

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: _____
Construction Site Address : _____

Contract Number: _____
Project Client: _____

Please put a"✓"in the appropriate box

Part 1 : Code for 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 trades involved in the works contract (Including those applying for importation and those not))

Trades ^{Note 2}		(A) The minimum manpower requirement and the average number of full-time local labour (including local and imported labour to be employed) [Please start from the proposed importation period in this application and specify the required time frame] (for full-time employees only) ^{Note 3}								(B) Details of the manpower requirement mentioned in (A)								
		The number of approved and valid importation quota	(A1) 1st 3-month interval (MM/YYYY to MM/YYYY _____)		(A2) 2nd 3-month interval (MM/YYYY to MM/YYYY _____)		(A3) 3rd 3-month interval (MM/YYYY to MM/YYYY _____)		(A4) 4th 3-month interval (MM/YYYY to MM/YYYY _____)		(B1) Minimum average of total manpower requirement in (A1) to (A4) period ^{Note 5 + Note 6}	(B2) Average of full-time local labour in (A1) to (A4) period ^{Note 3 + Note 5}	(B3) Imported labour applied for ^{Note 4}					
			Minimum manpower requirement	Number of full-time local labour	Minimum manpower requirement	Number of full-time local labour	Minimum manpower requirement	Number of full-time local labour	Minimum manpower requirement	Number of full-time local labour			(a) Number	(b) Period ^{Note 10}			(c) Monthly Wage ^{Note 7} (HK\$)	(d) Employer code
														(i) From (MM/YYYY)	(ii) To (MM/YYYY)	(iii) Total number of months		
1. Skilled and semi-skilled construction workers (collectively referenced to as Skilled Workers)																		
Common Trades																		
1.1	鋼筋屈紮工 (99) Bar Bender and Fixer (99)																	
1.2	(a) 混凝土及灌漿工(全科) (50) Concrete and Grouting Worker (Master) (50)																	
	(b) 混凝土工 (51) Concretor (51)																	
	(c) 灌漿工 (54) Grouting Worker (54)																	
1.3	(a) 木模板工(全科) (2) Carpenter (Formwork) (Master) (2)																	
	(b) 木模板工(土木工程) (3) Carpenter (Formwork - Civil Construction) (3)																	
	(c) 木模板工(土木工程)(拆板) (4) Carpenter (Formwork - Civil Construction) (Striking) (4)																	
	(d) 木模板工(樓宇工程) (5) Carpenter (Formwork - Building Construction) (5)																	
	(e) 木模板工(樓宇工程)(拆板) (6) Carpenter (Formwork - Building Construction) (Striking)(6)																	
1.4	索具工(叻嘜) / 金屬模板裝嵌工 (42) Rigger/Metal Formwork Erector (42)																	
1.5	(a) 幕牆及玻璃工(全科) (64) Curtain Wall and Glass Panes Installer (Master) (64)																	
	(b)幕牆工 (66) Curtain Wall Installer (66)																	
1.6	假天花工 (46A) False Ceiling Installer (46A)																	
1.7	(a) 泥水工(全科) (23) Cement Sand Mortar Worker (Master) (23)																	
	(b) 批盪工 (24) Plasterer (24)																	
	(c) 批盪工(盪地台) (25) Plasterer (Floor) (25)																	
	(d) 砌磚工 (27) Bricklayer (27)																	
	(e) 鋪瓦工 (28) Tiler (28)																	
	(f) 鋪瓦工(紙皮石) (29) Tiler (Mosaic) (29)																	
	(g) 鋪瓦工(瓷瓦) (30) Tiler (Tile) (30)																	
1.8	地磚鋪砌工 (22) Paving Block Layer (22)																	
1.9	平水工(10) Leveller (10)																	
1.10	(a) 金屬鋼鐵工(全科)(34) Metal-steel Worker (Master) (34)																	
	(b) 金屬工(35) Metal Worker (35)																	
	(c) 結構鋼架工(36) Structural Steel Erector (36)																	
1.11	(a) 普通焊接工(48) General Welder (48)																	
	(b) 結構鋼材焊接工(49) Structural Steel Welder (49)																	

