

# Frequently Asked Questions for Applicants of Job Creation Scheme for the Logistics Industry: University Graduate Subsidy Programme

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## General Information

### 1. What is the purpose of the Job Creation Scheme for the Logistics Industry: University Graduates Subsidy Programme (“the Scheme”)?

The Scheme provides time-limited financial support to qualified employer with a view to sustaining the provision of job opportunities for 2018, 2019 or 2020 graduates to work in logistics-related areas and to relieve the employment difficulties under the impact of the COVID-19 pandemic.

### 2. Who is an eligible applicant for the Scheme?

An applicant must be a logistics related company or organisation and a holder of a valid Business Registration Certificate <sup>(Note 1)</sup> and

- (a) has recently recruited an eligible university graduate employee who has reported duty on or after 1 May 2020;
- (b) is in the process of recruiting or is planning to recruit at least one eligible university graduate employee, to work on a full-time basis in an Eligible Position (see paragraphs 4-7 under “Eligibility for the Scheme” of the Guidance Notes)

### 3. How to apply?

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. The applicant should submit the completed application form together with relevant supporting documents to the Secretariat via e-mail [jcs\\_secretariat@cilt.org.hk](mailto:jcs_secretariat@cilt.org.hk). 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. Applicant should clearly mark “Application for University Graduate Subsidy Scheme” at the e-mail subject. Application number will be assigned to each application.

### 4. When should companies apply?

The application period is from 30 September to 30 December 2020 (both dates inclusive), or until the funding is exhausted.

### 5. What supporting documents are required for the application?

The following supporting documents must be provided together with the application form:

**All applicants are required to submit the following supporting documents when submitting the application for this Scheme:**

- (a) A copy of a valid Business Registration Certificate <sup>Note 1</sup> issued under the Business Registration Ordinance (Cap. 310) which bears the same company name as that of the applicant in the application form, and is valid as of the date of application;

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<sup>Note 1</sup>: 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 documents as required by the Secretariat for further processing of the application.

(b) Supporting documents for recruitment process (e.g. recruitment advertisement)

**and submit the following documents after the eligible university graduate employee has reported duty. (For applicant who has already recruited eligible university graduate employee(s), please include the following documents in your application submission):**

- (c) A copy of the employment contract/letter or offer letter, and
- (d) A copy of the Hong Kong Identity Card of the eligible university graduate employee
- (e) A copy of the official proof of the academic qualification of the eligible university graduate employee (e.g. official academic transcript or certificate)

**6. Any interviews involved?**

There is no interview involved in the application stage. Interested applicant(s) are invited to submit the completed application form to the Secretariat via e-mail. The application form can be downloaded from the Secretariat website (<https://www.cilt.org.hk/en-US/News/Detail.aspx?id=35>). The completed application form together with the relevant supplementary documents can be sent to [jcs\\_secretariat@cilt.org.hk](mailto:jcs_secretariat@cilt.org.hk)

The Secretariat will visit the successful applicants and their eligible university graduate employees of the Scheme on a random basis to verify their employment status.

**7. What is the application procedure?**

The Secretariat will send an acknowledgment of receipt and application number to an applicant within 7 working days upon receipt of an application. The applicant will be notified of the application result and the subsidy disbursement arrangement once available.

The applicant should complete the recruitment process within three months upon the Secretariat's approval. If the applicant fails to complete the recruitment process within three months upon notification of the result by the Secretariat's approval, he/she will be deemed to have given up his/her application.

**8. When and how will applicant be informed about the application result? How will applicant be notified of the status of the application?**

The Secretariat shall send an acknowledgement of receipt and application number to an applicant within 7 working days upon receipt of an application, and will notify an applicant of the application result and the subsidy disbursement arrangement by e-mail. Applicants might check their spam/junk mail folder to identify any e-mail from the Secretariat.

