

To: Development Bureau (Works Policies 1 Section)
15/F, West Wing, Central Government Offices,
2 Tim Mei Avenue, Tamar, Hong Kong

Email: css_application@devb.gov.hk

From: Name of the Principal Contractor: _____

* Business Registration Certificate no./ Certificate of Incorporation no.: _____

Address: _____

Contact Person: _____ Post: _____ Tel.: _____

Labour Importation Scheme for the Construction Sector - Acknowledgment Record of Employment Contract

Please complete this form for each imported labour and return to the Development Bureau (Works Policies 1 Section) **within two weeks** upon the arrival of the imported labour.

At present, the following principal contractor/sub-contractor* has employed the following imported labour under the Labour Importation Scheme for the Construction Sector (Construction Sector Scheme):

Name of Employer (i.e. Name of principal contractor/sub-contractor)	Quota Ref. No.	Chinese Name (if applicable)	English Name (mandatory)	Visa / Entry Permit Application Ref. No.	Employment Contract No.	Contract Period (yy/mm/dd to yy/mm/dd)			Date of Arrival at Hong Kong (yy/mm/dd)	(Enrolled to Briefing on Employment Rights and Benefits under the Construction Sector Scheme) (✓/×)	Date of Receipt of the Employment Contract by the Labour (yy/mm/dd)	Signature of the Labour
	CSS				CSS-			to				

【Please Note】

- (1) The information collected in this form is to be used for arranging briefing sessions to imported labour under the Construction Sector Scheme and any legitimate use relating to the enforcement of the scheme.
- (2) The data will be transferred to the Labour Department, the Immigration Department, relevant policy bureaux, other government departments/public sector organisations and/or agents of the Development Bureau for the purpose mentioned in (1) above.
- (3) You have the right to request access to and correction of the personal data. You may contact Access to Information Officer, Works Branch, Development Bureau in case of need.
Address: 18/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong Tel: 3509 8801

Person-in-charge of the Principal Contractor: _____ (BLOCK Letters)

Signature: _____

Date: _____

Company Chop: _____

* please delete where inappropriate.