



## 第 1 部分：重要事項

## Part 1: Important Notes

1. 填寫本表格前請參閱《「運輸業輸入勞工計劃 - 航空業」續約配額申請須知》(「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。
2. 運輸及物流局收集個人／申請者資料的目的是用以處理根據「運輸業輸入勞工計劃 - 航空業」(「計劃」)提出的申請及執行「計劃」的規定。運輸及物流局會將收集的個人／申請者資料轉交香港機場管理局(機場管理局)、勞工處、入境事務處及其他政府部門或法定機構，以作上述用途。申請者向運輸及物流局提供任何人的個人資料必須出於自願，但倘若申請者不向運輸及物流局提供充足資料，則運輸及物流局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，可聯絡香港添馬添美道 2 號政府總部東翼 20 樓，運輸及物流局保障資料主任。
1. Please read the "Labour Importation Scheme for the Transport Sector – Aviation Industry– Application Guidelines for Quota for Contract Renewal" ("Application Guidelines") 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. The purposes of collecting personal/the applicant's data are to process applications under the Labour Importation Scheme for the Transport Sector – Aviation Industry (Scheme) and enforce the terms and conditions of the Scheme. The data will be transferred to the Airport Authority Hong Kong (AA), the Labour Department, the Immigration Department and other government departments or statutory bodies for the purposes mentioned above. The provision of personal data should be voluntary. However, if the applicant does not provide sufficient information as requested, Transport and Logistics Bureau (TLB) may not be able to process this application. Persons whose personal data have been provided to TLB 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, Data Protection Officer, Transport and Logistics Bureau, 20/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong.

## 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
- ✗ 令輸入勞工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 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勞工  
Pay wages to imported workers according to relevant provisions of the Employment Ordinance
- ✓ 給予輸入勞工休息日／休息日薪酬  
Grant rest day / pay rest day pay to imported workers
- ✓ 給予輸入勞工法定假日／法定假日薪酬  
Grant statutory holiday / pay statutory holiday pay to imported workers
- ✓ 給予輸入勞工年假／年假薪酬  
Grant annual leave / pay annual leave pay to imported workers
- ✓ 給予輸入勞工產假／產假薪酬  
Grant maternity leave / pay maternity leave pay to imported workers
- ✓ 給予輸入勞工侍產假／侍產假薪酬  
Grant paternity leave / pay paternity leave pay to imported workers
- ✓ 支付疾病津貼給輸入勞工  
Pay sickness allowance to imported workers
- ✓ 按照《僱傭條例》的相關規定向輸入勞工支付約滿或終止僱傭合約的款項  
Make payment to imported workers on completion or termination of employment contract according to relevant provisions of the Employment Ordinance

- ✓ 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勞工  
Make payment to imported workers pursuant to awards of the Labour Tribunal or the Minor Employment Claims Adjudication Board
- ✓ 保存輸入勞工的工資及僱傭紀錄  
Keep wage and employment records of imported workers
- ✓ 為輸入勞工投購有效僱員補償保險  
Take out valid employees' compensation insurance policy for imported 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勞工  
Pay periodical payment and employees' compensation to imported 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**

- ✘ 不合法扣除輸入勞工的工資  
Deduct the wages of imported workers unlawfully
- ✘ 於輸入勞工有薪病假期間終止其僱傭合約  
Terminate the employment contract of imported workers whilst they are on paid sick leave
- ✘ 在違反《僱員補償條例》的情況下，終止因工受傷的輸入勞工的僱傭合約  
Terminate the employment contract of imported workers who sustained injuries at work, in breach of the Employees' Compensation Ordinance
- ✘ 輸入屬阿富汗、古巴、老撾、朝鮮民主主義人民共和國、尼泊尔及／或越南公民的勞工  
Import nationals of Afghanistan, Cuba, Laos, Korea (Democratic People's Republic of), Nepal and/or Vietnam as workers

