

Guidance Notes on Application for Job Creation Scheme for the Logistics Industry: University Graduate Subsidy Programme

Preamble

To provide financial incentives and support for the logistics industry to create more career opportunities for university graduates interested in the sector amid the employment difficulties under the pandemic, the Government of the Hong Kong Special Administrative Region (“HKSARG”) has earmarked funding of \$10 million and introduced the Job Creation Scheme for the Logistics Industry: University Graduate Subsidy Programme (“the Scheme”).

2. Under the Scheme, eligible logistics-related company or organisation will receive a monthly subsidy from the HKSARG for employing university graduate employee(s) in a newly created position.

Responsible Government Bureau

3. The Transport and Housing Bureau (“THB”) of the HKSARG is responsible for the implementation of the Scheme, and has engaged the Chartered Institute of Logistics and Transport in Hong Kong as the Secretariat (“the Secretariat”) to assist in the administration.

Eligibility for the Scheme

Applicant(s)

4. An applicant must be a logistics related company or organisation and a holder of a valid Business Registration Certificate¹, and

(a) has recently ***recruited*** eligible university graduate employee(s), who reported duty on or after 1 May 2020, for an eligible position on a full-time basis; or

¹ For non-profit organisations or any other similar entities that are not required by law to have a Business Registration Certificate, such applicant(s) should submit proof of valid operation and subsistence, such as Certificate of Incorporation. If necessary, applicant(s) shall submit additional supporting document(s) as required by the Secretariat for further processing of the application.

(b) is *in the process of recruiting*; or *planning to recruit* eligible university graduate employee(s), to work on a full-time basis in an eligible position.

5. Definition of eligible university graduate employee and eligible position are set out in paragraphs 6 and 7 below-

(I) Eligible university graduate employee

6. An eligible university graduate employee under the Scheme must be:
- (a) a recent graduate who completed a local bachelor's degree programme or above offered by a degree-awarding higher education institutions in Hong Kong in 2018, 2019 or 2020;
 - (b) a Hong Kong Special Administrative Region ("HKSAR") resident with a valid Hong Kong Identity Card; and
 - (c) accumulating not more than three years' full-time working experience prior to the application.

(II) Eligible Position

7. An Eligible Position under the Scheme must be:
- (a) a post newly created by an applicant not earlier than 1 May 2020;
 - (b) with entry requirements pitched at recent graduates described in paragraph 6 above; and
 - (c) with logistics-related job nature and duties (see **Annex 1**).

Subsidy Amount and Duration

8. A successful applicant will be provided with a monthly subsidy of HK\$5,610 per month for salary payment for each Eligible Position approved under the Scheme for up to 18 months. If the period of employment is less than one full month, the entitled subsidy shall be calculated on pro-rata basis.

Application Procedures

9. Application form can be downloaded at <https://www.cilt.org.hk/en-US/News/Detail.aspx?id=35>. No fee is payable for obtaining or submitting application forms. For applicant who has already recruited eligible university graduate employee(s),

he/she should complete and submit Parts 1 to 6 of the application form, together with all necessary supporting documents, when submitting the application to the Secretariat.

10. For applicant who is in the process of recruiting or planning to recruit eligible university graduate employee(s), he/she should complete and submit Parts 1, 2, 3, 5 and 6 of the application form, together with all necessary supporting documents, when submitting the application to the Secretariat. The applicant should complete the recruitment process within three months upon the approval granted for the application. After the employee has reported duty, the applicant should complete and submit Part 4 of the application form, together with all necessary supporting documents, to the Secretariat no later than the submission for request for subsidy disbursement. If the applicant fails to complete the recruitment process within three months upon notification of the result by the Secretariat, he/she will be deemed to have given up his/her application.

11. Applications for the Scheme are accepted from 30 September to 30 December 2020 (both dates inclusive) or until the funding is exhausted. Applicants must submit the application via e-mail to jcs_secretariat@cilt.org.hk.

12. Each applicant may apply for subsidy for a maximum of five positions. Applicant must submit all applications in one application form only. If an applicant needs to apply for subsidy for more than five positions, the application for the remaining positions will be placed on a waiting list for future consideration. All eligible applications will be processed on a first-come, first-served basis. Late applications will not be considered.

13. Applicant should clearly mark “Application for University Graduate Subsidy Scheme” at the e-mail subject. To avoid delayed or unsuccessful delivery of application, please call the Secretariat (Tel.: 2866 6336) if you do not receive an acknowledgement of receipt by e-mail within seven working days after submitting an application.

