Annex II

Labour Importation Scheme for the Construction Sector (Construction Sector Scheme) - Manpower Plan of the Works Contract^{Note 1} (Plese copy this form if necessary)

	Name of Principal Contractor:				c copy this form	Contract Nu	mhor					
	-					-						
	Construction Site Address:					_ Project Clier	nt:					
	Please put a "✔ "in the appropriate	e box										
Part 1 : E	mployer of the Imported Labour											
	A Principal Contractor (i.e. the applied	cant):										
	B Sub-contractor (Name of the comp											
	\Box C Sub-contractor (Name of the company):											
	D Sub-contractor (Name of the comp	oany):										
Part 2a: S	Skilled Workers Total Manpower Rec	quirement										
	If Skilled Workers are applied for im			the manpo	ower require	ement for all the o	disciplines in	volved	in the wor	ks contract		
(i	ncluding those applying for importat	tion and the	//									
			e number of tota				Deta	ils of the r	(B) nanpower requi	rement mentione	d in (A)	
			(for full-time en				(D2)	1		(B3	<u> </u>	
		(A1)	(A2)	(A3)	(A4)	(B1)	(B2)		I	mported labour a		e 3
		1st 6-month	2nd 6-month	3rd 6-month	4th 6-month	Average number	Average number of full-time local	(a)	(b) riod		Employer
	Trades/Disciplines	interval	interval	interval	interval	of total manpower	labour ^{Note 2}				Maadhla	
		(Fill in	(Fill in	(Fill in	(Fill in	requireemnt in two years ^{Note 7}	in two years ^{Note 7}	Number	(i)	(ii)	Monthly Wage ^{Note 4}	(Please fill in according to the code of the name of
		MM/YYYY to	MM/YYYY to	MM/YYYY to	MM/YYYY to	(i.e. the four intervals			From	То	-	the Principal Contractor / Sub-contractor in
		MM/YYYY)	MM/YYYY)	MM/YYYY)	MM/YYYY)	((A1) to (A4))			(MM/YYYY)	(MM/YYYY)	(HK\$)	Part 1 e.g. A, B)
1 Skilled a	nd semi-skilled construction workers (colle	etively refere	anced to as SI	zilled Worke	rs)							
Common T				Anteu Worke	<u>13)</u>							
1.1	Bar Bender and Fixer											
1.2	(a) Concrete and Grouting Worker (Master)											
	(b) Concretor											
	(c) Grouting Worker											
1.3	(a) Carpenter (Formwork) (Master)											
	(b) Carpenter (Formwork - Civil Construction)											
	(c) Carpenter (Formwork - Civil Construction) (Striking)											
	(d) Carpenter (Formwork - Building Construction)											
	(e) Carpenter (Formwork - Building Construction) (Striking)											
1.4	Rigger/Metal Formwork Erector											
1.5	(a) Curtain Wall and Glass Panes Installer (Master)											
	(b) Curtain Wall Installer											
1.6	False Ceiling Installer											
1.7	(a) Cement Sand Mortar Worker (Master)											
	(b) Plasterer											
	(c) Plasterer (Floor)											
	(d) Bricklayer											
	(e) Tiler											
	(f) Tiler (Mosaic)											
	(g) Tiler (Tile)											
1.8	Paving Block Layer											
1.9	(a) Painter and Decorator (Master)											
	(b) Painter and Decorator (Roller Painting)(c) Painter and Decorator (Surface Filling)					┥ ┝────						
	(c) Painter and Decorator (Surface Filling) (d) Painter and Decorator (Emulsion Painting)											
	(d) Painter and Decorator (Emulsion Painting) (e) Painter and Decorator (Brushing Lacquering)					┨						
	(f) Painter and Decorator (Srushing Lacquering) (f) Painter and Decorator (Synthetic Painting)					┨						
	(g) Painter and Decorator (Clear Lacquering)											
	(h) Painter and Decorator (Texture-spray)					┨ ┣────						
	(i) Painter and Decorator (Netal Paint Spray)					┨						
	(j) Painter and Decorator (Paperhanging)											
	(k) Painter and Decorator (Sign Writing)											
1.10	Leveller					1						