**(3) 有關反貪法例 In relation to anti-corruption laws****應做 Dos**

- ✓ 防止貪污、詐騙或其他舞弊行為  
Prevent corruption, fraud or other malpractices

**(4) 有關標準合約及「計劃」的規定 In relation to requirements of Standard Employment Contract (SEC) and the Scheme****應做 Dos**

- ✓ 如擬聘用的輸入勞工為內地居民，須經內地勞務企業\*招聘輸入勞工  
Recruit imported workers through Mainland labour service enterprises\* if the prospective imported workers are Mainland residents
- ✓ 按標準合約的規定給予輸入勞工超時工作工資  
Make payment of overtime pay to imported workers at a rate as stipulated in SEC
- ✓ 以自動轉賬形式支付輸入勞工的工資  
Effect payment of wages to imported workers through autopay
- ✓ 就每份所簽訂的標準合約，給予輸入勞工有薪假期，讓他們在抵港後8個星期內出席由機場管理局就「計劃」舉辦的簡介會  
Grant imported workers paid leave and arrange them, on the basis of each SEC signed, to attend a briefing organised by AA under the Scheme within 8 weeks upon their arrival in Hong Kong
- ✓ 就每份所簽訂的標準合約，讓輸入勞工在抵港後8個星期內出席由香港國際航空學院就「計劃」舉辦的機場基礎知識證書課程（適用於首次到港的輸入勞工，包括替補輸入勞工）  
Arrange imported workers to attend the Foundation Certificate Course in Airport Fundamentals organised by Hong Kong International Aviation Academy on each SEC signed under the Scheme within 8 weeks upon their arrival in Hong Kong (Applicable to imported workers who have arrived in Hong Kong for the first time, including replacement workers)
- ✓ 向輸入勞工於香港境內或境外提供符合標準合約附表所註明標準的住宿及設備，或讓輸入勞工居於其內地住所  
Provide imported workers with accommodation within or outside Hong Kong in accordance with the standard as stipulated in the Schedule to SEC, or allow imported workers to reside in their own residential premises in the Mainland outside Hong Kong by themselves
- ✓ 按標準合約的規定向生病或受傷的輸入勞工提供免費醫療  
Provide imported workers who are ill or suffer personal injuries with free medical treatment in accordance with the arrangements as stipulated in SEC

- ✘ 於輸入勞工懷孕期間，非法終止其僱傭合約  
Terminate the employment contract of imported workers during their pregnancy unlawfully
- ✘ 因輸入勞工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 workers for trade union membership and activities
- ✘ 因輸入勞工曾在有關執行《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 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

- ✓ 向輸入勞工提供、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（如相關輸入勞工居於香港）、到港前的體格檢驗費用、簽證／進入許可費用  
Provide, pay or reimburse passage expenses (for imported workers who reside in Hong Kong), medical examination expenses before arriving Hong Kong, visa/entry permit fees and subsequent extension fees to imported workers
- ✓ 如輸入勞工死亡，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 workers' remains and personal property to their place of origin in the event of death
- ✓ 免費給予輸入勞工一份經雙方簽署的僱傭合約  
Give imported workers a copy of the signed employment contract free of charge
- ✓ 每月向每名輸入勞工提供一份有關其收入詳情的結算表  
Provide each imported worker, on a monthly basis, with a detailed breakdown of his/her earnings
- ✓ 製備輸入勞工認收工資結算表清單  
Prepare an acknowledgment list of wage information of imported workers
- ✓ 就每位輸入勞工一次過支付每月港幣400元的僱員再培訓徵款  
Pay for each imported labour the monthly Employees Retraining Levy of \$400 in a lump sum
- ✓ 就每位輸入勞工每月向機場管理局支付港幣400元作為對本地前線機場員工的交通補助  
Pay for each imported labour \$400 every month to AA as transport subsidy for local frontline airport staff
- ✓ 維持全職本地員工及輸入勞工的比例於2:1或以上  
Maintain a full-time local employee-to-imported worker manning ratio of no less than 2:1

