

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
聘用專業人士來港就業申請表(由聘用公司填寫)
Application for Employing Professionals in
Hong Kong (to be completed by the employing company)



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「專業人士來港就業入境指南」[ID(C) 991]。
Note: Please read the 'Guidebook for Entry for Employment as Professionals in Hong Kong' [ID(E) 991] 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.

1. 在港的聘用公司 Employing Company in Hong Kong

(i) 在港的聘用公司的資料 Particulars of employing company in Hong Kong

公司名稱 Name of the company XXXXXXXXXXXXXXXXXXXXXXXXXXXX	獲授權人士/聯絡人 Authorised person/Contact person XXXXXXXXXXXXXXXXXXXXXXXXXXXX
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) XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX	通訊地址 (請在界內填寫) Correspondence address (please fill in within border) XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX

聯絡電話號碼 Contact telephone no.	X X X X X X X X 內線 Ext.	傳真號碼 Fax no.	X X X X X X X X
商業登記證號碼 Business registration certificate no.	X X X X X X X X - X X X	開業日期 Date of commencement of business	0 1 0 1 9 8 7 日 dd 月 mm 年 yyyy

業務性質 BUSINESS NATURE DESCRIPTION
Nature of business

如為附屬公司, 請填寫母公司的名稱及地址
If a subsidiary, state the name and address of the parent company

(ii) 受聘僱員(申請人)擬在港擔任職位的詳情 Details of position offered to the employee (applicant) in Hong Kong

僱員姓名 (英文) Name of employee (in English)	姓 Surname X X X	名 Given names X X X X
職位名稱 Post title	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	公司內部調職(註 ¹) Intra-company transfer (Note ¹)
擬給予僱員的月薪 (以港幣計算) Monthly salary offered to the employee (in HK\$)	X X X X X X X	<input type="checkbox"/> 是 Yes <input checked="" type="checkbox"/> 否 No

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.)
XXXXXXXXXXXXXXXXXXXXXXXXXXXX

其他附帶福利按月的總值約數 (以港幣計算) Approximate total value of fringe benefits per month (in HK\$)	X X X X X X X	薪酬福利按月的總值 (以港幣計算) Total value of remuneration package per month (in HK\$)	X X X X X X X
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如希望豁免證明本地招聘困難, 請註明擬聘用的職位屬「人才清單」表列的本地人才短缺的專業, 以及/或招聘的職位年薪(計及房屋津貼等其他附帶福利的整套薪酬福利條件)達港幣 200 萬元或以上。(只適用於根據「一般就業政策」及「輸入內地人才計劃」遞交的申請。)有關「人才清單」的詳情, 請參閱網址: www.talentlist.gov.hk。
To seek exemption from providing proof to substantiate the difficulties in local recruitment, please state if the post offered falls under the professions with shortage of local supply as listed in the Talent List, and/or the annual salary (total remuneration package including other fringe benefits such as housing allowance) for the vacancy is HK\$ 2 million or above. (Only applicable to applications submitted under the General Employment Policy and the Admission Scheme for Mainland Talents and Professionals.) For details about the Talent List, please visit the website: www.talentlist.gov.hk.

「人才清單」表列的專業 Professions as listed in the Talent List	請註明申請人所屬的專業: Please state the profession to which the applicant belongs:	擬招聘的職位年薪(計及房屋津貼等其他附帶福利的整套薪酬福利條件)達港幣 200 萬元或以上 The annual salary (total remuneration package including other fringe benefits such as housing allowance) for the vacancy is HK\$ 2 million or above
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如本表格為影印本或從互聯網下載, 請填寫此欄。
If this form is a photocopy or downloaded copy, please complete this column.

