

**防疫抗疫基金**  
**Anti-epidemic Fund**  
**建造業僱主聘用臨時僱員補助金**  
**Subsidies for Employers in the**  
**Construction Sector with Employment of Casual Employees**  
**申請表**  
**Application Form**

請填妥及以電郵方式 ([essc\\_application@devb.gov.hk](mailto:essc_application@devb.gov.hk)) 提交本申請表、承諾書、授權及聲明書和有關證明文件副本以申請防疫抗疫基金下建造業僱主聘用臨時僱員補助金(補助金計劃)。如中、英文兩個版本有任何抵觸或不相符之處，應以英文版本為準。承諾書的中文版本只供參考。申請者只需填妥及提交承諾書的英文版本。

Please complete and submit this Application Form, the Undertaking Form, the Authorisation and Declaration Form and a copy of the supporting documents by email ([essc\\_application@devb.gov.hk](mailto:essc_application@devb.gov.hk)) for applying the subsidies for employers in the construction sector with employment of casual employees under the Anti-epidemic Fund ("the Subsidy Scheme"). If there is any inconsistency or ambiguity between the English version and the Chinese version, the English version shall prevail. The Chinese version of the Undertaking Form is for reference. The applicant should complete and submit the English version of the Undertaking Form only.

**A 部 — 申請者／公司資料**

**Part A – Applicant/Company Information**

**A1. 公司名稱** (註 1：須與商業登記證上所示的名稱相同。)

**A1. Company Name** (Note 1: The name must be the same as that shown on the Business Registration Certificate.)

英文名稱：

English:

中文名稱：

Chinese:

**A2. 商業登記號碼** (註 2：請填寫商業登記號碼的首 8 位數字及夾附商業登記證副本。)

**A2. Business Registration Number** (Note 2: Please fill in the first 8 digits of the Business Registration Number and enclose a copy of Business Registration Certificate.)

商業登記號碼：

Business Registration Number:

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例如：

E.g.

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**A3. 銀行帳戶資料** (註 3：銀行帳戶持有人名稱須與上文 A1 項所載的公司名稱相同。請夾附二零二零年內及申請日期前發出的最新一期銀行結單副本／存摺相關各頁副本，並須清楚及完整顯示銀行名稱／商標、銀行帳戶持有人名稱、銀行帳戶號碼及結單日期。)

**A3. Bank Account Information** (Note 3: Account holder's name must be the same as the Company Name as specified in item A1 above. Please enclose a copy of the latest bank statement / relevant page(s) of the passbook issued within 2020 and before the application date, showing clearly and completely the name / logo of the bank, the name of the bank account holder, the bank account number and the date of the bank statement.)

銀行名稱：

Bank Name:

銀行帳戶持有人英文名稱：

English Name of Account Holder

銀行帳戶號碼：

Bank Account Number

(銀行編號－分行編號－帳戶號碼)

(Bank No. – Branch No. – Account No.)

**A4. 聯絡人****A4. Contact Person**

姓名： \_\_\_\_\_ 職位： \_\_\_\_\_  
 Name: \_\_\_\_\_ Post: \_\_\_\_\_  
 電郵： \_\_\_\_\_ 電話： \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**B 部 – 僱主在強制性公積金(強積金)行業計劃下的供款資料****Part B – Information of the Employer’s Mandatory Provident Fund (“MPF”) Contribution under Industry Scheme(s)**

**B1. 為臨時僱員作供款而在強積金受託人下註冊的參與計劃編號** (註 4：請填寫 11 位數字的參與計劃編號。上文 A1 項所載的公司名稱須與強積金受託人紀錄中所示的僱主名稱一致。)

**B1. Scheme Participation Number under MPF Trustee(s) for Casual Employees** (Note 4: Please fill in the Scheme Participation Number(s) of 11 digits. The Company Name as specified in item A1 above must match with the name of employer shown on the records of the MPF Trustee(s).)