**不應做 Don'ts**

- ✘ 以輸入勞工取代原來在職的本地工人  
Displace local worker(s) in employ by imported worker(s)
- ✘ 與輸入勞工訂立任何協議，要求輸入勞工將全部或部分工資或輸入勞工根據標準合約有權得到的任何款項交回予僱主，或從輸入勞工索取或接受該等回扣  
Make any agreement with imported 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
- ✘ 扣減輸入勞工的工資，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 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
- ✘ 要求輸入勞工在僱傭合約所訂明的工作範圍外工作，或從事僱傭合約所訂明的工作範圍外的工作  
Require imported workers to work outside the place(s) of work specified in the employment contract or undertake work outside the job descriptions stipulated in SEC
- ✘ 就所提供的住宿而扣除輸入勞工的工資超逾標準合約的規定  
Make deductions from imported workers' wages for provision of accommodation at a rate which is over the contractual rate
- ✘ 令輸入勞工的工作時數超逾標準合約所規定的上限  
Cause imported workers to work exceeding the ceiling of the working hours as specified in SEC
- ✘ 扣押輸入勞工的香港身份證／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 Macau / bank book(s) / automatic teller machine card(s) of imported workers
- ✘ 就所提供的膳食向輸入勞工收取費用  
Charge imported workers meal cost for the meal provided
- ✘ 拒絕運輸及物流局或勞工處職員進入和視察輸入勞工的居所  
Refuse the entry and inspection by officers of TLB or Labour Department to imported workers' accommodation
- ✘ 轉讓輸入勞工予僱傭合約上訂明僱主外的其他僱主  
Transfer imported workers to employers other than the one stated in SEC
- ✘ 與輸入勞工簽訂多於兩年的僱傭合約  
Sign an employment contract with imported workers of a duration of more than 2 years

\*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](https://zsmcorp.mofcom.gov.cn/zsmbgacommon/zsmbga_innerCorp_hk_list)

註：如僱主、或僱主的獨資經營者／合夥人違反相關法定條文或第2部份指明的其他規定，其所獲得的輸入勞工批准可能被撤銷，以及在指定時間內不得參與「計劃」。

Note: The approval for importation of workers granted to an employer may be withdrawn if the employer, or the sole proprietor/partner(s) of the employer has/have been convicted of the relevant statutory provision(s) or breached the other requirement(s) in Part 2. The employer may also be debarred from participation in the Scheme within a specific period of time.

### 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）） <sup>(1)</sup><br><br>Name of applicant (refers to name of business/corporation and business/branch name (if applicable)) <sup>(1)</sup> | (中文)<br><br>(English)  |               |  |
| 申請者地址 <sup>(1)</sup><br><br>Applicant's address <sup>(1)</sup>  | (中文)<br><br>(English)  |               |  |
| 申請者負責人姓名 <sup>(2)</sup><br><br>Name of the person-in-charge <sup>(2)</sup>  | <input type="radio"/> 女士 <sup>(3)</sup> Ms <sup>(3)</sup><br><br><input type="radio"/> 先生 <sup>(3)</sup> Mr <sup>(3)</sup>   | 電話號碼 Tel. no. |  |
|   |  | 傳真號碼 Fax no.  |  |
|   |  | 電郵 Email      |  |
| 申請者負責人職銜<br><br>Job title of the person-in-charge   | ➔ (如負責人並非獲法人團體(包括非政府機構)授權的代表，請在本表格第 6 部分 <input type="checkbox"/> (a) 加上“✓”號。If the person-in-charge is not the authorised representative of corporation (including non-governmental organisations), please put “✓” in <input type="checkbox"/> (a) in Part 6 of this form.) |               |  |

- (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。運輸及物流局或機場管理局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，運輸及物流局或機場管理局職員將以電話、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 TLB or AA will contact the person-in-charge of the applicant for the purposes of processing this application. For the avoidance of delay in the processing of this application, staff of TLB or AA will communicate with the person-in-charge of the applicant by telephone, facsimile and email, etc.
- (3) 此稱謂只作通訊及聯絡之用。This prefix is for the purpose of correspondence and communication only.
- ☐ 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

申請者有沒有違反本表格第 2 部分列明的法定條文或規定？（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 violated any statutory provision(s) or requirements 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，以及定罪或警誡信日期）： Yes. The details are as follows (please state the statutory provision or requirement violated, and the date of conviction or the date of the warning letter):

| 違反的法例或規定<br>The statutory provision or requirement violated | 定罪日期<br>Date of conviction | 警誡信／制裁通知書日期<br>Date of the warning letter / sanction notification |
|---|----------------------------|---|
|   |                            |   |
|   |                            |   |
|   |                            |   |
|   |                            |   |
|   |                            |   |

- ☐ 請在適當的圈內加上“✓”號。Please put “✓” in the suitable circle.

