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| For Internal Use Only  |
| Date of Receipt |  |

**HKIHRM Job Creation Scheme (“The Scheme”) Stage 2 Application Form - Claim for Subsidy**

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| 1. **Details of ClaimNote[[1]](#footnote-1)**
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| Please read the Guidance Notes before completing this form. The Applicant Employer must submit a copy of the salary statement and Mandatory Provident Fund (“MPF”) and/or Occupational Retirement Scheme Ordinance (“ORSO”) contributions for the Eligible Employee to the HKIHRM as proof of salary payment when requesting for subsidy disbursement. Use separate sheet(s) if necessary.  |

We, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of company), with Application No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and HKIHRM Membership No.**Note[[2]](#footnote-2)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ wish to claim subsidy in respect of the Approved Eligible Employee(s) below for the following period (**Please 🗹 ONE box only, ONE form per period**): [ ]  Period 1 (01 Sep 2020-31 Mar 2021) [ ]  Period 2 (01 Apr 2021-30 Jun 2021) [ ]  Period 3 (01 Jul 2021-30 Sep 2021) [ ]  Period 4 (01 Oct 2021-31 Dec 2021) [ ]  Period 5 (01 Jan 2022-31 Mar 2022)

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| **No.** | **Subsidised Place Reference No.** | **English name of approved employee on HKID card** | **Subsidy period of subject claim (DDMMYYYY)** | **Amount claimed (HK$)*****\*As calculated by the Excel File*** |
|  | *e.g. JCS0001-01-01* | *e.g. Chan Tai Man* | *e.g. 01012021 to 31032021* | *e.g. 30,000* |
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| 1. **Payment Information**
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| **Note:**1. The subsidy claimed will be disbursed by autopay/bank deposit after verification and review by the HKIHRM and the CSB around 8 to 10 working weeks after the end of each quarter;
2. The payment receipt will be sent to the Applicant Employer by e-mail in due course; and
3. Use additional sheet(s) if necessary.
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| **Particulars**  |
| **Payment Information** |
| Beneficiary Name |  |
| Beneficiary Account No. |  |
| Bank Name |  |

 **Supporting Documents**

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| 1. A copy of Bank Statement Header, showing (1) Company Name, (2) Company Account No. and (3) Beneficiary Bank
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| 1. A copy of the salary statement for each Eligible Employee
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| 1. A duly completed softcopy of “Disbursement Calculation Template” submitted in Microsoft Excel Format showing the monthly
 |[ ]
| 1. A copy of the MPF and / or ORSO contributions record for each eligible employee
 |[ ]
| Note: (i) is for first-time application only, please notify the HKIHRM in case there is any changes regarding (i) afterwards (iii) please provide the relevant supporting document(s) in case MPF and/ or ORSO contribution record cannot be provided e.g. bank record of the Eligible Employee or the Applicant Employer, otherwise the subsidy may not be able to be disbursed for that/those particular month(s) |

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| 1. **Declaration**
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| [ ] I/We declare/agree that/to: 1. during the subsidy period of each claim in Section 1:
* The approved Eligible Employee has not been assigned to work on Government projects with the relevant salary reimbursed by the Government;
* The approved Eligible Position has not been simultaneously receiving subsidy from another programme funded under the Job Creation Scheme; and
* The subject claim is solely for the salary paid to the approved Eligible Employee
1. the signatory of this application form is the authorised person of the company (i.e. the Applicant Employer);
2. abide by the requirements set out by the Government, including but not limited to those in the Guidance Notes, Terms and Conditions and Application Forms;
3. the amount of subsidy to be released is subject to verification by the HKIHRM and the Government;
4. the information on this application form and the supporting documents provided is true, legible, complete, consistent and accurate;
5. the Applicant Employer agrees to authorise the HKIHRM and the CSB to contact government departments or other relevant institutions/persons for verification or clarification of the information contained in the Application Form and the documents provided (including supplementary information and document(s) (if any)) for the purposes of approval, assessment and review of applications, as well as monitoring and statistical use;
6. confirm the consent of the Eligible Employee(s) for release of relevant personal particulars to the HKIHRM and the Government for processing, verifying and monitoring of the application has been obtained; and
7. keep and maintain the original copies of the completed application forms, supporting documents and payment records for a year after the receipt of the subsidy in full. We shall provide any or all of the aforesaid documents to the HKIHRM and the Government forthwith upon request; and
8. the HKIHRM Membership being utilised for applying for the Scheme is valid, with membership fee paid in full for the period between the application date and end of the subsidy period.

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| **Notes for Stage 2 Application Form** |
| 1. An Applicant Employer under the Scheme must be a current HKIHRM member, with membership fee paid in full for the period between the application date and end of the subsidy period.
2. Subsidy is paid on a reimbursement basis after the end of each quarter after the Applicant Employer has submitted duly completed Stage 2 Application Form and the required documentary proof. The aforesaid documents should be submitted within 7 working days after the specified cut-off date of the quarter concerned.
3. The cut-off date of each quarter of subsidy is set as 31 March 2021, 30 June 2021, 30 September 2021, 31 December 2021 and 31 March 2022;
4. Claim for subsidy shall be submitted within 7 working days after the specified cut-off date of the respective quarter, late submission may result in delay in processing and subsidy reimbursement. Both the HKIHRM and the CSB bear no liability for such delays.
5. Claim for each subsidy place should be supported by documents (e.g. salary statements, MPF and/or ORSO records) proving that salary has been paid to the Eligible Employee during the subsidy period of individual claim;
6. Upon receipt of the documents to the satisfaction of the HKIHRM, the HKIHRM will disburse the subsidy to the bank account provided in the Stage 2 Application Form in around 8 to 10 working weeks
7. The completed Stage 2 Application Form and relevant copies of supporting documents should be submitted through either one of the following channels:

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| By e-mail | jobcreation@hkihrm.org*“Application Number\_Claim for Subsidy for HKIHRM Job Creation Scheme” should be written as the email subject.* | *The files or images of the signed application form and the supporting documents must be legible and clear, complete and in entirety with the file size being less than 10MB.* |
| By Courier/ Mail | Hong Kong Institute of Human Resource ManagementUnits 1810-15, 18/F, Millennium City 2, 378 Kwun Tong Road, Kwun Tong, Kowloon, Hong Kong | *All documents must be submitted on A4 paper, in full size and double-sided.* |

1. For enquiries, please contact the HKIHRM via the following channels:

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| E-mail: | jobcreation@hkihrm.org |
| Hotline: | (852) 2837 3826 / 2837 3819 (General Enquiries)/ (852) 2837 3869 / 2837 3868 (Application Process)  |
|  | (9am to 6pm, Monday to Friday, except public holidays) |

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**IMPORTANT:** Applications with incomplete or illegible information or supporting documents, or any discrepancy in the information or supporting documents provided will not be processed. Only applications with fully completed information and submitted in the specified format or requirements will be considered as duly submitted applications.

1. Note Please submit the Application Form within 7 working days after the specified cut-off date (31 March 2021, 30 June 2021, 30 September 2021, 31 December 2021 and 31 March 2022). Late submission may result in delay in reimbursement. Both the HKIHRM and the CSB bear no liability for such delays. [↑](#footnote-ref-1)
2. Note An Eligible Applicant Employer under the Scheme **must be a current HKIHRM member**, with membership fee paid in full for the period between the application date and end of the subsidy period (either a Corporate member or an Individual member whose company wishes to apply for the Scheme). [↑](#footnote-ref-2)