

院舍輸入護理員特別計劃  
Special Scheme to Import Care Workers for Residential Care Homes  
院舍全職本地僱員資料報表  
Information of Full-time Local Employees of Residential Care Home

牌照處檔號/私營醫療機構編號\*  
LORCHE/LORCHD/PHF\* No. : \_\_\_\_\_  
院舍名稱  
Name of Residential Care Home : \_\_\_\_\_  
院舍地址  
Address of Residential Care Home : \_\_\_\_\_  
院舍電話  
Telephone No. : \_\_\_\_\_  
全職本地僱員總人數 (包括院舍所有工種)  
Total Number of Full-time Local Employees (including all types of staff of the home) : \_\_\_\_\_  
全職本地護理員每月工資幅度 (不包括超時工資)  
Salary Range of Full-time Local Care Worker(s) per month (excluding any overtime pay) 由From HK\$ \_\_\_\_\_ 至to HK\$ \_\_\_\_\_  
全職本地護理員每月工資平均數 (不包括超時工資)  
Average Salary of Full-time Local Care Worker(s) per month (excluding any overtime pay) HK\$ \_\_\_\_\_

序號 S/N	職位 Post	全職本地僱員人數 Number of Full-time Local Employees	序號 S/N	職位 Post	全職本地僱員人數 Number of Full-time Local Employees
1	護理員		7		
2			8		
3			9		
4			10		
5			11		
6			12		

注意事項 Remarks :

- 如本頁行數不足填寫,請自行影印及必須在每頁填上獨資經營者/董事/獲授權合夥人/獲授權代表姓名和簽署,以及蓋上申請者蓋印。  
Please make copies of this page for insufficient space, with the name of sole proprietor / director / authorised partner / authorised representative together with the applicant's chop on each page.
- 「院舍輸入護理員特別計劃」的本地僱員與輸入護理員的比例是以全職本地僱員計算,而全職是指該僱員每周總工作時數不少於35小時。  
Under the Special Scheme to Import Care Workers for Residential Care Homes, the ratio of local employees to imported care workers is calculated on basis of full-time local employees, and a full-time employee refers to one who works not less than 35 hours per week.
- 每周工作不少於 35 小時的兼職/替假本地護理員,若同時每月平均工作日數或時數不少於一般輸入護理員每月工作時間的80% (即每月平均工作日數÷26 日 ≥ 0.8 或每月平均工作時數÷26÷9 小時 ≥ 0.8),才會被視為全職護理員。  
A part-time/substitute local care worker will be regarded as a full-time care worker on the condition that he/she works no less than 35 hours per week and his/her average number of working days or the number of working hours per month is not less than 80% of working time of an imported care worker (i.e. average working days per month÷26 days ≥ 0.8 or average working hours per month÷26÷9 hours ≥ 0.8).
- 全職本地護理員每月工資平均數是以申請日前一個月所有全職本地護理員薪金總和 (不包括超時工資) 除以全職本地護理員人數計算。  
The average salary of full-time local care worker(s) per month is calculated by dividing the sum of the salaries (excluding any overtime pay) of all full-time local care workers by the number of full-time local care workers in the month preceding this application date.

本人聲明在此文件內提供的資料均屬真實及正確。本人明白如本人蓄意或存心提出不正確資料或隱瞞任何事項,或錯誤引導社會福利署,社會福利署會終止處理本申請及在指定時間內不會接受本院舍的配額申請,本人亦須負上有關的法律責任。

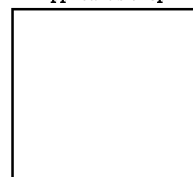
I declare that all information furnished here is true and accurate. I understand that if I knowingly or wilfully make any false statement or withhold any information, or otherwise mislead the Social Welfare Department, the Social Welfare Department will terminate the processing of this application and will not accept any quota application of our residential care home within a specified period of time, and also I shall bear the legal responsibilities.

獨資經營者/董事/獲授權合夥人/  
獲授權代表姓名\*# (請以正楷填寫)  
Name of sole proprietor / director / authorised partner /  
authorised representative\*# (in block letters) : \_\_\_\_\_

簽署Signature : \_\_\_\_\_

日期Date : \_\_\_\_\_

申請者蓋印  
Applicant's chop



\*請刪去不適用者。\*Please delete where inappropriate

#姓名、簽署及申請者蓋印必須與「院舍輸入護理員特別計劃」申請表第 6 部分的申請者姓名、簽署及申請者蓋印相同。

#The name, signature and applicant's chop must be the same as in Part 6 of the application form of the Special Scheme.