

**Important Notice on**  
**Briefings on Employment Rights of Imported Workers**  
**under the Supplementary Labour Scheme**

As stipulated in the Standard Employment Contract (SEC) prescribed under the Supplementary Labour Scheme (SLS), employers hiring imported workers are required to grant paid leave to each imported worker (including new recruits and those with employment contracts renewed) for attending a briefing, on the basis of **each** SEC signed, organised by the Labour Department **within 8 weeks** upon their arrival in Hong Kong (briefing requirement), so as to enhance imported workers' understanding of the protection accorded under relevant statutory provisions, SLS and SEC.

An attendance certificate will be issued to every imported worker who has attended the briefing. The original of the certificate will be kept by the imported worker, while the copy should be kept by the employer in the workplace of the imported worker concerned for inspection by Labour Inspector(s). The certificate is valid from the date of the briefing until expiry date of the relevant SEC (as in force on the same date of the briefing).

Please note that this Department may consider **refusing SLS applications submitted by employers failing to comply with the briefing requirement within 1 year from the issue date of the relevant written notice.**

Supplementary Labour Division  
Labour Department  
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