



勞工事務局  
Labour Affairs Bureau

經 2021 年 2 月 23 日局長批示核准（第 16/2020 號法律《職業介紹所業務法》第 27 條第 1 款第 4 項）  
Approved by the Director's dispatch dated 23 February, 2021 (subparagraph 4) of paragraph 1 of Article 27 of Law No. 16/2020 (Employment Agency Activity Law)

職業配對紀錄表 / Job Matching Record Form

職業介紹所營業場所名稱 / Name of employment agency business premises:

准照編號 / Licence n.º:

資料所屬月份 / Reporting month:

行業 <sup>註1</sup> Economic activities <sup>Note1</sup>	職業 <sup>註2</sup> Occupations <sup>Note2</sup>	成功配對人數 Number of job seekers being successfully matched					平均每月基本報酬(澳門元) <sup>註3</sup> Average monthly basis remuneration(MOP) <sup>Note3</sup>				
		男 Male			女 Female		男 Male		女 Female		
		本地僱員 人數 Number of resident employees	外地僱員 Non-resident employees		本地僱員 人數 Number of resident employees	外地僱員 Non-resident employees		本地僱員 Resident employees	外地僱員 Non-resident employees	本地僱員 Resident employees	外地僱員 Non-resident employees
			人數 Number	來源地 Place of origin		人數 Number	來源地 Place of origin				

當月無相關數據 / No relevant data for the month

註 1 / Note 1: 根據《澳門行業分類》之行業編碼選取前三位數（如屬特殊行業請填五位數），並由小至大填寫。/ Select the first 3 digits according to the industry codes of the Classification of Economic Activities of Macao and list in ascending order (in the cases of special industries, please fill in 5 digits).

特殊行業: 74920 偵查和保安的服務; 74930 工業清潔服務; 92491 彩票及其他博彩活動。Special industries: 74920 investigation and security services; 74930 industrial cleaning services; 92491 lotteries and other gambling and betting activities.

註 2 / Note 2: 根據《澳門職業分類》之職業編碼選取前四位數，並由小至大填寫。/ Select the first 4 digits according to the occupation codes of the Classification of the Occupations of Macao and list in ascending order.

註 3 / Note 3: 每月基本報酬為《勞動關係法》第 59 條所指的基本報酬，但不包括該條文第 1 款(2)、(3)及(8)項所指的超時工作報酬、夜間工作或輪班工作的額外報酬、雙糧或其他同類性質的定期給付；亦不包括僱主每月向外地僱員支付以確保其住宿權利的金額。/ Monthly basic remuneration refers to the basic remuneration indicated in Article 59 of the Labour Relations Law, excluding the overtime remuneration, extraordinary remuneration for night work or shift work and thirteenth month pay or other periodic benefits of a similar nature indicated in subparagraphs 2), 3) and 8) of paragraph 1 of the same article and the monthly amount paid by the employer to the non-resident employee to guarantee the non-resident employee's right to lodging.

職業介紹所業務准照持有人  
簽名  
Signature of employment agency activity licence holder

日期 / Date: \_\_\_\_\_

核實表格之就業服務指導員  
Employment service adviser  
verifying the form  
准照編號/ Licence n.º:

姓名/ Name: \_\_\_\_\_

注意：本表格須每月填寫，並於翌月 20 日前向勞工事務局遞交（表格須經就業服務指導員核實）。

Note: The form must be filled out every month and submitted to the Labour Affairs Bureau by the 20<sup>th</sup> of the following month (the form must be verified by the employment service adviser).



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## 提供服務紀錄表（僱主） / Service Provision Record Form (Employer)

職業介紹所營業場所名稱 / Name of employment agency business premises:

准照編號 / Licence n.º:

資料所屬月份 / Reporting month:

服務項目 <sup>註</sup> Service items <sup>Note</sup>	服務內容 Service content	服務僱主人次 Employers being served (number of persons)	本地僱員人數 Number of resident employees	外地僱員 Non-resident employees	
				人數 / 配額 Number / Quota	來源地 Place of origin

當月無相關數據 / No relevant data for the month

註 / Note :

提供“職業介紹所業務”，請填寫“A”；

Please fill in “A” for provision of “employment agency activity”；

提供“應服務使用者要求提供因勞動關係的建立及終止而所需的支援服務”請填寫“B”。

Please fill in “B” for provision of “support services required for the establishment and termination of labour relations at the request of service users”.

職業介紹所業務准照持有人  
簽名  
Signature of employment  
agency activity licence holder

核實表格之就業服務指導員  
Employment service adviser  
verifying the form  
准照編號/ Licence n.º :

注意：本表格須每月填寫，並於翌月 20 日前向勞工事務局遞交（表格須經就業服務指導員核實）。

Note: The form must be filled out every month and submitted to the Labour Affairs Bureau by the 20<sup>th</sup> of the following month (the form must be verified by the er

日期/ Date : \_\_\_\_\_

姓名/ Name : \_\_\_\_\_



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## 提供服務紀錄表（求職者） / Service Provision Record Form (Job Seeker)

職業介紹所營業場所名稱 / Name of employment agency business premises:

准照編號 / Licence n.º:

資料所屬月份 / Reporting month:

服務項目 <sup>註</sup> Service items <sup>Note</sup>	服務內容 Service content	本地僱員人數 Number of resident employees	外地僱員 Non-resident employees	
			人數 Number	來源地 Place of origin

當月無相關數據 / No relevant data for the month

註 / Note:

提供“職業介紹所業務”，請填寫“A”；

Please fill in “A” for provision of “employment agency activity”；

提供“應服務使用者要求提供因勞動關係的建立及終止而所需的支援服務”，請填寫“B”。

Please fill in “B” for provision of “support services required for the establishment and termination of labour relations at the request of service users”.

職業介紹所業務准照持有人  
簽名  
Signature of employment agency  
activity licence holder

核實表格之就業服務指導員  
Employment service adviser  
verifying the form  
准照編號 / Licence n.º:

日期 / Date: \_\_\_\_\_

姓名 / Name: \_\_\_\_\_

注意：本表格須每月填寫，並於翌月 20 日前向勞工事務局遞交（表格須經就業服務指導員核實）。

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