

**Labour Importation Scheme for the Construction Sector (Construction Sector Scheme) - Manpower Plan of the Works Contract** <sup>Note 1</sup>

(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 : 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 disciplines involved in the works contract (Including those applying for importation and those not))

Trades/Disciplines <sup>Note 2</sup>	(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) <sup>Note 3</sup>								(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 <sup>Note 5 * Note 6</sup>	(B2) Average of full-time local labour in (A1) to (A4) period <sup>Note 3 * Note 5</sup>	(B3) Imported labour applied for <sup>Note 4</sup>			(c) Monthly Wage <sup>Note 7</sup> (HK\$)	(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 <sup>Note 10</sup>				
													(i) From (MM/YYYY)	(ii) To (MM/YYYY)			(iii) Total number of months
<b>1. Skilled and semi-skilled construction workers (collectively referenced to as Skilled Workers)</b>																	
<b>Common Trades</b>																	
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(呔架) / 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(邊地台) (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	(a) 髹漆及裝飾工(全科) (100) Painter and Decorator (Master) (100)																
	(b) 髹漆及裝飾工(內外牆輾油) (101) Painter and Decorator (Roller Painting) (101)																
	(c) 髹漆及裝飾工(批填漆灰) (102) Painter and Decorator (Surface Filling) (102)																
	(d) 髹漆及裝飾工(髹乳膠漆) (103) Painter and Decorator (Emulsion Painting) (103)																
	(e) 髹漆及裝飾工(髹手掃漆) (104) Painter and Decorator (Brushing Lacquering) (104)																
	(f) 髹漆及裝飾工(髹油漆) (105) Painter and Decorator (Synthetic Painting) (105)																
	(g) 髹漆及裝飾工(髹透明纖維漆) (106) Painter and Decorator (Clear Lacquering) (106)																
	(h) 髹漆及裝飾工(噴塗油漆) (107) Painter and Decorator (Texture-spray) (107)																
	(i) 髹漆及裝飾工(鐵器噴漆) (108) Painter and Decorator (Metal Paint Spray) (108)																
	(j) 髹漆及裝飾工(裱貼牆紙) (109) Painter and Decorator (Paperhanging) (109)																
	(k) 髹漆及裝飾工(繪寫字體) (110) Painter and Decorator (Sign Writing) (110)																
1.10	平水工 (10) Leveller (10)																
1.11	(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)																
1.12	(a) 普通焊接工 (48) General Welder (48)																
	(b) 結構鋼材焊接工 (49) Structural Steel Welder (49)																





**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 From (MM/YYYY) To (MM/YYYY)		(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
<b>1. Skilled workers</b>														
	e.g. : Bar Bender and Fixer													
1														
2														
3														
4														
5														
	<b>Sub-total</b>													
<b>2. Technicians</b>														
	e.g. : Civil Engineering Technician													
1														
2														
3														
4														
5														
	<b>Sub-total</b>													
	<b>Total</b>													

**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 <sup>Note 8</sup>		
	Category	Number
1	Skilled workers and technicians	
2	Others (excluding managerial staff)	
	<b>(A1) Total</b>	

(B) Number of imported labour <sup>Note 8</sup>	
	Number
Imported labour applied for	
Imported labour working for the above-mentioned contract	
Imported labour who have not yet arrived Hong Kong	
<b>(B1) Total</b>	

**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 <sup>Note 9</sup> .

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.