

**「運輸業輸入勞工計劃—公共小巴／客車行業」配額續期申請表**  
**Quota Renewal Application Form for the “Labour Importation Scheme**  
**for the Transport Sector – Public Light Bus / Coach Trade”**

**第 1 部分：重要事項**

**Part 1: Important Notes**

1. 配額續期申請表 (TD-ID-1RN) 及連同所需文件，應在現有輸入司機配額有效期屆滿前五個月以郵遞方式或親臨運輸署輸入勞工計劃秘書處遞交續期申請，配額有效期屆滿前五個月以上遞交的申請或不獲接納。運輸署的審批時間約需兩個月，期間獲批續期的配額方可於現有配額到期後即時生效。
2. 填寫本表格前請參閱《「運輸業輸入勞工計劃—公共小巴／客車行業」配額續期申請須知》。為免本申請受到延誤，請以黑色筆及正楷填寫本表格。
3. 運輸署收集個人／申請者資料的目的是用以處理根據「運輸業輸入勞工計劃—公共小巴／客車行業」(本計劃)提出的申請及執行本計劃。運輸署會將收集的個人／申請者資料轉交運輸及物流局、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。運輸署不會向除上述政府決策局及部門或法定機構以外的第三方揭露所收集的個人／申請者資料。申請者向運輸署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署提供充足資料，則運輸署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，可聯絡九龍油蔴地海庭道 11 號西九龍政府合署南座 10 樓，運輸署資料保障主任。
1. Quota Renewal Application Form (TD-ID-1RN) and the required documents should be submitted by post or in person to the Secretariat of Labour Importation Scheme for the Transport Sector – Public Light Bus / Coach Trade in Transport Department five months prior to the expiry of the existing imported driver quota, application submitted more than five months prior to the expiry of the quota may not be accepted. The Transport Department would complete the vetting of the application in about two months, and the quota renewed within the timeframe could take effect immediately after the expiry of the existing quota.
2. Please read the “Labour Importation Scheme for the Transport Sector – Public Light Bus / Coach Trade – Points to Note for Quota Renewal” before completing this form. For the avoidance of delay in the processing of this application, please write in black ink and in block letters.
3. The purposes of collecting personal / the applicant's data are to process applications under the Labour Importation Scheme for the Transport Sector – Public Light Bus / Coach Trade (the Scheme) and enforce the terms and conditions of the Scheme. The data will be transferred to the Transport and Logistics Bureau, the Labour Department, the Immigration Department and other government departments or statutory bodies for the purposes mentioned above. The data will not be disclosed to third parties other than the above-mentioned government bureaus and departments or statutory bodies. The provision of personal data should be voluntary. However, if the applicant does not provide sufficient information as requested, Transport Department may not be able to process this application. Persons whose personal data have been provided to Transport Department 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 Department, 10/F, South Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon.

## 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
- ✓ 給予輸入勞工侍产假／侍产假薪酬  
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

#### 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

- ✓ 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

- ✗ 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

## 第 2 部分：僱主應做與不應做事項一覽表（續） Part 2: List of Dos and Don'ts for Employers (Cont'd)

### (3) 有關標準僱傭合約及本計劃的規定

#### In relation to requirements of Standard Employment Contract (SEC) and the Scheme

##### 應做 **Dos**

- ✓ 按標準僱傭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僱傭合約，安排輸入勞工在抵達香港或新合約開始當日起計8星期內出席在本計劃下的強制性簡介會  
Arrange imported workers, on the basis of each SEC signed, to attend a mandatory briefing under the scheme within 8 weeks upon their arrival in Hong Kong or the commencement of the new contract
- ✓ 向輸入勞工提供符合標準僱傭合約附表所註明標準的住宿及設備（如適用）  
Provide imported workers with accommodation in accordance with the standard as stipulated in the Schedule to SEC (if applicable)
- ✓ 向在有關標準僱傭合約指明受僱期內生病或受傷的輸入勞工提供免費醫療  
Provide imported workers with free medical treatment if they are ill or suffer personal injuries during the period of employment specified in SEC
- ✓ 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、到港前的體格檢驗費用、簽證／進入許可費用及之後的延期費用  
Provide, pay or reimburse passage expenses, medical examination expenses before arriving Hong Kong, visa / entry permit fees and subsequent extension fees to imported workers

