

**Transport and Logistics Bureau (TLB)**

**Labour Importation Scheme for the Transport Sector – Aviation Industry**

**Application Guidelines**

Applicants for 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 relevant jobs for which imported labour quotas are applied under the Scheme shall fall into the designated job types, with the Airport Area as defined in the Airport Authority Ordinance (Cap. 483) being the only place of work.
3. Applicants shall prove that, before applying for imported labour 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 imported labour quotas (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 recruit imported workers, please refer to clause no. 5 of “Application Process”.
4. Applicants must maintain a minimum designated ratio of local to imported labour (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).

**Designated Job Types under the Scheme**

Applicants can only apply for imported labour quota under the Scheme for the following job types:

1. **Passenger Services Officers**

Passenger Services Officer are passenger-facing staff that provide services to passengers at landside and airside (including but not limited to check-in services, baggage weighing and assisting departing and arriving passengers). Typical job titles include Passenger Services Officer, Customer Services Officer, Baggage Services Officer, etc.

2. Ramp Services Agents

Ramp Services Agents are staff who provide loading/unloading services of baggage, mail and cargo and related coordination services at the apron and baggage area. Typical job titles include Baggage Assistant, Baggage Handling Agent, Aircraft Loading Agent, Ramp Services Officer/ Agent and Ramp Safety Officer/ Agent, etc.

3. Cabin Workers

Cabin workers are staff who prepare the aircraft cabin for flight services, including staff for cabin cleaning and catering operations, but excluding cooks. Typical job titles include Cabin Cleaner, Catering Operation Handler, etc.

4. Aircraft Maintenance Mechanics/ Technicians

Aircraft Maintenance Mechanics/ Technicians are non-engineer and non-planner grade staff who offer aircraft maintenance services at the airport, including Aircraft Maintenance Mechanics, Aircraft Maintenance Trainees and Aircraft Maintenance Technicians, etc.

5. Tractor Drivers

Tractor Drivers are baggage handling tractor drivers and cargo handling tractor drivers in the restricted area of the airport.

6. Warehouse Operator/ Cargo Handlers

Warehouse Operator/ Cargo Handlers are staff who handle storage-related and air cargo-related work in warehouses (including component warehouses) and cargo terminals at the airport (e.g. physical handling of cargo, cargo build-up/ breakdown). Typical job titles include Warehouse Operator, Cargo Handler, etc.

7. Equipment/ Loader Operators

Equipment/ Loader Operators are staff who operate (mid-sized/ heavy) equipment and loaders at the airport.

8. Customer Services Agents

Customer Services Agents are staff who provide customer services to non-passenger entities (e.g. tour agencies and air cargo shippers).

9. Aircraft Tug Drivers

Aircraft Tug Drivers are drivers who operate aircraft tugs at the apron.

10. Maintenance Technicians

Maintenance Technicians are staff providing non-IT system maintenance work to companies at the airport. Typical job titles include Electrical Appliance Mechanic, Equipment Maintenance Worker, etc. (excluding aircraft maintenance-related staff). Such staff must be full-time employees directly employed by an airport company and providing services at the airport.

### **Median Wages for Different Job Types**

The actual wages paid to imported workers 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 imported workers must have commensurate years of work experience at the time of recruitment.

### **Imported Labour Quota Allocation Principles**

1. The quota ceiling for imported labour quotas is 6 300 at any given time under the Scheme. Quotas will be allocated to Applicants who can fulfill the eligibility mentioned above, with all necessary documentation provided.
2. The job types whose demand is most difficult to satisfy through local recruitment will have higher priority in quota allocation. Each job type is assigned a provisional subquota. The relevant approval authority at 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. Relevant considerations include but are not limited to the provisional subquota for each job type and the operational need of the applicants. 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 required (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 Imported Labour Quotas**

1. Upon the issuance of the quota allocation result notification letter by TLB, an Applicant shall use the quota(s) within **six months** (six-month period), failing which the allocated quotas will be forfeited.
2. An imported labour quota is considered "used" when an Applicant has entered into an employment contract with a worker it intends to import and submitted a visa application for the worker concerned.
3. Upon successful employment of an imported worker (i.e. when the contract period starts), the relevant used quota will be valid for **a maximum of two years from that date or the relevant contract period, whichever is shorter**.

4. The quotas allocated are applicable to the job type as indicated in the application only. The allocated quotas cannot be swapped between different job types, even if they are under the same Applicant.
5. An Applicant must not use the allocated quotas in engaging in employment for a job different from the job as stated in the application.
6. If an Applicant foresees the unlikelihood of using some or all the allocated quotas, it should return to TLB such quotas within three months after the date of issuance of the relevant quota allocation result notification by TLB. If an Applicant is found to have more than 20% of the remaining allocated quotas unused at the end of each six-month period, it may be given a lower priority in the next round of quota allocation under the Scheme, unless the Applicant can give sound justifications with evidence, such as difficulty in recruitment or early termination of contracts due to unsatisfactory performance of workers concerned, resignation, etc.

