

Transport and Logistics Bureau

Labour Importation Scheme for the Transport Sector – Aviation Industry

Application Guidelines for Quota for Contract Renewal

Applicants applying for quota(s) for contract renewal under the Labour Importation Scheme for the Transport Sector – Aviation Industry (Scheme) should take note of the following:-

Eligibility

1. Applicants shall be registered business entities which possess a contract/ license/ franchise/ passenger handling permit with Airport Authority (AA) to operate its business at Hong Kong International Airport (HKIA).
2. The Airport Area as defined in the Airport Authority Ordinance (Cap. 483) shall be the only place of work for all workers imported through the Scheme.
3. Applicants shall prove that, before applying for quota(s) for contract renewal under the Scheme, they have made sufficient effort in recruiting local workers through specified means within four months preceding the application (i.e. by conducting local recruitment at an open local job fair or through the Interactive Employment Service website of the Labour Department for a continuous period of 14 calendar days, or publishing two recruitment advertisements for 14 consecutive calendar days in local newspaper(s)/ recruitment website(s)) but have not been able to recruit sufficient local workers for the specified job type(s). The wages offered for the jobs under local recruitment must be no less than the median wages for the relevant job types under recruitment as specified at **Annex A**. The salary package specified by Applicants in their applications for quota(s) for contract renewal (including basic wages and other allowances) must be the same as those they offered during local recruitment for the relevant jobs. If Applicants wish to enhance the salary package upon quota allocation to renew the contract with existing imported workers, please refer to clause no. 4 of “Application Process”.
4. Applicants must maintain a minimum designated ratio of local to imported workers (including the employees imported via other schemes). The current designated ratio is 2:1 (i.e. a minimum of 2 full-time local workers to one imported worker).

Conditions for applying for Quota for Contract Renewal

1. The quota for contract renewal can be used for renewing the employment contract with an existing imported worker **whose contract will expire on or before 30 April 2026 (the Eligible Imported Worker)**.
2. The job types and job titles applied for are **limited to the job types and job titles of the Applicant’s Eligible Imported Worker**.
3. **The job type, job title, job descriptions and address of work place of the Eligible Imported Worker for the extended employment term must be the same as the original employment term**. In the event that the Applicants intend to use the allocated quota to import new worker as a substitute for the Eligible Imported Worker, the job type, job title, job

descriptions and address of work place for the concerned new imported worker must be the same as that of Eligible Imported Worker in the original employment term.

4. The maximum number of quota for contract renewal can be applied for by the Applicant is equivalent to the number of existing Eligible Imported Worker employed by the Applicant at the time of application.

Median Wages for Different Job Types

The actual wages paid to the Eligible Imported Worker during the extended employment term should be no lower than **the median wages for the individual job types specified at Annex A**. The median wages are specific to workers with specified years of work experience in the relevant jobs. Accordingly, the Eligible Imported Workers must have commensurate years of work experience at the time of contract renewal.

Allocation Principles for Quotas for Contract Renewal

1. The quota ceiling for the Scheme is 6 300 at any given time. Quota(s) for contract renewal will be allocated to Applicants who can fulfill the eligibility and conditions mentioned above, with all necessary documentation provided.
2. The relevant approval authority at Transport and Logistics Bureau (TLB) will, based on the recommendation of the Interdepartmental Liaison Group formed by representatives of TLB, Labour Department and AA (Liaison Group) decide on the approval for each application. The prerequisites are that the imported labour is for supporting the expansion of business from the current level and that the number of imported workers does not exceed the overall ceiling of labour importation quota. In general, the assessment criteria and score weighting are as follows:
 - Whether the alleged Applicant's business development need supports the specified number of imported workers requiring contract renewal (40%);
 - The significance of the Applicant's business to airport operations (20%);
 - Past performance of the Applicant in airport operations (20%); and
 - Past adverse record in compliance with the relevant immigration, labour laws, etc, and/or requirements of labour or talent importation schemes of the Applicant (20%).
3. AA is the Secretariat for the Scheme and is responsible for vetting applications on behalf of TLB. All vetted applications will be considered by the Liaison Group, which will make recommendations to the relevant approving authority at TLB for decision.

Use of Allocated Quotas for Contract Renewal

1. Upon the issuance of the quota allocation result notification letter for contract renewal by TLB, an Applicant shall submit a new work visa application for the workers concerned to the Immigration Department within **six months** (six-month period), failing which the allocated quota(s) for contract renewal will be forfeited.

