

**「運輸業輸入勞工計劃—公共小巴／客車行業」**  
**The Labour Importation Scheme**  
**for the Transport Sector – Public Light Bus / Coach Trade**

**配額續期申請須知**  
**Points to Note for Quota Renewal**

本計劃的配額續期申請者須注意以下事項 –

Applicants of quota renewal for the Scheme should take note of the following –

**I. 申請資格 Eligibility**

1. 申請者須持有根據本計劃取得相關的有效輸入司機配額。輸入司機必須直接受僱於同一僱主（即客運營業證持有人），擔任本計劃訂明的「標準僱傭合約」指定的職位並在指定的地點工作，一般不可轉換僱主、職位或職務範圍。被運輸署勒令暫停營運的客運營業證持有人並不符合資格在本計劃下提出配額續期申請。

The Applicant shall be in possession of relevant valid quota(s) of imported driver(s) under the Scheme. The imported driver(s) must remain under the direct employment of the same employer (i.e. the holder of the Passenger Service Licence) for the specified post and in the workplace(s) as stipulated in the “Standard Employment Contract”. Change of employer, post or job descriptions is in general not permitted. Any holder of Passenger Service Licence whose service(s) is suspended by the Transport Department is NOT eligible for submitting an application for quota renewal under the Scheme.

2. 申請本計劃配額續期的職位必須為公共小巴或客車司機。申請者須在提交申請前四個月內，以不低於政府編製的每月工資中位數的薪酬金額，連續 14 個曆日透過指定的途徑進行本地招聘。

The post applying for the quota renewal under the Scheme must be public light bus or coach driver. The Applicant shall have conducted local recruitment through specified channel(s) for a continuous period of 14 calendar days in four months preceding the submission of application, by a wage not lower than the Median Monthly Wage as compiled by the Government.

3. 申請者須維持本地與輸入勞工的最低指定比例。目前的指定比例為 2 : 1（即每聘用兩名全職本地僱員（不限職位），最多只可申請輸入一名勞工）。由申請者直接僱用以經營申請表第 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。

The Applicant shall maintain a minimum designated ratio of local to imported worker. The current designated ratio is 2:1 (i.e. import one imported worker only for every two full-time local employees employed (regardless of position)). All full-time local employees (including all types of staff) under direct employment of the applicant for the services specified in Part 3 of the application form, unless with approval by the Commissioner of 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.

4. 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。僱主應在輸入司機到任前，預備好符合規定的居所。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 employer should provide suitable accommodation prior to the arrival of imported workers. 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).

## **II. 申請期 Application period**

1. 申請者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。
- The Applicant shall submit Quota Renewal Application Form (TD-ID-1RN) and the required documents **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.

### III. 計劃要求 Requirement under the Scheme

1. 申請者可以就以下的職位申請輸入司機配額續期，其工資不得低於下表所列由政府編製的每月工資中位數：

The Applicant may apply for renewal of quota(s) of imported driver(s) for the following posts, at which the salary shall not be lower than the Median Monthly Wage as compiled by the Government as listed in the following table:

職位 Post	每月工資中位數（港元） <sup>1</sup> （包括津貼但不包括超時工作 津貼） Median Monthly Wages (HK\$) (including allowances but excluding overtime pay)	平均每月工 作日數 Average Working Days per Month	平均每日工作 時數（小時） Average Working Hours per Day (Hours)
公共小巴司機 Public Light Bus Driver	\$14,300	26	8
本地客車司機 Local Coach Driver	\$19,300	26	8
跨境直通巴士司機 Cross-boundary Coach Driver	\$22,000	26	9

2. 以本計劃配額輸入的司機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。

The imported driver(s) with quota under the Scheme 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.

### IV. 使用已續期配額 Use of renewed quota(s)

1. 在獲批配額續期後，申請者須在六個月內安排其每名擬聘用的輸入司機向入境事務處遞交簽證／進入許可申請，否則配額將被取消。

Upon approval of renewal of quota(s), the Applicant shall arrange for his / her prospective driver(s) to be imported to each submit a visa / entry permit application to the Immigration Department (ImmD) **in six months**, failing which the allocated quotas will be forfeited.

