

# 電子表格填寫流程(e-Form Filling Procedure)

(注意: 點擊「填寫新表格」前, 請先細閱「注意事項」1至4項, 並請先下載及填妥第3項之附件一至四。)

## 1. 填寫表格(Filling in Form)

點擊「填寫新表格」以開始填寫新表格。

Click (**Start Filling in a New Form**) to start filling in a new form.

11) 確認通知書

附件一  
附件二  
附件三  
附件四

4. 申請人可在遞交網上申請表前儲存電子申請表格。

我想

- 填寫新表格
- 填寫已儲存的表格

Annex 4

4. The applicant is allowed to save the e-Form before submission.

I Want To

- Start Filling in a New Form
- Fill in a Saved Form

每完成一頁後, 在右下方點擊「繼續」以進入下一頁。亦可點擊「返回」以回到上一頁。

After finishing a page, in the lower right, click (**Next**) to move on to the next page.

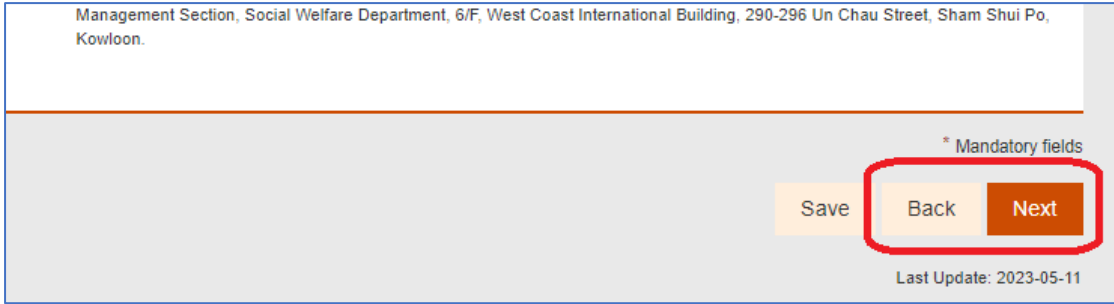
You may click (**Back**) to return to the previous page as well.

6. 聯絡方法: 可聯絡的電話號碼。(請於廣告內註明: “求職者請致電xxxx-xxxx查詢。”)

\* 必須提供

儲存 返回 繼續

更新日期: 2023-05-11



網頁左方會顯示填寫進度。

The progress of form filling is shown on the left of the web page.



# The Special Scheme to Import Care Workers for Residential Care Homes Application Form

- 1) Introduction
- 2) Points to Note
- 3) Part 1: Important Notes
- 4) Part 2: List of Dos and Don'ts for Employers
- 5) Part 3: Applicant's Particulars
- 6) Part 4: Past Adverse Record
- 7) Part 5: Details of the Post
- 8) Part 6: Declaration
- 9) Part 6 (cont'd): Signature
- 10) Review & Confirm
- 11) Acknowledgement

## Part 4: Past Adverse Record

Has the applicant, or the sole proprietor/partner(s) of the applicant violated any law or requirement listed in Part 2 of this form? (For a limited company or corporation, only record(s) pertaining to that company or corporation need(s) to be provided.) \*

- No.
- Yes. The details are as follows (please state the law or requirement violated, and the date of conviction or the date of the warning letter/sanction notification):

#	1
<b>The law or requirement violated *</b>	
Unlawful deduction of wages	
<b>Date of conviction</b>	
YYYY-MM-DD	
<b>Date of the warning letter / sanction notification</b>	
2023-02-08	

[Add Line](#)

