workers to attend the briefing as scheduled and to bring along the <b>original copy of their identity document and SEC.</b></p> <p>(5) In case of over-subscription, LD will notify the employer(s) concerned <b>by fax</b>. To comply with the briefing requirement, the employer(s) <b>must re-submit the enrolment form(s)</b> to arrange for the affected imported worker(s) to attend another briefing.</p>	

Part B	Name of Imported Workers (Please photocopy a separate page if the space is insufficient)		
Time / Date	4 July 2025 (Friday) (Deadline for enrolment: 2 July 2025)	16 July 2025 (Wednesday) (Deadline for enrolment: 11 July 2025)	28 July 2025 (Monday) (Deadline for enrolment: 24 July 2025)
Venue	Kai Tak Community Hall	Mei Foo Community Hall	Lai Kok Community Hall
11:00 AM – 12:45 PM (Putonghua)	1.	1.	1. <b>Conducted in English</b> 2. 3.
	2.	2.	<b>Need Interpretation for English?</b> <input type="checkbox"/> Yes, Language: _____ / <input type="checkbox"/> No
2:00 – 3:45 PM (Putonghua)	1.	1.	1.
	2.	2.	2.
4:00 – 5:45 PM (Cantonese)	1.	1.	1.
	2.	2.	2.

Part C	Declaration
<p>By signing this part, I/our company know(s) the obligation to comply with the requirement stated above in Part A and understand(s) the consequence of non-compliance.</p> <p>Company Chop &amp; Signature of Representative : _____ Company Name : _____</p> <p>Name of Representative : _____ Contact Tel No. : _____</p> <p>Fax No. : _____ Date : _____</p>	

**Statement of Purposes for Personal Data:** (1) The personal data provided in this form to LD is to be used for arranging briefing sessions for imported workers under ESLS and any legitimate use relating to the enforcement of ESLS. (2) The personal data you provide in this form may be disclosed to other divisions of LD for the purpose mentioned in (1) above. (3) You have a right to access and correct your personal data under the Personal Data (Privacy) Ordinance (Cap. 486). (4) For enquiries concerning your personal data, or making of access and corrections, you may contact the Divisional Personal Data Privacy Officer of the Supplementary Labour Division of LD. (Address: Units 2711-2713, Tower 1, Millennium City 1, 388 Kwun Tong Road, Kwun Tong, Kowloon. / Tel.: 2150 6363)

致： 勞工處補充勞工科

To: Supplementary Labour Division, Labour Department

(傳真號碼 Fax no.: 3427 8132 /

電郵 Email: sld-hq@labour.gov.hk)

(電話號碼 Tel. no.: 2778 1357 / 2778 1311)

由： 公司名稱：

From: Name of company:

公司地址：

Company address:

聯絡人 Contact person:

職位 Post title:

電話號碼 Tel. no.:

日期 Date:

頁數 No. of pages:

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

### 僱傭合約認收清單 Acknowledgment List of Employment Contract

請填妥此認收清單，並傳真至勞工處補充勞工科 (如不敷應用，請自行影印)。Please complete and fax this acknowledgement list to the Supplementary Labour Division of the Labour Department (Please make copies if there is insufficient space).

本公司根據「補充勞工優化計劃」現聘用下列輸入勞工：At present, our company has employed the following imported workers under ESLS:

中文姓名 (如適用) Chinese name (if applicable)	英文姓名 (必須填寫) English name (mandatory)	香港身份證號碼／ 護照號碼／ 往來港澳通行證號碼 Hong Kong identity card no./ Passport no./ Permit for Travelling to and from Hong Kong and Macao no.	職位名稱 Post title	抵達香港日期／ 最新僱傭合約開始日期 Date of arrival at Hong Kong/ Commencement date of the latest employment contract			僱傭合約編號 Employment contract no.	由輸入勞工填寫 To be completed by imported workers	
								輸入勞工已認收 僱傭合約 (請圈出答案) Imported worker has received the employment contract (Please circle the answer)	輸入勞工簽署 Signature of imported worker
				年 yy	月 mm	日 dd	ESLS	是 Yes	否 No
				年 yy	月 mm	日 dd	ESLS	是 Yes	否 No
				年 yy	月 mm	日 dd	ESLS	是 Yes	否 No
				年 yy	月 mm	日 dd	ESLS	是 Yes	否 No
				年 yy	月 mm	日 dd	ESLS	是 Yes	否 No