2. 申請者不得安排透過已續期配額聘用的輸入司機從事公共小巴或客車司機以外的工作。  
The Applicant must not use the renewed quota(s) in engaging imported driver(s) in employment for a job different from public light bus or coach driver.

<sup>1</sup> 以入境事務處收到有關透過本計劃輸入勞工的簽證／進入許可申請時的最新每月工資中位數為準。

Based on the latest Median Monthly Wages at the time the Immigration Department receives a visa / entry permit application for an imported worker under the Scheme.

3. 如申請者預計未能使用已續期配額，申請者應盡快通知運輸署，退還有關已續期配額。如申請者在獲批配額續期六個月後仍未使用有關配額，除有關配額會被取消外，申請者在本計劃往後的配額申請或會被編配較後的考慮次序。

If the Applicant expects not able to utilize the renewed quota(s), the Applicant should inform the Transport Department and return the quota(s) as soon as possible. If the Applicant has not used the quota(s) within six months after being allocated the quota(s), in addition to the relevant quota(s) being cancelled, the Applicant's subsequent application for the quota(s) under the Scheme may also be given a lower priority for consideration.

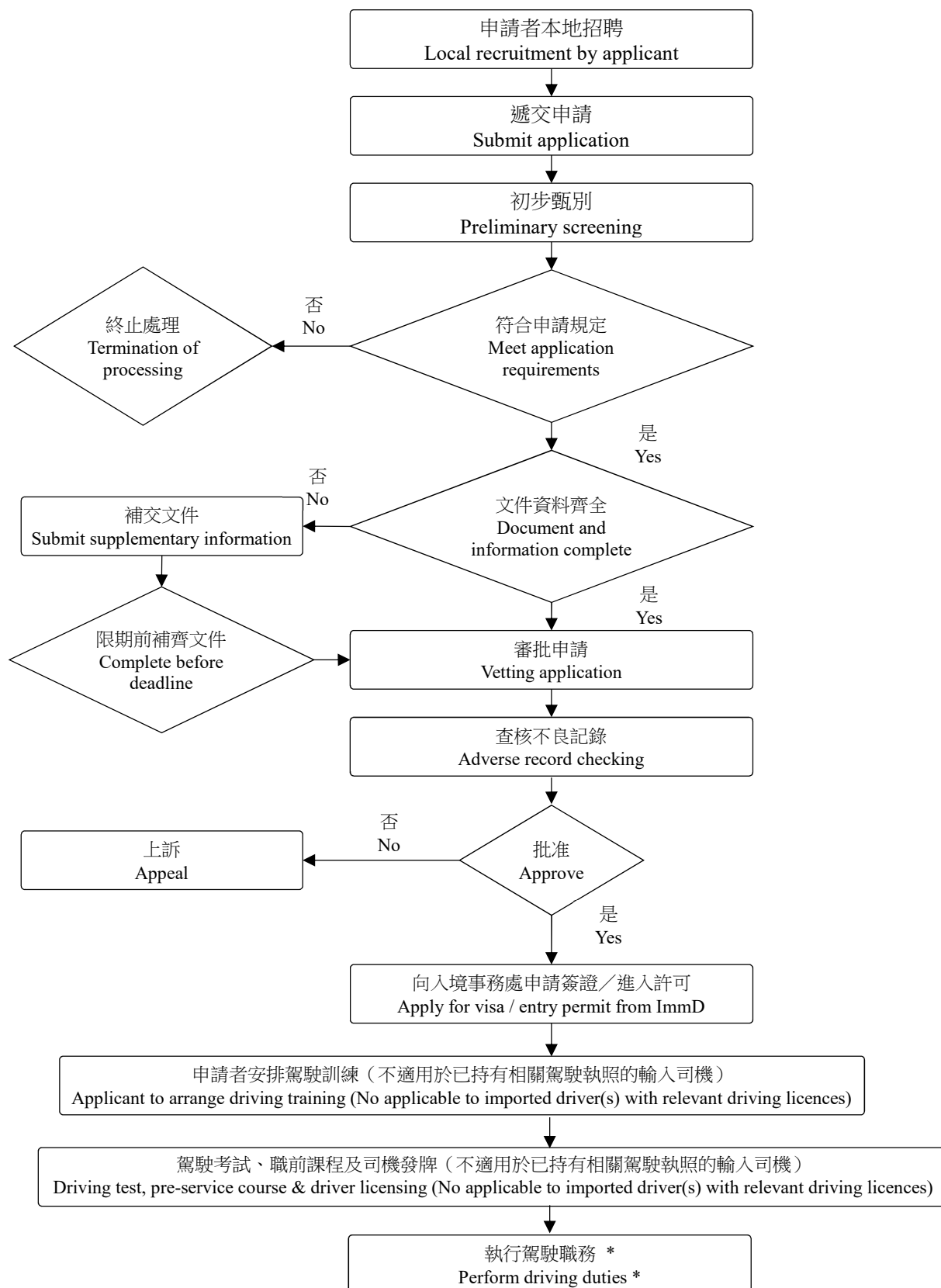
## **V. 提交申請文件 Submission of application documents**