For further enquiries, the Secretariat can be reached via e-mail [jcs\\_secretariat@cilt.org.hk](mailto:jcs_secretariat@cilt.org.hk) or by phone at 2866 6336. For verification of applicant's identity and a prompt follow-up, please provide the application number and name of company/corporation/ organisation applying to the Scheme.

**9. How much is the subsidy? And how long does the Scheme last?**

Successful applicants will be provided with a monthly subsidy of HK\$5,610 for each Eligible Position approved under the Scheme for up to 18 months

**10. How many subsidy quotas are available?**

The Government has allocated HKD10 million for the Scheme. Applications will be considered on a first-come, first-served basis.

**11. Which types of job positions are eligible for application under the Scheme?**

See Annex 1 of the Guidance Notes.

**12. Is there a time limit for the applicant to recruit the intended beneficiary employee under the Scheme?**

The applicant should complete the recruitment process within three months upon the approval granted for the application. 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.

**13. Can the employment of the intended beneficiary employee under the Scheme commence before receiving notification of the result by the Secretariat?**

The monthly subsidy will only be granted after the application is approved and will last for up to 18 months starting from the date of employment commencement.

If the intended beneficiary employee(s) under the Scheme has/have reported duty on or after 1 May 2020, the entitlement of the subsidy shall take effect from the first day of his/her employment and can be dated back to 1<sup>st</sup> May 2020.

## **Eligibility**

**14. Can all employers apply for the Scheme?**

Employers can apply for the Scheme as long as they meet all the requirements of the Scheme (see paragraphs 4-7 under “Eligibility for the Scheme” of the Guidance Notes).

**15. What is logistics-related company or organisation?**

Logistic-related company and organisation is a company or an organisation involving in the process of planning and executing the efficient transportation and storage of goods from the point of origin to the point of consumption.

**16. Is there an upper limit for the subsidised position for each applicant?**

Each applicant may apply for subsidy for a maximum of five positions. If an applicant needs to apply for subsidy for more than five positions, the application for the remaining posts will be placed on a waiting list for future consideration. All eligible applications will be processed on a first-come, first-served basis.

**17. Can enterprise groups apply for the Scheme?**

Each applicant will need to provide a unique Business Registration number <sup>(Note 1)</sup>. Subsidiaries of larger organisations can apply for the Scheme provided they have individual Business Registration Certificates.

**18. Does the applicant need to have a physical office?**

A physical office is required. An office arrangement within a co-working space is also acceptable.

**19. Is there any requirements regarding the scale of business of companies applying for the Scheme?**

Applicant can apply for the Scheme irrespective of the size of their operation as long as they meet all the requirements of the Scheme (see paragraphs 4-7 under “Eligibility for the Scheme” of the Guidance Notes).

**20. Is there any requirement on the profitability/earnings record of companies applying for the Scheme?**

Applicants can apply for the Scheme irrespective of their profitability/earnings record; as long as they meet all the requirements of the Scheme (see paragraphs 4-7 under “Eligibility for the Scheme” of the Guidance Notes).

**21. Can organisations without Business Registration Certificate apply for the Scheme?**

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

**22. Can applicant currently benefiting from the Employment Support Scheme ( “ESS” ) apply for this Scheme?**

Provided that the applicant has hired eligible university graduate employee(s) for newly created job position(s), or is planning to create new job position(s) and in the process of recruiting; or planning to recruit eligible university graduate employee(s), applicant currently receiving wage subsidies from ESS can also submit an application.

**23. Are branches set up by non-local employers in Hong Kong eligible for the Scheme?**

An employer can apply for the Scheme as long as he/she can meet all the requirements of the Scheme (see paragraphs 4-7 under “Eligibility for the Scheme” of the Guidance Notes).

# Position and Employee

## 24. What is an Eligible Position?

- (a) a new position created by an applicant not earlier than 1 May 2020;
- (b) with entry requirements pitched at recent graduates (see paragraph 6 under “Eligibility for the Scheme” of the Guidance Notes ); and
- (c) with logistics-related job nature and duties (see **Annex 1** of the Guidance Notes).

