

Labour Importation Scheme for the Construction Sector (Construction Sector Scheme) - Manpower Plan of the Works Contract^{Note 1}

(Please copy this form if necessary)

Name of Principal Contractor: _____ **Contract Number:** _____
Construction Site Address: _____ **Project Client:** _____
 Please put a "✓" in the appropriate box

Part 1 : Employer of the Imported Labour

- A** Principal Contractor (i.e. the applicant): _____
- B** Sub-contractor/member of the joint venture (Name of the company): _____
- C** Sub-contractor/member of the joint venture (Name of the company): _____
- D** Sub-contractor/member of the joint venture (Name of the company): _____

Part 2a: Skilled Workers Total Manpower Requirement
 (If skilled workers are applied for importation, please fill in the manpower requirement for all the disciplines involved in the works contract (including those applying for importation and those not))

Trades/Disciplines ^{Note 2}	(A) Average number of total manpower requirement (including local and imported labor to be employed) (for full-time employees only) ^{Note 3}				(B) Details of the manpower requirement mentioned in (A)					
	(A1)	(A2)	(A3)	(A4)	(B1) Average number of total manpower requirement in two years ^{Note 5 and Note 6} (i.e. the four intervals (A1) to (A4))	(B2) Average number of full-time local labour in two years ^{Note 5}	(B3) Imported labour applied for ^{Note 4}			(d) Employer <small>(Please fill in according to the code of the name of the principal contractor / sub-contractor / member of the joint venture in Part 1 e.g. A, B)</small>
	1st 6-month interval <small>(Fill in MM/YYYY to MM/YYYY)</small>	2nd 6-month interval <small>(Fill in MM/YYYY to MM/YYYY)</small>	3rd 6-month interval <small>(Fill in MM/YYYY to MM/YYYY)</small>	4th 6-month interval <small>(Fill in MM/YYYY to MM/YYYY)</small>			(a) Number	(b) Period		
						(i) From <small>(MM/YYYY)</small>	(ii) To <small>(MM/YYYY)</small>	(iii) Total number of months		
1. Skilled and semi-skilled construction workers (collectively referenced to as Skilled Workers)										
Common Trades										
1.1	Bar Bender and Fixer (99)									
1.2	(a) Concrete and Grouting Worker (Master) (50)									
	(b) Concretor (51)									
	(c) Grouting Worker (54)									
1.3	(a) Carpenter (Formwork) (Master) (2)									
	(b) Carpenter (Formwork - Civil Construction) (3)									
	(c) Carpenter (Formwork - Civil Construction) (Striking) (4)									
	(d) Carpenter (Formwork - Building Construction) (5)									
	(e) Carpenter (Formwork - Building Construction) (Striking) (6)									
1.4	Rigger/Metal Formwork Erector (42)									
1.5	(a) Curtain Wall and Glass Panes Installer (Master) (64)									
	(b) Curtain Wall Installer (66)									
1.6	False Ceiling Installer (46A)									
1.7	(a) Cement Sand Mortar Worker (Master) (23)									
	(b) Plasterer (24)									
	(c) Plasterer (Floor) (25)									
	(d) Bricklayer (27)									
	(e) Tiler (28)									
	(f) Tiler (Mosaic) (29)									
	(g) Tiler (Tile) (30)									
1.8	Paving Block Layer (22)									
1.9	(a) Painter and Decorator (Master) (100)									
	(b) Painter and Decorator (Roller Painting) (101)									
	(c) Painter and Decorator (Surface Filling) (102)									
	(d) Painter and Decorator (Emulsion Painting) (103)									
	(e) Painter and Decorator (Brushing Lacquering) (104)									
	(f) Painter and Decorator (Synthetic Painting) (105)									
	(g) Painter and Decorator (Clear Lacquering) (106)									
	(h) Painter and Decorator (Texture-spray) (107)									
	(i) Painter and Decorator (Metal Paint Spray) (108)									
	(j) Painter and Decorator (Paperhanging) (109)									
	(k) Painter and Decorator (Sign Writing) (110)									
1.10	Leveller (10)									
1.11	(a) Metal-steel Worker (Master) (34)									
	(b) Metal Worker (35)									
	(c) Structural Steel Erector (36)									
1.12	(a) General Welder (48)									
	(b) Structural Steel Welder (49)									

Part 2b: Technicians Total Manpower Requirement
 (If technicians are applied for importation, please fill in the manpower requirement for all the disciplines involved in the works contract (including those applying for importation and those not))