申請者須提交以下申請文件 –

The Applicant shall submit the following documents in order for their application(s) to be considered –

1. 填妥的申請表 (TD-ID-1RN)  
Duly completed Application Form (TD-ID-1RN)
2. 本地招聘確認書 (附件一)  
Confirmation Form on Local Employment (Annex 1)
3. 全職本地僱員資料報表 (附件二)  
Information of Full-time Local Employees (Annex 2)
4. 「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)  
List of In-employ imported workers under the “Labour Importation Scheme for the Transport Sector – Public Light Bus / Coach Trade” (Annex 3) (if applicable)
5. 已獲「運輸業輸入勞工計劃—公共小巴／客車行業」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 (附件四) (如適用)  
List of imported workers (including replacement of imported workers) not yet arrived in Hong Kong while valid quota(s) under the “Labour Importation Scheme for the Transport Sector – Public Light Bus / Coach Trade” have been granted (Annex 4) (if applicable)
6. 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)  
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)
7. 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)  
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).

## VI. 處理申請流程 Processing of an application



\*僱主須就每份所簽訂的標準僱傭合約，安排輸入司機（包括新聘及續約）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。

The employers must arrange imported drivers (including new recruits and those with employment contracts renewed), on the basis of each Standard Employment Contract 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.

## 註釋 Explanatory notes

- ① 申請者提交配額續期申請時，須證明申請者已經通過運輸署署長指定途徑招聘本地司機。即在申請前四個月內，連續 14 個曆日，(i)在勞工處「互動就業服務」網站進行招聘，或(ii)在本地報章／招聘網站刊登兩則廣告招聘本地司機。上述招聘廣告內所訂明的本地司機薪金必須不低於輸入司機，而輸入司機的薪金不得低於政府編製的相關職位每月工資中位數；廣告內亦不可設有任何限制性規定或超越工作需求的不合理條件，如年齡、性別及技能等。有關本地司機招聘廣告的規定，請參閱附件。  
At the time of quota renewal application, the applicant must submit proof of conducting recruitment of local driver(s) for the applicant through channel(s) specified by the Commissioner for Transport. The applicant must conduct recruitment within 4 months preceding the application, either (i) through the “Interactive Employment Services” website of the Labour Department (“LD”), or (ii) two recruitment advertisements published in local newspaper(s) / on recruitment website(s) to recruit local drivers(s), for a continuous period of 14 calendar days. The salary of local drivers(s) specified in the recruitment advertisement must not be lower than that offered to imported drivers(s), while the salary of the imported drivers(s) must not be lower than the Median Monthly Wage of the relevant post as compiled by the Government. There must not be unreasonable job requirements in the recruitment advertisements that are restrictive or excessive, such as age, sex and skills. For requirements on the recruitment advertisement of local drivers(s), please refer to the Annex.
- ② 申請者須在申請期內遞交填妥的申請表（TD-ID-1RN）連同該表格第 6 部分列明所需的文件。  
The applicant shall submit the completed application form (TD-ID-1RN) together with the required documents as stated in Part 6 of the Form within the application period.
- ③ 運輸署會檢視申請文件及招聘本地司機的紀錄，如不符合申請規定，申請會被終止處理。  
