

***Hong Kong Institute of Human Resource Management***

***Job Creation Scheme 3.0 (JCS 3.0)***

***for***

***Group B and Group C***

***Guidance Notes for Applications***

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***Job Creation Scheme 3.0 (JCS 3.0)***  
***Guidance Notes for Applications (Group B and Group C)***

1. The Guidance Notes for subsidy applications aim to provide an overview on the application for subsidy and implementation under the Hong Kong Institute of Human Resource Management (“HKIHRM”) Job Creation Scheme 3.0 (“JCS 3.0”). Applicant employers should have read and understood this Guidance Notes before submitting their applications.

***Preamble***

2. The HKIHRM JCS in collaboration with the Civil Service Bureau (“CSB”), is one of the job creation schemes under the Anti-epidemic Fund (“AEF”) of the Government of the Hong Kong Special Administrative Region (“HKSAR”). Riding on the success and enthusiastic response of JCS 2.0, the HKIHRM JCS 3.0 aims to continuously ease the unemployment situation due to the epidemic and the anti-epidemic measures and targeting three major groups, namely, Group A, Group B, and Group C with different criteria laid out as below.

**Group A:** By invitation and for HKIHRM members who have submitted their applications; and their position(s) are on the waiting list under HKIHRM JCS 2.0 only.

*(Application period closed on 16 September 2022.)*

**Group B:** Industries that are heavily hit by the COVID-19 pandemic.

**Group C:** Fresh graduates in 2021 or 2022 who may face more challenges in landing a job amid the gloomy economic landscape.

## *Responsible Government Bureau*

3. The scheme is implemented and managed by the HKIHRM. The CSB is the collaborating partner to the HKIHRM for the scheme.

## *Eligibility*

4. To be eligible, *applicant employer* of,

*Group B*<sup>Note1</sup> must fulfill the following requirements:

- a. Hard hit industries by the pandemic listed on Annex 3; **AND**
- b.
  - i. Hold a valid Business Registration Certificate issued under the Business Registration Ordinance (Cap.310)(“BRO”)<sup>Note2</sup>; **OR**
  - ii. Is on the list of charitable institution and trusts of a public character, which is exempt from tax under section 88 of the Inland Revenue Ordinance, and hold the letter issued by the Inland Revenue Department; **OR**
  - iii. Hold a Certificate of Registration of a Society; **OR**
  - iv. Hold a Certificate of Exemption from Registration of a Society; **AND**
  - v. A relevant license<sup>Note3</sup>; if applicable; and
- c. Be in operation at the time of application and during the subsidy period; and
- d. Have recruited an eligible employee who reported for duty on or **after 1 June 2022**;  
or
- e. Be in the process of recruiting to work in an eligible position under the Scheme; and
- f. Must **NOT** belong to any of the following categories:
  - i. Organisations as listed in Annex 1; **or**
  - ii. Has or is in the process of transfer, voluntary surrender, or cancellation of license under processing the period from the date of submission of the application till the end date of subsidy; **or**
  - iii. subject to any bankruptcy or winding up procedure/ proceedings/ order.

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<sup>Note1</sup> For details, please refer to Annex 2 and 3.

<sup>Note2</sup> Holder of a Branch Registration Certificate is not qualified. Companies with similar name and business will be considered as one company.

<sup>Note3</sup> For details, please refer to Annex 3.

*Group C*<sup>Note1</sup> must fulfil the following requirements:

- a.
  - i. Hold a valid Business Registration Certificate issued under the Business Registration Ordinance (Cap.310)(“BRO”)<sup>Note2</sup>; **OR**
  - ii. Is on the list of charitable institution and trusts of a public character, which is exempt from tax under section 88 of the Inland Revenue Ordinance, and hold the letter issued by the Inland Revenue Department; **OR**
  - iii. Hold a Certificate of Registration of a Society; **OR**
  - iv. Hold a Certificate of Exemption from Registration of a Society; and
- b. Be in operation at the time of application and during the subsidy period; and
- c. Have recruited an eligible employee who reported for duty on or **after 1 June 2022**;  
or
- d. Be in the process of recruiting to work in an eligible position under the Scheme; and
- e. Must not belong to any of the following categories:
  - i. Organisations as listed in Annex 1; or
  - ii. subject to any bankruptcy or winding up procedure/ proceedings/ order.