2. The quota(s) for contract renewal is(are) considered “used” when an Applicant has entered into a new employment contract with the Eligible Imported Worker it intends to renew and a new visa application for the worker concerned has been approved.
3. Upon successful contract renewal with the Eligible Imported Worker, the validity period of the relevant used quota will be up to **a maximum of two years from the commencement date of the extended contract period, or equal to the relevant contract period, whichever is shorter.**
4. The job type, job title, job descriptions and address of work place of the Eligible Imported Worker for the extended employment term must be the same as the original employment term. In the event that the Applicants intend to use the allocated quota to import new worker as a substitute for the Eligible Imported Worker, the job type, job title, job descriptions and address of work place for the concerned new imported worker must be the same as that of Eligible Imported Worker in the original employment term.
5. If an Applicant foresees the unlikelihood of using some or all of the allocated quota(s) for contract renewal, it should return to TLB such quotas within three months after the date of issuance of the relevant quota allocation result notification letter for contract renewal by TLB.

Submission Documents

Applicants shall submit the following documents in order for their application(s) to be considered:

- Duly completed Application Form LIS(A)-1R
- An authorization letter signed by authorized representative of corporation with the Applicant's chop to authorize the person-in-charge to submit and handle this application
- Details of the Posts Applied for (Annex R1)
- Confirmation Form on Local Recruitment (Annex R2)
- Table of Workforce Size of the Applicant (Annex R3)
- Business Development Plan (Annex R4)

Application Process

1. Applicants shall submit the completed application form with supporting documents to AA during the specified application period.
2. AA will vet the applications and make recommendations on allocated quota(s) for contract renewal to the Liaison Group. AA may contact Applicants should more supplementary information be required. If, after AA's initial review, an Applicant is deemed not to have fulfilled the eligibility requirements under the Scheme or provided the required supporting documents, the relevant application will not be processed. AA will also check with relevant government departments if there is any adverse record of the Applicant in relation to employment of imported workers in the past.
3. The Liaison Group will review the vetted applications and make recommendations to the relevant approving authority at TLB. Decisions on quota allocation for contract renewal will be notified to the Applicant **about two weeks from the application deadline.** TLB will issue to

each Applicant a quota allocation result notification letter for contract renewal, with the quota reference numbers designated for renewal purpose under the Scheme, if any. Applicants may then proceed with the contract renewal process.

4. Applicants are required to renew the contract of Eligible Imported Worker in accordance with the salary package specified in Annex 1 (Details of Quota for Contract Renewal) of the quota approval notification letter for contract renewal, including basic wages and other allowances. If Applicants wish to enhance the salary package upon quota allocation to renew the contract of existing imported workers concerned, they must notify AA in writing in advance and conduct local recruitment using the modified salary package for not less than a continuous period of 14 calendar days as specified in clause no. 3 of Eligibility. Applicants must submit proof of the relevant local recruitment effort to AA for review before they can proceed with the contract renewal for imported workers using the modified salary package.
5. Applicants must obtain from AA or the Immigration Department and use a Standard Employment Contract to engage the Eligible Imported Worker concerned for contract renewal. Upon signing of new contracts, Applicants shall submit a new work visa application for the workers concerned to the Immigration Department. Applicants shall submit their applications through a designated portal on GovHK website (www.gov.hk), by post or submit directly to Receipt and Despatch Sub-Unit, Hong Kong Immigration Department, G/F, Administration Tower, Immigration Headquarters. The visa/entry permit application materials shall include a copy of the completed Declaration and Authorisation Form (see **Annex B1**) (or equivalent form(s) required by the relevant government authorities), Joint Declaration Form on Importing Labour from the Mainland to Hong Kong (see **Annex B2**), and the signed Standard Employment Contract. Applicants shall refer to the Guidebook for Entry under Sector-specific Labour Importation Scheme (ID(E)1031) published by the Immigration Department (<https://www.immd.gov.hk/eng/forms/hk-visas/slis.html>) for the application details. The Immigration Department normally takes **six weeks** to process a visa/entry permit application upon receipt of all the required documents.
6. **Within three working days** after the extended employment term begin, Applicants shall inform AA of the new contract period and the accommodation arrangement for the worker(s) concerned using the form at **Annex C** by email to LABOURSCHEME@hkairport.com.