##### 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僱傭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

- ✓ 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
- ✓ 製備輸入勞工僱傭合約認收紀錄，並於其抵港後2個星期內送交運輸署  
Prepare and send to the Transport Department, within 2 weeks upon their arrival in Hong Kong, an acknowledgment record of employment contracts of imported workers
- ✓ 為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，並全數支付所有考試及申領駕駛執照的相關費用，以及為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  
Arrange for the 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, with all examination and driving license related fees to be paid in full; and arrange sufficient training for the imported worker to be familiar with the fixed route(s) / pre-designated route(s) he / she drives.
- ✗ 就所提供的住宿而扣除輸入勞工的工資超逾標準僱傭合約的規定  
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僱傭合約所規定的上限  
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 Macao / 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
- ✗ 拒絕運輸署或勞工處職員進入和視察輸入勞工在香港的居所  
Refuse the entry and inspection by officers of the Transport Department or Labour Department to imported workers' accommodation in Hong Kong

註：如僱主因觸犯相關法例條文被定罪或違反第2部的規定，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本計劃。

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

第 3 部分：申請者（僱主）資料

Part 3: Particulars of Applicant (Employer)

|                                                                                                   |                                                                                                                                                                                                                       |                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 申請者名稱<br>(指客運營業證持有人名稱) <sup>(1)</sup>                                                             |                                                                                                                                                                                                                       | (中文)                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Name of applicant (refers to name of the holder of the Passenger Service Licence) <sup>(1)</sup>  |                                                                                                                                                                                                                       | (English)                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 客運營業證號碼<br>Passenger Service Licence No.                                                          |                                                                                                                                                                                                                       | 香港身分證／公司註冊證書號碼<br>Hong Kong Identity Card / Certificate of Incorporation No. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 根據上述客運營業證營運的車輛總數<br>Total number of vehicle(s) operated under the above Passenger Service Licence |                                                                                                                                                                                                                       |                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 申請者地址<br>Applicant's Address                                                                      | (中文)                                                                                                                                                                                                                  |                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                                                                                   | (English)                                                                                                                                                                                                             |                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 負責人姓名 <sup>(2)</sup><br>Name of the person-in-charge <sup>(2)</sup>                               | <input type="radio"/> 女士 <sup>(3)</sup> Ms <sup>(3)</sup>                                                                                                                                                             |                                                                              | 電話號碼 Tel. no.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                                                                                   | <input type="radio"/> 先生 <sup>(3)</sup> Mr <sup>(3)</sup>                                                                                                                                                             |                                                                              | 傳真號碼 Fax no.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                                                                                                   | 負責人作為客運營業證持有人的獲授權代表，其姓名須與運輸署紀錄相符。<br>The name of the person-in-charge, as the authorised representative of the holder of the Passenger Service Licence, should be the same as the record in the Transport Department. |                                                                              | 電郵 E-mail                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 負責人職位<br>Post title of the person-in-charge                                                       |                                                                                                                                                                                                                       |                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 全職本地僱員人數 <sup>(4)</sup><br>No. of full-time local employee(s) <sup>(4)</sup>                      |                                                                                                                                                                                                                       | 現時輸入勞工人數 <sup>(5)</sup><br>No. of existing imported worker(s) <sup>(5)</sup> | ➤ 透過本計劃已經輸入的司機 No. of drivers imported under the Scheme :<br>_____<br>(請在本表格第 6 部分 <input type="checkbox"/> <sub>(c)</sub> 及 <input type="checkbox"/> <sub>(d)</sub> 加上“✓”號。)<br>(Please put “✓” in <input type="checkbox"/> <sub>(c)</sub> and <input type="checkbox"/> <sub>(d)</sub> in Part 6 of this form.)<br>➤ 透過其他計劃輸入的僱員 No. of employees imported under other scheme(s):<br>_____<br>(如有，請在本表格第 6 部分 <input type="checkbox"/> <sub>(e)</sub> 及/或 <input type="checkbox"/> <sub>(f)</sub> 加上“✓”號。如沒有，請填“0”。)<br>(If yes, please put “✓” in <input type="checkbox"/> <sub>(e)</sub> and/or <input type="checkbox"/> <sub>(f)</sub> in Part 6 of this form. If no, please fill in “0”.) |

