



Subsidy Scheme for Employment Agencies Application Form

Points to Note:

1. Before completing the Application Form, please read this Application Form, the “Application Guide” and “Personal Information Collection Statement” in Part E of this form.
2. An employment agency (“EA”) eligible for applying for subsidy under the Subsidy Scheme for Employment Agencies (“the Scheme”) must hold a valid licence (main licence and duplicate licence(s), if any) issued by the Labour Department (“LD”) under section 52 of the Employment Ordinance (Cap. 57) as at 31 May 2020*, or must have submitted an application for licence renewal to LD in accordance with Regulation 2 of the Employment Agency Regulations (Cap. 57A) as at 31 May 2020. The EA must hold a valid licence before the application is approved. If, after an EA has submitted an application for the subsidy, the Commissioner for Labour subsequently decides to revoke or refuse to renew a licence of the EA during the application period (i.e. from 22 June 2020 to 21 July 2020), the application will not be approved.
(If the validity period of the current licence of the EA is less than two months as at the “date of submission” of this application, the EA should first submit an application for licence renewal to LD before submitting this application for subsidy.)*
3. Only one application for subsidy is accepted for each main EA licence. No duplicate application will be accepted. For duplicate licence(s), the subsidy will be granted in accordance with the number of duplicate licence(s) issued to an EA.
4. The application should be made by the EA licensee. If the EA is a partnership, the application should be submitted by the designated partner with an authorisation letter signed by all partners. If the EA is a limited company, the application should be submitted by the authorised company director with a company seal affixed on this form.
5. The completed Application Form and required documents must be submitted to and received by the office of Employment Agencies Administration (“EAA”) of LD (Address: Unit 906, 9/F, One Mong Kok Road Commercial Centre, 1 Mong Kok Road, Kowloon, Hong Kong) by post (the postmark will be regarded as the date of receipt of the application) or in person on or before 21 July 2020. Application by email and facsimile would not be accepted. Late applications, Application Forms with incomplete information or late submission of required documents will not be considered.

A. Particulars of the Applicant:

(1) Name of the licensee: (Chinese) _____

(as shown on the licence) (English) _____

If the EA is a partnership:

Name of designated partner*: _____ (Chinese) _____ (English)

(*If the partner is not the licensee, he/she should be one of the related persons notified to the EAA of LD through the Form of "Particulars of Associate of Employment Agency". **An authorisation letter signed by all partners should be provided.**)

If the EA is a limited company:

Name of authorised director**: _____ (Chinese) _____ (English)

(**The director should be one of the associates notified to the EAA of LD through the Form of "Particulars of Associate of Employment Agency".)

(2) Name of the EA: _____

(3) Licence number:

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(4) Number of duplicate licence(s) issued by LD (if any): _____

(5) Business registration number of the EA: _____

(6) Address of the EA as shown on the main licence: _____

B. Type of placement service provided by the Applicant on or before 31 May 2020 (please select one and indicate with a):

Placement service for foreign domestic helpers (the applicant may be requested to provide documentary proof, such as relevant placement records, for verification as necessary).

Other type(s) of placement service (e.g. placement service for local employees). No placement service was provided for foreign domestic helpers.

C. Payment Method:

- Direct deposit into a bank account (**Please provide proof of the bank account**, e.g. first page of the bank passbook or bank statement showing the bank name, name of account holder and account number clearly.)

(1) Name of bank account holder:

_____ (Chinese)

_____ ***Compulsory (English)***

(The name of bank account holder must be the same as the name of licensee or the EA, or the name of business / corporation as shown on the business registration certificate.)

(2) Name of bank: _____

(3) Bank account number:

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Bank code

Bank account

(If you do not know the bank code of your bank account, please contact your bank.)

- By cheque payment (Crossed cheque will be sent by post to the address of the EA.)

D. Declaration by the Applicant:

- (a) I hereby declare that the EA of which I am *the licensee/the designated partner/the authorised company director (**please delete as appropriate*) and which I represent in submitting this application possessed a valid licence issued by LD under section 52 of the Employment Ordinance (Cap. 57) as at 31 May 2020, or has submitted an application for licence renewal to LD in accordance with Regulation 2 of the Employment Agency Regulations (Cap. 57A) as at 31 May 2020;
- (b) Where the validity period of the current licence of the EA which I represent is less than two months as at the “date of submission” of this application, I/the EA which I represent have/has already submitted an application for licence renewal to LD;
- (c) I hereby declare that I have read and fully understand all contents of this Application Form, the “Application Guide” and the “Personal Information Collection Statement” in Part E of this Application Form;
- (d) I hereby declare that the information provided in this Application Form is true, correct and complete. I understand that this application will not be approved or such approval, if given, will be revoked if I am found to have given false information or made a false declaration. In such event, the Government reserves the right to recover the approved subsidy and all related expenses. I may be held liable for

any legal consequence arising from the false information given or false declaration made;

- (e) I understand that I may be required to submit supplementary information or documents to support my application;
- (f) I understand that the LD reserves the right for final decision on approving any application under the Scheme;
- (g) I agree and undertake to refund to the Government any overpayment or any payment by mistake to me under the Scheme; and
- (h) I accept that the Government will not be liable for any losses (howsoever caused) arising from the processing of this application.

Applicant's signature (company seal required for a limited company) **Date of submission**

Applicant's name and capacity (licensee/designated partner/authorised director)

Name of contact person and capacity: _____ **Telephone No.:** _____

Fax No.: _____ **Email:** _____

E. Personal Information Collection Statement:

Purposes of Collection

1. The personal data¹ supplied by you will be used by the Labour Department (“LD”) for handling of application under the Subsidy Scheme for Employment Agencies (“the Scheme”), including but not limited to assessing and/or investigating whether the eligibility criteria are met, monitoring and reviewing of the Scheme, handling complaints related to the Scheme, conducting research and surveys, preparing statistics and discharging statutory duties. The provision of personal data to LD is voluntary. However, if you fail to provide the personal data requested of you, LD may not be able to process your application.

Classes of Transferees

2. The personal data you provide will be made available to persons working in/for LD on a need-to-know basis. Apart from this, they may be disclosed to the parties or in the circumstances listed below for the purposes mentioned in paragraph 1 above -
 - (a) other parties (e.g. other government bureaux/departments) if they are involved in:
 - (i) processing and/or assessing any application from you;
 - (ii) providing assistance to you; or
 - (iii) reviewing your application or preparing statistics²;
 - (b) complaint handling authorities (such as the Office of the Ombudsman, the Office of the Privacy Commissioner for Personal Data, the Legislative Council, etc.) if they are handling complaints about the Scheme;
 - (c) where such disclosure is authorised or required by law; or
 - (d) where you have given your prescribed consent to such disclosure.

Access to Personal Data

3. You have the right to request access to and correction of your personal data held by LD in accordance with the Personal Data (Privacy) Ordinance (Cap 486). A fee is charged for supplying copies of personal data. Requests for access to and correction of personal data collected by LD should be addressed to –

Post title: Labour Officer (Employment Agencies Administration)

Address: Employment Agencies Administration, Labour Department, Unit 906, 9/F, One Mong Kok Road Commercial Centre, 1 Mong Kok Road, Kowloon, Hong Kong.

¹ Under the Personal Data (Privacy) Ordinance (Cap. 486), personal data means any data –

(a) relating directly or indirectly to a living individual;

(b) from which it is practicable for the identity of the individual to be directly or indirectly ascertained; and

(c) in a form in which access to or processing of the data is practicable.

² The resulting statistics or research outcome may be made available to third parties in a format which will not identify any of the individual data subjects.