請註明申請人所屬的專業: Please state the profession to which the applicant belongs:	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.
聘用公司的授權人姓名和簽署及公司蓋章(註 ²) Name & signature of authorised person and company chop (Note ²)	AUTHORISED SIGNATORY / DIRECTOR SIGN HERE
日期 Date	XX/XX/XXXX
職位 Post title	JOB TITLE OF SIGNER

(ii) 受聘僱員(申請人)擬在港擔任職位的詳情(續) Details of position offered to the employee (applicant) in Hong Kong (Continued)

職務範圍 (如有需要, 請另頁繼續。) Description of job duties (Continue on a separate sheet if necessary.)

Please provide job description of the Applicant's post as detail as possible

如擬聘用的職位是現有職位, 請提供現時該職位的入職資格及薪酬。(如適用)

If the post offered is an existing position, please provide current qualifications required and salaries offered for the post. (if applicable)

請說明僱用申請人來港就業的理由及該職位未能由本地僱員擔任的原因。(只適用於根據「一般就業政策」及「輸入內地人才計劃」遞交的申請, 但擬聘用的職位屬「人才清單」表列的本地人才短缺的專業, 或招聘的職位年薪(計及房屋津貼等其他附帶福利的整套薪酬福利條件)達港幣 200 萬元或以上則除外。)

Please give the justifications for employing the applicant in Hong Kong and the reasons why the post cannot be filled by locals. (Only applicable to applications submitted under the General Employment Policy and the Admission Scheme for Mainland Talents and Professionals, except the post offered falling under the professions with shortage of local supply as listed in the Talent List or the vacancy with an annual salary (total remuneration package including other fringe benefits such as housing allowance) of HK\$ 2 million or above.)

Please provide convincing reasons to show that the Applicant holds skills not readily available in Hong Kong. Possible examples would include language and communication preferences, extensive job experience over various large scale corporation / organizations, local candidate not ready to take up position.

(iii) 公司的財政狀況 Financial standing of the company

如聘用公司已在香港聯合交易所有限公司主板或創業板上市, 則無須填寫以下資料, 但請在右方填寫股份代號:

If the employing company is listed on the Main Board or the Growth Enterprise Market of The Stock Exchange of Hong Kong Limited, please leave the following fields blank and provide the stock code on the right side instead:

股份代號
Stock code

X X X X X

過去兩年的公司營業額 Value of turnover of the company in the past 2 years

年份 Year X X X X / X X X X 港幣 HK\$ X X X X X X X X X X ('000) (千元)

年份 Year X X X X / X X X X 港幣 HK\$ X X X X X X X X X X ('000) (千元)

繳足股本 Paid-up capital

港幣 HK\$: X X X X X X X X X X X X

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.

聘用公司的授權人姓名和簽署及公司蓋章(註²)
Name & signature of authorised person and company chop (Note²)

AUTHORISED SIGNATORY / DIRECTOR SIGN HERE

日期 Date XX/XX/XXXX

職位 Post title JOB TITLE OF SIGNER

註²: 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。

Note²: An authorised person may sign on behalf of the employing company. In such case, the company chop should be endorsed beside the signature.



(iv) 公司現時在本港聘用的僱員人數 Number of staff currently employed by the company in Hong Kong

聘用公司現時在本港的僱員人數 (截至)

0 1 0 8 2 0 2 3

Present staffing position of the employing company in Hong Kong as at

日 dd 月 mm 年 yyyy

本地僱員 Local

非本地僱員 Non-local

(1) 專業、管理及督導階層僱員人數

Number of professional, managerial, & supervisory staff

X X X X X

X X X X X

(2) 其他僱員人數 Number of other staff

X X X X X

X X X X X

(v) 公司在本港聘用非本地僱員的資料 Information of employing non-local staff by the company in Hong Kong

(1) 在緊接本申請前的二十四個月內，公司會否為非本地僱員成功申請工作或受訓簽證/進入許可？

Did your company successfully obtain an employment or training visa/entry permit for non-local staff in the past 24 months immediately before the submission of this application?