Supporting Documents Required

14. Applicant must submit the following supporting documents when submitting application:

- (a) A copy of a valid Business Registration Certificate² issued under the Business Registration Ordinance (Cap. 310) which bears the same company name as

² For non-profit organisations or any other similar entities that are not required by law to have a Business Registration Certificate, such applicant(s) should submit proof of valid operation and subsistence, such as Certificate of Incorporation. If

that of the applicant in the application form, and is valid as of the date of application;

- (b) Supporting documents for recruitment process (e.g. recruitment advertisement)
- (c) A copy of the employment contract/letter or offer letter;
- (d) A copy of the Hong Kong Identity Card of the eligible university graduate employee; and
- (e) A copy of the qualification document of the eligible university graduate employee (e.g. official academic transcript or certificate).

15. For applicant who is *in the process of recruiting*; or *planning to recruit* eligible university graduate employee(s), if the application is approved, he/she has to submit documents (c) to (e) above to the Secretariat no later than the submission for request for subsidy disbursement.

16. The images of the signed application form and the supporting documents have to be in JPEG or PDF format and the images must be clear, complete and in entirety.

Application Result

17. The Secretariat will send an acknowledgment of receipt and application number to an applicant within seven working days upon receipt of an application. The applicant will be notified of the application result and the subsidy disbursement arrangement once available.

Disbursement and Monitoring of Subsidy

18. Subsidy will be paid to the applicant on a reimbursement basis every three months. The applicant has to submit a copy of the salary statement and Mandatory Provident Fund (“MPF”) contributions for the eligible university graduate employee(s) to the Secretariat as a proof of salary payment when requesting for subsidy disbursement. Applicants may be required to provide other documentary proof before the disbursement of subsidy as required by the Secretariat. Upon receipt of the documents and to the satisfaction of the Secretariat, the Secretariat will disburse the subsidy to the applicant **by cheque** to the correspondence address provided in the application form.

necessary, applicant(s) shall submit additional supporting document(s) as required by the Secretariat for further processing of the application.

19. The Secretariat will conduct random check and visit to the applicant and his/her eligible university graduate employee(s) to verify their employment status.

20. In the case of dismissal/resignation of the university graduate employee(s), the applicant should notify the Secretariat immediately or within five working days of such changes. The subsidy in relation to this employee shall be calculated up to the last working day of his/her departure. If the last employment is less than one full month, the entitled subsidy shall be calculated on pro-rata basis.

21. The applicant is allowed to recruit a new university graduate employee to fill the same position and will still be qualified for the subsidy for the remaining valid period provided that the new employee can meet the criteria mentioned in paragraph 6 above. The re-recruitment process should be completed within three months after the termination of employment of the former beneficiary employee. After the employee for replacement has reported duty, the applicant is required to submit the completed Part 4 of the application form, together with all necessary supporting documents (see paragraphs 14 (c)-(e) above), to the Secretariat no later than the submission for request for subsidy disbursement.

22. The applicant can make necessary adjustment on the job nature and duties of the eligible position. However, such adjustment should meet the requirements set out in paragraph 7 above. The applicant should notify the Secretariat immediately or within five working days and submit the revised Part 4 of the application form to the Secretariat for consideration and approval. The same should apply to other changes in relation to the information provided in the application form in relation to the Eligible Position.

Terms and Conditions

23. Application and processing of the application are subject to the General Terms & Conditions and the Privacy Policy set out in **Annex 2**.

Enquiries

24. For enquiries about the Scheme, please contact the Secretariat via e-mail (jcs_secretariat@cilt.org.hk) or on 2866 6336.

Examples of Logistics-related jobs

The following list, though not exhaustive, indicates the relevant requirements-

- Logistics of tangible goods
- Capital flows in sale and purchase of goods
- Information flows in sale and purchase of goods
- Design and operations of e-commerce
- Third party logistics
- Design of supply chain network
- Logistics system
- Material handling
- Procurement
- Inventory management and operations
- Management and operations of logistics assets
- Freight management and operations
- Warehousing and distribution
- Scheduling and planning
- Capacity management
- Demand-supply chain management
- Outsourcing
- Supplier performance management
- Manufacturing planning
- Queuing system
- Production control and quality system
- Fleet management
- Chartering service
- Intermodal transport
- Freight transport
- Logistics and supply chain risk management
- Management and operations of green logistics
- Technologies in logistics and supply chains (including but not limited to Radio Frequency Identification (RFID), Internet of Things (IoT), Artificial Intelligence (AI), Global Positioning System (GPS) and adoption of Information Technology Solutions (ITS))
- Professional services in logistics and supply chains (including but not limited to financial service, legal service, insurance, education and training)