## 25. What are the requirements for Eligible University Graduate Employee applying for jobs created under the Scheme?

An Eligible University Graduate Employee under the Scheme must be:

- (a) a recent graduate who has completed a local bachelor’s degree programme or above<sup>1</sup> from 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) accumulated not more than three years of full-time working experience prior to application.

## 26. Will applicant be penalised if the Scheme beneficiary employee leaves the company during the subsidised period?

No penalty will be imposed on applicant if the Scheme beneficiary employee leaves the company during the subsidised period. However, disbursement of subsidy would be stopped unless the applicant has filled the vacant position with another eligible employee approved under the Scheme.

## 27. If the selected Scheme beneficiary employee is not suitable for the new job position, can the applicant replace him/her with a new candidate?

In the case of dismissal/resignation of the university graduate employee(s) of the Scheme, the applicant should notify the Secretariat immediately or within five working days of such changes. The applicant is allowed to recruit a new university graduate employee to fill the same position and will still be qualified for the subsidy provided that the new employee can meet the criteria mentioned in paragraph 6 under “Eligibility for the Scheme” of the Guidance Notes. The re-recruitment process should be completed within three months after the termination of employment of the former beneficiary employee. The applicant is required to submit the completed 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 after the employee for replacement has reported duty.

## 28. Can the applicant change the nature/responsibilities of the position?

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

under “Eligibility for the Scheme” of the Guidance Notes. 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.

**29. Can the same person be the beneficiary employee under the Scheme of more than one applicant?**

Each intended beneficiary employee under the Scheme can only be employed by one applicant at one time.

**30. Can applicant apply subsidy for employees employed before 1<sup>st</sup> May 2020?**

Employment of the intended beneficiary employee under the Scheme can be dated back to 1<sup>st</sup> May 2020. Eligible employees filling job positions created on or after 1<sup>st</sup> May 2020 would be eligible to receive subsidy from the Scheme. In other words, jobs created and/or employee hired before 1<sup>st</sup> May 2020 will not be eligible.

## **Coverage of Subsidy and Disbursement Arrangement**

**31. When will the subsidy be disbursed?**

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.

**32. Does the subsidy cover employer’s MPF contribution, allowances, overheads or fringe benefits?**

The subsidy covers only basic salary of the intended beneficiary employee under the Scheme. Expenses other than basic salary, such as MPF, allowances, overheads or fringe benefits will not be covered.

**33. Is the subsidy paid under the Scheme taxable?**

Wages earned by the employee beneficiary are treated as income chargeable to salaries tax under the Inland Revenue Ordinance.

**34. What kind of documentation will be required as salary proof?**

The applicant will need to provide the salary statement and an MPF contribution record as a proof of salary payment when requesting for subsidy disbursement.

# Application Result and Monitoring

## **35. How would the application results be announced?**

The Secretariat shall notify an applicant of the application result and the subsidy disbursement arrangement by e-mail.

For further enquiries, the Secretariat can be reached via e-mail [jcs\\_secretariat@cilt.org.hk](mailto:jcs_secretariat@cilt.org.hk) or by phone at 2866 6336. For verification of applicant's identity and a prompt follow-up, please provide the application number and name of company/corporation/ organisation applying to the Scheme.

## **36. How to verify the applicant's employment status?**

The Secretariat will visit the applicants and their eligible university graduate employees of the Scheme on a random basis to verify their employment status.

## **37. What are the legal liabilities of applicants?**

Applicant must provide true, complete and accurate information when making the applications, otherwise, the relevant applications may be rendered invalid, rejected and/or disqualified. If any applicant who is found to have made false statement, misinterpreted or concealed the facts, or furnished false or misleading documents or information to the Transport and Housing Bureau ("THB") and/or its Secretariat in an attempt to deceive THB and/or its Secretariat is a criminal offence, and could be subject to criminal prosecution.

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