\* Mandatory fields

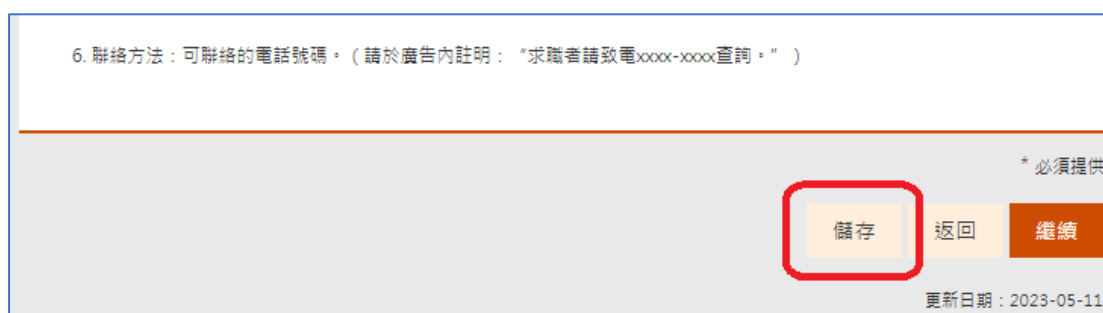
[Save](#) [Back](#) [Next](#)

Last Update: 2023-06-07

## 2. 儲存未完成的表格及繼續填寫已儲存的表格(Save Unfinished Form and Continue with Saved Form)

在填寫電子表格中途，若需要儲存以供往後再繼續填寫，可在網頁右下方點擊「儲存」。在儲存表格視窗彈出後，自行設定一個密碼後，點擊視窗內的「儲存」。一個副檔名為.gfd 的檔案會儲存到申請人的電腦（通常是儲存在下載資料夾內）。請記下你儲存的密碼，以供日後開啟你已儲存檔案時使用。完成儲存後，可以關閉電子表格網頁，亦可以繼續填寫。

While filling in the form, if saving the form for use later is needed, the (Save) in the lower right corner of the page can be clicked. When the pop-up window is shown, set a password and click (Save) in the window. A file with extension .gfd will be stored on computer of the applicant (normally in the Download folder). Please remember your password for future use when opening your saved files. After saving, you may close the e-Form web page, or continue with form filling.