有 Yes

請提供最近受聘或受訓的非本地僱員在本處的申請檔案號碼。 Please provide the application reference in our department of the latest non-local staff being employed or trained. (檔案號碼 Reference no.: _____)

沒有 No

(2) 在緊接本申請前的十八個月內，公司會否根據補充勞工計劃向勞工處遞交輸入勞工來港就業申請？

Did your company submit any application(s) to import worker(s) into Hong Kong under the Supplementary Labour Scheme to the Labour Department in the past 18 months immediately before the submission of this application?

有 Yes

請提供申請檔案號碼: Please provide the application reference no.: _____

申請職位名稱

申請勞工數目

Applied post title _____

Number of worker(s) applied _____

申請日期

Date of application _____

申請結果

獲批准 Approved

不獲批准 Not approved

沒有 No

2. 在港聘用公司的陳述說明及聲明 (由獲授權人士作出陳述說明及聲明)

Employing Company's Statement and Declaration (To be made and declared by the authorised person)

本人同意為處理本申請個案而進行任何所需的查詢。

I consent to the making of any enquiries necessary for the processing of this application.

本人同意可將此申請表內各項資料提供予各政府部門(包括稅務局)及其他在香港特別行政區境內或境外的公、私營機構(包括強制性公積金計劃管理局)以作核對用途。

I consent to the use/disclosure of any information herein by/to any government bureaux, departments (including the Inland Revenue Department) and any other public or private organisations inside or outside the Hong Kong Special Administrative Region (including the Mandatory Provident Fund Schemes Authority) for verification purposes.

本人承諾倘申請人在入境事務處處長所批准的逗留期限屆滿時仍未離港，本人願意承擔責任，將申請人遣返(填上原居地)_____。

I undertake to assume responsibility for the applicant's repatriation to (place of domicile) XXXXXXXXXXXX if at the expiry of limit of stay granted by the Director of Immigration, the applicant fails to leave Hong Kong.

本人承諾會將申請人在本港就業情況的任何變更或終止事宜通知入境事務處處長。

I undertake to inform the Director of Immigration of any changes or cessation in the applicant's employment in Hong Kong.

本人確認已盡力在本港進行招聘工作，但未能覓得合適的本地人擔任有關職位。(如未能確認已盡力在本港進行招聘工作，請說明原因: _____)(如有需要，可用另頁填寫。)(只適用於根據「一般就業政策」及「輸入內地人才計劃」遞交的申請。)

I confirm that genuine efforts have been made to recruit suitable local candidate but without success. (Please state reasons if unable to confirm that genuine efforts have been made to recruit suitable local candidate: PLEASE LEAVE THIS BLANK) (Use a separate sheet if necessary.) (Only applicable to applications submitted under the General Employment Policy and the Admission Scheme for Mainland Talents and Professionals.)

本人確認擬聘用職位屬「人才清單」表列的本地人才短缺的專業；擬聘用職位的職務範圍，符合「人才清單」表列的有關專業的職責說明；以及/或招聘的職位年薪(計及房屋津貼等其他附帶福利的整套薪酬福利條件)達港幣 200 萬元或以上。(只適用於根據「一般就業政策」及「輸入內地人才計劃」遞交的申請。)

I confirm that the post offered falls under the professions with shortage of local supply as listed in the Talent List; and that the scope of duties of the post offered is in line with the task description of the relevant profession as listed in the Talent List; and/or that the annual salary (total remuneration package including other fringe benefits such as housing allowance) for the vacancy is HK\$ 2 million or above. (Only applicable to applications submitted under the General Employment Policy and the Admission Scheme for Mainland Talents and Professionals.)

就本人所知所信，本人聲明在本申請表內所填報的各項資料均屬正確、完備及和真實。

I declare that all information given in this application form is correct, complete and true to the best of my knowledge and belief.

聘用公司的授權人姓名
和簽署及公司蓋章(註²)

Name & signature of authorised person and company chop (Note²) AUTHORISED SIGNATORY / DIRECTOR SIGN HERE

日期 Date XX/XX/XXXX

職位 Post title JOB TITLE OF SIGNER

註²: 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。

Note²: An authorised person may sign on behalf of the employing company. In such case, the company chop should be endorsed beside the signature.