5. An *eligible position* must fulfill the following requirements:

- a. Must be in full compliance with the applicable laws and regulations of the Hong Kong Special Administrative Region at all times and in all aspects, including but not limited to the Employment Ordinance (Cap. 57) and the Minimum Wage Ordinance (Cap. 602); and
- b. Must be a **new job role** created by the applicant employer **on or after 1 June 2022**;  
and
- c. Recruited from the open labour market on a fair and transparent basis; and
- d. Can be in any job functions under full-time employment and is expected to be ongoing for at least 12 months; and
- e. Paid with a fixed basic monthly salary; and

- f. If the position is employed on a contract basis, the employment period should not be less than 12 consecutive months; and
  - g.
    - i. The applicant employer has recruited an eligible employee who reported for duty on or after 1 June 2022 for an eligible position; OR
    - ii. The applicant employer is in the process of recruiting an employee to work in an eligible position under the Scheme; and
  - h. Must NOT belong to any of the following categories:
    - i. It is simultaneously receiving a subsidy from another programme funded by the Job Creation Scheme under the Anti-epidemic Fund (not including Employment Support Scheme); or
    - ii. It is to supplant a job role created **before** 1 June 2022; or
    - iii. it has been assigned to work on Government projects with the relevant salary reimbursed by the Government; or
    - iv. It is a freelance/subcontract/ secondment/ internship/ part-time/ half-time position; or
    - v. It is paid by an piece/ hourly/ daily/ weekly rate; or
    - vi. Salary is calculated on profit- sharing/ commission bases without basic salary; or
    - vii. The salary for the position is reimbursed/funded/paid by the Government; or
    - viii. The employment contract does not comply with the employment laws of Hong Kong.
6. An *eligible employee* of, *Group B* must fulfill the following requirements:
- a. Aged 18 years old or above when the employment commences; and
  - b. Be a Hong Kong Special Administrative Region (HKSAR) resident with a valid Hong Kong Identity Card, and a working visa for non-permanent resident; and

- c. Possess an academic qualification equivalent to:
- i. Level 1 or equivalent or above in five subjects in the Hong Kong Diploma of Secondary Education Examination (HKDSE) or above; or
  - ii. Level 1/ Grade F or above in five subjects in the Hong Kong Certificate of Education Examination (HKCEE) or above; or
  - iii. Academic qualifications equivalent to Level 1/ Grade F or above in five subjects in HKDSE or HKCEE other than those obtained from Hong Kong institutions/ Hong Kong Examinations and Assessment Authority (HKEAA)  
*Note<sup>4</sup>*; and
- d. Must NOT belong to any of the following categories:
- i. he/she is an existing staff member of the applicant employer or was employed by the applicant employer within the past 12 months preceding the employment for the eligible position; or
  - ii. he/ she is a close relative (including spouse, child, parent, sibling, spouse's parent, spouse's sibling, child's spouse) of a proprietor, director, or partner of the applicant employer; or
  - iii. he/ she possesses a certificate or diploma equivalent to Qualification Framework (QF) Level 2 or above, but had not completed secondary education; or
  - iv. he/ she possesses an academic qualification written in languages other than Chinese or English; or
  - v. he/ she is self-employed; or
  - vi. he/she is not eligible for undertaking employment in Hong Kong;

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*Note<sup>4</sup>* The academic qualification must be written in English and/ or Chinese. To verify the validity of local academic qualification, please refer to the website of Qualification Framework (<https://www.hkqf.gov.hk/en/home/index.html>). If necessary, applicant employee may have to apply the qualification assessment service provided by Hong Kong Council for Accreditation of Academic & Vocational Qualifications (HKCAAVQ website: <https://portal.hkcaavq.edu.hk/home>). However, such costs will not be covered by the HKIHRM JCS 3.0.



*Group C* must fulfill the following requirements:

- a. Graduates of Year 2021 or 2022; and
- b. Aged 18 years old or above when the employment commences; and
- c. Be a Hong Kong Special Administrative Region (HKSAR) resident with a valid Hong Kong Identity Card, and a working visa for non-permanent resident; and
- d. Possess an academic qualification obtained in 2021 or 2022, equivalent to:
  - i. Level 1 or equivalent or above in five subjects in the Hong Kong Diploma of Secondary Education Examination (HKDSE); or
  - ii. Academic qualifications other than those obtained from Hong Kong institutions/ Hong Kong Examinations and Assessment Authority (HKEAA)<sup>Note4</sup>, which is equivalent to equivalent to Level 1 in five subjects or above; and
- e. Must NOT belong to any of the following categories:
  - i. he/she is an existing staff member of the applicant employer or was employed by the applicant employer within the past 12 months preceding the employment for the eligible position; or
  - ii. he/she is a close relative (including spouse, child, parent, sibling, spouse's parent, spouse's sibling, child's spouse) of a proprietor, director, or partner of the applicant employer; or
  - iii. Posses a certificate or diploma of Qualifications Framework (QF) Level 2 or below, or have not completed the sixth-form education in Hong Kong; or
  - iv. he/ she possesses an academic qualification written in languages other than Chinese or English; or
  - v. he/ she is self-employed; or
  - vi. he/she is not eligible for undertaking employment in Hong Kong.