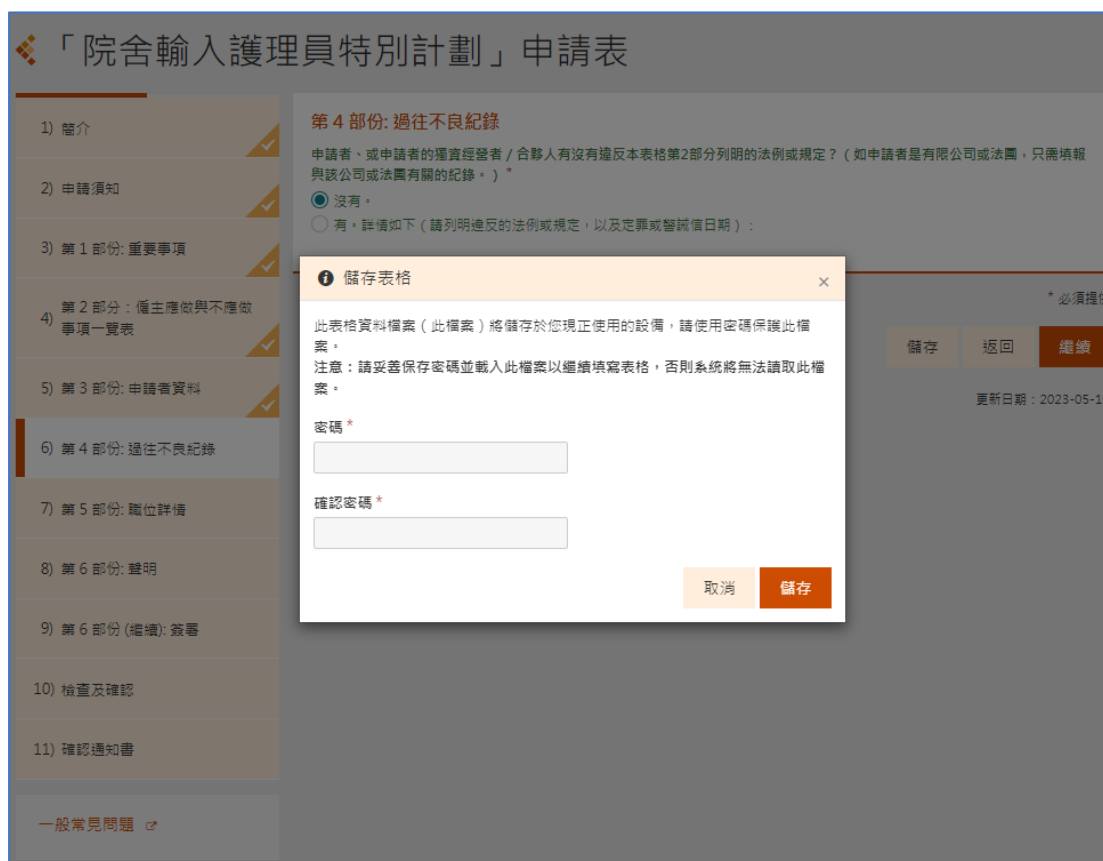


6. 聯絡方法：可聯絡的電話號碼，（請於廣告內註明：“求職者請致電xxxx-xxxx查詢。”）

\* 必須提供

儲存 返回 繼續

更新日期：2023-05-11



「院舍輸入護理員特別計劃」申請表

1) 簡介  
2) 申請須知  
3) 第 1 部份: 重要事項  
4) 第 2 部份: 僱主應做與不應做事項一覽表  
5) 第 3 部份: 申請者資料  
6) 第 4 部份: 過往不良紀錄  
7) 第 5 部份: 職位詳情  
8) 第 6 部份: 聲明  
9) 第 6 部份 (繼續): 簽署  
10) 檢查及確認  
11) 確認通知書

一般常見問題

第 4 部份: 過往不良紀錄

申請者、或申請者的僱資經營者 / 合夥人有沒有違反本表格第 2 部分列明的法例或規定？（如申請者是有限公司或法團，只需填報與該公司或法團有關的紀錄。）\*

沒有。  
 有。詳情如下（請列明違反的法例或規定，以及定罪或警誡值日期）：

儲存表格

此表格資料檔案（此檔案）將儲存於您現正使用的設備，請使用密碼保護此檔案。  
注意：請妥善保存密碼並載入此檔案以繼續填寫表格，否則系統將無法讀取此檔案。

密碼\*

確認密碼\*

取消 儲存

\* 必須提供

儲存 返回 繼續

更新日期：2023-05-10

Management Section, Social Welfare Department, 6/F, West Coast International Building, 290-296 Un Chau Street, Sham Shui Po, Kowloon.

\* Mandatory fields

Last Update: 2023-05-11

## The Special Scheme to Import Care Workers for Residential Care Homes Application Form

- 1) Introduction
- 2) Points to Note
- 3) Part 1: Important Notes
- 4) Part 2: List of Dos and Don'ts for Employers
- 5) Part 3: Applicant's Particulars
- 6) Part 4: Past Adverse Record
- 7) Part 5: Details of the Post
- 8) Part 6: Declaration
- 9) Part 6 (cont'd): Signature
- 10) Review & Confirm
- 11) Acknowledgement

[General FAQs](#)

### Part 4: Past Adverse Record

Has the applicant, or the sole proprietor/partner(s) of the applicant violated any law or requirement listed in Part 2 of this form? (For a limited company or corporation, only record(s) pertaining to that company or corporation need(s) to be provided.) \*

No.  
 Yes. The details are as follows (please state the law or requirement violated, and the date of conviction or the date of the warning letter):

**Save Form**

This form data file (the file) will be saved into your current device. Please use a password to protect the file.  
**NOTE: Please keep your password properly for loading the file to resume filling the form, otherwise the file could not be loaded without the password.**