- (1) 請同時填寫申請者的香港身分證／公司註冊證書及一個客運營業證號碼。Please also fill in the Hong Kong Identity Card / Certificate of Incorporation number and **one** Passenger Service Licence number of the applicant.
- (2) 有關資料用途，請參閱本表格第 1 部分。運輸署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，運輸署職員將以電話、傳真或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. The staff of the Transport Department 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, the staff of the Transport Department will communicate with the person-in-charge of the applicant by telephone, facsimile or 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.
- (4) 由申請者直接僱用以經營本表格第 3 部分所列明服務的所有全職本地僱員（包括所有工種），除運輸署署長批准外，一般不包括申請者就其他業務僱用的僱員、向申請者提供服務的外判商員工或自僱人士。全職是指該僱員每周總工作時數不少於 35 小時。All full-time local employees (including all types of staff) under direct employment of the applicant for the services specified in Part 3 of this form, unless with approval by the Commissioner for Transport, generally exclude those employed for other businesses of the applicant, staff of sub-contractor(s) or self-employed person(s) providing service to the applicant. A full-time employee refers to one who works not less than 35 hours per week.
- (5) 包括現時透過本計劃在職及已獲本計劃的配額但仍未抵港的輸入勞工。Including those imported workers who are in employ under the Scheme and those covered by quota(s) granted under the Scheme but have not arrived in Hong Kong yet.

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

2 : 1 人手比例 2:1 Manning Ratio

申請者確認持續符合全職本地僱員與現有輸入勞工(包括本計劃已到港和仍未到港的輸入司機及其他計劃下已到港和仍未到港的輸入勞工數目)2：1 人手比例的規定。The applicant confirms that the requirement of manning ratio of 2:1 of full-time local employees to the existing imported workers (including the imported drivers arrived & not yet arrived Hong Kong under the Scheme as well as the number of imported workers arrived & not yet arrived Hong Kong under other scheme(s)) is continuously met.

☐ 確認持續符合 2：1 的人手比例的規定。Confirm that the 2:1 manning ratio requirement **is** continuously met.

☐ 確認未有持續符合 2：1 的人手比例的規定。Confirm that the 2:1 manning ratio requirement **is NOT** continuously met.

(請在適當方格內填上「✓」) (Please tick “✓” in the appropriate box.)

**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 部分列明的法例或規定？（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 law or requirement 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／制裁通知書日期）： Yes. The details are as follows (please state the law or requirement violated, and the date of conviction or the date of the warning letter / sanction notification):

| 違反的法例或規定<br>The law 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 |
|---------------------------------------------|----------------------------|-------------------------------------------------------------------|
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☐ 請在適當的圈內加上“✓”號。 Please put “✓” in suitable circles.

**第 5 部分：輸入勞工職位詳情****Part 5: Details of the Post of Imported Worker**

|                    |                                                                                                                                                                                                                         |                                                                             |  |                                                                      |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|--|----------------------------------------------------------------------|
| 職位名稱<br>Post title | <input type="radio"/> 1. 公共小巴司機 Public Light Bus Driver<br><input type="radio"/> 2. 本地客車司機 Local Coach Driver<br><input type="radio"/> 3. 跨境直通巴士司機 Cross-boundary Coach Driver<br>（請“✓”選一項 Please “✓” one circle only.） | 申請請配額續期的輸入勞工人數<br>No. of quota(s) of imported worker(s) applied for renewal |  | 僱用期（月） <sup>(6)</sup><br>Employment period (month(s)) <sup>(6)</sup> |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|--|----------------------------------------------------------------------|

**配額續期詳情 Details of Quota(s) Renewal**

現有配額編號 (Existing Quota Number(s)) :

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

（如本頁表格不足填寫，請自行影印及必須在每頁填上申請者獲授權代表姓名、職位和簽署，以及蓋上申請者蓋印。）

(Please make copies of this page for insufficient space, with the name, post and signature of the applicant's authorised representative together with the applicant's chop on each page.)