Appeal for Quota Allocation Result for Contract Renewal

1. Applicants should understand that imported labour quotas under the Scheme are limited. Allocations may not necessarily fully meet the requests of the applicants.
2. Upon announcement of the quota allocation results for contract renewal, if the Applicant is dissatisfied with the result, it may file an appeal with AA in writing **in five calendar days** from the date of result notification. Late appeals will not be accepted. The appeal application shall include the Applicant's justifications to demonstrate that the quotas for contract renewal are critical to maintaining its airport operations or its business plan.
3. Upon receipt of the Applicant's appeal application, AA will review the justifications and may request the Applicant to provide additional supporting information. After gathering and reviewing all the information, AA will circulate the appeal case to the Liaison Group for

consideration and subsequent decision by the relevant authority at TLB. AA and the Liaison Group will endeavour to complete the entire process within two weeks.

4. The quota allocation results for contract renewal after an appeal may or may not change and shall be final and binding.

Early Termination of Employment Contract

1. If an Applicant prematurely terminates the new employment contract with the renewed imported worker, it shall within seven days before the contract termination day, or within one working day after the termination if the termination is without prior notice, submit the Form at **Annex D** to AA and Immigration Department. In the form, the Applicant shall indicate if he/she will apply for a replacement worker by using the same quota for contract renewal within three months after the contract termination day referred to above.
2. The contract period of the replacement worker cannot be longer than the remaining valid period of the original quota for contract renewal.

Audit

TLB and AA reserve the right to conduct an audit on the Scheme regarding the usage of quota for contract renewal. Applicants should retain relevant records and documents for audit and checking by TLB and AA upon request, example of proofs include but not limited to the followings:

- Roster of the imported labour concerned
- Attendance record of the imported labour concerned which should show the actual duty hours for each working day and leave record
- Salary payment record of the imported labour concerned, e.g. payroll, which must clearly show the breakdown of the monthly salaries, including the basic salary, allowances, overtime pay and deductions for accommodation provided to the imported labour concerned in Hong Kong or in the Mainland (if applicable) etc.
- Bank statement showing the payment date and payment amount to the imported labour concerned
- Attendance record of the imported labour concerned for the Employees' Right Briefing
- Attendance record of the imported labour concerned for the Foundation Certificate Course in Airport Fundamentals (applicable to imported workers who have arrived Hong Kong for the first time, including replacement workers)

Breach of Conditions under any labour importation schemes implemented by the HKSAR Government or Relevant Anti-corruption, Immigration or Labour Laws

1. Applicants shall carefully read the “List of Dos and Don’ts for Employers” in the Application Form LIS(A)- 1R and shall follow the listed requirements.
2. If an Applicant is found to have breached any relevant anti-corruption, immigration or labour laws in Hong Kong and/or requirements under any labour importation scheme implemented by the HKSAR Government, depending on the severity of such breach(es), the Applicant may be subject to suspension from the Scheme and/or revocation of any allocated quota(s), including the quota(s) for contract renewal.

Application Submission and Enquiry

Applications should be submitted to AA at the following email address:

LABOURSCHEME@hkairport.com

For enquiries, you may also contact Airport Operations and Facilities Planning Department, Airport Authority Hong Kong at the same email address or by phone at 2188 6603.

運輸業輸入勞工計劃 - 航空業下指定工種的調查工資中位數

Surveyed Median Wages for Designated Job Types under the Labour Importation Scheme for the Transport Sector - Aviation Industry

	工種 Job Types	年資 (年) Years of Experience (years)	平均每日 工作時數 (小時) Average Working Hours per Day (Hours)	平均每月 工作日數 (日) Average Working Days per Month (Days)	每月工資中位數 (包括津貼但不包括 超時工作工資) (港元) Median Monthly Wages (including allowances but excluding overtime pay) (in HKD)
1	地勤人員 Passenger Services Officer	0 – 4	8	25	17 400
2	機坪服務員 Ramp Services Agent	0 – 4	8	23	14 200
3	機艙工作員 Cabin Worker	0 – 4	8	23	13 300
4	飛機維修技工／技術員 Aircraft Maintenance Mechanic/ Technician	3 - 6	8	23	15 600
5	牽引車司機 Tractor Driver	不適用 Not applicable	8.5	23	16 600
6	倉務處理員／貨站服務員 Warehouse Operator/ Cargo Handler	0 – 4	7.5	20	14 300
7	機械／升降台操作員 Equipment/ Loader Operator	0 – 4	10	23	21 300
8	客戶服務員 Customer Services Agent	不適用 Not applicable	8.5	23	18 200
9	飛機拖車司機 Aircraft Tug Driver	不適用 Not applicable	8	20	20 400
10	維修員 Maintenance Technician	0 – 4	8	25	16 500