Trades/Disciplines ^{Note 2}	(A) Average number of total manpower requirement (including local and imported labor to be employed) (for full-time employees only) ^{Note 3}				(B) Details of the manpower requirement mentioned in (A)					
	(A1)	(A2)	(A3)	(A4)	(B1) Average number of total manpower requirement in two years ^{Note 5 and Note 6} (i.e. the four intervals (A1) to (A4))	(B2) Average number of full-time local labour ^{Note 3} in two years ^{Note 5}	(B3) Imported labour applied for ^{Note 4}			(d) Employer <small>(Please fill in according to the code of the name of the principal contractor / sub-contractor / member of the joint venture in Part 1 e.g. A, B)</small>
	1st 6-month interval <small>(Fill in MM/YYYY to MM/YYYY)</small>	2nd 6-month interval <small>(Fill in MM/YYYY to MM/YYYY)</small>	3rd 6-month interval <small>(Fill in MM/YYYY to MM/YYYY)</small>	4th 6-month interval <small>(Fill in MM/YYYY to MM/YYYY)</small>			(a) Number	(b) Period		
						(i) From (MM/YYYY)	(ii) To (MM/YYYY)	(iii) Total number of months		
2. Technicians and site supervisory personnel (collectively referenced to as Technicians)										
2.1	(a) Civil Engineering Technician									
	(b) Structural Engineering Technician									
	(c) Geotechnical Engineering Technician									
2.2	Surveying Technician (Building)									
2.3	Surveying Technician (Quantity)									
2.4	Surveying Technician (Land)									
2.5	Surveying Technician (Town Planning)									
2.6	Landscape Technician									
2.7	Environmental Technician									
2.8	E&M Engineering Technician (Electrical)									
2.9	E&M Engineering Technician (Mechanical)									
2.10	Fire Services Technician									
2.11	Lift / Escalator Technician									
2.12	Refrigeration / Air-Conditioning / Ventilation Technician									
2.13	Draftsman									
2.14	BIM Coordinator									
2.15	BIM Modeller									
2.16	(a) Project Coordinator									
	(b) Assistant Project Coordinator									
2.17	Site Supervisor									
2.18	(a) Site Foreman									
	(b) Assistant Site Foreman									
2.19	Other Technicians ^{Note 5}									
Sub-total										
Total										

Part 3: Approved imported labour who are working for the above-mentioned contract or who have not yet arrived Hong Kong to work for it (if applicable)

Trades/disciplines	(A1) Name of Scheme (e.g. (a) Construction Sector Scheme (b) Supplementary Labour Scheme (c) Others (please specify))	(A2) Application number	(A3) Imported labour working for the above-mentioned contract			(A4) Approved imported labour who have not yet arrived Hong Kong
			(a) Number	(b) Employment period		
				(i) From (MM/YYYY)	(ii) To (MM/YYYY)	
1. Skilled workers						
1	e.g. Bar Bender and Fixer					
2						
3						
Sub-total						
2. Technicians						
1	e.g. Civil Engineering Technician					
2						
3						
Sub-total						
Total						

Part 4: Manning ratio of imported labour to full-time local labour (must be complied at all times)

(A) Estimated number of full-time local labour at the beginning of the two-year period <small>Note 8 and Note 9</small>			(B) Estimated number of imported labour at the beginning of the two-year period <small>Note 8 and Note 9</small>		
	Category	Number		Category	Number
1	Skilled workers and technicians		1	Imported labour applied for <small>Note 9</small>	
2	Others (excluding managerial staff)		2	Imported labour working for the above-mentioned contract <small>Note 9</small>	
(A1) Total			3	Imported labour who have not yet arrived Hong Kong <small>Note 9</small>	
			(B1) Total		

Part 5: Signature of Principal Contractor-Applicant

- I understand that it is the applicant's responsibility to comply with all approval conditions, including the requirement of a minimum manning ratio of 1:2 (i.e. one imported labour to at least two full-time local labour) Note 10 during the contract period.
- The above manning ratio requirement is not met because of the following reasons:

Signature of authorised representative

Company Chop

(Name)

Date: _____

Note 1 Applicant should complete a separate Manpower Plan for each works contract (including the works contract under application and the supplementary contract(s) (i.e. the other pre-approved works contract(s) specified in the Standard Employment Contract for which the imported labour will be deployed to work and such contract(s) should be under the applicant)).

Note 2 The number in brackets refers to the corresponding number of "trade" in Schedule 1 of the Construction Workers Registration Ordinance.

Note 3 A full-time labour is one who works not less than 35 hours per week. The number filled in is an average number, which is the current plan of the applicant, and may need to be reasonably adjusted having regard to the changes in the construction site and the work sequence during actual implementation.

Note 4 For filling in this form for the works contract under application, it refers to the imported labour applied for. The employment contract of labour imported under the Construction Sector Scheme is up to a maximum of 24 months. Should the principal contractor-applicants or their sub-contractors wish to retain the imported labour in employ after the expiry of the approved quotas, the principal contractor-applicant needs to apply for fresh quotas.

Note 5 Please retain the details of the figures in application for the approval authority to check as necessary.

Note 6 $(A1 \times \text{number of months in which manpower required} + A2 \times \text{number of months in which manpower required} + A3 \times \text{number of months in which manpower required} + A4 \times \text{number of months in which manpower required}) / \text{total number of months in which manpower required over a two-year period}$

Note 7 Excluding overtime pay.

Note 8 This manpower plan is provided for the Approval Authority to consider the manpower requirements of the works contract under application. It is the applicant's responsibility to calculate the manning ratio to ensure compliance with the requirement of a minimum manning ratio of 1:2 (i.e. one imported labour to at least two full-time local labour (including frontline staff, workers, technicians, etc. but excluding managerial staff)) during the contract period.

Note 9 The number should reflect the position and estimate at the beginning of the two-year period

Note 10 The abovementioned minimum 1:2 manning ratio is only applicable to the works contract under application, but does not apply to the supplementary contract(s).