### *Scope of subsidy*

7. For each eligible position approved under the JCS 3.0 (Group B and Group C), the applicant employer will be provided with a monthly subsidy HK\$10,000 or actual monthly basic salary, whichever is lower.
8. Expenses including but not limited to the following will not be funded under the JCS 3.0,
  - a. No pay leave;
  - b. Employer's MPF and/or ORSO contributions;
  - c. Allowances (e.g. expenses on housing, travelling, overtime);
  - d. Administrative overheads;
  - e. General fringe benefits (e.g. medical);
  - f. Contract gratuities
9. Due to resource constraints, priority will be given to eligible employers who have recruited the eligible employee.

### *Subsidy Amount and Duration*

10. The subsidy will be provided from 1 June 2022 or the date from which the position is filled, whichever is the later, for a period up to 12 consecutive months or until 31 October 2023, whichever is earlier.
11. The subsidy will be provided for a *maximum* of 12 consecutive months or until 31 October 2023, whichever is earlier, regardless of any special circumstances which may occur, including any time period during which the eligible subsidised position is vacated for whatever reason and which may lead to the inability to receive the subsidy in full during the subsidised consecutive 12-month period.

12. If the period of employment is less than one full month, the subsidy for the month concerned shall be calculated on a pro-rata basis by calendar days.
13. The amount of reimbursement will be based on the basic monthly salary or the prorated salary if the period of employment is less than one full month, and excluding the expenses in paragraph 8.
14. In case the actual amount of salary paid for an eligible position for the month concerned is less than the salary before excluding the expenses in paragraph 8 by 10% or more, the subsidy for the month concerned will be computed based on the actual amount of salary paid. If the same happens for three consecutive months, the applicant employer will be requested to provide an explanation and adjust the reference salary as necessary.

### *Avoidance of Conflict of Interest*<sup>Note5</sup>

15. To avoid conflict of interest, the relatives of the applicant employer, owners, and shareholders, must not recruit an employee who is their relatives.
16. The applicant employer, or any person/ staff authorised by the applicant employer to handle or in any way to be involved in the recruitment process should declare that they have no actual or potential conflict of interest, or otherwise should not participate in the recruitment process.
17. An applicant employer must not be employed as an employee and receive the subsidy from another HKIHRM JCS 3.0 applicant.

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<sup>Note5</sup> The Independent Commission Against Corruption (“ICAC”) has published a booklet “Strengthening Integrity and Accountability Government Funding Scheme Grantee’s Guidebook” providing applicants/ grantees with a practical set of guides in utilising the funds. For further information, please refer to the ICAC’s website.  
([https://cpas.icac.hk/EN/info/lib\\_list?cate\\_id=3&id=142](https://cpas.icac.hk/EN/info/lib_list?cate_id=3&id=142))

## *Application Procedures*

18. The application period for HKIHRM JCS 3.0 Group A is closed on 16 September 2022. The HKIHRM JCS 3.0 for Group B and Group C is open for application from 17 October 2022 9am (HKT). Application period will close when the quota for each group and the waiting list is exhausted or 13 January 2023 5pm (HKT), whichever is earlier.
19. 770 job quotas will be given to Group B and Group C respectively. In case the number of applications is more than the quota, the excess applications would be put on the waiting list and the number of waitlisted applications would be capped at the same number of quota of a particular group. The priority will be determined by the date and time of submission, employment status of the eligible employee, information accuracy and completion.
20. 30 positions will be given to each company, including Group A, B and C.
21. Application form can be downloaded from the website of the Hong Kong Institute of Human Resource Management (<https://www.hkihrm-jobcreationscheme.com/>).
22. No fee shall be payable for obtaining or submitting application forms.
23. Before submitting the application, applicant employer must ensure that all the required documents listed in Annex 2 and 3 are attached to the application.
24. Application shall be made by applicants using the designated application form and submitted by the below specified means, or else they will not be accepted.

25. Applicant employer must complete the form and submitted together with copies of required documents:

a. *Via email*

To [jobcreation@hkihrm.org](mailto:jobcreation@hkihrm.org)

with “Company Name\_application for HKIHRM Job Creation Scheme 3.0 (Group B and Group C)” as the email subject for first-time application

b. *By post or courier*

Hong Kong Institute of Human Resource Management

Units 1810-15, 18/F, Millennium City 2,

378 Kwun Tong Road,

Kwun Tong, Kowloon, Hong Kong

Please specify on the envelope: “Application for Job Creation Scheme 3.0

(Group B and Group C)”

26. Applicant employer shall allow sufficient time to submit applications. Please affix sufficient stamp and provide a return address on the back of the envelope. Any application without sufficient postage will not be successfully delivered. The postmark date will be taken as the date of submission. No special arrangement will be given for late submissions.

27. Duplicate applications will not be processed.

28. All applications will be processed in accordance with the order they reach the HKIHRM office. Incomplete application will not be further processed until the applicant has rectified the errors or provided all the necessary information. The HKIHRM would only continue to process the application after the applicant has provided the outstanding information or documents. The applicant employer should assign one person who shall

act as the main contact point between the applicant and the HKIHRM. In order to ensure the smooth implementation of the scheme, the authorised person should be able to fully represent the applicant employer and be conversant with the operation and business process of the applicant employer. As such, the authorised person must be a responsible personnel of the applicant.