調查日期：2023 年 4 月
Survey Date: April 2023

運輸業輸入勞工計劃 - 航空業
聲明及授權書
Labour Importation Scheme for the Transport Sector - Aviation Industry
Declaration and Authorisation Form

注意 Note :

- (i) 本表格只供有意經運輸業輸入勞工計劃 - 航空業（「計劃」）前往香港特別行政區（香港特區）就業的輸入勞工填寫。
This form **is only for** the person who wishes to take up employment as an imported worker under the Labour Importation Scheme for the Transport Sector - Aviation Industry ("Scheme") in the Hong Kong Special Administrative Region (HKSAR).
- (ii) 每名根據「計劃」前往香港特區就業的輸入勞工必須填寫本表格，否則聘用有關輸入勞工的申請將不獲處理。
Each prospective imported worker under the Scheme must complete this form, otherwise the application for employing the imported worker will not be processed.

個人資料 Personal Particulars

「計劃」下的配額編號(由僱主填寫) Quota Ref. No. under the Scheme (to be completed by the employer)			
姓名 (中文) (如適用) Name in Chinese (if applicable)			
姓 (英文) Surname (English)		名 (英文) Given Name (English)	
香港身份證號碼 (如有) Hong Kong Identity Card No. (if any)			
內地/外國身份證號碼 (如有) Mainland/Overseas Identity Card no. (if any)		簽發地點 Place of Issue	
旅行證件類別 Travel Document Type		旅行證件號碼 Travel Document No.	
標準僱傭合約編號 Standard Employment Contract No.		LIS-A	
安排本人赴香港特區工作的內地勞務企業* 名稱及其蓋章^ (只適用於內地居民) Name of the Mainland labour service enterprise* arranging me to work in the HKSAR and its company chop^(only applicable to Mainland residents)	內地勞務企業名稱 Name of the Mainland labour service enterprise	內地勞務企業蓋章 Company chop of the Mainland labour service enterprise	

* 勞務企業是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：

Labour service enterprises refer to 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

^ 已填妥的表格須交予相關內地勞務企業蓋章確認。勞務企業可授權其香港持牌職業介紹所在此聲明書上蓋章，有關的職業介紹所名單見香港特區政府勞工處網頁：https://www.labour.gov.hk/common/public/pdf/sld/ESLS_EA_List.pdf

The completed form should be passed to the relevant Mainland labour service enterprise for endorsement and stamping its company chop. Labour service enterprises may authorise their licensed employment agencies (EAs) in Hong Kong to stamp this form. The list of relevant EAs can be found at the below web page of the Labour Department Of the HKSAR Government: https://www.labour.gov.hk/common/public/pdf/sld/ESLS_EA_List.pdf

聲明及授權 (請在適當方格內填上「✓」號)

Declaration & Authorisation (Please tick the relevant box as appropriate)

- ☐ 本人確認上述資料均正確無誤，並授權香港特區政府入境事務處(入境處)向運輸及物流局及香港機場管理局提供本人的出入境紀錄，以執行香港特區的相關勞工法例、「計劃」及標準僱傭合約（LIS(A)-5）的條款及規定，保障本人在香港特區受僱時的僱傭權益。

I declare that the above information is true and correct, and authorise the disclosure of my arrival/departure records by the Immigration Department of the HKSAR Government ("Immigration Department") to the Transport and Logistic Bureau and Airport Authority Hong Kong for enforcement of the terms and conditions of the Scheme and the Standard Employment Contract (LD294) prescribed for the Scheme as well as the relevant labour laws of the HKSAR, with a view to protecting my employment rights and benefits when working in the HKSAR.

☐ 本人不同意入境處就上述目的向運輸及物流局及香港機場管理局提供本人的出入境紀錄。

I do not consent to the disclosure of my arrival/departure records by the Immigration Department to the Transport and Logistic Bureau and Airport Authority Hong Kong for the above-mentioned purpose.