**工資 Wages offered**

每月 \$\_\_\_\_\_ 元（不包括超時工資）<sup>(7)</sup>

HK\$ \_\_\_\_\_ per month (excluding overtime pay) <sup>(7)</sup>

若僱員須從事較下列正常工作日數或正常工作時數為長的工作，每小時以下列指定的正常工作日數及正常工作時數所計算的工資率的百分之\_\_\_\_\_計算超時工資<sup>(8)</sup>

If the employee is required to work more than the normal days or normal hours of work as specified below, the overtime pay would be calculated at \_\_\_\_\_% of the wage rate per hour based on the normal days or normal hours of work as specified below <sup>(8)</sup>.

## 第 5 部分：輸入勞工職位詳情（續）

## Part 5: Details of the Post of Imported Worker (Cont'd)

工作時間（扣除休息／用膳時間） Work schedule (excluding rest / meal time) 請於(A)或(B)項中選擇其一 Please choose either (A) or (B)

|                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><input type="radio"/> (A)</p> <p>不需輪班工作，每週正常工作日數為_____天，每天正常工作時數（休息／用膳時間除外）為_____小時。<br/>Shift work not required, normal days of work shall be _____ days per week and normal hours of work (excluding rest / meal time) shall be _____ hour(s) per day.</p> <p>每天工作時間如下 Daily work schedule as follows :<br/>(例 e.g.: 09:00-13:00 &amp; 14:00-17:00)</p> | <p><input type="radio"/> (B)</p> <p>需輪班工作，每週正常工作日數為_____天，每天正常工作時數（休息／用膳時間除外）為_____小時。<br/>Shift work required, normal days of work shall be _____ days per week and normal hours of work (excluding rest / meal time) shall be _____ hour(s) per day.</p> <p>各班工作時間如下 Work schedule of each shift as follows :<br/>(例 e.g.: 09:00-13:00 &amp; 14:00-17:00; 11:00-15:00 &amp; 16:00-19:00)</p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| (會話 Spoken)  |                                                                                            | 語文要求 Language requirements |                                                                                            | (讀寫 Reading & writing) |                                                                                            |
|--------------|--------------------------------------------------------------------------------------------|----------------------------|--------------------------------------------------------------------------------------------|------------------------|--------------------------------------------------------------------------------------------|
| 粵語 Cantonese | <input type="radio"/> 無需 Nil <input type="radio"/> 一般 Fair <input type="radio"/> 略懂 Little | 中文 Chinese                 | <input type="radio"/> 無需 Nil <input type="radio"/> 一般 Fair <input type="radio"/> 略懂 Little | 英文 English             | <input type="radio"/> 無需 Nil <input type="radio"/> 一般 Fair <input type="radio"/> 略懂 Little |
| 英文 English   | <input type="radio"/> 無需 Nil <input type="radio"/> 一般 Fair <input type="radio"/> 略懂 Little | 英文 English                 | <input type="radio"/> 無需 Nil <input type="radio"/> 一般 Fair <input type="radio"/> 略懂 Little | 其他語言 Others            | <input type="radio"/> 無需 Nil <input type="radio"/> 一般 Fair <input type="radio"/> 略懂 Little |
| 其他語言 Others  | <input type="radio"/> 無需 Nil <input type="radio"/> 一般 Fair <input type="radio"/> 略懂 Little | 其他語文 Others                | <input type="radio"/> 無需 Nil <input type="radio"/> 一般 Fair <input type="radio"/> 略懂 Little |                        |                                                                                            |