Password \*

Confirm Password \*

\* Mandatory fields

Last Update: 2023-05-10

如需要繼續填寫未完成的電子表格，申請人可以在電子表格的第一頁選擇「**填寫已儲存的表格**」。在「**開啟已儲存的表格**」視窗彈出後，選擇之前儲存在申請人電腦的副檔名為**.gfd**的檔案（例如：SWD078-2023-06-19-1232.gfd）並輸入當時設定的密碼，即可開啟並繼續填寫未完成的電子表格。

To continue with previously saved form, the applicant can click (**Fill in a Saved Form**) in the first page of the e-Form. When the pop-up window (**Open a Saved Form**) appears, choose the file of extension **.gfd** (e.g. SWD078-2023-06-19-1232.gfd) that

was previously saved, and then input the password defined when saving that file to continue with filling in the unfinished form.

10) 檢查及確認

11) 確認通知書

一般常見問題

3. 請下載並填妥以下附件:

附件一  
附件二  
附件三  
附件四

4. 申請人可在遞交網上申請表前儲存電子申請表格:

我想

填寫新表格

填寫已儲存的表格

更新日期: 2023-05-11

開啟已儲存的表格

已儲存表格檔案 \*

選擇一個檔案或拖放到此處  
接受檔案格式: GFD

密碼 \*

取消 開啟

10) Review & Confirm

11) Acknowledgement

General FAQs

3. Please download and complete the following attachments:

Annex 1  
Annex 2  
Annex 3  
Annex 4

4. The applicant is allowed to save the e-Form before submission.

I Want To

Start Filling in a New Form

Fill in a Saved Form

Last Update: 2023-05-11

**i Open a Saved Form**

Saved Form File \*



Choose a file or drag it here  
Accept file format: GFD

Password \*

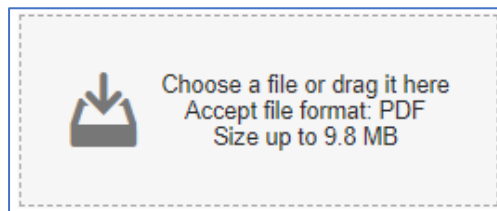
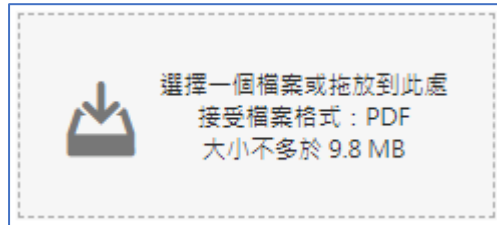
Cancel

Open

### 3. 上載檔案(Upload File)

電子表格的第六部份會要求上載檔案。在申請人需要上載檔案時，電子表格會出現以下圖示。

Part 6 of the e-Form requires file uploading. When the applicant is required to upload a file, the e-Form will show the below icon.



申請人須點擊上述圖示，然後選擇適當的檔案。檔案的格式必須為 PDF。請留意所有上載檔案大小的總和不可超過 10MB。

The applicant should click the above icon, and then choose the suitable file. File format must be PDF. Please note that the **total** file size of all upload files must not exceed 10MB.



#### 4. 簽署人簽署(Signer Signature)

要完成此部份，申請人需準備已啟用數碼簽署功能的「智方便」帳戶或由根據《電子交易條例》(第 553 章) (「條例」) 獲認可的核證機關 (例如香港郵政) 發出的有效個人電子證書。否則無法完成本文後述的簽署部份。

To complete this part, the applicant should have an 'iAM Smart' account with digital signing function or a valid personal digital certificate issued by recognised certification authorities for authentication under the ETO, e.g. Hongkong Post.

在電子表格第六部份的最後，申請人需要提供簽署人的數碼簽署。請點擊在「簽署人簽署」字樣下的「在此簽署」。

At the end of Part 6 of the e-Form, the applicant needs to digital sign the form by clicking (**Sign Here**) under (**Signer Signature**).