日期 _____
Date

簽署 _____
Signature

收集個人資料的目的 / Purpose of Data Collection:

1. 爲了執行本表格第II部分所說明的目的，你於本表格內所提供的個人資料可能會轉交入境處以取得你的出入境紀錄。
The personal data provided in this form may be disclosed to the Immigration Department for obtaining your arrival/departure records for the purpose as explained in Part II of this form.
2. 在本表格內的個人資料是自願提供的。但是，假如你不填寫本表格，你的未來僱主將未能符合在「計劃」下所獲批准輸入勞工配額的條件。
The provision of personal data by means of this form is voluntary. However, if you do not complete this form, the condition of quota(s) for imported workers under the Scheme granted to your prospective employer will not be satisfied.
3. 根據香港特區《個人資料(私隱)條例》(第486章)，你有權要求查閱及改正你的個人資料。你的查閱權利包括在繳交有關費用後，索取你在本表格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 in according with the Personal Data (Privacy) Ordinance (Chapter 486) of the HKSAR. Your right of access includes the right to obtain a copy of your personal data provided in this form subject to payment of a fee.
4. 有關查詢表格內的個人資料，包括查閱及改正，可向下列人員提出：
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
Enquiries concerning the personal data collected by means of this form, including making of access and corrections, should be addressed to:
Data Protection Officer,
Transport and Logistics Bureau, 20/F,
East Wing, Central Government Offices,
2 Tim Mei Avenue, Tamar, Hong Kong

運輸業輸入勞工計劃 - 航空業
內地輸香港特別行政區勞務合作共同聲明書
(「聲明書」)

注意事項

- (1) 根據僱主獲香港特別行政區（「香港特區」）政府發出的配額批准通知書，如擬聘用的輸入勞工（包括替補勞工¹）為內地居民，僱主必須經內地勞務企業²（「勞務企業」）招聘輸入勞工。勞務企業是指已獲內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。
- (2) 僱主須與其合作的勞務企業簽訂此聲明書，並由雙方負責人或授權代表簽署及蓋章作實。每宗獲准輸入勞工的申請須簽訂此聲明書。如輸入勞工申請涉及多於一間勞務企業，僱主須與每間勞務企業簽訂一份聲明書。
- (3) 僱主向香港特區政府入境事務處申請輸入勞工的進入許可時，須連同已填妥聲明書**副本**一併遞交，否則有關進入許可的申請將不獲處理。
- (4) 僱主須由聲明書簽署日期起計三年妥善保管聲明書**正本**，供香港特區政府相關決策局／部門查核；而勞務企業應在上述期間保存聲明書**副本**。
- (5) 僱主向香港特區政府入境事務處申請輸入勞工的進入許可時，遞交的聲明書上勞務企業的資料必須與負責招聘相關輸入勞工的勞務企業相符。
- (6) 任何人士如明知而故意申報失實或填報明知其為虛假或不相信為真實的資料，即屬違法，可被檢控。

¹ 如輸入勞工不能前來香港或不能完成合約，僱主可申請輸入替補勞工，填補有關空缺，以有關剩餘合約期為限。

² 勞務企業名單見國家商務部網頁：https://zsmcorp.mofcom.gov.cn/zsmbgacommon/zsmbga_innerCorp_hk_list

第一部分：勞務企業及僱主資料

勞務企業名稱：			
勞務企業經營資格證書編號：	LW		
委託勞務企業的僱主名稱：			
獲委託安排內地勞工赴香港特區工作的 職位名稱及運輸業輸入勞工計劃 - 航空 業（「計劃」）下的配額編號： （如不敷應用，請另加新頁續寫資料）	職位名稱	人數	計劃下的配額編號
	1.		
	2.		
	3.		
	4.		
受委託安排內地勞工赴香港特區 工作的： (a) 香港特區持牌職業介紹所（如有） 及／或 (b) 內地中介公司（如有）： （如不敷應用，請另加新頁續寫資料）	(a) 受委託的香港特區持牌職業介紹所名稱（如有）： （受僱主／勞務企業／雙方*委託） (b) 受委託的內地中介公司名稱（如有）： （受僱主／勞務企業／雙方*委託）		

* 請刪去不適用者

勞務企業負責人／授權代表 [^] 簽署及公司蓋章	勞務企業負責人／授權代表職位 [^] （正楷填寫）
勞務企業負責人／授權代表姓名 [^] （正楷填寫）	日期
僱主／授權代表 簽署及公司蓋章	僱主／授權代表職位 （正楷填寫）
僱主／授權代表姓名 （正楷填寫）	日期