## 第 5 部分：是次申請續約配額詳情

## Part 5: Details of Quota(s) Applied for Contract Renewal for this application

| 申請續約配額(按指定工種) No. of quota(s) applied for contract renewal (per designated job type) |  |   |  |                                   |  |
|--|--|---|--|-----------------------------------|--|
| 1. 地勤人員<br>Passenger Services Officer  |  | 5. 牽引車司機<br>Tractor Driver                              |  | 9. 飛機拖車司機<br>Aircraft Tug Driver  |  |
| 2. 機坪服務員<br>Ramp Services Agent  |  | 6. 倉務處理員/ 貨站服務員<br>Warehouse Operator/<br>Cargo Handler |  | 10. 維修員<br>Maintenance Technician |  |
| 3. 機艙工作員<br>Cabin Worker   |  | 7. 機械 / 升降台操作員<br>Equipment / Loader<br>Operator        |  |                                   |  |
| 4. 飛機維修技工/ 技術員<br>Aircraft Maintenance<br>Mechanic/ Technician                       |  | 8. 客戶服務員<br>Customer Services Agent                     |  |                                   |  |
| 「計劃」下申請續約配額總數  |  |   |  |                                   |  |
| Total no. of quotas applied for contract renewal under the Scheme                    |  |   |  |                                   |  |

## 第 6 部分：聲明

## Part 6: Declaration

1. 本人已填妥此申請表（表格 LIS(A)-1R）根據「計劃」提出申請，並隨此申請表遞交以下文件。  
I have completed this form (Form LIS(A)-1R) to make application under the 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.

|                              |  |
|------------------------------|--|
| <input type="checkbox"/> (a) | 由法人團體(包括非政府機構)申請者代表簽署及申請者蓋印，授權負責人遞交及處理此申請的授權書<br>An authorisation letter signed by authorised representative of corporation (including non-governmental organisations) with the applicant's chop to authorise the person-in-charge to submit and handle this application |
| <input type="checkbox"/> (b) | 申請職位詳情 (附件 R1)<br>Details of the Posts Applied for (Annex R1)  |
| <input type="checkbox"/> (c) | 本地招聘確認書 (附件 R2)<br>Confirmation Form on Local Recruitment (Annex R2)   |
| <input type="checkbox"/> (d) | 申請者員工人數列表(附件 R3)<br>Table of Workforce Size of the Applicant (Annex R3)  |
| <input type="checkbox"/> (e) | 商業發展計劃 (附件 R4)<br>Business Development Plan (Annex R4)   |

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運輸及物流局。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 TLB 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合理可據，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, 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. 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) 明白須就申請向運輸及物流局提交一切所需的資料及文件，否則運輸及物流局不會處理本申請；

understand(s) that TLB will not process this application unless and until all the information and supporting documents required are provided to TLB;

- (ii) 確認在提交任何個人資料予運輸及物流局前，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；

confirm(s) 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 部分列明的法定條文及規定，並明白若違反相關法定條文或規定，申請者可能會被撤銷所獲輸入勞工的批准，以及在指定時間內不得參與「計劃」；

confirm(s) that having read **Part 2** of this form, I / the applicant undertake(s) to comply with the statutory provision(s) and requirements listed therein, and understand(s) that a breach of relevant statutory provision(s) or requirement(s) may render any approval granted to the applicant for importation of worker(s) be withdrawn and that the applicant be debarred from participating in the Scheme within a specific period of time;

- (iv) 明白若明知而在本申請表作出或罔顧實情地作出虛假或有誤導性的陳述，運輸及物流局可能會終止處理本申請及在指定時間內拒絕處理任何配額申請。同時，明白作虛假或有誤導性的陳述可能會觸犯法例；及

understand(s) that TLB will terminate the processing of this application and not process any quota application within a specified period of time if I / the applicant knowingly or recklessly make(s) a statement which is false or misleading in this application form. Also understand(s) that making false or misleading statements may constitute a breach of law; and

- (v) 同意運輸及物流局及／或機場管理局向相關政府部門查核申請者過往曾否有任何因僱用輸入勞工而留有任何不良紀錄。

agree(s) for TLB and/or AA to check with relevant government departments if there is any adverse record of the applicant in relation to the employment of imported workers in the past.

獨資經營者/董事/獲授權合夥人/獲授權代表\*簽署  
Signature of sole proprietor/director/  
authorised partner/authorised representative\*  
(\* 請刪去不適用者。Please delete where inappropriate)

申請者蓋印  
Applicant's chop

\_\_\_\_\_  
(姓名 Name)

日期 Date

\_\_\_\_\_