### **Submission Documents**

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

- Duly completed Application Form LIS(A)-1
- 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 Job Posts Applied For (Annex 1)
- Confirmation Form on Local Recruitment (Annex 2)
- Table of Workforce Size of the Applicant (Annex 3)
- Business Development Plan (Annex 4)

### **Application Process**

1. The application for imported labour quota is open about every six months. AA will inform eligible companies for application when the application is open.
2. Applicants shall submit the completed application form with supporting documents to AA during the specified application period.
3. AA will vet the applications and make recommendations on allocated imported labour quotas 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.
4. The Liaison Group will review the vetted applications and make recommendations to the relevant approving authority at TLB. Decisions on quota allocation will be notified to the Applicant **within two weeks from the application deadline**. TLB will issue to each Applicant a quota allocation result notification letter, with the quota reference numbers under the Scheme, if any, specified. Applicants may then proceed with the recruitment process.

5. Applicants are required to recruit imported workers in accordance with the salary package specified in Annex 1 (Quota Details) of the quota approval notification letter, including basic wages and other allowances. If Applicants wish to enhance the salary package upon quota allocation to recruit imported workers, 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 recruitment of imported workers using the modified salary package.
6. Applicants must obtain from AA or the Immigration Department and use a Standard Employment Contract for engaging workers to be imported. Upon signing of the contracts, Applicants shall submit a 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](http://www.gov.hk)), by post or submit directly to Receipt and Despatch Sub-unit, Hong Kong Immigration Department, 2/F, Immigration Tower. The visa/entry permit application materials shall include a copy of the completed Consent Form (see **Annex B**) (or equivalent form(s) required by the relevant government authorities) and a copy of 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.
7. Upon receipt of the visa/entry permit application results, Applicants shall inform AA the result for each worker clearly presented against their respective quota reference numbers and visa numbers by email ([LABOURSCHHEME@hkairport.com](mailto:LABOURSCHHEME@hkairport.com)). Applicants should also inform AA of the accommodation arrangement for the worker(s) concerned using the form at **Annex C**.
8. Within three working days of the arrival of worker(s) in Hong Kong, Applicants shall inform AA of the worker's actual arrival date, personal particulars and contract period for arrangement of the Foundation Certificate Course in Airport Fundamentals and the Employees' Right Briefing for Imported Workers by AA for the concerned worker(s) within eight weeks of his/her/their arrival in Hong Kong.
9. Applicants shall provide sufficient pre-on-board training to the recruited workers before they are on board. The training period should be counted towards the contract period.

### **Appeal for Quota Allocation Result**

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, if the allocated quota number significantly deviates from the number applied for and an 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 additional imported labour quotas 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 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 employment contract with a worker employed under the Scheme, 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 and use the same imported labour quota 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 imported labour quota.

### **Breach of Conditions under the Enhanced Supplementary Labour Scheme (ESLS) / the Scheme 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)- 1 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 the ESLS/ Scheme, depending on the severity of such breach(es), the Applicant may be subject to suspension from the Scheme and/or revocation of the allocated imported labour quotas.

### **Application Submission and Enquiry**

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

[LABOURSCHEME@hkairport.com](mailto: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  
同意書

**Labour Importation Scheme for the Transport Sector - Aviation Industry – Consent Form**

注意 Note :

- (i) 本表格須由有意透過運輸業輸入勞工計劃 - 航空業（「計劃」）在香港特別行政區(香港特區)受僱為輸入勞工的人士填寫。  
This form shall be completed by the person who wishes to be employed 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	

同意及授權 (請在適當方格內填上「✓」號)  
Consent & Authorisation (Please tick the relevant box as appropriate)

本人同意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「計劃」有關合法用途。  
I consent to 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 any legitimate use relating to the implementation of the Scheme.

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我的出入境紀錄。  
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

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  傳真號碼 Fax No. : 2182 9160 電話號碼 Tel No. : 2188 6603	由 From :  (申請者名稱 Name of Applicant)	
	傳真號碼 Fax No. :	
	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\* : \_\_\_\_\_

申請人姓名 Name of Applicant\* : \_\_\_\_\_

(正楷填寫 Block Letters)

印章 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 □.

\*申請人姓名及印章應與運輸業輸入勞工計劃 - 航空業申請表的申請者及印章相同。如有變更，須提供相關證明文件及處理此文件的授權書。

The name, signature and chop must be the same as the application form of 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：2824 2067)

Admission of Labour Section, Immigration Department

地址：香港灣仔告士打道 7 號入境事務大樓入境事務處總部

Immigration Tower, 7 Gloucester Road, Wan Chai, 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**

申請人名稱：

Name of Applicant:

\_\_\_\_\_

申請人地址：

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 HKID No. : \_\_\_\_\_  
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：2824 2067）。

*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: 2824 2067), 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

Person-in-charge : \_\_\_\_\_

(正楷填寫 Please write in BLOCK letters)

#印章

Stamp : \_\_\_\_\_

日期

Date : \_\_\_\_\_