| 最低入職要求 Minimum entry requirements |                       |                                      |                                        |                                  |                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------|-----------------------|--------------------------------------|----------------------------------------|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 學歷 Education standard             | <input type="radio"/> | 無需 Nil                               | 相關經驗 Relevant experience               | <input type="radio"/>            | 無需 Nil                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                   | <input type="radio"/> | 小學 Primary level _____年級             |                                        | <input type="radio"/>            | 相關經驗 Relevant experience: _____ (年 year)                                                                                                                                                                                                                                                                                                                                                                               |
|                                   | <input type="radio"/> | 中學 Secondary level _____年級           | 技能及其他要求 Skill and other requirement(s) | <input checked="" type="radio"/> | 必須持有由香港法例第 374B 章道路交通（駕駛執照）規例附表 4 所列的國家或地方的主管當局所發出，並准許在當地駕駛相當於私家車或輕型貨車類別的汽車的認可駕駛執照達一年或以上<br>Must hold a recognized driving licence issued by a competent authority in the countries or places listed in the Fourth Schedule of Road Traffic (Driving Licences) Regulations, Cap. 374B, for one year or more for driving motor vehicles of the class equivalent to private car or light goods vehicle outside Hong Kong |
|                                   | <input type="radio"/> | 其他，請闡述 Others, please specify: _____ |                                        | <input type="radio"/>            | 其他，請闡述 Others, Please specify: _____                                                                                                                                                                                                                                                                                                                                                                                   |

- (6) 透過本計劃輸入的勞工，合約期最長為 24 個月，合約完結後不會自動續約。The maximum length of employment period of an imported worker under the Scheme is 24 months and the contract will not be renewed automatically upon expiry.
- (7) 不得低於政府編製的相關職位每月工資中位數。Must not be lower than the latest Median Monthly Wage of the relevant post(s) as compiled by the Government.
- (8) 必須不少於百分之一百。Must not be lower than 100%.
- ☐ 請在適當的圈內加上“✓”號。Please put “✓” in suitable circles. \* 請刪去不適用者。Please delete where inappropriate.

| 職務範圍 Job Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| <p>為僱主駕駛根據本申請表第 3 部分指明的客運營業證提供服務的公共小巴或客車，行駛固定或預先指定路線，詳情如下：</p> <p>(1) 公共小巴涵蓋專線小巴及紅色公共小巴。專線小巴行駛的固定路線為經運輸署署長批准並指明的客運營業證下的編定路線；紅色公共小巴行駛的固定路線則指往返相同起點和終點並有固定行車路徑的服務。</p> <p>(2) 客車涵蓋跨境直通巴士及本地客車。本地客車行駛的固定路線為經運輸署署長批准並指明的客運營業證下的編定路線；跨境直通巴士的固定路線則指途經的道路過境口岸／管制站。至於本地客車行駛的預先指定路線則為在相關客運營業證下獲運輸署批准的客運服務所行駛的預先指定路線。</p> <p>Driving a public light bus or coach for an employer providing service under the Passenger Service Licence specified in Part 3 of this application form, on a fixed or pre-designated route as follows:</p> <p>(1) Public light buses include green minibuses and red minibuses. The fixed routes operated by green minibuses are the scheduled routes approved by the Commissioner for Transport under the specified Passenger Service Licence. The fixed routes operated by red minibuses are the services that travel to and from the same origin and destination and have a fixed route.</p> <p>(2) Coaches include cross-boundary coaches and local coaches. The fixed routes of local coaches are the scheduled routes approved by the Commissioner for Transport under the specified Passenger Service Licence. The fixed routes of cross-boundary coach service refer to the land-based cross-boundary control points / ports used. As for local coaches, the pre-designated routes are the pre-designated routes that passenger services operate on as approved by the Transport Department under the relevant Passenger Service Licence.</p> | <p><input checked="" type="radio"/> 其他，請闡述 Others, please specify: _____</p> |