[^] 勞務企業可授權其香港持牌職業介紹所在此聲明書上蓋章，有關的職業介紹所名單見香港特區政府勞工處網頁：

https://www.labour.gov.hk/common/public/pdf/sld/ESLS_EA_List.pdf

第二部分：勞務企業的聲明及授權

就運輸業輸入勞工計劃 - 航空業申請，本勞務企業確認與上述僱主進行勞務合作，安排從內地招聘勞工赴香港特區出任本聲明書第一部分所列的職位。

本勞務企業明白本聲明書內的資料會交予香港特區政府執行有關輸入勞工計劃的相關決策局／部門，並授權香港特區政府相關決策局／部門轉交本聲明書內的資料（受委託的香港特區持牌職業介紹所的資料除外）予內地處理輸港勞工事宜的商務主管部門及相關政府部門／機構，作執行內地相關法規之用。

勞務企業負責人／授權代表[^]
簽署及公司蓋章

勞務企業負責人／授權代表職位[^]
（正楷填寫）

勞務企業負責人／授權代表姓名[^]
（正楷填寫）

日期

第三部分：僱主的聲明及授權

就運輸業輸入勞工計劃 - 航空業申請，本公司確認與上述勞務企業進行勞務合作，安排從內地招聘勞工赴香港特區出任本聲明書第一部分所列的職位。

本公司明白本聲明書內的資料會交予香港特區政府執行有關輸入勞工計劃的相關決策局／部門，並授權香港特區政府相關決策局／部門轉交本聲明書內的資料（受委託的香港特區持牌職業介紹所的資料除外）予內地處理輸港勞工事宜的商務主管部門及相關政府部門／機構，作執行內地相關法規之用。

僱主／授權代表
簽署及公司蓋章

僱主／授權代表職位
（正楷填寫）

僱主／授權代表姓名
（正楷填寫）

日期

[^] 勞務企業可授權其香港持牌職業介紹所在此聲明書上蓋章，有關的職業介紹所名單見香港特區政府勞工處網頁：

https://www.labour.gov.hk/common/public/pdf/sld/ESLS_EA_List.pdf

收集個人資料的目的：

- (1) 為執行本聲明書第二及第三部分所說明的目的，你於本聲明書內所提供的個人資料會交予香港特區政府執行有關輸入勞工計劃的相關決策局／部門，而相關決策局／部門可能會把你於本表格內所提供的個人資料交予內地處理輸港勞工事宜的商務主管部門及相關政府部門／機構。
- (2) 在本聲明書內的個人資料是自願提供的。但是，假如你不填寫本聲明書，僱主將未能符合在有關輸入勞工計劃下所獲批准輸入勞工配額的條件。
- (3) 根據《個人資料（私隱）條例》（香港法例第 486 章）第 18 及 22 條以及附表 1 第 6 原則，你有權要求查閱及改正你的個人資料。你的查閱權利包括在繳交有關費用後，索取你在本聲明書內所提供的個人資料的副本。
- (4) 有關查詢本聲明書內的個人資料，包括查閱及改正，可向下列人員提出：

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

致 To : 香港機場管理局機場運作及設施規劃部 (香港大嶼山香港國際機場翔天路1號機場 行政大樓) Airport Operations and Facilities Planning Department, Airport Authority Hong Kong HKIA Tower, 1 Sky Plaza Road, Hong Kong International Airport, Lantau, Hong Kong	由 From : (申請者名稱 Name of Applicant)	
傳真號碼 Fax No. : 2182 9160	傳真號碼 Fax No. :	
電話號碼 Tel No. : 2188 6603	電話號碼 Tel. No. :	
	申請編號 Application No. :	

輸入勞工居所資料報表

Declaration of Accommodation Particulars of Imported Workers

請填寫以下表格適用的部份。 Please fill in the applicable part(s) of the form below.