29. Applicant employer will receive an acknowledgment via email within seven working days. Applicant employer will receive another email with application number in the next seven working days.
30. To avoid delayed or unsuccessful delivery of application, please contact the HKIHRM via email to [jobcreation@hkihrm.org](mailto:jobcreation@hkihrm.org) or by phone at 2837 3810/ 2837 3819 if you have not received an acknowledgement of receipt by email within seven working days after submitting an application.

### *Assessment of Application*

31. Upon receipt of an application, the HKIHRM will conduct eligibility check and preliminary screening. The CSB or the HKIHRM can seek clarification or supplementary information from the applicant employer or the employee if necessary. The actual processing time will depend on the amount of application received at the time, the complexity of individual applications, comprehensiveness, clarity of the information provided, etc.
32. Eligible applications will be approved for funding, whilst ineligible applications will be rejected.

## *Assessment Criteria*

33. Applications will be assessed based on the individual merits and considered on a case by case basis. The assessment criteria of the JCS 3.0 include but not limited to:
- a. Relevance of the position to the applicant's business
  - b. Reasonableness of the job descriptions
34. The CSB and the HKIHRM reserves the right to reject an application on grounds including but not limited to:
- a. A petition is presented or a proceeding is commenced or an order is made or a resolution is passed for the winding up of the applicant company; or
  - b. A false, inaccurate or incomplete statement or representation is contained in the application or a promise or a proposal is made knowingly or recklessly,
- without disclosure of reason and without accepting any liability of whatever nature to any person.

## *Application Result*

35. Application results will be release to the applicant employers by the HKIHRM via email in six to eight weeks generally upon the receipt of all Stage 1 required documents (including eligible employee related documents).
36. Position quota will be deducted once the application result is released. Quota among different groups cannot be exchanged.
37. Once the application result is confirmed, applicant employer cannot make further adjustments on the job title and job description.

### *Change of Recruitment Status*

38. For the applicant employer who is in the process of recruiting eligible employee, it must complete the recruitment process and have the eligible employee report for duty within 60 calendar days upon approval granted for the application. Failing which the applicant employer will be deemed to have given up the application.
39. In case of the eligible employee ceases during the employment period, applicant employer must inform the HKIHRM the latest status via email no later than 14 calendar days from the employee's last day of employment.
40. The replacement must commence within 60 calendar days from the date the position become vacant. Applicant employer is required to submit the completed (Stage 1) application form again with the required documents in Annex 2 and 3.
41. In cases of the position is vacant again after the first successful replacement, applicant employer have one more chance to fill the position as long as the subsidy period is still effective. Procedures are covered in paragraph 38 and 39.
42. Applicant employer should provide a formal notice of ceasing to employee, and attach to the email in paragraph 30 for the CSB and HKIHRM's record.

### *Disbursement of Subsidy*

43. The approved subsidy is payable to a designated bank account. Applicants cannot choose to receive the subsidy through other means, such as by cheque or cash payment.
44. The subsidy will be made to the applicant employer upon the acceptance of documents specified in paragraph 45 by the CSB and the HKIHRM. The actual amount of the subsidy



will be determined by the CSB and the HKIHRM having regard to the actual basic monthly salary already disbursed.

45. Within 15 calendar days after the specified cut-off date list in Annex 4 of the Job Creation Scheme 3.0, the applicant employer should submit the following documents via email to the HKIHRM for the subsidy reimbursement:

- a. A completed (Stage 2) disbursement application form (Group B and Group C);  
and
- b. A completed “disbursement calculator” in Microsoft Excel format for each quarter; and
- c. A copy of the salary statement with detailed breakdown of the salary; and
- d. A copy of the Mandatory Fund (“MPF”) and/ or Occupational Retirement Scheme Ordinance (“ORSO”) contributions issued by the MPF/ ORSO trustee<sup>Note 6</sup> for each eligible employee. The copy must clearly indicated the contribution made for the employee concerned and the name of applicant employer.

The supporting documents must be legible, clear, complete and in entirety. The size of all uploaded files must be smaller than 10MB. If the quality of the supporting documents does not meet the said requirements, the application may not be processed in time.

46. Applicant employer may contact the HKIHRM for assistance if they encounter difficulties in submitting disbursement (Stage 2) applications.