## 第 5 部分：輸入勞工職位詳情（續）

## Part 5: Details of the Post of Imported Worker (Cont'd)

### 工作地點 Work Place

僱員的工作地點為本申請表第 3 部分指明的客運營業證下提供服務的公共小巴或客車，並行駛下列的固定路線 ☐ / 預先指定路線 ☐ :

The work place of the employee is a public light bus or coach under the Passenger Service Licence specified in Part 3 of this application form, on the following fixed route(s) ☐ / pre-designated route(s) ☐ :

- ☐ 專線小巴／本地客車\*經運輸署署長批准並指明的客運營業證下的編定路線<sup>(9)</sup>，包括：  
The scheduled route(s)<sup>(9)</sup> of green minibuses / local coaches\* approved by the Commissioner for Transport under the specified Passenger Service Licence, including:

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- ☐ 跨境直通巴士所途經的道路過境口岸／管制站，包括：  
The land-based cross-boundary control port(s) / point(s) used by the cross-boundary coaches, including:

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- ☐ 紅色公共小巴往返相同起點和終點並有固定行車路徑的服務，其起點、終點、以及途經的所有中途站點名稱如下：  
The red minibus service(s) that travel to and from the same origin and destination and have a fixed route, with the names of origin, destination, and all en-route stopping point(s) as follows:

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- ☐ 本地客車在相關客運營業證下獲運輸署批准的客運服務所行駛的預先指定路線，其起點、終點、以及途經的所有中途站點名稱如下：  
The pre-designated route(s) that passenger services operate on as approved by the Transport Department under the relevant Passenger Service Licence, with the names of origin, destination, and all en-route stopping point(s) as follows:

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（如本頁行數不足填寫，請自行影印及必須在每頁填上申請者獲授權代表姓名、職位和簽署，以及蓋上申請者蓋印。）

(Please make copies of this page for insufficient space, with the name, post and signature of the applicant's authorised representative together with the applicant's chop on each page.)

- (9) 如該客運營業證的內容隨後按香港法例第 374 章《道路交通條例》作出修訂，則以修訂後的客運營業證為準。If the contents of the Passenger Service Licence are subsequently amended in accordance with the Road Traffic Ordinance, Cap. 374, the amended Passenger Service Licence shall prevail.

- ☐ 請在適當的圈內加上“✓”號。Please put “✓” in suitable circles. \* 請刪去不適用者。Please delete where inappropriate.

### 居所 Accommodation

申請者確認在輸入司機到任前，預備好符合規定的居所。# The applicant confirms to provide suitable accommodation prior to the arrival of imported workers. #

☐ 確認符合在輸入司機到任前，預備好符合規定的居所。Confirm that the requirement to provide suitable accommodation prior to the arrival of imported workers is met.

☐ 確認未有符合在輸入司機到任前，預備好符合規定的居所。Confirm that the requirement to provide suitable accommodation prior to the arrival of imported workers is NOT met.

(請在適當方格內填上「✓」) (Please tick “✓” in the appropriate box.)

# 如輸入司機因工作需要或被要求在港居住，僱主須為輸入司機提供符合「標準僱傭合約」附表所訂標準的居所，並須在任何時間均維持有關標準。就提供居所而扣除的款項，最高數額為輸入司機按「標準僱傭合約」計算的同期工資的百分之十，或實際佔用費用，兩者以較少者為準。在本計劃下，僱主亦可選擇為來自內地的僱員安排內地住宿，即(a)僱主在內地為輸入司機提供住宿；或(b)輸入司機在其位於內地的住所居住。上述住宿標準大致上適用於(a)而非(b)。僱主在(a)選項下可扣除輸入司機工資的安排與提供本地居所一致，而有關安排不適用於(b)。If imported workers required to reside in Hong Kong due to work needs or as required by the employer, the employer must provide the employee with accommodation that meets the standards specified in Standard Employment Contract (SEC) and must maintain those standards at any times. The accommodation fee in respect of a period that the employee occupies the accommodation shall be equal to the actual cost of occupancy or 10% of the wages payable to the imported workers for the corresponding occupancy period calculated, whichever is the less. The employers can opt for accommodation for their imported labour from the Mainland under the Scheme, either (a) employers providing accommodation for imported workers on the Mainland; or (b) imported workers residing in their residential premises on the Mainland. The arrangement of deductions from imported workers' wage that identical to the provision of accommodation in Hong Kong is applied to (a) but not (b).