Trades ^{Note2}		(A) The minimum manpower requirement and the average number of full-time local labour (including local and imported labour to be employed) [Please start from the proposed importation period in this application and specify the required time frame] (for full-time employees only) ^{Note 3}									
		The number of approved and valid importation quota	(A1) 1st 3-month interval (MM/YYYY to MM/YYYY _____)		(A2) 2nd 3-month interval (MM/YYYY to MM/YYYY _____)		(A3) 3rd 3-month interval (MM/YYYY to MM/YYYY _____)		(A4) 4th 3-month interval (MM/YYYY to MM/YYYY _____)		
			Minimum manpower requirement	Number of full-time local labour	Minimum manpower requirement	Number of full-time local labour	Minimum manpower requirement	Number of full-time local labour	Minimum manpower requirement	Number of full-time local labour	
1.12	金屬棚架工(62) Metal Scaffolder (62)										
1.13	(a) 岩土勘探工／鑽井工／鑽孔工(73) Ground Investigation Operator / Driller / Borer (73)										
	(b) 機械設備操作工(塔式起重機)(89) Plant and Equipment Operator (Tower Crane) (89)										
	(c) 機械設備操作工(打樁)(全科)(78) Plant and Equipment Operator (Piling) (Master) (78)										
	(d) 機械設備操作工(撞擊式樁)(79) Plant and Equipment Operator (Percussive Pile) (79)										
	(e) 機械設備操作工(鑽孔樁)(80) Plant and Equipment Operator (Bored Pile) (80)										
	(f) 機械設備操作工(挖掘機)(83) Plant and Equipment Operator (Excavator) (83)										
	(g) 機械設備操作工(推土機)(85) Plant and Equipment Operator (Bulldozer) (85)										
	(h) 機械設備操作工(搬土機)(88) Plant and Equipment Operator (Loader) (88)										
	(i) 機械設備操作工(壓實機)(94) Plant and Equipment Operator (Compactor) (94)										
	(j) 機械設備操作工(貨車吊機)(86) Plant and Equipment Operator (Truck-mounted Crane)(86)										
	(k) 機械設備操作工(履帶式固定吊臂起重機)(90) Plant and Equipment Operator (Crawler-mounted Mobile Crane) (90)										
	(l) 機械設備操作工(輪胎式液壓伸縮吊臂起重機)(91) Plant and Equipment Operator (Wheeled Telescopic Mobile Crane) (91)										
	(m) 機械設備操作工(龍門式起重機)(93) Plant and Equipment Operator (Gantry Crane) (93)										
1.14	(a) 機械設備技工(建造工作)(全科)(137) Plant and Equipment Mechanic (Construction Work) (Master) (137)										
	(b) 建造機械技工(138) Construction Plant Mechanic (138)										
	(c) 機械打磨裝配工(139) Mechanical Fitter (139)										
1.15	(a) 地渠及喉管工(全科)(18) Drain and Pipe Layer (Master) (18)										
	(b) 水喉工(19) Plumber (19)										
	(c) 地渠工(20) Drainlayer (20)										
	(d) 敷喉管工(21) Pipelayer (21)										
1.16	(a) 架空電線技工(128) Overhead Linesman (128)										
	(b) 控制板裝配工(129) Control Panel Assembler (129)										
	(c) 強電流電纜接駁技工(130) Cable Joiner (Power) (130)										
	(d) 強電流電纜接駁技工(低壓)(131) Cable Joiner (Low Voltage) (131)										
	(e) 電氣佈線工(132) Electrical Wireman (132)										
1.17	(a) 升降機及自動梯技工(全科)(114) Lift and Escalator Mechanic (Master) (114)										
	(b) 升降機技工(115) Lift Mechanic (115)										
	(c) 自動梯技工(116) Escalator Mechanic (116)										
1.18	(a) 消防電氣裝配工(125) Fire Service Electrical Fitter (125)										
	(b) 消防機械裝配工(126) Fire Service Mechanical Fitter (126)										
1.19	(a) 空調製冷設備技工(水系統) (118) Refrigeration / Air-conditioning / Ventilation Mechanic (Water System) (118)										
	(b) 空調製冷設備技工(送風系統)(119) Refrigeration / Air-conditioning / Ventilation Mechanic (Air System) (119)										
1.20	瀝青工（道路建造）(111) Asphalter (Road Construction) (111)										
1.21	(a) 爆石工(112) Shotfirer (112)										
	(b) 鑽破工(113) Rock Breaking Driller (113)										
1.22	重型貨車駕駛員(39) Truck Driver (Heavy Goods Vehicles) (39)										
1.23	(a) 拆卸工(全科)(31) Demolition Worker (Master) (31)										
	(b) 拆卸工(建築物)(32) Demolition Worker (Building) (32)										
	(c) 拆卸工(違例建築工程)(33) Demolition Worker (Unauthorized Building Works) (33)										
1.24	(a) 打樁工(全科)(11) Piling Operative (Master) (11)										
	(b) 打樁工(撞擊式樁)(12) Piling Operative (Percussive Pile) (12)										
	(c) 打樁工(鑽孔樁)(13) Piling Operative (Bored Pile) (13)										
1.25	其他工種的技術工人 ^{Note 5} Skilled Workers in other trades										
	Sub-total										