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<sup>Note6</sup> The Mandatory Provident Fund Schemes Authority (“MPFA”) has published a list of approved trustees. For further information, please refer to the MPFA website (<https://www.mpfa.org.hk/en/info-centre/public-registers/mpf-approved-trustees>)

47. Late submission of the required documents specified in paragraph 45 above may lead to withholding, reduction or cessation of the subsidy.
48. Subsidy will be paid to the applicant employer on a reimbursement basis around 12 weeks after the quarterly submission deadline. The actual release date is subjected to CSB.
49. The subsidy shall be used to pay the basic salary of the eligible employee only.
50. The CSB and the HKIHRM reserves the right to seek clarifications from the applicant employer regarding the employee(s). If the submission of the disbursement application is not completed within the specified deadline, the subsidy disbursement will be delayed to the next round upon receipt and verification of all supporting documents by the CSB and HKIHRM.
51. Applicant employer must inform the HKIHRM forthwith of any overpayment or any payment by mistake under the scheme, and upon the request by CSB or HKIHRM.
52. If an applicant employer fails to comply with any requirements in the Guidance Notes, the CSB or the HKIHRM may cease disbursement of any part of subsidy support to the applicant employer and/ or shall have the right to claim for repayment of the disbursed funding in full or in part together with all administrative, legal and other costs incurred and interest accrued up to the date of repayment from the applicant. Under such circumstances, the CSB or the HKIHRM will inform the applicant of its decision and reasons.
53. The applicant is not entitled to charge any interest or claim any compensation or relief of whatsoever nature against the CSB or the HKIHRM for any payment made or in the event of any withholding of payment for any reason whatsoever.

54. To maintain a high level of integrity of the projects under the HKIHRM Job Creation Scheme, the CSB or the HKIHRM will conduct random checks or inspections on applicant employer and its eligible employee(s). Successful applicants are required to keep a proper and separate set of record for each eligible employee for seven years after the completion of the scheme, and produce such records for checking by the representatives of the Government or the HKIHRM upon request.

### *Handling of Information*

55. Subject to the provisions below, information provided by the applicants in their applications will be kept by the CSB or the HKIHRM in confidence and all personal data will be handled in accordance with the relevant provisions of the Personal Data (Privacy) Ordinance (Cap. 486). In this regard, the CSB and the HKIHRM shall have the right to disclose, without further reference to the applicants, whenever it considers appropriate, discloseable information <sup>Note 7</sup> to other Governments bureaus/ departments, statutory bodies, or third parties for the purposes of processing the application, conducting research and survey, compiling statistics, meeting requirements of the law and/ or performing their functions, and if the application is approved, monitoring the project, disbursing subsidy or related purposes including publication of the name of applicant(s), subsidy amount of successful application(s), or if explicit consent to such disclosure is given by the applicant. In submitting the application, each applicant irrevocably and unconditionally authorizes the CSB and the HKIHRM to make and consents to the CSB and the HKIHRM making any of the aforesaid disclosure.

56. By submitting an application, an applicant is regarded to have agreed to, and to have obtained from the authorised person and each individual whose information (including

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<sup>Note 7</sup> “Discloseable information” means any information on the application including without limitation, information provided by the applicant in, and in connection with, its application under the JCS 3.0, the name and address of and other information on the applicant including past applications, details of the application, provided by the applicant to the Government.

personal data) is provided in the application, his/her consent for the disclosure, use and further disclosure by the CSB and the HKIHRM of the information (including personal data) for the purposes set out above.

### ***Important Notes***

57. It is the responsibility of the applicant to complete an application form and the disbursement application timely and truthfully, and to provide all supporting documents for the application and for the subsidy disbursement. Inaccurate and incomplete information will affect the processing of application or funding. Any omission or misrepresentation of information may lead to rejection of applications, cancellation of applications approved, ad part or full recoupment of subsidy awarded. It is an offence in law to obtain pecuniary advantage by deception or assisting persons to obtain pecuniary advantage under the HKIHRM Job Creation Scheme. Any person who does so may be liable to legal proceedings.

58. The CSB and/or the HKIHRM responsible for implementing the HKIHRM JCS 3.0 does not guarantee or undertake that all applications for subsidy will eventually be approved. The submission of an application to HKIHRM construes that the applicant accepts that the disbursement of subsidy is discretionary and the decision of the CSB and the HKIHRM is final.

59. The CSB or the HKIHRM has not entrusted any organisation/ persons to received/ process applications or assist in the submission of applications.

### ***Prevention of Bribery***

60. The applicant employer shall observe the Prevention of Bribery Ordinance (Cap. 201)(“PBO”) and shall procure that its directors, employees, authorised person, and other personnel who are in any way involved in the scheme shall not offer to or solicit or accept

from any person any advantages, including money, gifts, loan, etc. in the conduct of or in relation to the scheme. If the applicant employer, its directors, employees, authorised person, and other personnel who are in any way involved in the scheme commit an offence under the PBO in relation to the scheme, the CSB or the HKIHRM shall be entitled to terminate the subsidy, cancel the subsidy approved, recoup the subsidy awarded, and shall hold the applicant liable for any loss or damages the CSB or the HKIHRM may thereby sustain.

### *Post Project Evaluation*

61. The applicant is required to submit a post-project evaluation survey to the HKIHRM after the end date of the subsidy.