#### 個人資料的用途聲明 Statement of Purposes for Personal Data:

- (1) 你在本認收清單內向本處提供的個人資料將用作安排補充勞工優化計劃輸入勞工安排簡介會，以及執行該計劃的合法用途。The personal data provided in this acknowledgement list to the Labour Department is to be used for arranging briefing sessions for imported workers under ESLS and any legitimate use relating to the enforcement of ESLS.
- (2) 你在認收清單內提供的個人資料可能會轉交勞工處其他科別及／或其他政府政策局／部門／法定機構，以作上述(1)段的用途。The personal data you provide in this acknowledgment list may be disclosed to other divisions of the Labour Department and/or other government bureau/ departments/ statutory bodies for the purpose mentioned in (1) above.
- (3) 你有權根據《個人資料(私隱)條例》(第486章)要求查閱及更正你的個人資料。You have a right to access and correct your personal data under the Personal Data (Privacy) Ordinance (Cap. 486).
- (4) 查詢有關提供的個人資料及申請查閱或更正有關資料，請與勞工處補充勞工科個人資料私隱主任聯絡。For enquiries concerning your personal data, or making of access and corrections, you may contact the Divisional Personal Data Privacy Officer of the Supplementary Labour Division of the Labour Department.

地址 Address: 九龍觀塘觀塘道388號創紀之城一期一座27樓2711-2713室 Units 2711-2713, Tower 1, Millennium City 1, 388 Kwun Tong Road, Kwun Tong, Kowloon

電話號碼 Tel. no.: 2150 6363


# 麗閣社區會堂位置圖

## Location Map of Lai Kok Community Hall




# 啟德社區會堂位置圖

## Location Map of Kai Tak Community Hall

<p>啟德社區會堂 Kai Tak Community Hall</p>	<p>工業貿易大樓 Trade and Industry Tower</p>	<p>啟融里 Kai Yung Lane</p>	<p>稅務中心 Inland Revenue Centre</p>
<p>↑ 協調道 Concorde Road</p>			
<p>AIRSIDE</p>	<p>沐 Muk 元 Yuen 街 Street</p>	<p>天璽・天 Cullinan Sky</p>	
<p>公園 Park</p>		<p> 港鐵啟德站 B出口 (由B出口往左轉後 穿過公園往沐元街方向) Exit B of MTR Kai Tak Station (Turn left from exit B and cross the park towards Muk Yuen Street)</p>	
<p>圖示 Legend</p>	<p>: 步行路徑 Walking Path — — — — — →</p>	<p>其他交通工具 Other means of transportation:</p>	
<p>地 址</p>	<p>: 九龍啟德協調道3號 啟德社區會堂 (港鐵啟德站B出口步行約10分鐘)</p>	<p>巴士 Bus: 5A, 5M, 20, 20A, 22, 24, 78X, 108</p>	
<p>Address</p>	<p>: 3 Concorde Road, Kai Tak, Kowloon City, Kai Tak Community Hall (10-minute walk from Exit B of MTR Kai Tak Station)</p>	<p>小巴 Minibus: 82, 88</p>	

# 美孚社區會堂位置圖

## Location Map of Mei Foo Community Hall

<div>中國銀行(香港) 美孚萬事達廣場分行 BOCHK - Mei Foo Mount Sterling Mall Branch</div>		<div>播道神學院 Evangel Seminary</div>		<div>中華電力 美孚新邨變電站 Mei Foo Sun Chuen Substation</div>	
		<div>美 Mei 荔 Lai 道 Road</div>			
		<div>(過馬路後 請左轉) (Cross and then turn left)</div>		<div>中華電力 美荔道變電站 Mei Lai Road Substation</div>	
<div> 港鐵美孚站 B出口 Exit B of MTR Mei Foo Station</div>				<div>美孚政府綜合大樓 (美孚社區會堂 位於1樓) Mei Foo Government Complex (<u>Mei Foo Community Hall</u> located at 1/F)</div>	
<div>長沙灣道 Cheung Sha Wan Road</div>					
<div>圖示 Legend</div>	<div>:</div>	<div>步行路徑 Walking Path    — — — — — →</div>			
<div>地 址</div>	<div>:</div>	<div>九龍深水埗美孚美荔道33號美孚政府綜合大樓一樓 美孚社區會堂 (港鐵美孚站B出口步行約5分鐘)</div>			
<div>Address</div>	<div>:</div>	<div>Mei Foo Community Hall, 1/F, Mei Foo Government Complex, 33 Mei Lai Road, Mei Foo, Sham Shui Po, Kowloon (5-minute walk from Exit B of MTR Mei Foo Station)</div>			