

Hong Kong Institute of Human Resource Management

Job Creation Scheme 3.0

Guidance Notes for Applications for Group A

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Job Creation Scheme 3.0
Guidance Notes for Applications for Group A

1. The Guidance Notes for subsidy applications aims to provide an overview on the application for subsidy and implementation under the Hong Kong Institute of Human Resource Management (“HKIHRM”) Job Creation Scheme (“JCS”) 3.0. Applicant employers should have read and understand the 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 the JCS 2.0, the JCS 3.0 aiming 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: For HKIHRM members who have submitted their applications; and their position(s) are on the waiting list under the JCS 2.0. The Group’s criteria and other information are illustrated in details in this set of guidance notes.

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

Group C: Fresh graduates in 2021 or 2022.

Criteria of Group B and Group C will be illustrated on another sets of Guidance Notes.

Roles and Responsibilities

3. Appointed by the CSB, the HKIHRM is responsible for implementation and management of the scheme.

Eligibility

Group A- To be eligible, the applicant employer, position, and employee must fulfil all the following requirements,

4. Must be **on the waiting list** under the JCS 2.0.

5. An *applicant employer* must:
 - a. Be a current **HKIHRM member**, with membership fee paid in full for the period between the application date and end of the subsidy period (except student member); and
 - b.
 - i. Hold a valid Business Registration Certificate issued under the Business Registration Ordinance (Cap.310)(“BRO”); **OR**
 - ii. Is on the list of charitable institutions and trusts of a public character, which are exempt from tax under section 88 of the Inland Revenue Ordinance, and hold the letter issued by the Inland Revenue Department; and
 - c. Be in operation at the time of application and during the subsidy period; and
 - d. Must **NOT** belong to any of the organisations listed in Annex I.

6. An *eligible position* must:
 - 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 April 2021; and
 - c. Is 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 from the subsidy commencement date; and
 - e. Is paid with a fixed basic monthly salary; and
 - f. If the position is employed by a contract base, the contract 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 April 2021 for and eligible position, occupying the position and incurring staff cost on or after 1 June 2022^{Note1}; OR
- i. 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;
 - ii. It is to supplant a job role created before 1 April 2021;
 - iii. It has been assigned to work on Government projects with the relevant salary reimbursed by the Government;
 - iv. It is a subcontract/internship/part-time position;
 - v. It is paid by an hourly/ daily/ weekly rate;
 - vi. The salary for the position is reimbursed/funded/paid by the Government;
 - vii. The employment contract does not comply with the employment laws of Hong Kong.

7. An *eligible employee* must:

- a. Be 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 residents; and
- c. Possess at least six months of working experience, whether full-time or part-time^{Note2}; and

^{Note1} A grace period before 31 August 2022 will be allowed for the company to recruit a replacement to fill the vacant position because of staff turnover, which has been created between 1 April 2021 and 31 May 2022. If the position is vacant consecutively from June to August 2022, the relevant quota will be released.

If the position is filled between June and August 2022 but the employee has subsequently resigned, the actual period of employment is still eligible for subsidy. The company may employ new staff to fill the position and continue to receive subsidy.

^{Note2} Proof is required of details of the work experience such as reference letter and/or MPF record, with a clear indication of the name of past employer, job title, and period of employment.

- d. Possess an academic qualification equivalent to or above diploma level^{Note3} from a local or overseas tertiary educational institution^{Note 4}, or the equivalent^{Note5}; 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;
 - 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;
 - iii. he/she is not eligible for undertaking employment in Hong Kong.

Scope of Subsidy

- 8. For each eligible position approved under the JCS 3.0 (Group A), the applicant employer will be provided with a monthly subsidy equivalent to 50% of the actual monthly basic salary payment for the eligible employee of the eligible position or HK\$10,000, whichever is lower.
- 9. 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); and
 - f. Contract gratuities

^{Note3} Hong Kong Diploma of Secondary Education Examination (HKDSE), Diploma of YiJin, Diploma in Foundation Studies/ General Studies, Mainland JEE candidates (国家统一高考) will not be considered.

^{Note4} The academic qualification must be written in English and/or Chinese.

^{Note5} If necessary, applicant employer may apply the qualification assessment service provided by Hong Kong Council for Accreditation of Academic & Vocational Qualifications (HKCAAVQ website: <https://iportal.hkcaavq.edu.hk/home>). However, the cost will not be covered by the JCS 3.0.

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 later, for a period up to 12 consecutive months or until 31 July 2023, whichever is earlier.
11. The subsidy will be provided for a *maximum* of 12 consecutive months or until 31 July 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 pro-rata basis by calendar days.
13. The amount of reimbursement will be based on the reference salary. The reference salary will be the actual monthly basic salary payment of the eligible position concerned at the start of employment and exclude the expenses in paragraph 9.
14. In case the actual amount of salary paid for and eligible position for a particular full month is less than the reference salary 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 ^{Note 6}

15. To avoid conflict of interest, applicant employer, owners, shareholders, must not recruit an employee who are 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 JCS 3.0 applicant.

