

**Labour Importation Scheme for the Construction Sector**  
**Confirmation Form on Local Recruitment**

Name of the works contract : \_\_\_\_\_  
 Contract no. : \_\_\_\_\_

In connection with the application for importation quota for the above-mentioned works contract under the Labour Importation Scheme for the Construction Sector (“Construction Sector Scheme”), we confirm that ( Please put a ✓ as appropriate):

We have conducted and completed the local recruitment<sup>1</sup> for the above-mentioned contract in the following channels **within three months preceding the closing day for submission of applications for importation quota** in accordance with the provisions of the “Construction Sector Scheme”: (please complete Parts (A) and (B))

**Part ( A )**

Recruitment advertisements for a continuous period of 14 calendar days, from \_\_\_\_\_ to \_\_\_\_\_, through at least one of the following channels:

- Construction Industry Job Portal – easyJob of the Construction Industry Council (CIC);
- Interactive Employment Service website of the Labour Department (LD) ;
- Two separate recruitment advertisements published in local newspaper(s) (in online/print forms) or recruitment agency’s website(s).

**AND**

**Part ( B )**

Recruitment days (of six half-day sessions) within a period of 14 calendar days, from \_\_\_\_\_ to \_\_\_\_\_, through at least one of the following channels:

- Job recruitment day at the Recruitment desk of the CIC<sup>2</sup>;
- Job fairs co-organised by the CIC and the principal contractors / sub-contractors.

<sup>1</sup> The recruitment advertisement (including the information published during the recruitment day) should include the job title; trade/discipline of the job and job description; the qualification requirements which must clearly indicate the relevant experience (years of experience) required, academic and language requirements (if any) or relevant licenses required to meet the statutory requirements (if applicable). The relevant requirements must meet the minimum requirements promulgated by the Approving Authority on the dedicated webpage of the Construction Sector Scheme and the requirements of relevant legislation. If special requirements on experiences, academic or languages etc., are required for the post, or the level of requirement is apparently higher than that promulgated (such as requiring literacy in English, proficiency in both English and Chinese, proficiency in Putonghua, or only employing workers with relatively long years of experience (e.g. 10 years or more), the applicant must provide reasons for such requirements for the post and explain how the wage level has reasonably reflected such requirements in the Confirmation Form on Local Recruitment (Annex III of the application form). In addition, if applicable, the recruitment advertisement must also specify if the working experience required should be experience in construction sites or repair, maintenance, alternation and addition works, and state the years of experience required; employment terms (including wage offered, number of normal working hours per day (excluding meal breaks) and number of normal working days per month/per week must comply with the requirements promulgated at the dedicated website by the Approving Authority, and whether shift work/night shift is required); workplace location(s)/district (for remote place of work, please specify if transportation or travelling allowance will be provided); and period of employment (where appropriate).

<sup>2</sup> Applicant may check the website of the CIC (<https://www.cic.hk>) for the address and opening hours of the recruitment desk of the CIC.

Our company understands that the DEVB and/or its appointed personnel may require us to submit detailed information about the job application of individual job seekers (including application records and interview records), and approach the job-seekers to check the recruitment records. Our company has sought the consent of the job-seekers for disclosing their personal data to the DEVB and/or its appointed personnel. For job-seekers who have refused to give consent, our company will redact their personal data from the recruitment records before submitting the recruitment records to the DEVB and/or its appointed personnel.

Our company declares that the information furnished here and in the “Record Form on Recruitment of Local Labour” is true and accurate. Our company understands that if we knowingly or willfully make any false statement or withhold any information, or otherwise mislead the DEVB, the DEVB will terminate the processing of this application and may take administrative sanctions as set out in the Guidance Notes for Application for Labour Importation Quota including receipt of warning letter, revocation of any approval granted to our company for importation of labour and/or debarring our company from application under the Construction Sector Scheme within a specific period of time, and also our company shall bear the legal responsibilities.

Signature of authorised  
representative<sup>#</sup>

Company chop

\_\_\_\_\_  
(Name )

Date : \_\_\_\_\_

<sup>#</sup>The name, signature and company chop must be the same as the name, signature and company chop in Part 8 of the “Construction Sector Scheme” application form.

**Remarks:** The applicant should keep for six months after the issue date of the Notice of Quota Application Result original copy/printout of the above recruitment advertisement(s), documents of proof that such recruitment advertisement(s) has/have been published on the Interactive Employment Service website of the LD / Construction Industry Job Portal – easyJob of the CIC / in local newspaper(s) / on recruitment website(s) for a continuous period of 14 calendar days, documents of proof of hosting recruitment days (of six half-day sessions) within a period of 14 calendar days at the Construction Industry Recruitment Centre of LD / Recruitment desk of the CIC / job fairs co-organised by the CIC and the principal contractors / subcontractors, and the application record and interview record (if applicable) of each job-seeker (including the name and contact information of the job-seeker, whether he/she was successfully employed, the reason(s) for not being employed, and the reason(s) for declining the offer, etc.) for random check by the DEVB and/or its agent.