The Transport Department will check the application documents and records on recruitment of local driver(s). If the requirements for the application are not met, the processing of application will be terminated.
- ④ 如申請文件或資料不齊全，運輸署會要求申請者在指定限期內提交有關文件或補充資料。  
If the application documents or information are incomplete, The Transport Department will request the applicant to submit the relevant documents or supplementary information within a specified period of time.
- ⑤ 申請的審批會由運輸署收齊全部所需申請文件及資料的日期決定（親身遞交的申請／資料，以遞交日期為準；郵遞方式遞交的申請／資料，以郵戳日期為準）。  
The processing will be determined by the date when the Transport Department received all the required application documents and information. (For application submitted in person, the date of submission will be taken; for application submitted by post, the date of postmark will be taken).
- ⑥ 運輸署會向相關政府部門查核申請者過往曾否有任何因僱用輸入勞工而留有任何不良紀錄。  
The Transport Department will check with relevant government departments if there is any adverse record of the applicant in relation to employment of imported worker(s) in the past.
- ⑦ 跨部門聯絡小組會考慮各客運營業證持有人的類別、本地招聘證明及相關紀錄、全職本地僱員與輸入勞工的人數等資料，就申請提供意見。  
The Inter-departmental Liaison Group (ILG) will consider the type of holder of passenger service licence, proof of local recruitment and relevant record, number of full-time local employee(s) and imported worker(s), etc. and will give advice on the application.
- ⑧ 運輸署署長在考慮跨部門聯絡小組提供的意見後，並在尚未超出本計劃配額的情況下，會就每宗申請作出決定。  
The Commissioner for Transport will decide on each application after he / she considers the advice of the ILG, provided that the quota of the Scheme is not exceeded.
- ⑨ 如配額續期申請獲得批准，申請者可安排其每名擬聘用的輸入司機向入境事務處按入境申請流程（包括申報是否有刑事定罪紀錄的最新規定）遞交簽證／進入許可申請。  
If a quota renewal application is approved, the applicant may arrange for each prospective imported driver(s) to submit a visa / entry permit application to the Immigration Department according to the application procedures (including the latest requirement to declare whether they have any criminal convictions).

## **VII. 終止處理 Termination of processing**

申請者必須詳細填寫配額續期申請表（TD-ID-1RN）內各適用欄目，連同該表格第 6 部分列明所需的文件一併於申請期內遞交，包括但不限於「本地招聘確認書」。如不符合申請規定，申請會被終止處理。

Please complete all the applicable items of the quota renewal application form (TD-ID-1RN) and submit together with the required documents, including but not limited to the Confirmation Form on Local Recruitment, as stated in Part 6 of the Form within the application period. If the requirements for the application are not met, the processing of application will be terminated.

## **VIII. 遞交申請 Application submission**

申請者須將填妥的配額續期申請表（TD-ID-1RN）連同該表格第 6 部分列明所需遞交的文件郵寄或親臨至運輸署遞交申請。

The applicant shall submit the completed quota renewal application form (TD-ID-1RN) and the required documents in accordance with Part 6 of the form by mail or by hand to the Transport Department.

九龍油麻地海庭道 11 號  
西九龍政府合署（南座）10 樓  
運輸署輸入勞工計劃秘書處

The Secretariat for the Labour Importation Scheme,  
Transport Department  
10/F, South Tower, West Kowloon Government  
Offices  
11 Hoi Ting Road, Yau Ma Tei, Kowloon

查詢電話 Enquiry Telephone Number      2804 2600