A. 由僱主提供居所 Accommodation provided by employer

	居所 (一) Accommodation (1)	居所 (二) Accommodation (2)
配額編號 : (須列出所有居於 這居所的輸入勞工對應的配額 編號) Quota Number: (list the quota number(s) corresponding to all the imported workers in this accommodation)		
居所地區 Region*:	<input type="checkbox"/> 香港 Hong Kong <input type="checkbox"/> 內地 Mainland	<input type="checkbox"/> 香港 Hong Kong <input type="checkbox"/> 內地 Mainland
居所地址		
樓宇類別*	<input type="checkbox"/> 住宅樓宇 Residential flat <input type="checkbox"/> 村屋 Village house <input type="checkbox"/> 其他 Others (請註明 Please specify):	<input type="checkbox"/> 住宅樓宇 Residential flat <input type="checkbox"/> 村屋 Village house <input type="checkbox"/> 其他 Others (請註明 Please specify):

B. 輸入勞工在其位於內地的住所居住 Imported workers residing in Mainland

輸入勞工配額編號 Quota No. of Imported Workers	所住省市 Residing in Province/City	輸入勞工配額編號 Quota No. of Imported Workers	所住省市 Residing in Province/City
	省 市		省 市
	省 市		省 市

本人確認就本表格填寫輸入勞工的居所安排及所有資料屬真實、完整和準確，並同意讓運輸及物流局和香港機場管理局在執行「運輸業輸入勞工計劃 - 航空業」的規定時，轉交上述資料予入境事務處、勞工處、相關決策局、其他政府部門及其他執法機構。如有關資料有任何更改，本人將盡快主動通知香港機場管理局。本人明白，若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 all information provided in this form about the accommodation particulars of imported workers is true, complete and accurate and give my/our consent to the Transport and Logistics Bureau and Airport Authority Hong Kong to release the above information to the Immigration Department, the Labour Department, relevant policy bureaux, other government departments and other enforcement bodies in the course of enforcing the terms and conditions of Labour Importation Scheme for the Transport Sector - Aviation Industry. Should there be any change of the information provided above, I shall take the initiative to inform the Airport Authority Hong Kong as soon as possible. I understand that it is an offence and I will be liable to prosecution if I/we knowingly or recklessly make a statement which is false or misleading.

本人確認已細閱及承諾遵照「運輸業輸入勞工計劃 - 航空業」標準僱傭合約[LIS(A)-5]附表丙部所列明的居所標準，並明白若違反相關合約條款，本人將會被運輸及物流局撤銷所獲輸入勞工的配額批准，而隨後達兩年的期間內亦不得參與「運輸業輸入勞工計劃 - 航空業」。

I hereby confirm that having read Part 3 of the Schedule of the Standard Employment Contract of the Labour Importation Scheme for the Transport Sector - Aviation Industry [LIS(A)-5], I undertake to comply with the accommodation standards listed therein, and understand that a breach of relevant clause(s) will render any quota granted to me for importation of workers be withdrawn and that I will be debarred from participating in the Labour Importation Scheme for the Transport Sector - Aviation Industry for up to two years.

簽名 Signature : _____

申請者負責人姓名#
Name of the person-in-charge* : _____
(正楷填寫 Block Letters)

申請者蓋印# Applicant's Chop# : _____ 日期 Date : _____

如有需要，可影印此表格填寫。 Photocopy this form for use if needed.

*請在適當的□內填上✓號。 Please tick in the □.

#必須與「運輸業輸入勞工計劃 - 航空業」申請表的申請者負責人及申請者蓋印相同。如有變更，須提供相關證明文件及處理此文件的授權書。

*Must be the same as the name of person-in-charge and Applicant's chop on the Application Form for the "Labour Importation Scheme for the Transport Sector - Aviation Industry". If there are any changes, relevant supporting documents must be provided, as well as an authorisation letter for the processing of this document.

致 To： 香港機場管理局機場運作及設施規劃部 (傳真 Fax：2182 9160)

Airport Operations and Facilities Planning Department, Airport Authority Hong Kong

地址 Address：香港大嶼山香港國際機場翔天路 1 號機場行政大樓

HKIA Tower, 1 Sky Plaza Road, Hong Kong International Airport, Lantau, Hong Kong.

及 and

致 To： 入境事務處輸入勞工組 (傳真 Fax：3902 3167)

Admission of Labour Section, Immigration Department

地址：香港將軍澳寶邑路 61 號入境事務處總部

Immigration Headquarters, 61 Po Yap Road, Tseung Kwan O, New Territories, Hong Kong

運輸業輸入勞工計劃 - 航空業

Labour Importation Scheme for the Transport Sector – Aviation Industry

終止合約通知書

Notice of Termination of Employment Contract

申請者名稱：

Name of Applicant:

申請者地址：

Applicant's address:

申請編號：

Application No.:

配額編號：

Quota Sequencing No.:

LIS-A

入境事務處簽證／進入許可申請檔案編號：

Visa / Entry Permit Application Ref. No.