## Labour Importation Scheme for the Construction Sector

### Record Form on Recruitment of Local Labour

(Recruitment Period: \_\_\_\_\_ to \_\_\_\_\_)

(If applying for more than one type of trades/disciplines, please copy this form)

Name of the works contract : \_\_\_\_\_

Contract no. : \_\_\_\_\_

Name of trade/discipline : \_\_\_\_\_

Our company confirms that the local recruitment for the abovementioned trade/discipline was conducted in accordance with the requirements promulgated by the Development Bureau (DEVB) under the Construction Sector Scheme (with the local recruitment conducted pursuant to the [prevailing list of eligible trades/disciplines for importation and the prevailing employment terms published through the dedicated webpage of the scheme \(https://www.devb.gov.hk/en/css\)](https://www.devb.gov.hk/en/css) including number of normal working days per month/per week, number of normal working hours per day, minimum work experience requirements, and wages for the employment should be paid on a monthly basis and no less than the prevailing median monthly wages of local labour of the corresponding trades/disciplines). The monthly salary offered was HKD \_\_\_\_\_

Our company confirms that if any job seeker in Part A applied for the abovementioned trade/disciplines for multiple works contracts of our company, the relevant job seeker, if employed, will only be employed for this works contract.

A. No. of job-seeker(s) applied for the post : \_\_\_\_\_ (If nil, please fill in "0")

B. No. of job-seeker(s) invited to attend interview: \_\_\_\_\_

Interview Period : \_\_\_\_\_ to \_\_\_\_\_

Result

(a) No. of job-seeker(s) have been employed when filling out the form ( ) (b) No. of job-seeker(s) declined offer ( )

(i) No. of person(s) still in employment when filling out the form ( ) No. of person(s) declined offer due to following reason(s):

(ii) No. of person(s) terminated employment when filling out the form ( )

No. of person(s) quitted the job due to following reason(s):

- Remuneration ( )
- Work nature ( )
- Work environment ( )
- Working hours ( )
- Others (please specify): ( )

- Remuneration ( )
- Work nature ( )
- Work environment ( )
- Working hours ( )
- Others (please specify): ( )

\_\_\_\_\_

(c) No. of job-seeker (s) not employed ( )

No. of person(s) not employed due to following reason(s):

- ( ) ● Academic level specified in the recruitment advertisement/ recruitment day not attained. Recruitment advertisement/ recruitment day required job seekers to have \_\_\_\_\_ qualification (please specify), but the job seeker(s) only possessed \_\_\_\_\_ qualification (please specify)
- ( ) ● Lack of relevant experience in construction sites and/or repair, maintenance, alternation and addition\* as specified in the recruitment advertisement/ recruitment. Recruitment advertisement/ recruitment day required job seekers to have \_\_\_\_\_ years of relevant experience in construction sites and/or repair, maintenance, alternation and addition\*, but the job seeker(s) only possessed \_\_\_\_\_ years of relevant experience in construction sites and/or repair, maintenance, alternation and addition\*
- ( ) ● Lack of the years of relevant work experience required as specified in the recruitment advertisement/ recruitment day. Recruitment advertisement/ recruitment day required job seekers to have \_\_\_\_\_ years of relevant work experience, but the job seeker(s) only possessed \_\_\_\_\_ years of relevant work experience

- ( ) ● Lack of the license(s) required to meet the statutory requirements (e.g. special qualification required to perform duties of the relevant trade/discipline under the relevant legislation) as specified in the recruitment advertisement/ recruitment day. The job seeker(s) failed to possess the license(s) required as specified in the recruitment advertisement/ recruitment day (please specify) \_\_\_\_\_
- ( ) ● Others (Please specify): \_\_\_\_\_

**(d) No. of job-seeker (s) refused or failed to attend interview ( )**

C. No. of job-seeker(s) not invited to attend interview: \_\_\_\_\_

No. of job-seekers not invited to interview due to following reason(s) :

- ( ) ● Academic level specified in the recruitment advertisement/ recruitment day not attained. Recruitment advertisement/ recruitment day required job seekers to have \_\_\_\_\_ qualification (please specify), but the job seeker(s) only possessed \_\_\_\_\_ qualification (please specify)
- ( ) ● Lack of relevant experience in construction sites and/or repair, maintenance, alternation and addition\* as specified in the recruitment advertisement/ recruitment. Recruitment advertisement/ recruitment day required job seekers to have \_\_\_\_\_ years of relevant experience in construction sites and/or repair, maintenance, alternation and addition\*, but the job seeker(s) only possessed \_\_\_\_\_ years of relevant experience in construction sites and/or repair, maintenance, alternation and addition\*
- ( ) ● Lack of the years of relevant work experience required as specified in the recruitment advertisement/ recruitment day. Recruitment advertisement/ recruitment day required job seekers to have \_\_\_\_\_ years of relevant work experience, but the job seeker(s) only possessed \_\_\_\_\_ years of relevant work experience
- ( ) ● Lack of the license(s) required to meet the statutory requirements (e.g. special qualification required to perform duties of the relevant trade/discipline under the relevant legislation) as specified in the recruitment advertisement/ recruitment day. The job seeker(s) failed to possess the license(s) required as specified in the recruitment advertisement/ recruitment day (please specify) \_\_\_\_\_
- ( ) ● Others (Please specify): \_\_\_\_\_

*Remark:*

- Please put ✓ in the appropriate box .
- Please fill the number of person(s) in the bracket. If nil, please fill in "0".
- Each job-seeker may have more than one reason for having employment terminated after employed/declined offer/not employed.
- \*Please delete where inappropriate

Signature of authorised representative

Company chop

\_\_\_\_\_  
(Name )

\_\_\_\_\_  
Date : \_\_\_\_\_