

致：運輸署\*公共小巴組／巴士及鐵路科非專營巴士組／運輸管理（新界）部邊界組

由：僱主名稱（中文）：\_\_\_\_\_

To: \*Public Light Bus Section / Non-Franchised Bus Team of Bus and Railway Branch / Boundary Section of Transport Operations (NT) Division,  
Transport Department

From: Name of Employer (in English): \_\_\_\_\_

客運營業證號碼 Passenger Service Licence No.: \_\_\_\_\_

**「運輸業輸入勞工計劃—公共小巴／客車行業」**  
**“Labour Importation Scheme for the Transport Sector – Public Light Bus / Coach Trade”**  
**僱傭合約認收紀錄**  
**Acknowledgment Record of Employment Contract**

請為每位輸入勞工填妥此表格，並在其抵港後兩星期內傳真至運輸署。

Please complete this form for each imported worker and return to the Transport Department within two weeks upon their arrival at Hong Kong.

本人／僱主現透過「運輸業輸入勞工計劃—公共小巴／客車行業」聘用下列輸入勞工：

At present, I have / the employer has employed the following imported worker under the “Labour Importation Scheme for the Transport Sector – Public Light Bus / Coach Trade”:

配額編號 Quota Ref. No. (e.g. TDQ- PLB00001)	中文姓名 (如適用) Chinese Name (if applicable)	英文姓名 (必須填寫) English Name (mandatory)	簽證/進入許可 申請檔案編號 Visa / Entry Permit Application Ref. No.	僱傭合約 編號 Employment Contract No. (e.g. TDPLB00001)	合約期 (年/月/日至年/月/日) Contract Period (yy/mm/dd to yy/mm/dd)	抵達香港日期 (年/月/日) Date of Arrival at Hong Kong (yy/mm/dd)	已報名出席本計劃下 的僱傭權益簡介會 Enrolled on Briefing on Employment Rights and Benefits under the Scheme (✓/×)	輸入勞工 認收僱傭合約日期 (年/月/日) Date of Receipt of Employment Contract by the Imported Worker (yy/mm/dd)	輸入勞工 簽署 Signature of the Imported Worker
					至 to				

本人／僱主已為上述輸入勞工安排參加相關車輛類別駕駛考試前的駕駛實習訓練和司機職前課程，以考取及申領相關車輛類別的正式駕駛執照，獲取資格從事僱傭合約所指定的工作，並會全數支付所有考試及申領駕駛執照的相關費用。本人／僱主並承諾為上述輸入勞工安排足夠訓練以熟習其駕駛的固定路線／預先指定路線。詳情如下：

I have / the employer has arranged for the above-mentioned imported worker to participate in the driver training and pre-service courses before the driving test of the relevant vehicle class, in order to obtain and apply for the full driving licence of the relevant vehicle class, to acquire the qualification to engage in the work specified in the employment contract, with all examination and driving license related fees to be paid in full. I / The employer also undertake(s) to arrange sufficient training for the above-mentioned imported worker to be familiar with the fixed route(s) / pre-designated route(s) he / she drives. The details are as follows:

項目 Item	駕駛實習訓練 Driver Training	駕駛考試 Driving Test	司機職前課程 Pre-service Courses	固定／預先指定路線訓練 Fixed / Pre-designated Route training
預計所需時間 Estimated Times Required	小時 hours	不適用 N/A	小時 hours	小時 hours
預計完成日期 Target Completion Date	年 月 日	年 月 日	年 月 日	年 月 日，詳情（如有）：

請注意 Please Note

- (1) 本表格所收集的資料將會用於替輸入勞工安排本計劃的簡介會，與及執行與本計劃有關的合法用途。  
The information collected in this form is to be used for arranging briefing sessions to imported workers under the Scheme and any legitimate use relating to the enforcement of the Scheme.
- (2) 本署會將收集的資料轉交勞工處、入境事務處及其他政府部門或法定機構，以作上述(1)段的用途。  
The data will be transferred to the Labour Department, the Immigration Department and other Government Departments or statutory bodies for the purpose mentioned in (1) above.
- (3) 你有權要求查閱及更改你的個人資料。如有需要，請與運輸署資料保障主任聯絡。  
You have the right to request access to and correction of the personal data. You may contact the Data Protection Officer of Transport Department in case of need.  
地址 Address：九龍油麻地海庭道 11 號西九龍政府合署南座 10 樓 10/F, South Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon

申請者／獲授權代表姓名及職位#：

Name and post of applicant / authorised representative#: \_\_\_\_\_

簽署#：

Signature#: \_\_\_\_\_

日期：

Date \_\_\_\_\_

申請者蓋印†#：

Applicant's chop \_\_\_\_\_

\* 請刪去不適用者。

Please delete where inappropriate.

# 資料必須與申請表／運輸署的最新記錄相同。

The information must be the same as in the application form / the latest record of the Transport Department.

† 以公司名義申請者，須由公司的獲授權代表簽署及蓋上申請者蓋印。

In the case of a company applicant, this should be signed by the authorised representative of the company and stamped with applicant's chop.