### *Enquiries*

Email: [jobcreation@hkihrm.org](mailto:jobcreation@hkihrm.org)

Hotline: (852) 2837 3810/ 2837 3819 (General enquiries)

09:00 to 13:00, 14:00 to 18:00 (HKT), Monday to Friday (except public holidays)

## *Annex 1- Organisation excluded from the HKIHRM JCS 3.0*

### *Government Bureaux/Departments or Related Organisations/Bodies/Offices*

1. The Executive Council
2. The Legislative Council of the HKSAR <sup>Note<sup>8</sup></sup>
3. The Judiciary of the HKSAR
4. District Councils <sup>Note<sup>9</sup></sup>
5. Independent Commission Against Corruption
6. Office of the Ombudsman
7. Office of the Privacy Commissioner for Personal Data
8. The Liaison Office of the Central People's Government
9. The Office for Safeguarding National Security of the Central People's Government in the HKSAR
10. The Office of the Commissioner of the Ministry of Foreign Affairs of the People's Republic of China
11. The Hong Kong Garrison of the Chinese People's Liberation Army

### *Specified statutory bodies and corporations (Staffed entirely or primarily by non-government employees)*

1. Airport Authority Hong Kong
2. Board of Management of the Chinese Permanent Cemeteries
3. City University of Hong Kong
4. Competition Commission
5. Construction Industry Council
6. Consumer Council
7. Employees Compensation Assistance Fund Board
8. Employee Retraining Board
9. Equal Opportunities Commission
10. Estate Agents Authority
11. Financial Reporting Council

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<sup>Note<sup>8</sup></sup> Include Legislative Council (LegCo) Secretariat and LegCo Members (in the capacity as employer of staff whose remuneration is fully funded by Office Operation Expenses Reimbursement or Entertainment and Travelling Expenses Reimbursement)

<sup>Note<sup>9</sup></sup> Include District Council (DC) Charimen, Vice-chairmen and members (in the capacity as employer of staff whose remuneration is fully funded by Operation Expenses Reimbursement or Ciscellaneous Expense Allowance)

12. Fish Marketing Organization
13. Guardianship Board
14. Hong Kong Academy of Performing Arts
15. Hong Arts Development Council
16. Hong Kong Baptist University
17. Hong Kong Council on Smoking and Health
18. Hong Kong Examinations and Assessment Authority
19. Hong Kong Export Credit Insurance Corporation
20. Hong Kong Housing Society
21. Hong Kong Productivity Council
22. Hong Kong Science and Technology Parks Corporation
23. Hong Kong Trade Development Council
24. Hospital Authority
25. Independent Police Complaints Council
26. Insurance Authority
27. Lingnan University
28. Mandatory Provident Fund Schemes Authority
29. Occupational Deafness Compensation Board
30. Occupational Safety and Health Council
31. Pneumoconiosis Compensation Fund Board
32. Prince Philip Dental Hospital
33. Property Management Services Authority
34. Securities and Futures Commission (including its subsidiary Investor and Financial Education Council)
35. The Chinese University of Hong Kong
36. The Education University of Hong Kong
37. The Hong Kong Polytechnic University
38. The Hong Kong University of Science and Technology
39. The MTR Corporation Limited
40. The Trust Funds and Temples Joint Secretariat
41. The University of Hong Kong
42. The Vocational Training Council
43. Urban Renewal Authority
44. Vegetable Marketing Organisation
45. West Kowloon Cultural District Authority
46. Hong Kong Council for Accreditation of Academic and Vocational Qualifications

Specified public organisations, government- owned companys or Subvented Organisations

1. Aided, caput and Direct Subsidy Scheme primary and secondary school
2. AsiaWorld Expo
3. Aviation Security Company Limited
4. Beat Drus Fund Association
5. Duty Lawyer Service
6. Finanical Services Resolution Centre
7. Financial Services Development Council
8. Hong Kong Academy for Gifted Education
9. Hong Kong Academy of Finance Limited (including ites subsidiary Hong Kong Institute for Monetary and Financial Research)
10. Hong Kong Applied Science and Technology Research Institute Company Limited
11. Hong Kong Cyberport Management Company Limited
12. Hong Kong Design Centre
13. Hong Kong Education City
14. Hong Kong FMI Services Limited
15. Hong Kong Internet Registration Corporation Limited
16. Hong Kont Note Printing Limited
17. Hong Kong Tourism Board
18. Kindergartens under the kindergarten education scheme
19. Kwoong Chung Inclusive and Accessible Transport Services Co. Ltd.
20. Logistics and Supply Chain MultiTech R&D Centre Limited
21. The Hong Kong Mortgage Corporation Limited (including ites subsidiaries)
22. The Hong Kong Research Institute of Textiles and Apparel Limited
23. The Hong Kong Sports Institute
24. The Nano and Advanceed Materials Institute Limited

*Consulates- General/ Honorary Consulates or Offices of International Organisations / Bodies in Hong Kong*

