

## Labour Importation Scheme for the Construction Sector

### Request Form for Adding Special Trade<sup>1</sup>/Discipline to the List of Eligible Trades/Disciplines

#### Part 1: Important Note

1. For the avoidance of delay in the processing of this request, please write in black ink and in block letters.
2. The purposes of collecting personal/the applicant's data are to process request for adding special trade/ discipline to the List of Eligible Trades/Disciplines of special trades/disciplines under the Labour Importation Scheme for the Construction Sector (Construction Sector Scheme). The data may be transferred to relevant policy bureaux and other government departments/public sector organisations for the purposes mentioned above. Before the applicant provides personal data of a third party to the Development Bureau, the applicant must explain to the data subject the purpose of collecting the personal data and the institution(s) to which the personal data will be transferred. The provision of any information (including personal data) should be voluntary. However, if the applicant does not provide sufficient information as requested, Development Bureau (DEVB) may not be able to process this request. Persons whose personal data have been provided to DEVB have the right to request for access to and correction of their personal data. Request for access to or correction of personal data should be made to, Access to Information Officer, Works Branch, Development Bureau, 18/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong.
3. Prior to submission of this request form, please visit the designated webpages of the Construction Sector Scheme (<https://www.devb.gov.hk/en/css>) to check if the special trade/discipline under request is covered by the list of eligible trades/disciplines.
4. Applicant should submit this request form no less than six months before their targeted date to submit importation quota applications for the special trade/discipline concerned. The completed form with all supporting documents should be submitted to the DEVB by post (Address: (Attn.: Works Policies 1 Section), Development Bureau, 15/F, West Wing, Central Government Offices, 2 Tim Ma Aveune, Tamar, Hong Kong) .

#### Part 2: Applicant's Particulars

##### Principal Contractor's Particulars<sup>2</sup>

2.1 Name of Principal Contractor			
2.2 Address			
2.3 Business Registration Certificate no.			
2.4 Certificate of Incorporation no.			
2.5 Name of the person-in-charge		2.6 Job title of the person-in-charge	
2.7 Tel. no.		2.8 Fax no.	
2.9 Email Address			

<sup>1</sup> Special trade refers to trade/discipline involving construction personnel the local supply of which is very limited.

<sup>2</sup> Please see Part 1 of this form for the use of the information. Staff of DEVB will contact the person-in-charge for the purposes of processing this application. For the avoidance of delay in the processing of this application, staff of DEVB will communicate with the person-in-charge by telephone, facsimile and email, etc.

**Part 3: Special Trade/Discipline to be added to the List of Eligible Trades/Disciplines**

3.1 Name of trade/discipline	<hr/> <p>Is this trade being a trade listed under the Construction Workers Registration Ordinance (Cap. 583)?</p> <p><a href="https://www.elegislation.gov.hk/hk/cap583!en?INDEX_CS=N&amp;xpid=ID_1438403486642_001">https://www.elegislation.gov.hk/hk/cap583!en?INDEX_CS=N&amp;xpid=ID_1438403486642_001</a></p> <p><input type="checkbox"/> Yes <span style="margin-left: 150px;"><input type="checkbox"/> No</span></p>		
3.2 Detailed job description	<hr/> <hr/> <hr/>		
3.3 Minimum qualification required	<input type="checkbox"/> Education Level : <hr/> <input type="checkbox"/> Works Experience : <hr/> <input type="checkbox"/> Language Proficiency: <hr/> <input type="checkbox"/> Professional Skills : <hr/> <input type="checkbox"/> Others : <hr/>		
3.4 Employment period	<hr/> months	3.5 No. of normal working days per week	
3.6 Shift work required	<input type="checkbox"/> Yes (Please complete Part A) <input type="checkbox"/> No (Please complete Part B)		
	A. Work schedule of each shift (e.g.: 0900-1300 & 1400-1800, 1100-1500 & 1600-1900) <hr/>	B. Daily work schedule (e.g.: 0900-1300 & 1400-1800) <hr/>	
3.7 Wage level offered (excluding overtime pay)	(a) <input type="checkbox"/> HK\$ <hr/> per month (b) <input type="checkbox"/> (i) Wage level include all rest days, meal and rest breaks (other than meal break) <input type="checkbox"/> (ii) Wage level does not include all rest days, meal and rest breaks (other than meal break)		
3.8 Please provide the reason(s) that the trade/discipline under request should be considered as special trade/discipline (please use additional sheet(s) if necessary)	<hr/> <hr/> <hr/>		

Please put a “✓” in the appropriate box

**Part 4: Construction Works Contract Involved**

4.1 Contract no.		4.2 Name of the contract	
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4.3 Address of workplace	
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For **public sector works contract**, please fill in the below information

4.4 Person-in-charge of Works Department/ relevant organisation*	(Name, Post Title and Name of Department/Organisation)	(Tel. no and E-mail Address)
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**Part 5: Signature of the applicant (i.e. Principal Contractor)**

I have completed this form and submitted together with this form the following documents.

- Copy of the valid Business Registration Certificate<sup>3</sup> or Certificate of Incorporation
- Copy of extracts of the works contract listed in Part 4 (should clearly indicate the name of the applicant, name of the contract client/proponent, contract number, name of the contract, contract period and workplace(s))

Signature of authorised person	Company Chop
<hr/> (Name )	
<hr/> (Date)	<hr/>

\* Please delete where inappropriate.

- Please put a “✓” in the box

<sup>3</sup> With minimum validity of six months from the date of submission of the request form.