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

	(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):								
П	D Sub-contractor/member of the joint venture (Name of the company):								

	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 join	it venture (1	Name of the	company):									
Part 2a	Skilled Workers Total Manpower (If skilled workers are applied for i importation and those not))			in the man	power requ	irement for all th	ne disciplines i	involve	d in the wo	rks contra	ct (includin	g those ap	plying for
	(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)									
			(A2)	(A3)	(A4)	(B1)	(B2)			(B3) Imported labour applied for Note 4			
	Trades/Disciplines Note 2	1st 6-month interval	2nd 6-month interval	3rd 6-month interval	4th 6-month interval	Average number of total	Average number of full-time local labour Note 3	(a)	(b) Period			(c)	(d) Employer
		(Fill in MM/YYYY to MM/YYYY)	(Fill in MM/YYYY to MM/YYYY)	(Fill in MM/YYYY to MM/YYYY)	(Fill in MM/YYYY to MM/YYYY)	manpower requirement in two years Note 6 (i.e. the four intervals ((A1) to (A4))	in two years ^{Note 5}	Number	(i) From (MM/YYYY)	(ii) To (MM/YYYY)	(iii) Total number of months	Monthly Wage ^{Note 7} (HK\$)	(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)
1. Skille	d and semi-skilled construction workers (collectively r	eferenced to	as Skilled W	orkers)	((11) to (11)))							
Common													
1.1	Bar Bender and Fixer (99)												
1.2	(a) Concrete and Grouting Worker (Master) (50)												
	(b) Concretor (51)												
1.2	(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)												
	(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)												
	(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)												

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		loca	nber of total man al and imported l (for full-time em	labor to be empl	oyed)
		(A1)	(A2)	(A3)	(A4)
	Trades/Disciplines Note 2	1st 6-month interval	2nd 6-month interval	3rd 6-month interval	4th 6-month interval
		(Fill in MM/YYYY	(Fill in MM/YYYY	(Fill in MM/YYYY	(Fill in MM/YYYY
		to MM/YYYY)	to MM/YYYY)	to MM/YYYY)	to MM/YYYY)
1.13	Metal Scaffolder (62)				
1.14	(a) Ground Investigation Operator / Driller / Borer				
	(b) Plant and Equipment Operator (Tower Crane) (89)				
	(c) Plant and Equipment Operator (Piling) (Master) (d) Plant and Equipment Operator (Percussive Pile)				
	(e) Plant and Equipment Operator (Bored Pile) (80)				
	(f) Plant and Equipment Operator (Excavator) (83)				
	(g) Plant and Equipment Operator (Bulldozer) (85)				
	(h) Plant and Equipment Operator (Loader) (88)				
	(i) Plant and Equipment Operator (Compactor) (94)				
	(j) Plant and Equipment Operator (Truck-mounted Crane) (86)				
	(k) Plant and Equipment Operator (Crawler-mounted Mobile Crane) (90)				
	(l) Plant and Equipment Operator (Wheeled Telescopic Mobile Crane) (91)				
	(m) Plant and Equipment Operator (Gantry Crane)				
1.15	(a) Plant and Equipment Mechanic (Construction Work) (Master) (137)				
	(b) Construction Plant Mechanic (138)				
1.16	(c) Mechanical Fitter (139) (a) Drain and Pipe Layer (Master) (18)				
1.10	(b) Plumber (19)				
	(c) Drainlayer (20)				
	(d) Pipelayer (21)				
1.17	(a) Overhead Linesman (128)				
	(b) Control Panel Assembler (129) (c) Cable Jointer (Power) (130)				
	(d) Cable Jointer (Low Voltage) (131)				
	(e) Electrical Wireman (132)				
1.18	(a) Lift and Escalator Mechanic (Master) (114)				
	(b) Lift Mechanic (115)				
	(c) Escalator Mechanic (116)				
1.19	(a) Fire Service Electrical Fitter (125)				
1.20	(b) Fire Service Mechanical Fitter (126) (a) Refrigeration / Air-conditioning / Ventilation				
1.20	Mechanic (Water System) (118)				
	(b) Refrigeration / Air-conditioning / Ventilation				
1.21	Mechanic (Air System) (119) Asphalter (Road Construction) (111)				
1.22	(a) Shotfirer (112)				
	(b) Rock Breaking Driller (113)				
1.23	(a) Construction Goods Vehicle Driver (Master) (37)				
	(b) Truck Driver (Medium Goods Vehicles) (38)				
	(c) Truck Driver (Heavy Goods Vehicles) (39)				
	(d) Truck Driver (Special Purpose Vehicles) (40)				
	(e) Truck Driver (Articulated Vehicles) (41)				
1.24	(a) Demolition Worker (Master) (31)				
	(b) Demolition Worker (Building) (32)(c) Demolition Worker (Unauthorized Building Works) (33)				
1.25	Diver (Construction Work) (67)				
1.26	(a) Piling Operative (Master) (11)				
	(b) Piling Operative (Percussive Pile) (12)				
	(c) Piling Operative (Bored Pile) (13)				
1.27	Skilled Workers in other trades ^{Note 5}				
	Sub-total				
pecial 7					
1.28	Tower Crane Mechanic (Erecting, dismantling and height alternation) (N/A)				
1.29	Overhead Linesman (High Voltage) (N/A)				
1.30	Asbestos Abatement Worker (47)				
	Sub-total				

