

Testing and Certification Sector Job Creation Scheme (TCJS)

Application Guide

1. Preamble

- 1.1 To relieve the unemployment situation due to the epidemic and as part of the anti-epidemic measures, the Anti-Epidemic Fund (AEF) 6.0 will allocate resources to create time-limited jobs in the private sector. The Testing and Certification Sector Job Creation Scheme (the Scheme) is launched under the AEF.
- 1.2 The Scheme aims to encourage private testing and certification (T&C) organisations to create more job opportunities, and attract people to join the T&C sector, so as to enrich Hong Kong's T&C talent pool.

2. Subsidy Amount and Duration

- 2.1 Each Applicant Employer may apply for a monthly subsidy for up to **five** eligible job positions. For each eligible position approved under the Scheme, the Applicant Employer will be provided with a monthly subsidy of HK\$10,000 or 50% of the salary of the position, whichever is lower, for a period of 12 months.
- 2.2 The subsidy amount should be used solely for salary payment. It is exclusive of the employer's contribution to the Mandatory Provident Fund scheme or other fringe benefits to the employee.

3. Eligibility

- 3.1 An Eligible Applicant Employer under the Scheme must:
 - (a) be a T&C organisation with valid accreditation status given by the Hong Kong Accreditation Service (HKAS);
 - (b) be located in Hong Kong and operating its T&C services in Hong Kong;
 - (c) have recently recruited, through a fair and transparent local recruitment exercise, an Eligible Employee who reported duty on or after 1 April 2022 for an Eligible Position; or be in the process of recruiting or planning to recruit an Eligible Employee to work in an eligible position under the Scheme; and
 - (d) not be part of a government department, publicly-funded organisation or tertiary institution.
- 3.2 An Eligible Employee under the Scheme must:
 - (a) be a Hong Kong Special Administrative Region (HKSAR) resident with a valid Hong

Kong Identity Card;

- (b) have completed a post-secondary course (including diploma, certificate, higher certificate, higher diploma, associate degree and degree) in the discipline of T&C, science, applied science, engineering, or other relevant areas; and
- (c) not be an employee of the Applicant Employer within the 12 months preceding the new employment.

3.3 An Eligible Position under the Scheme must:

- (a) be a new position within the organisation;
- (b) be on a full-time basis;
- (c) have an employment contract commenced / to be commenced between 1 April 2022 and 1 July 2023 with a duration of at least 12 months;
- (d) not be funded by any other funding scheme whether provided by the HKSAR Government or otherwise; and
- (e) have major duties relating to carrying out testing, calibration, inspection, certification or related professional services. Job positions with major duties relating to administration, sales, marketing, accounting, human resources, and other supporting functions will not be accepted.

4. Application Procedures

4.1 Applications for the Scheme must be submitted between **24 August 2022** and **31 July 2023**.

4.2 Applicant Employers are encouraged to submit the applications by email to tcjs@itc.gov.hk. For applications submitted via email, the duly completed and signed Application Form (**Annex I**) as well as the supporting documents shall be in PDF format. The images must be clear, complete and in entirety.

4.3 Application by post to the following address is also acceptable:

Secretariat, Hong Kong Council for Testing and Certification
Innovation and Technology Commission
Units 801-04, 8/F, The Hub
23 Yip Kan Street
Wong Chuk Hang, Hong Kong

Underpaid mail items will not be accepted. For proper delivery of mail items, please ensure the mail items bear sufficient postage with return address before posting. The postmark date on the envelope will be regarded as the date of application submitted by post. Late applications will not be considered.

4.4 Applicant Employer planning to apply for monthly subsidy for multiple job positions could (i) submit the applications in one Application Form using the Supplementary Sheet, or (ii) submit separate applications at different times within the application period.

5. Supporting Documents Required

5.1 For the Applicant Employer who has **already employed** an Eligible Employee, it must include the following supporting documents when submitting the Application Form:

- (a) a copy of the Business Registration Certificate;
- (b) a copy of the Hong Kong Identity Card of the Eligible Employee;
- (c) a copy of the academic qualification document of the Eligible Employee (e.g. official academic transcript or graduation certificate, etc.), which proves meeting the requirement stated in paragraph 3.2 (a); and
- (d) a proof of the employment concerned (e.g. appointment letter or employment contract or any other valid proof).

5.2 For the Applicant Employer who is **in the process of employing/planning to employ** an Eligible Employee, it must include the following supporting documents when submitting the Application Form:

- (a) a copy of the Business Registration Certificate; and
- (b) a copy of the academic qualification document of the Eligible Employee (e.g. official academic transcript or graduation certificate, etc.), which proves meeting the requirement stated in paragraph 3.2 (a).