銀聯信託有限公司

Bank Consortium Trust Company Limited

東亞銀行(信託)有限公司

Bank of East Asia (Trustees) Limited

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**重要事項：****Important note:**

- 本人會把填妥的申請表、承諾書、授權及聲明書和註 2 及 3 所載的有關證明文件副本，以電郵方式 ([essc\\_application@devb.gov.hk](mailto:essc_application@devb.gov.hk)) 提交申請。公司會保存已填妥的申請表、承諾書、授權及聲明書和所有證明文件正本最少七年，並會按要求立即向政府或其代理人提供上述任何或全部文件。

I will submit the completed Application Form, Undertaking Form, Authorisation and Declaration Form and a copy of the supporting documents as described in Note 2 and 3 by email ([essc\\_application@devb.gov.hk](mailto:essc_application@devb.gov.hk)). The Company shall keep the original of the completed Application Form, Undertaking Form, Authorisation and Declaration Form and the supporting documents for at least seven years and provide any or all of the aforesaid documents to the Government or its agents forthwith upon request.

1. 填妥的申請表  
Completed Application Form
2. 填妥的承諾書(英文版本)  
Completed Undertaking Form (English version)
3. 填妥的授權及聲明書  
Completed Authorisation and Declaration Form
4. 商業登記證副本  
A copy of Business Registration Certificate
5. 銀行帳戶證明文件  
Documentary proof of bank account
6. 付款授權書(如適用)  
Authorisation form for settlement by bank transfer (if applicable)

註：

Remarks:

- 1) 申請者只需填寫二零二零年三月一日至三十一日期間(首尾兩天包括在內)的強積金相關資料。  
The applicant only needs to provide relevant MPF information during the period from 1 to 31 March 2020 (both dates inclusive).
- 2) 「臨時僱員」一詞指年滿 18 歲至未滿 65 歲，從事建造業，並由僱主按日僱用或僱用期少於 60 日的僱員。  
The term “casual employee(s)” refers to employees who are at least 18 years of age but under 65 years of age and are employed in the construction industry on a day-to-day basis or for a fixed period of less than 60 days.
- 3) 「合資格僱員(二零二零年三月)」一詞指受聘於公司的臨時僱員，而根據強積金受託人所發出有關申請者截至二零二零年五月七日強積金供款狀況的紀錄顯示，公司在二零二零年三月的曆月內，曾在強積金建造業行業計劃下為該名僱員作出最少 15 天僱主供款。  
The term “qualified employee(s) (March 2020)” refers to the casual employees employed by the company as specified in item A1 above (“the Company”) for whom the Company has made employer’s contributions under the MPF Industry Scheme(s) for construction industry for at least 15 days in the calendar month of March 2020, based on the position of the applicant’s MPF contributions as at 7 May 2020 as shown in the records issued by the MPF Trustee(s).
- 4) 「合資格僱員」一詞指受聘於公司的臨時僱員，而根據強積金受託人所發出有關公司截至下一個月第十天的強積金供款狀況的紀錄顯示，公司在補助期內任何一個曆月，曾在強積金建造業行業計劃下為該名僱員作出最少 15 天僱主供款。  
The term “qualified employee(s)” refers to the casual employees employed by the Company for whom the Company has made employer’s contributions under the MPF Industry Scheme(s) for construction industry for at least 15 days in any particular calendar month during the Subsidy Period, based on the position of the applicant’s MPF contributions as at the 10<sup>th</sup> day of the following month as shown in the records issued by the MPF Trustee(s).
- 5) 「補助期」一詞指二零二零年八月一日至二零二一年一月三十一日期間的六個曆月(首尾兩天包括在內)。  
The term “Subsidy Period” refers to the period of six calendar months from 1 August 2020 to 31 January 2021 (both dates inclusive).
- 6) 申請者就每名合資格僱員(二零二零年三月)可獲發補助金港幣 36,000 元。  
The amount of subsidy to be provided to the applicant for each of the qualified employees (March 2020) is HK\$36,000.