簽署人簽署

在此簽署

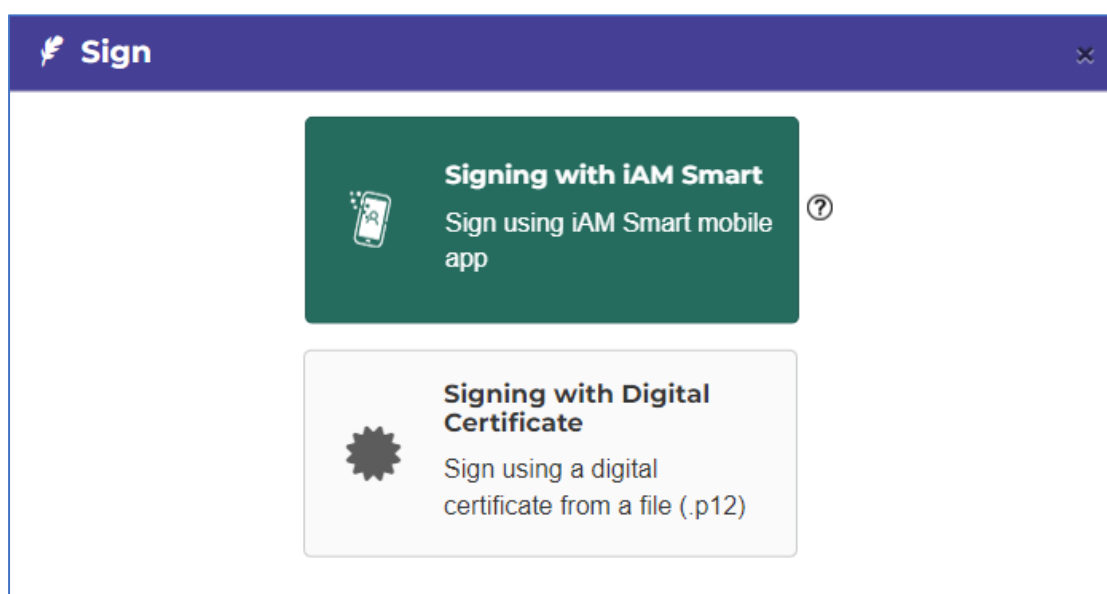


Signer Signature

Sign Here

申請人可以選擇提供「智方便數碼簽署」或「電子證書檔案簽署」，點擊對應的方塊。

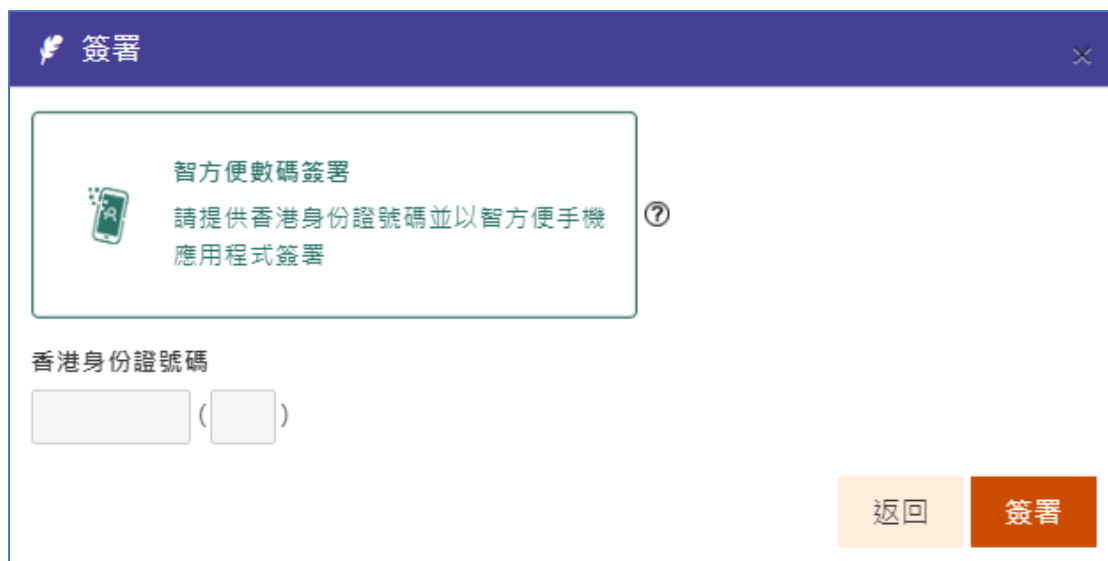
The applicant may choose to use either 'iAM Smart' or a 'personal digital certificate' by clicking the corresponding icon.