1.11	(a) Metal-steel Worker (Master)						
	(b) Metal Worker						
	(c) Structural Steel Erector						
1.12	(a) General Welder						
	(b) Structural Steel Welder						

		Averag) e number of tota (for full-time en	A) Il manpower req iployees only) ^{Note}	uirement 2		Detai	ls of the n	(B) nanpower requi	rement mentione	d in (A)	
		(A1)	(A2)	(A3)	(A4)	(B1)	(B2)			(B3 mported labour :		e 3
						Average number	Average number			mported labour : b)	applied for 10	
	Trades/Disciplines	1st 6-month	2nd 6-month	3rd 6-month	4th 6-month	of total manpower requireemnt in	of full-time local	(a)		riod		Employer
	-	interval	interval	interval	interval	-	labour ^{Note 2} in two years ^{Note 7}	N7 1	(i)	(ii)	Monthly	(Please fill in according to
		(Fill in	(Fill in	(Fill in	(Fill in	(i.e. the four	in two years	Number			Wage ^{Note 4}	the code of the name of
		MM/YYYY to	MM/YYYY to	MM/YYYY to	MM/YYYY to	intervals ((A1) to (A4))			From	То		the Principal Contractor / Sub-contractor in
		MM/YYYY)	MM/YYYY)	MM/YYYY)	MM/YYYY)				(MM/YYYY)	(MM/YYYY)	(HK\$)	Part 1 e.g. A, B)
1.13	Metal Scaffolder											
1.14	(a) Ground Investigation Operator / Driller / Borer											
	(b) Plant and Equipment Operator (Tower Crane)											
	(c) Plant and Equipment Operator (Piling) (Master)											
	(d) Plant and Equipment Operator (Percussive Pile)											
	(c) Plant and Equipment Operator (Bored Pile)											
	(f) Plant and Equipment Operator (Excavator)											
	(g) Plant and Equipment Operator (Excertition) (g) Plant and Equipment Operator (Bulldozer)											
	(h) Plant and Equipment Operator (Loader)											
	(i) Plant and Equipment Operator (Compactor)											
	(j) Plant and Equipment Operator (Compactor)											
	()) Frant and Equipment Operator (Truck-mounted Crane)											
	(k) Plant and Equipment Operator (Crawler-											
	mounted Mobile Crane)											
	(I) Plant and Equipment Operator (Wheeled Telescopic Mobile Crane)											
	Telescopic Mobile Crane)											
1.17	(m) Plant and Equipment Operator (Gantry Crane)											
1.15	(a) Plant and Equipment Mechanic (Construction Work) (Master)											
	(b) Construction Plant Mechanic											
	(c) Mechanical Fitter											
1.16	(a) Drain and Pipe Layer (Master)											
	(b) Plumber											
	(c) Drainlayer											
	(d) Pipelayer											
1.17	(a) Overhead Linesman											
	(b) Control Panel Assembler											
	(c) Cable Jointer (Power)											
	(d) Cable Jointer (Low Voltage)											
	(e) Electrical Wireman											
1.18	(a) Lift and Escalator Mechanic (Master)											
	(b) Lift Mechanic											
	(c) Escalator Mechanic											
1.19	(a) Fire Service Electrical Fitter											
	(b) Fire Service Mechanical Fitter											
1.20	(a) Refrigeration / Air-conditioning / Ventilation											
1.20	Mechanic (Water System)											
	(b) Refrigeration / Air-conditioning / Ventilation											
1.21	Mechanic (Air System)											
1.21	Asphalter (Road Construction) (a) Shotfirer											
1.22	(a) Shothrer (b) Rock Breaking Driller											
1.02												
1.23	(a) Construction Goods Vehicle Driver (Master)											
	(b) Truck Driver (Medium Goods Vehicles)											
	(c) Truck Driver (Heavy Goods Vehicles)											
	(d) Truck Driver (Special Purpose Vehicles)											
	(e) Truck Driver (Articulated Vehicles)											
1.24	(a) Demolition Worker (Master)											
	(b) Demolition Worker (Building)											
	(c) Demolition Worker (Unauthorized Building Works)											
1.25	Diver (Construction Work)											
1.25	(a) Piling Operative (Master)											
	(b) Piling Operative (Percussive Pile)											
	(c) Piling Operative (Bored Pile)											
1.27	Skilled Workers in other trades ^{Note 7}											
1.27												
Sec. 17	Sub-total											
Special Tra	Tower Crane Mechanic (Erecting, dismantling and											
1.20	height alternation)											
1												
1.29	Overhead Linesman (High Voltage)											
1.29	Overhead Linesman (High Voltage) Asbestos Abatement Worker											