**Job Creation Scheme for the Logistics Industry:
University Graduate Subsidy Programme (“the Scheme”)
General Terms & Conditions**

1 Terms and Conditions

- 1.1 All Applicants and their proprietors, partners, shareholders, directors and Authorised Representatives are bound by the terms and conditions of the Scheme (including the Privacy Policy, and Copyrights and Disclaimer) (collectively referred to as the “Terms and Conditions”).
- 1.2 The Transport and Housing Bureau (“THB”) and/or its Secretariat reserves the right to revise any part of the Terms and Conditions at any time. Applicants agree that THB and/or its Secretariat will not be liable to them or any third party as a result of such revision. The amended Terms and Conditions will have immediate effect.
- 1.3 Without prejudice to the other Terms and Conditions, THB and/or its Secretariat have absolute discretion to decide and interpret all relevant matters relating to the Scheme.

2 Liability

- 2.1 The Applicant is liable for all risks (including but not limited to risks to any third party) associated with the content of its application (including the application form and supporting documents) and all of its acts or omissions. The Applicant must provide and submit true, complete and accurate information, and should submit one application form only. Any provision of false or misleading information, misrepresentation or omission of any information, provision of incomplete or incorrect or inaccurate information, submission of more than one application form, or breach of the Terms and Conditions for any other reasons may render the relevant applications invalid, not being accepted and/or disqualified. Making any false statement, misrepresentation and concealment of facts, or furnishing false documents in an attempt to deceive THB and/or its Secretariat constitutes a criminal offence and may be subject to prosecution.

- 2.2 THB and/or its Secretariat reserves the absolute discretion (without separately providing notice or explanation) under the above circumstances to reject the relevant applications, or withdraw or refuse to grant any subsidy (without the need to provide any explanation), or request the successful applicants to refund the subsidy paid (in full or in part) in case of breach of the Terms and Conditions by the successful applicants subsequently known to THB and/or its Secretariat. THB and/or its Secretariat will no longer have any obligations towards the successful applicants after its payment of subsidy to the successful applicants.
- 2.3 The Government reserves the right to take other appropriate action, including but not limited to refusing or not approving an application for subsidy or revoking any approval given and recovering any subsidy granted and all related expenses incurred arising from false information given and false declaration made.

3 Authorisation

3.1 The Applicant hereby authorises:

- (a) THB and/or its Secretariat to contact government departments or other relevant institutions or 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. The Applicant also agrees to provide any additional information or documents at the reasonable request of THB and/or its Secretariat; and
- (b) THB and/or its Secretariat to collect the Applicant's information, including the personal data as defined under the Personal Data (Privacy) Ordinance. The use of the data is related to the purposes as stated in the Terms & Conditions (including the Privacy Policy) of the Scheme.

4 Applicable law and jurisdiction

- 4.1 The Scheme shall be governed by and construed according to the laws of the Hong Kong Special Administrative Region in all aspects. The parties irrevocably and unconditionally submit to the exclusive jurisdiction of the courts of Hong Kong.

5 Partial invalidity

5.1 If any provision of the Terms and Conditions is found to be invalid or unenforceable by courts of law, such invalidity or unenforceability will not affect the remainder of the Terms and Conditions which will continue in full force and effect.

6 Third party rights

6.1 The application of the Contracts (Rights of Third Parties) Ordinance (Chapter 623 of the Laws of Hong Kong) and/or any comparable law in any jurisdiction giving to or conferring on third parties the right to enforce any term of these Terms and Conditions is expressly excluded and no terms of these Terms and Conditions are, or intended to be, enforceable by any person not being a party to it.

7 Disclaimer

7.1 THB and/or its Secretariat shall not be responsible or liable for any and all disputes, claims, liabilities, damages, losses, injuries, costs (including but not limited to legal costs) or expenses whether directly or indirectly of any kind to any person (whether to the Applicant, Authorised Representative, or third parties) or property arising from or in connection with THB, including:

- (a) the actions taken, or omitted to be taken, as a result of the result notification, and receipt of subsidy;
- (b) the employment relationship (including but not limited to the terms of employment contract) between the applicant(s) and the employee(s); and
- (c) the Applicant's breach of the Terms and Conditions.