If the application is approved, the Applicant Employer must submit the following documents to the Innovation and Technology Commission (ITC) no later than its submission of the first claim for reimbursement:

- (c) a copy of the Hong Kong Identity Card of the Eligible Employee; and
- (d) a proof of the employment concerned (e.g. appointment letter, employment contract or any other valid proof).

If the Applicant Employer fail to do so, or if the information in documents (c) and (d) is inconsistent with that in the application form, the application will be invalidated.

5.3 ITC reserves the right to seek additional information as it deems necessary. If the Applicant Employer fails to submit the information and documents requested by ITC within two weeks from the date of such request, ITC may deem the application as withdrawn.

6. Application Result

6.1 ITC will send an Acknowledgment of Receipt with an Application Reference Number via email to the Applicant Employer within four working days upon receipt of its application.

6.2 Upon receipt of all the required documents and information, the Applicant Employer will be notified of the application result within two weeks.

7. Disbursement of Subsidy

- 7.1 The subsidy will be disbursed via direct deposit. The bank account for receiving the subsidy must belong to the Applicant Employer.
- 7.2 Claim for reimbursement must be submitted after the payments of salary covered in the period of claim have been made to the employee. Generally, there will be four batches of claim (every three months for 12 months) for each approved job position.
- 7.3 To allow flexibility, Applicant Employer may choose to claim for reimbursement of multiple batches in one application, provided that the salaries for the period of claim have been paid to the Employee. For example, an Applicant Employer could wait until the seventh month of the subsidised employment to claim for reimbursement of salary for the first six months (i.e. the first and second batches) in one go.
- 7.4 A submission of claim should include the following documents:
- A. duly completed and signed Claim Form (**Annex II**);
 - B. authority for payment to a bank (Application Form GF179A);**
 - C. a proof of bank account (a copy of bank statement or a paying-in slip, etc); and
 - D. a proof of salary payment covering the period referred to in the Claim Form (e.g. receipt signed by the employee or supporting record from bank showing the payment of salary to the employee or any other valid proof).
- 7.5 The Applicant Employer may be required to provide other documentary proof before the disbursement of subsidy as required by and at the discretion of ITC.
- 7.6 ITC reserves the right to reject any claim which is deemed to be inappropriate or improper, or fails to comply with the terms and conditions of this Guide.
- 7.7 The deadline for submitting reimbursement claim is **31 July 2024**. Late submission will not be accepted, and the unclaimed subsidy balance will be forfeited after the deadline.

8. Termination of subsidised employment

- 8.1 In the case of dismissal/resignation of the Employee concerned, the Applicant Employer should notify ITC in writing immediately. The subsidy in relation to the Employee shall be calculated up to his/her last completed full month of employment. If the last employment month is less than one full month, it will be omitted in calculating the entitled subsidy.
- 8.2 The Applicant Employer is allowed to recruit a new Eligible Employee to fill the same Eligible Position or submit a fresh application with another Eligible Position, and will still be eligible for subsidies in the remaining subsidy period of the quota concerned, provided that the employee meets the criteria mentioned in paragraph 3.2 above.

9. Refusal to Make Disbursement and Recovery of Payment

- 9.1 ITC has absolute discretion to determine whether the Applicant Employer has breached any

terms and conditions of this guide.

- 9.2 In case ITC finds or suspects that an Applicant Employer has breached or is likely to have breached any terms and conditions of this Guide and/or the forms (including the Application Form and the Claim Form) submitted by the Applicant Employer to ITC and/or any other policies or rules relating to the Scheme as may be imposed by ITC from time to time, the Applicant Employer shall return to the HKSAR Government all the disbursed subsidy within one month after the date of a written notice on such breach or suspected breach issued by ITC, or on such other date specified by ITC. In addition, ITC shall have the right to take any actions it deems appropriate, including but not limited to refusal to make further disbursement of the subsidy to the Applicant Employer or recovering any disbursed subsidy already made to the Applicant Employer.”

10. Personal Information

The personal data provided to ITC as required will be used by the ITC in relation to the following purposes:

- (a) processing and vetting of the application and the claim for the subsidy of the Scheme;
- (b) statistics compilation and analysis; and
- (c) any other legitimate purposes as may be required, authorised or permitted by law.

11. Changes to the Application Guide

ITC reserves the right to make changes to any terms and conditions of this Guide and any submission forms related to the Scheme as and when necessary.

12. Decision of ITC

Any decision of ITC made pursuant to or in relation to this Guide, including, without limitation, the assessment of the application and the calculation of the subsidy amount, shall be final, conclusive and binding to the applicants.

13. Enquiries

Enquiries on the Scheme may be directed to –
Secretariat, Hong Kong Council for Testing and Certification
Innovation and Technology Commission
Telephone: (852) 2127 4864
Email: tcjs@itc.gov.hk

**Secretariat, Hong Kong Council for Testing and Certification
Innovation and Technology Commission
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