**第 6 部分：聲明****Part 6: Declaration**

1. 本人已填妥此申請表 (TD-ID-1RN) 以在本計劃下提出申請，並隨此申請表遞交以下文件。

I have completed this form (TD-ID-1RN) 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) | 本地招聘確認書 (附件一)<br>Confirmation Form on Local Recruitment (Annex 1)                                                                                                                                                                                                                                                                                                  |
| <input type="checkbox"/> (b) | 全職本地僱員資料 (附件二)<br>Information of Full-time Local Employees (Annex 2)                                                                                                                                                                                                                                                                                               |
| <input type="checkbox"/> (c) | 「運輸業輸入勞工計劃—公共小巴／客車行業」的現職輸入勞工名單 (附件三) (如適用)<br>List of In-employ imported workers under the “Labour Importation Scheme for the Transport Sector – Public Light Bus / Coach Trade” (Annex 3) (If applicable)                                                                                                                                                         |
| <input type="checkbox"/> (d) | 已獲「運輸業輸入勞工計劃—公共小巴／客車行業」配額但有關輸入勞工 (包括替補輸入勞工) 仍未到港報表 (附件四) (如適用)<br>List of imported workers (including replacement of imported workers) not yet arrived in Hong Kong while quota(s) under the “Labour Importation Scheme for the Transport Sector – Public Light Bus / Coach Trade” have been granted (Annex 4) (If applicable)                                     |
| <input type="checkbox"/> (e) | 除「運輸業輸入勞工計劃—公共小巴／客車行業」外其他計劃下的現職輸入勞工名單 (附件五) (如適用)<br>List of In-employ imported workers under scheme(s) other than “Labour Importation Scheme for the Transport Sector – Public Light Bus / Coach Trade” (Annex 5) (If applicable)                                                                                                                                 |
| <input type="checkbox"/> (f) | 除已獲「運輸業輸入勞工計劃—公共小巴／客車行業」外其他輸入勞工計劃的有效配額但有關輸入勞工 (包括替補輸入勞工) 仍未到港報表 (附件六) (如適用)<br>List of imported workers (including replacement of imported workers) not yet arrived in Hong Kong while valid quota(s) under scheme(s) other than “Labour Importation Scheme for the Transport Sector – Public Light Bus / Coach Trade” have been granted (Annex 6) (If applicable) |

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署。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 Transport Department 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，若本人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) 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署提交一切所需的資料及文件，否則運輸署不會處理本申請；  
understands that the Transport Department will not process this application unless and until all the information and supporting documents required are provided to the Transport Department;
- (ii) 確認在提交任何個人資料予運輸署前，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；  
confirms 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 部分列明的法例及規定，並明白若違反相關法例或規定，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本計劃；及  
confirms that having read Part 2 of this form, I / the applicant undertakes to comply with the laws and requirements listed therein, and understands that a breach of relevant law(s) or requirement(s) will 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; and
- (iv) 確認在此文件內提供的資料屬真實及正確。本人明白如本人蓄意或存心提出不正確資料或隱瞞任何事項，或錯誤引導運輸署，運輸署會終止處理本申請及在指定時間內不會接受本人／該申請者的配額申請，本人亦須負上有關的法律責任。  
confirms that all information furnished here is true and accurate. I understand that if I knowingly or wilfully make any false statement or withhold any information, or otherwise mislead the Transport Department, the Transport Department will terminate the processing of this application and will not accept any quota application of me / that applicant within a specified period of time, and also I shall bear the legal responsibilities.

申請者／獲授權代表簽署  
Signature of the applicant /  
authorised representative  
日期 Date

(姓名及職位 Name and post )

申請者蓋印 Applicant's chop†

† 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.