7.2 The Applicant shall unconditionally and irrevocably indemnify, keep indemnified, hold harmless and defend THB and/or its Secretariat and its directors, employees, officers, Secretariats and related persons and entities from and against all the aforesaid disputes, claims, liabilities, damages, losses, injuries, costs or expenses. The Applicant is liable for all risks in association with its application.

8 Privacy Policy

8.1 This Privacy Policy relates to personal data supplied in your application. The personal data (including but not limited to an individual's full name, telephone number and e-mail address) is provided voluntarily and consent of such provision has been obtained from the employee(s) concerned. True, complete and accurate personal information must be produced so as to enable us to process the application for the Scheme, failure to do so may render the application invalid, not being accepted and/or disqualified.

Purposes of Collection of Personal Data

8.2 THB respects the privacy of the personal data provided in the implementation and operation of the Scheme. THB and/or its Secretariat will ensure personal data submitted via application forms are handled in accordance with the relevant provisions of the Personal Data (Privacy) Ordinance (Cap. 486). Unless with consent, any personal data provided by you will only be disclosed to and used and retained by organisations or persons authorised by or associated with THB and/or its Secretariat in the operation of the Scheme for all or any one or more of the following purposes:

- (a) handling, verifying and screening your application, disbursement and refund of subsidy in relation to the Scheme;
- (b) assisting in the verification of the personal data provided for processing the applications and subsidies of the Scheme;
- (c) matching the personal data provided with the database of relevant government bureaux/departments/organisations for the purposes of approval, assessment, review and monitoring of applications;
- (d) notifying and processing of subsidies;
- (e) all other purposes relating to the conduct required to assist THB and/or its Secretariat in executing the Scheme; and
- (f) statistical analysis relating to the operation and periodic review of THB, and the statistics obtained will not be released or made available to a third party in a form that will identify the data subjects or any of them.

Confidentiality and Information Security

8.3 In order to protect privacy, THB and/or its Secretariat will, in accordance with the Personal Data (Privacy) Ordinance (Cap. 486) and according to the nature of the personal data collected, adopt all reasonably practicable measures to ensure that all personal data are correct and kept securely and confidentially, and will follow the relevant legislation in making corrections and giving access to data. However, THB and/or its Secretariat may disclose such information for the purposes and under the circumstances set out in the sections “Purposes of Collection of Personal Data” above and “Possible Disclosure to Other Parties” below.

Retention of Personal Data

8.4 Personal data provided in the application will be kept by THB and/or its Secretariat for a reasonable period of time as may be required for the above specific purposes for which they were collected and in accordance with the relevant statutory provisions. After that time, the data will be erased.

Possible Disclosure to Other Parties

8.5 Information provided may be disclosed:

- (a) to THB and/or its Secretariat and their designated organisations or persons for the purpose of vetting the application;
- (b) to organisations and/or persons for the purpose of matching with the databases of relevant government bureaux/departments/organisations for the purposes of approval, assessment, review and monitoring of the application;
- (c) to relevant parties (including government departments of the HKSAR, Hong Kong courts and/or third parties in Hong Kong/other places) in compliance with applicable laws and regulations and/or as authorised or required by law and/or pursuant to court orders;
- (d) to organisations and/or persons authorised by or associated with THB and/or its Secretariat in the operation of the Scheme for the purposes set out in the section “Purposes of Collection of Personal Data” above; or
- (e) pursuant to or as permitted under the Personal Data (Privacy) Ordinance (Cap. 486).

Access to Personal Data and Enquiries

8.6 In accordance with the Personal Data (Privacy) Ordinance (Cap. 486), Applicants have the right to:

- (a) check whether THB and/or its Secretariat holds personal data of which the individual is the data subject;
- (b) request a copy of such personal data held by paying an administration fee;
- (c) correct personal data that is inaccurate; and
- (d) ascertain the policies and practices in relation to personal data.

8.7 Requests for access to and/or corrections of personal data should be made in writing to the Secretariat by e-mail (jcs_secretariat@cilt.org.hk).

9 Copyrights and Disclaimer

9.1 The information contained in this document is updated regularly and meant for your reference only. THB and/or its Secretariat and organisations associated with THB do not warrant or represent that the information provided is complete and accurate, nor that the information is up to date. THB and/or its Secretariat and organisations associated with THB and/or its Secretariat do not accept any liability for any loss or damage however arising from or in reliance upon the contents contained in this document.

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10 Prevention of Bribery

10.1 It is an offence under the Prevention of Bribery Ordinance (Cap. 201) to offer advantages to government officers in relation to their official duties.

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