[illegible]

Trades ^{Note2}		(A) The minimum manpower requirement and the average number of full-time local labour (including local and imported labour to be employed) [Please start from the proposed importation period in this application and specify the required time frame] (for full-time employees only) ^{Note 3}								(B) Details of the manpower requirement mentioned in (A)								
		The number of approved and valid importation quota	(A1) 1st 3-month interval (MM/YYYY to MM/YYYY _____)		(A2) 2nd 3-month interval (MM/YYYY to MM/YYYY _____)		(A3) 3rd 3-month interval (MM/YYYY to MM/YYYY _____)		(A4) 4th 3-month interval (MM/YYYY to MM/YYYY _____)		(B1) Minimum average of total manpower requirement in (A1) to (A4) period ^{Note 5 + Note 6}	(B2) Average of full-time labour in (A1) to (A4) period ^{Note 3 + Note 5}	(B3) Imported labour applied for ^{Note 4}					
			Minimum manpower requirement	Number of full-time local labour	Minimum manpower requirement	Number of full-time local labour	Minimum manpower requirement	Number of full-time local labour	Minimum manpower requirement	Number of full-time local labour			(a) Number	(b) Period ^{Note 10}			(c) Monthly Wage ^{Note 7} (HKS)	(d) Employer code
														(i) From (MM/YYYY)	(ii) To (MM/YYYY)	(iii) Total number of months		
Special Trades																		
1.26	塔式起重機技工（架設、拆卸和更改高度）(N/A) Tower Crane Mechanic (Erecting, dismantling and height alternation) (N/A)																	
1.27	架空高壓電綫技工 (N/A) Overhead Linesman (High Voltage)(N/A)																	
1.28	清拆石棉工(47) Asbestos Abatement Worker(47)																	
1.29	泥塑技工（歷史建築） (N/A) Plaster Mural Restorer (Historical Building)																	
1.30	漆寫技工（歷史建築） (N/A) Calligrapher (Historical Building)																	
1.31	雕刻細木工（歷史建築） (N/A) Craftsman (Historical Building)																	
1.32	高強鋼結構焊接工(N/A) High Strength Steel Welder																	
1.33	高強鋼金屬保溫工(N/A) High Strength Steel Heat Treatment Worker																	
1.34	礦山鋸工 (N/A) Quarry Saw Operator (N/A)																	
1.35	繩鋸操作工 (N/A) Wire Saw Operator (N/A)																	
	Sub-total																	

(B1) Minimum average of total manpower requirement in (A1) to (A4) period ^{Note 5 + Note 6}	(B2) Average of full-time labour in (A1) to (A4) period ^{Note 3 + Note 5}	(B3) Imported labour applied for ^{Note 4}					(d) Employer code
		(a) Number	(b) Period ^{Note 10}			(c) Monthly Wage ^{Note 7} (HKS)	
			(i) From (MM/YYYY)	(ii) To (MM/YYYY)	(iii) Total number of months		