1. Consulates-General and Honorary Consulates in Hong Kong
2. Office of the six Official Recognised Bodies in Hong Kong-
  - a. Bank for International Settlements- Representative Office for Asia and the Pacific
  - b. Office of the European Union to Hong Kong
  - c. Hague Conference on Private Internation Law- Asia Pacific Regional Office



- d. International Finance Corporation Regional Office for East Asia and Pacific and the World Bank Private Sector Development Office for East Asia and Pacific
- e. International Monetary Fund- Hong Kong SAR sub-Office
- f. United Nations High Commissioner for Refugees Sub-Office

## *Annex 2-*

### *Documents required for submission of (Stage 1) application*

Before submitting the application, applicant employer must ensure that ALL the required documents listed below are attached to the application:

#### *Group B- Hard hit industries*

- a. A completed (Stage 1) application form in MS Excel format; **AND**
- b. A copy of a valid Business Registration Certificate issued under the Business Registration Ordinance(Branch Certificate will not be accepted); **OR**  
a copy of letter of section 88 issued under the Inland Revenue Ordinance the Inland Revenue Department; **OR**  
a Certificate of Registration of a Society; **OR**  
a Certificate of Exemption from Registration of a Society; **AND**
- c. Two recent photographs of the company showing clearly the exterior (with its name and door front) and interior respectively; **AND**
- d. A relevant licence listed on Annex 3; **AND**
- e. At least three copies of operation evidence issued in recent three months, including a water/ electronic bill, a purchasing order issued by the seller (if applicable) and a purchasing receipt or deposit receipt to customer. Applicant's company name, issued date and items and units (if applicable) and total amount must be clearly show on the evidence; **AND**
- f. A completed declaration form, declaring the company belongs to the COVID-19 hard hit industry; **AND**
- g. A copy of the bank statement header, showing the company name (same as the business registration certificate), bank account number and beneficiary bank ; **AND**
- h. A job advertisement with postdate which should not be earlier than April 2022, position title, company name (same as BR), and details of job description the open labour market;

For applicant employer who *has already recruited an eligible employee*; he/ she must submit the following documents for every employee in the application;

- i. A copy of the Hong Kong Identity Card of the employee. For non-permanent Hong Kong Resident, a copy of the Hong Kong Identity Card together with a valid working visa is a must; **AND**
- j. A completed consent form for HKIHRM Job Creation Scheme random check of the eligible employee; **AND**
- k. A copy of the highest academic qualification (or above) document of the eligible employee (e.g. graduation certificate, certificate obtained from the public examination) issued by a local or overseas tertiary educational institution, or the equivalent, written in English and/or Chinese; **AND**
- l. A signed copy of the employment contract of the eligible employee.

### ***Group C- Graduates of Year 2021 and 2022***

- a. A completed (Stage 1) application form in MS Excel format; **AND**
- b. A copy of a valid Business Registration Certificate issued under the Business Registration Ordinance (Branch Certificate will not be accepted); **OR**  
a copy of letter of section 88 issued under the Inland Revenue Ordinance the Inland Revenue Department; **OR**  
a Certificate of Registration of a Society; **OR**  
a Certificate of Exemption from Registration of a Society; **AND**
- c. Two recent photographs of the company showing clearly the exterior (with its name and door front) and interior respectively; **AND**
- d. At least three copies of operation evidence issued in recent three months, including a water/ electronic bill, a purchasing order issued by the seller (if applicable) and a purchasing receipt or deposit receipt to customer. Applicant's company name, issued date and items and units (if applicable) and total amount must be clearly show on the evidence; **AND**
- e. A copy of the bank statement header, showing the company name (same as the business registration certificate), bank account number and beneficiary bank ; **AND**
- f. A job advertisement with postdate which should not be earlier than April 2022, position title, company name (same as BR), and details of job description the open labour market;

For applicant employer who *have already recruited an eligible employee*; he/ she must submit the following documents in the application;

- g. A copy of the Hong Kong Identity Card of the employee. For non-permanent Hong Kong Resident, a copy of the Hong Kong Identity Card together with a valid working visa is a must; **AND**
- h. A completed consent form for HKIHRM Job Creation Scheme random check of the eligible employee; **AND**
- i. A copy of the highest academic qualification (or above) document of the eligible employee (e.g. graduation certificate) issued by a local or overseas tertiary educational institution, or the equivalent, written in English and/or Chinese; **AND**
- j. A signed copy of the employment contract of the eligible employee.