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))

			(A)					(B)			
		Averag	e number of tota	l manpower req	uirement		Deta	ils of the r		rement mentione	d in (A)	
			(for full-time em			(B1)	(02)			(B3	3)	
		(A1)	(A2)	(A3)	(A4)	(61)	(B2)		1	(B3 Imported labour		e 3
							Average number	(a)		(b)		
	Trades/Disciplines	1st 6-month interval	2nd 6-month interval	3rd 6-month interval	4th 6-month interval	of total manpower requireemnt in	of full-time local labour ^{Note 2}	(a)	Pe	riod	-	Employer
	•	interval	intervai	intervai	intervar	two years ^{Note 7}	in two years ^{Note 7}		(i)	(ii)	Monthly	(Please fill in according to
		(Fill in	(Fill in	(Fill in	(Fill in	(i.e. the four	in two years	Number	(7)		Wage ^{Note 4}	the code of the name of
		MM/YYYY to	MM/YYYY to	MM/YYYY to	MM/YYYY to	intervals ((A1) to (A4))			From	То		the Principal Contractor / Sub-contractor in
		MM/YYYY)	MM/YYYY)	MM/YYYY)	MM/YYYY)				(MM/YYYY)	(MM/YYYY)	(HK\$)	Part 1 e.g. A, B)
2. Technici	ans and site supervisory personnel (collect	tivelv referenc	ed to as Tech	nicians)								
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 7}											
	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) (Please fill in Parts 3 and 4 if applying for importation of Skilled Workers and/or Technicians) (A3) Imported labour working for the above-mentioned contract (A1) (A2) (A4) Name of Scheme (e.g. Application number **(a)** (b) Approved imported **Employment period** (a) Construction Sector Scheme **Trades/disciplines** labour who have (i) From (MM/YYYY) (ii) To (b) Supplementary Labour Scheme Number not yet arrived (c) Others (please specify) Hong Kong (MM/YYYY) 1. Skilled workers e.g. Bar Bender and Fixer 1 2 3 Sub-total 2. Technicians e.g. Civil Engineering Technician 1 2 3 Sub-total Total

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Part 4: Manning ratio of imported labour to full-time local labour (Please fill in Parts 3 and 4 if applying for importation of Skilled Workers and/or Technicians)

(A) Estimated number of full-time local labour at the start of the two-year period Note 5						
	Category	Number				
1	Skilled workers and technicians					
	(please refer to (B2) in Part 2)					
2	Others (excluding managerial staff)					
	(A1) Total					

((B) Estimated number of imported labour at the start of the two-year	period Note 5
	Category	Number
1	Imported labour applied for	
	(please refer to (B3) in Part 2)	
2	Importeed labour working for the above-mentioned contract	
	(please refer to (A3) in Part 3)	
3	Imported labour who have not yet arrived Hong Kong	
	(please refer to (A4) in Part 3)	
	(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) Note 6 during the contract period.

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

Signature of authorised representative			Company 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 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 3 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 subcontractors 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.

For filling in this form for the supplementary contract, it refers to the imported labour who will be deployed to the construction site(s) of

- Note 4 Excluding overtime pay.
- Note 5 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 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 (including frontline staff, workers, technicians, etc. but excluding managerial staff)) during labour importation within the contract period.
- Note 6 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).
- Note 7 Please retain the details of the figures in application for the approval authority to check as necessary.

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