Application Procedures

18. The JCS 3.0 (Group A) is open for application from 18 July 2022 9:00 am (GMT +8). **Application period will close** when the 1,100 quota is exhausted **or** 16 September 2022 5:00 pm (GMT +8), whichever is earlier.
19. Each company can apply for up to 30 positions in the JCS 3.0 including groups A, B, and C.
20. The application form can be downloaded from the website of the Hong Kong Institute of Human Resource Management:

<https://www.hkihrm-jobcreationscheme.com/>
21. No fee shall be payable for obtaining or submitting application forms.
22. Before submitting the application, applicant must ensure that all the required documents listed below are attached to the application:
 - a. A completed (Stage 1) application form; and

^{Note6} 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)

- b. A copy of a valid Business Registration Certificate issued under the Business Registration Ordinance; or a copy of letter of section 88 issued under the Inland Revenue Ordinance of the Inland Revenue Department; and
- c. A copy of the bank statement header, showing the company name (same as the business registration certificate), bank account number and beneficiary bank^{Note7}; and
- d. (For an individual member of the HKIHRM) a copy of the member's proof of employment with the applicant employer dated within the same month of the application (e.g., Company letter with authorised signature and company chop *(as appropriate)*); and
- e. A job advertisement with postdate, position title, company name (same as BR), and details of job description and the open labour market.

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

- f. 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
- g. A completed consent form for the JCS random check of the eligible employee; and
- h. A copy of the highest academic qualification (Diploma 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
- i. A proof of details of the work experience of the eligible employee, which has been taken into account as meeting the six-month work experience requirement, whether full-time or part-time. Internship experience will not be considered; and
- j. A signed copy of the employment contract of the eligible employee.

^{Note7} Retail bank only. Commercial bank and virtual bank will not be accepted.

23. The applicant employer must complete the form and submit it together with copies of the required documents:

a. Via email

To jobcreation@hkihrm.org

with “Company Name_application for HKIHRM Job Creation Scheme 3.0 (Group A)” as the email subject for first-time applications

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 A)”

24. Applicant employer shall allow sufficient time to submit applications. No special arrangement will be given for late submissions. Please affix sufficient stamps 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 arrangements will be given for late submissions.

25. Duplicate applications will not be processed.

26. All applications will be processed in accordance with the order they reach the HKIHRM office. Incomplete applications 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.

27. The applicant employer will receive an acknowledgement via email within seven working days. Applicant employer will receive another email with an application number in the next seven working days.

28. To avoid delayed or unsuccessful delivery of application, please contact the HKIHRM via email to 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

29. 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, complexity of individual applications, comprehensiveness, clarity of the information provided, etc.

30. Eligible applications will be approved for funding, whilst ineligible applications will be rejected.

Assessment Criteria

31. 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 includes but not limited to:

- a. Relevance of the position to the applicant's business
- b. Reasonableness of the job descriptions

32. The CSB and the HKIHRM reserve 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

33. Application results will be released to the applicant employers by the HKIHRM via email six to eight weeks later upon the notification of the application number.

34. Position quota will be deducted once the application result is released.

35. Once the application result is confirmed, the applicant employer cannot make further adjustments on the job title and job description.

Change of Recruitment Status

36. 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.

37. In case the eligible employee resigns during the employment period, the applicant employer must inform the HKIHRM of the latest status via email no later than 14 calendar days from the employee's last day of employment.

38. The replacement must commence within 60 calendar days from the date the position become vacant. The applicant employer is required to submit the completed (Stage 1) application form again with the required documents in paragraph 21.

Disbursement of Subsidy

39. The approved subsidy is payable to a designated bank account.
40. The subsidy will be made to the applicant employer upon the acceptance of documents specified in paragraph 40 by the CSB and the HKIHRM. The actual amount of the subsidy will be determined by the CSB and the HKIHRM with regards to the actual basic monthly salary already disbursed.
41. Within 15 calendar days after the specified cut-off date listed in Annex 3 of the JCS 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; and
 - b. A completed “disbursement calculation template” in Microsoft Excel format for each quarter; and
 - c. A copy of the salary statement with a detailed breakdown of the salary; and
 - d. A copy of the Mandatory Provident Fund (“MPF”) and/or Occupational Retirement Scheme Ordinance (“ORSO”) contributions issued by the MPF/ORSO trustee for each eligible employee. The copy must clearly indicate 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.

42. The applicant employer may contact the HKIHRM for assistance before the submission deadline if they encounter difficulties in submitting disbursement (Stage 2) applications.
43. Late submission of the required documents specified in paragraph 40 above may lead to withholding, reduction, or cessation of the subsidy.

44. Subsidy will be paid to the applicant employer on a reimbursement basis around 12 weeks after the quarterly submission deadline, subject to the Government's disbursement timeline.
45. The CSB and the HKIHRM reserve 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.
46. If an applicant fails to comply with any requirements in the Guidance Notes and the terms and conditions, 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.
47. 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.
48. 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 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

49. 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, disclosable information^{Note 8} to other Government 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 authorises the CSB and the HKIHRM to make and consents to the CSB and the HKIHRM making any of the aforesaid disclosure.
50. 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 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.

Note8 “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.