「智方便數碼簽署」 「Signing with 'iAM Smart'」

如選擇提供「智方便數碼簽署」，申請人需要輸入簽署人的香港身份證號碼，然後點擊「**簽署**」。

If 'iAM Smart' is chosen, the applicant needs to input HKID number of the signer, and then click (**Sign**).



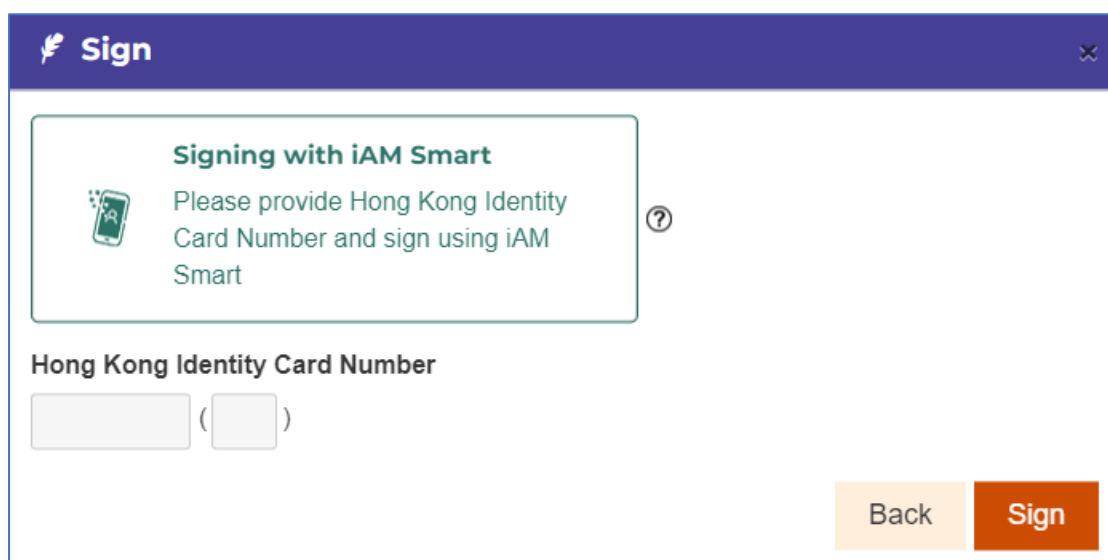
**簽署**

**智方便數碼簽署**  
請提供香港身份證號碼並以智方便手機應用程式簽署

香港身份證號碼

(  )

返回 簽署



**Sign**

**Signing with iAM Smart**  
Please provide Hong Kong Identity Card Number and sign using iAM Smart

Hong Kong Identity Card Number

(  )

Back Sign

點擊「**智方便數碼簽署**」以顯示二維碼：1. 請在手機開啓「智方便」應用程式；2. 點擊「智方便」掃描按鈕；3. 掃描二維碼；4. 確認在「智方便」流動應用程式和網頁上的識別碼相同後，在應用程式中點擊「**簽署**」以完成數碼簽署。

Click (**Signing with 'iAM Smart'**) to display the QR code : 1. Please open 'iAM Smart' App in your mobile ; 2. Tap the scan button in 'iAM Smart' App ; 3. Scan the QR Code ; 4. After ensuring the identification code shown on the 'iAM Smart' App and the webpage are the same, click (**Sign**) in the 'iAM Smart' App to complete digital signing.