### Annex 3-

### List of COVID-19 hard hit industries and required licences/ documents (Group B)

Industries	Licences/ documents
Catering <ul style="list-style-type: none"> <li>• General restaurant</li> <li>• Bakery</li> <li>• Factory canteen</li> <li>• Cooked food/light refreshment stall</li> <li>• Food factories</li> <li>• Frozen confection factory</li> <li>• Milk factory</li> <li>• Siu mei and lo mei shop</li> <li>• Composite food shop</li> <li>• Bars and pubs</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant food/ hawker/food factories/ liquor licence and provisional/ temporary licence</li> </ul>
Massage establishments	<ul style="list-style-type: none"> <li>• Massage establishment licence</li> </ul>
Beauty parlours Hair salons and barber shops	<ul style="list-style-type: none"> <li>• Massage establishment licence (if applicable)</li> </ul>
Places of public entertainment <ul style="list-style-type: none"> <li>• Cinemas and theatres</li> <li>• Party rooms</li> </ul>	<ul style="list-style-type: none"> <li>• Places of public entertainment licence</li> </ul>
Pleasure vessel let for hire or reward	<ul style="list-style-type: none"> <li>• Endorsement given by the Director of Marine <a href="https://www.mardep.gov.hk/e_files/en/pub_services/LIST_CLASS_IV_LET_FOR_HIRE.pdf">https://www.mardep.gov.hk/e_files/en/pub_services/LIST_CLASS_IV_LET_FOR_HIRE.pdf</a></li> </ul>
Karaoke establishments	<ul style="list-style-type: none"> <li>• A karaoke establishments permit granted by the Director of Food and Environmental Hygiene; or</li> <li>• A certificate of compliance granted by the Secretary for Home Affairs.</li> </ul>
Place of amusement operators <ul style="list-style-type: none"> <li>• Billiard establishment</li> <li>• Public bowling alleys</li> <li>• Public skating links</li> <li>• Claw machine venues</li> <li>• Private museums</li> </ul>	<ul style="list-style-type: none"> <li>• Place of amusement licence <a href="https://www.lcsd.gov.hk/en/licensing/premises.html">https://www.lcsd.gov.hk/en/licensing/premises.html</a></li> </ul>
Amusement game centres	<ul style="list-style-type: none"> <li>• Amusement Game Centres licence</li> </ul>
Mahjong/Tin Kau	<ul style="list-style-type: none"> <li>• Mahjong/Tin Kau licence</li> </ul>
Fitness centre and swimming pool	<ul style="list-style-type: none"> <li>• Swimming pool licence (for swimming pool)</li> </ul>
Hotels and guesthouses	<ul style="list-style-type: none"> <li>• Hotels and guesthouses licence <a href="https://www.hadla.gov.hk/en/licensing_matters/hotels/search.php">https://www.hadla.gov.hk/en/licensing_matters/hotels/search.php</a></li> </ul>

<p>Travel agents<sup>Note 10</sup></p>	<ul style="list-style-type: none"> <li>• Travel agents licence <a href="https://www.tia.org.hk/tc/licensing/register.html">https://www.tia.org.hk/tc/licensing/register.html</a></li> </ul>
<p>Public transport industries franchised buses, local ferries and tramways</p> <ul style="list-style-type: none"> <li>• Green minibus operators</li> <li>• Local non-franchised public buses, school private light buses operators</li> <li>• Kaito operators</li> <li>• Cross-boundary coaches (Including port shuttle buses) operators</li> <li>• Cross-boundary ferries operators</li> </ul>	<ul style="list-style-type: none"> <li>• Kaito operators <a href="https://www.td.gov.hk/tc/transport_in_hong_kong/public_transport/ferries/kaito_services_map/service_details/index.html">https://www.td.gov.hk/tc/transport_in_hong_kong/public_transport/ferries/kaito_services_map/service_details/index.html</a></li> <li>• Cross-boundary coaches <a href="https://www.td.gov.hk/en/transport_in_hong_kong/and_based_cross_boundary_transport/enquiries/index.html">https://www.td.gov.hk/en/transport_in_hong_kong/and_based_cross_boundary_transport/enquiries/index.html</a></li> </ul>
<p>Convention and Exhibition Industry</p> <ul style="list-style-type: none"> <li>• Event organisers</li> <li>• Private museums</li> </ul>	<ul style="list-style-type: none"> <li>• Production houses/ event organisers <ul style="list-style-type: none"> <li>○ At least one venue contract signed after December 2019 with relevant information (e.g. venue provider, event date and payment paid). For vendors, a contract of appointment between the organisers is required.</li> </ul> </li> <li>• Private museums <ul style="list-style-type: none"> <li>○ 2-3 interior and collection photos</li> </ul> </li> </ul>

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<sup>Note 10</sup> Hotels which had received financial incentives or subsidies from the Government for special purposes, such as those serving as quarantine facilities or transitional housing, are not eligible for the subsidy.

*Annex 4-  
Quarterly cut-off date and submission deadline for (Stage 2)  
disbursement*

Quarter	Cut-off date	Deadline for submission	Estimated payment release date*
1	31 October 2022	15 November 2022	Mid- March 2023
2	31 January 2023	15 February 2023	Mid- May 2023
3	30 April 2023	15 May 2023	Mid- August 2023
4	31 July 2023	15 August 2023	Mid- November 2023
5	31 October 2023	15 November 2023	Mid- February 2024

\*Subject to the Government's disbursement timeline.