Important Notes

51. 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, and 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 JCS. Any person who does so may be liable to legal proceedings.
52. The CSB and/or the HKIHRM being responsible for implementing the JCS 3.0 does not guarantee or undertake that all applications for subsidy will eventually be approved. The submission of an application to the HKIHRM construes that the applicant accepts that the disbursement of subsidy is discretionary and the decision of the CSB and the HKIHRM is final.
53. The CSB or the HKIHRM has not entrusted any organisation/person to receive/process applications or assist in the submission of applications.

Prevention of Bribery

54. The applicant employer shall observe the Prevention of Bribery Ordinance (Cap. 201) (“PBO”) and shall procure that its directors, employees, authorised persons, 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

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

Enquiries

E-mail: jobcreation@hkihrm.org

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

9:00 am to 1:00 pm; 2:00 pm to 6:00 pm
Monday to Friday; except public holidays

Annex 1- Organisations Excluded from the HKIHRM Job Creation Scheme 3.0

Government Bureaux/Departments or Related Organisations/Bodies/Offices

1. The Executive Council of the HKSAR
2. The Legislative Council of the HKSAR^{Note9}
3. The Judiciary of the HKSAR
4. The Liaison Office of the Central People's Government in the HKSAR
5. The Office for Safeguarding National Security of the Central People's Government in the HKSAR
6. The Office of the Commissioner of the Ministry of Foreign Affairs of the People's Republic of China in the HKSAR
7. 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. District Councils^{Note10}
8. Employees Compensation Assistance Fund Board
9. Employees Retraining Board
10. Equal Opportunities Commission
11. Estate Agents Authority
12. Financial Reporting Council
13. Fish Marketing Organization

^{Note9} 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)

^{Note10} Include District Council (DC) Chairmen, Vice-chairmen and Members (in the capacity as employer of staff whose remuneration is fully funded by Operating Expenses Reimbursement or Miscellaneous Expenses Allowance)

14. Guardianship Board
15. Hong Kong Academy for Performing Arts
16. Hong Kong Arts Development Council
17. Hong Kong Baptist University
18. Hong Kong Council on Smoking and Health
19. Hong Kong Examinations and Assessment Authority
20. Hong Kong Export Credit Insurance Corporation
21. Hong Kong Housing Society
22. Hong Kong Productivity Council
23. Hong Kong Science and Technology Parks Corporation
24. Hong Kong Trade Development Council
25. Hospital Authority
26. Independent Commission Against Corruption
27. Independent Police Complaints Council
28. Insurance Authority
29. Lingnan University
30. Mandatory Provident Fund Schemes Authority
31. Occupational Deafness Compensation Board
32. Occupational Safety and Health Council
33. Office of the Ombudsman
34. Office of the Privacy Commissioner for Personal Data
35. Pneumoconiosis Compensation Fund Board
36. Prince Philip Dental Hospital
37. Property Management Services Authority
38. Securities and Futures Commission (including its subsidiary Investor and Financial Education Council)
39. The Chinese University of Hong Kong
40. The Education University of Hong Kong
41. The Hong Kong Council for Accreditation of Academic and Vocational Qualifications
42. The Hong Kong Polytechnic University
43. The Hong Kong University of Science and Technology
44. The MTR Corporation Limited

45. The Trust Funds and Temples Joint Secretariat
46. The University of Hong Kong
47. The Vocational Training Council
48. Urban Renewal Authority
49. Vegetable Marketing Organization
50. West Kowloon Cultural District Authority

Specified public organisations, government-owned companies or subvented organisations

1. Aided, caput and Direct Subsidy Scheme primary and secondary schools
2. AsiaWorld Expo
3. Aviation Security Company Limited
4. Beat Drugs Fund Association
5. Duty Lawyer Service
6. Financial Dispute Resolution Centre
7. Financial Services Development Council
8. Hong Kong Academy for Gifted Education
9. Hong Kong Academy of Finance Limited (including its 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 Kong Note Printing Limited
17. Hong Kong Tourism Board
18. Kindergartens under the kindergarten education scheme
19. Kwoon 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 its subsidiaries)
22. The Hong Kong Research Institute of Textiles and Apparel Limited

23. The Hong Kong Sports Institute
24. The Nano and Advanced 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. Offices of the 6 Officially Recognised Bodies in Hong Kong -
 - Bank for International Settlements - Representative Office for Asia and the Pacific
 - Office of the European Union to Hong Kong
 - Hague Conference on Private International Law - Asia Pacific Regional Office
 - International Finance Corporation Regional Office for East Asia and Pacific and the World Bank Private Sector Development Office for East Asia and Pacific
 - International Monetary Fund - Hong Kong SAR Sub-Office
 - United Nations High Commissioner for Refugees Sub-Office

Annex 2- Timeline after (Stage 1) application submission

Email notifications	
Acknowledgement receipt	Seven working days after submission
JCS 3.0 application number	Seven working days upon the acknowledgement receipt
Application (Stage 1) result	Six to eight weeks after the notification of application number

Annex 3- Quarterly cut-off date and submission deadline for (Stage 2) subsidy disbursement

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

*Subject to the Government's disbursement timeline