✎ 簽署 ✕

部門 > 文件名稱

使用「智方便」簽署你的表格

 智方便數碼簽署


在簽署前，請確保「智方便」的識別碼為 **3451**

[返回](#)

✎ Sign ✕

Department > Document Name

Sign your form with “iAM Smart”

 Signing with iAM Smart

Please make sure the identification code shown in “iAM Smart” is **2063** before signing the form

[Back](#)

智方便 繁體中文

[< 返回網上服務](#)

**使用智方便數碼簽署：**

1. 請在手機開啟智方便應用程式
2. 點擊智方便掃描按鈕

[掃描二維碼 \(QR Code\)](#)

3. 掃描二維碼



iAM Smart English


[< Back to online service](#)

**Digital-signing via iAM Smart :**

1. Please open iAM Smart App in your mobile
2. Tap the scan button in iAM Smart App

[Scan QR Code](#)

3. Scan the QR Code



### *電子證書檔案簽署(Signing by Personal Digital Certificate)*

如選擇提供電子證書檔案簽署，申請人需要上載該電子證書檔案，並提供電子證書檔案的對應密碼，以完成簽署。

If using personal digital certificate is chosen, the applicant needs to upload the digital certificate file and provide the corresponding PIN to complete the signing.


 簽署 ×

電子證書檔案 \*


 選擇一個檔案或拖放到此處  
接受檔案格式：P12  
大小不多於 1.0 MB

電子證書檔案密碼 \*

簽署

 Sign ×

Keystore \*

 Choose a file or drag it here  
Accept file format: P12  
Size up to 1.0 MB

Keystore Password \*

Back Sign

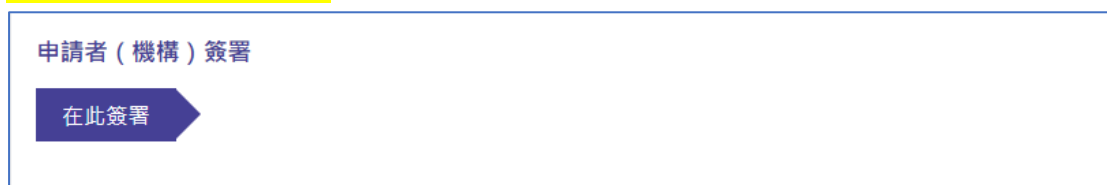
## 5. 申請者（機構）簽署(Applicant (Organisation) Signature)

要完成此部份，申請人需準備已獲根據《電子交易條例》（第 553 章）認可的核證機關（例如香港郵政）發出的有效「機構電子證書」。

To complete this part, the applicant should have a valid 'organisational digital certificate' issued by recognised certification authorities under the Electronic Transactions Ordinance (ETO) (Cap. 553) in Hong Kong, e.g. Hongkong Post.

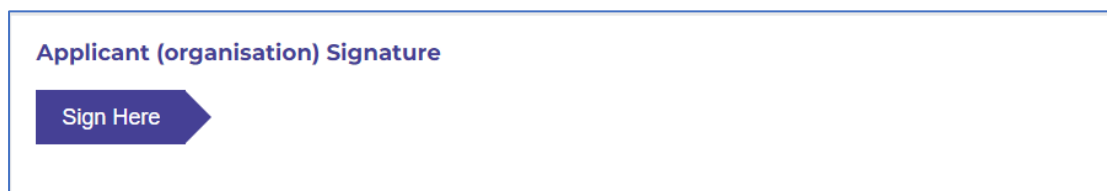
在第六部份的最後部份，申請人需要提供「機構電子證書」，以完成簽署。請點擊在「申請者（機構）簽署」字樣下的「在此簽署」。

At the end of Part 6, the applicant needs to provide the 'organisational digital certificate' for completing the signing. Please click (Sign Here) under (Applicant (organisation) Signature).