		Details of	f the manpower	(B) requirement m	nentioned in (A)			
(B1)	(R2)			_	(B3)	Note 4		
Average number of total	(B2) Average number of full-time local	(a)		Imported (b) Period	l labour applied f	cor ^{Note 4} (c)	(d) Employer	
manpower requirement in two years ^{Note 5} and Note 6	labour ^{Note 3} in two years ^{Note 5}	Number	(i) From	(ii) To	(iii)	Monthly Wage ^{Note 7}	(Please fill in according to the code of the name of the principal contractor)	
(i.e. the four intervals ((A1) to (A4))			(MM/YYYY)	(MM/YYYY)	Total number of months	(HK\$)	sub-contractor / member of the joint venture in Part 1 e.g. A, B)	

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Part 2b:	Technicians Total Manpower Re		oogo fill in t	ha mannan		ant for all the di	iaainlinaa inva	lwad in	tha rranka	contract (naludina th	aga a nni -	ing for	
	(If technicians are applied for imimportation and those not)	portation, pi	ease nn in t	ne manpow	ver requiren	ient for all the di	iscipiines invo	ivea in	tne works	contract (1	ncluaing th	ose appry	ing for	
	importation and those not)	loc	nber of total ma al and imported	labor to be emp	loyed)	(B) Details of the manpower requirement mentioned in (A)								
		(for full-time employees only) Note (A1) (A2) (A3)				(B1)	(72)	(B3) Imported labour applied for Note 4						
		(A1)	(A2)	(A3)	(A4)	Average number		(a)		(b)	парош арриси			
	Trades/Disciplines Note 2	1st 6-month interval	2nd 6-month interval	3rd 6-month interval	4th 6-month interval	of total manpower requirement in	Average number of full-time local labour ^{Note 3}			Period		(c)	(d) Employer	
		(Fill in MM/YYYY MM/YYYY MM/YYYYY to to MM/YYYY) MM/YYYY) MM/YYYY)	(Fill in MM/YYYY to MM/YYYY)	two years Note 5 and Note 6 (i.e. the four intervals ((A1) to (A4))	in two years ^{Note 5}	Number	(i) From (MM/YYYY)	(ii) To (MM/YYYY)	(iii) Total number of months	Monthly Wage ^{Note 7} (HK\$)	(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)			
2. Techni	cians and site supervisory personnel (c	ollectively refe	erenced 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													

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

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1105	Signature of Frincipal Contractor-A	ppiicani			
	I understand that it is the applicant's rone imported labour to at least two fu				s, including the requirement of a minimum manning ratio of 1:2 (i.e. d.
	The above manning ratio requiremen	t is not met because of t	the follow	ing reasons:	
	Signature of authorised			Company	
	representative			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 x number of months in which manpower required + A2 x number of months in which manpower required + A3 x number of months in which manpower required + A4 x number of months in which manpower required) / 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).

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