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))																			
Disciplines ^{Note2}		(A) The minimum manpower requirement and the average number of full-time local labour (including local and imported labour to be employed) [Please start from the proposed importation period in this application and specify the required time frame] (for full-time employees only) ^{Note 3}								(B) Details of the manpower requirement mentioned in (A)									
		The number of approved and valid importation quota	(A1) 1st 3-month interval (MM/YYYY to MM/YYYY _____)		(A2) 2nd 3-month interval (MM/YYYY to MM/YYYY _____)		(A3) 3rd 3-month interval (MM/YYYY to MM/YYYY _____)		(A4) 4th 3-month interval (MM/YYYY to MM/YYYY _____)		(B1) Minimum average of total manpower requirement in (A1) to (A4) period ^{Note 5 + Note 6}	(B2) Average of full-time labour in (A1) to (A4) period ^{Note 3 + Note 5}	(B3) Imported labour applied for ^{Note 4}					(c) Monthly Wage ^{Note 7} (HKS)	(d) Employer code
			Minimum manpower requirement	Number of full-time local labour	Minimum manpower requirement	Number of full-time local labour	Minimum manpower requirement	Number of full-time local labour	Minimum manpower requirement	Number of full-time local labour			(a) Number	(b) Period ^{Note 10}					
														(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) 土木工程技術員 Civil Engineering Technician																		
	(b) 結構工程技術員 Structural Engineering Technician																		
	(c) 土力工程技術員 Geotechnical Engineering Technician																		
2.2	工料測量員 Surveying Technician (Quantity)																		
2.3	土地測量員 Surveying Technician (Land)																		
2.4	園景技術員 Landscape Technician																		
2.5	環境技術員 Environmental Technician																		
2.6	電機及機械工程技術員(機械) E&M Engineering Technician (Mechanical)																		
2.7	消防設備技術員 Fire Services Technician																		
2.8	冷凝／空氣調節／通風設備技術員 Refrigeration / Air-Conditioning / Ventilation Technician																		
2.9	繪圖員 Draftsman																		
2.10	(a) 項目統籌員 Project Coordinator																		
	(b) 助理項目統籌員 Assistant Project Coordinator																		
2.11	地盤督導員 Site Supervisor																		
2.12	(a) 地盤管工 Site Foreman																		
	(b) 助理地盤管工 Assistant Site Foreman																		
2.13	其他技術人員 ^{2b5} Other Technicians																		
	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) Number of approved importation quota	(A4) Number of importation quotas withdrawn	(A5) Number of lapsed importation quota (Overdue visa/entry permit application)	(A6) Number of importation quota where the associated employment contract was terminated early	(A7) Remaining valid importation quota [Part (a) should be the sum of part (b) and (c)]									
							(a) Number of remaining valid importation quota (i.e.(A3) - (A4) to (A6))	(b) Imported labour who arrived Hong Kong and are working for the above-mentioned contract			(c) Approved imported labour who <u>have not yet</u> arrived Hong Kong					
								(i) Number	(ii) Employment period		(i) Number of visa/entry permit approved	(ii) Number of visa/entry permit <u>have not yet</u> submitted/ approved	(iii) Total	(iv) Scheduled date for submitting visa/entry permit applications against the remaining quota	(v) Scheduled arrival date for the last imported labour	
									From (MM/YYYY Y)	To (MM/YYYY)						
1. Skilled workers																
	e.g. : Bar Bender and Fixer															
1																
2																
3																
4																
5																
	Sub-total															
2. Technicians																
	e.g. : Civil Enginerring Technician															
1																
2																
3																
4																
5																
	Sub-total															
	Total															

Part 4 : Manning ratio of imported labour to full-time local labour (calculation commences from the proposed importation period)

(A) Number of full-time local labour ^{Note 8}			(B) Number of imported labour ^{Note 8}	
	Category	Number		Number
1	Skilled workers and technicians		Imported labour applied for	
2	Others (excluding managerial staff)		Imported labour working for the above-mentioned contract	
	(A1) Total		Imported labour who have not yet arrived Hong Kong	
			(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) during the contract period ^{Note 9} 。

☐ The above manning ratio requirements is not met because of the following reasons:

Signature of authorised representative: _____
(Name)

Company chop: _____
Date : _____

^{Note1} 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))

^{Note2} The number in brackets refers to the corresponding number of "trade" in Schedule 1 of the Construction Workers Registration Ordinance.

^{Note3} 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.

^{Note4} 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.

^{Note5} Please retain the details of the figures in application for the approval authority to check as necessary.

^{Note6} (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.

^{Note7} Excluding overtime pay.

^{Note8} 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 ration 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.

^{Note9} The above-mentioned minimum 1:2 manning ratio is only applicable to the works contract under application, but does not apply to the supplementary contract(s).

^{Note10} Please note that the processing of applications will be completed within two-month time after the closing of the application period. Once the application is approved, the principal contractor-applicant/employer(s) may require additional time to submit a visa/entry permit application to the Immigration Department. Upon receiving all required documents, the Immigration Department generally takes six to eight weeks to process visa/entry permit applications. Therefore, the principal contractor-applicant/employer(s) should realistically estimate the arrival time of the imported labours.