本公司現通知香港機場管理局及入境事務處就上述配額的已獲發簽證輸入勞工已終止合約，詳情如下：

We hereby notify the Airport Authority Hong Kong (AA) and the Immigration Department (ImmD) that the employment contract associated with the labour importation quota quoted above is terminated. The details are as follows -

相關輸入勞工 The imported worker concerned has -

☐ 已抵港 Arrived in Hong Kong

☐ 仍未抵港 Not yet arrived in Hong Kong

(請✓選一項 Please ✓ where applicable)

姓名 Name : _____(中文 Chinese)_____ (英文 English)
香港身份證號碼(如有)HKID No.(If applicable) : _____
合約號碼 Contract No. : _____
合約日期 Contract Date : _____至 to _____
抵港日期 Arrival Date : _____
(如未抵港者不須填寫 No need to fill in if the worker has not yet arrived in Hong Kong)

終止合約日期 Contract termination date : _____
終止合約原因 Reason(s) of termination : _____

隨表格附上有關文件核證副本以供存檔，並通知貴局／處：

We attach the certified copies of the relevant documents, and hereby notify the AA and ImmD that:

- ☐ 本公司會申請輸入替補勞工，並會在上述終止合約日期起計三個月內使用有關配額。

we **WILL** apply for importing a replacement worker, and use the relevant quota within three months after the contract termination date referred to above.

- ☐ 本公司不會申請輸入替補勞工，並放棄此獲批配額。

we **WILL NOT** apply for importing a replacement worker, and therefore the allocated quota concerned will be surrendered.

(請✓選一項 Please ✓ where applicable)

註：

1. 在僱傭合約屆滿前，僱主或輸入勞工可根據「標準僱傭合約」，給予對方書面通知或支付代通知金，以終止僱傭合約。僱主必須在合約終止日期前的七天內，將終止合約通知書的影印本分別郵寄或傳真至香港機場管理局機場運作及設施規劃部（傳真號碼：2182 9160）和入境事務處輸入勞工組（傳真號碼：3902 3167）。

Before the expiry of the employment contract, an employer or its imported worker can give the other party written notice or an equivalent amount of payment in lieu of notice in accordance with the Standard Employment Contract in order to terminate the employment contract. The employer must submit a copy of this document by post or fax to the Airport Operations and Facilities Planning Department of AA (Fax: 2182 9160), and the Admission of Labour Section of Immigration Department (Fax: 3902 3167), within seven (7) days before the termination of employment contract.

2. 如合約在無事先通知下終止，僱主則須在合約終止後一個工作天內，向上述兩個部門辦事處遞交終止合約通知書的影印本。有關通知書上須列明輸入勞工的中、英文姓名（如適用）、香港身份證號碼、合約終止日期、入境事務處檔案編號及是否需要申請替補勞工。

If the employment contract is terminated with immediate effect, the employer must submit a copy of this document to the offices of the AA and ImmD respectively within one (1) working day after terminating the employment contract. The notification document should clearly state the name of the worker concerned in Chinese and English (if applicable), his/her HKID number, the contract termination date, the relevant Visa / Entry Permit Application Ref. No. and whether the employer will apply for a replacement worker.

3. 如僱主欲申請替補輸入勞工，須於終止合約(約滿前)當天起計三個月內完成招聘，並向入境事務處提交相關簽證／進入許可申請。替補輸入勞工的合約期不能超越該配額剩餘的合約期。

If the employer wishes to apply for a replacement for the imported worker, it must complete recruitment and submit the relevant visa / entry permit application to ImmD within three (3) months after the termination of original employment contract. The contract period of the replacement worker shall not exceed the remaining contract period for the quota concerned.

簽名

Signature : _____

申請者負責人姓名# : _____

Name of the (正楷填寫 Please write in BLOCK letters)
person-in-charge#

申請者蓋印#

Applicant's Chop# : _____

日期

Date : _____

#必須與「運輸業輸入勞工計劃 - 航空業」申請表的申請者負責人及申請者蓋印相同。如有變更，須提供相關證明文件及處理此文件的授權書。

#Must be the same as the name of person-in-charge and Applicant's chop on the Application Form for the "Labour Importation Scheme for the Transport Sector - Aviation Industry". If there are any changes, relevant supporting documents must be provided, as well as an authorisation letter for the processing of this document.