申請者（機構）簽署

在此簽署



Applicant (organisation) Signature

Sign Here

申請人需要上載該「機構電子證書」檔案，並提供電子證書檔案的對應密碼。

The applicant needs to upload the 'organisational digital certificate', and provide the corresponding PIN.



簽署

電子證書檔案 \*


選擇一個檔案或拖放到此處  
接受檔案格式：P12  
大小不多於 1.0 MB

電子證書檔案密碼 \*

簽署

**Sign** ✕

**Keystore \***



Choose a file or drag it here  
Accept file format: P12  
Size up to 1.0 MB

**Keystore Password \***

**Sign**



## 6. 用密碼保護已填寫的表格(Provide a password to protect the PDF file)

成功遞交表格後，申請人將可以下載一份 PDF 格式的表格，當中包括申請人所填寫的資料。遞交表格前，申請人可以設定一個密碼以保護該 PDF 檔案。若不設定密碼，則該 PDF 檔案就無須使用密碼開啟。

After submitting the form successfully, the applicant will be able to download a PDF file of the form filled with the input provided by the applicant. Before submitting, the applicant can provide a password to protect that PDF file. If no password is provided, that PDF will not require password to open it.

### 已填寫表格紀錄

成功遞交表格後，你將可以下載一份 PDF 格式的確通知書，當中包括遞交參考編號及你所填寫的資料。你可以提供一個密碼以保護該 PDF 檔案：

密碼

確認密碼

### Filled Form Record

After submission, an acknowledgement file in PDF format with transaction reference number and your filled information will be available for download. You may provide a password to protect that file:

Password

Confirm Password

## 7. 下載並開啟已遞交的表格(Download and Open the Submitted Form)

遞交表格後，**建議**申請人可以在遞交詳情頁面點擊「**列印/下載已遞交的表格**」，一個 PDF 檔案會儲存到申請人的電腦，以作紀錄和參考。在輸入之前設定的密碼以開啟該 PDF 檔案後，申請人可以閱讀已遞交的申請資料。

After submitting the form, it is **recommended** that the applicant can click **(Print / Download Submitted Form)** in the Submission Details page, and a PDF file will be saved onto the computer of the applicant for record and reference. After opening the PDF file with the previously set password, and the applicant can then review the submitted application.

### 遞交詳情

多謝使用電子表格服務。系統已經收到你所遞交的資料，並且將會交予有關決策局、部門或機構處理。若日後需要就所遞交的資料作出查詢或補交附件，請提供以下的參考編號。

**列印/下載已遞交的表格**

遞交日期及時間 (YYYY-MM-DD HH:MM)

2023-05-11 11:00

參考編號

SWD0785VDRTDFU1H

如有查詢，可透過以下途徑聯絡有關政府決策局、部門或機構：

合約管理組(愛群道辦事處)

熱線: 3468 3695

電郵: cmenq2@swd.gov.hk

### Submission Details

Thank you for using our e-Form service. Your submission has been received and will be forwarded to the concerned bureau, department or organisation for processing. Please quote the transaction reference number below for future communication related to this submission, including any enquiries or subsequent submission of supporting documents.

**Print / Download Submitted Form**

Submission Date and Time (YYYY-MM-DD HH:MM)

2023-05-11 11:21

Transaction Reference Number

SWD0785VDRTA7ZHG

Should you have any enquiries, please contact the respective bureau, department or organisation -

Contract Management Section (Oi Kwan Road Office)

Hotline: 3468 3695

Email: cmenq2@swd.gov.hk