**List of Applicable Forms/ Reference Information and Contact Information of the Programme Office**

**Annex 1**

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| Item | **Application Forms/ Reference Information** | **Form No.** |
| Referral and Selection of Trainees | * Personal Data (Privacy) Ordinance | For enquiries, please call 2827 2827 or visit the website of Privacy Commissioner’s Office  www.pcpd.org.hk |
| * To confirm trainees are legally employable in Hong Kong | For enquiries, please call 2824 1551 or visit the website of  the Immigration Department  www.immd.gov.hk |
| * Sex Discrimination Ordinance, Disability Discrimination Ordinance, Family Status Discrimination Ordinance, or Race Discrimination Ordinance | For enquiries, please call 2511 8211 or visit the website of the Equal Opportunities Commission  www.eoc.org.hk |
| Trainees’ Enrolment of Off-the-job Vocational Training Courses | * Application Form For Enrolment of Off-the-job Vocational Training Courses | Annex 2  TRF01(Rev 09/2017) |
| Making of Written Employment Contracts | * Sample Employment Contract | Annex 3  (Rev 2/2017) |
| * [Statutory Minimum Wage: Reference Guidelines for Employers and Employees](http://www.labour.gov.hk/eng/news/pdf/SMW_Guidelines.pdf) | For enquiries, please call 2717 1771  or visit the website of  the Labour Department  www.labour.gov.hk |
| * A Concise Guide to the Employment Ordinance |
| * A Concise Guide to the Employees’ Compensation Ordinance |
| * Codes of Practice for Employment |
| * A Brief Guide to the Occupational Safety & Health Ordinance |
| * A Brief Guide to the Occupational Safety & Health Regulation |
| * Code of Practice in times of Typhoons and Rainstorms |
| * Information of subscribing Labour Insurance |
| * Information of Mandatory Provident Fund Scheme (MPF) | For enquiries, please call 2918 0102 or visit the website of Mandatory Provident Fund Schemes Authority  www.mpfa.org.hk |
| Conclusion of On-the-job Training Period | * Sample of Testimonial of On-the-job Training | Annex 4 |
| On-the-job Training Employment Arrangements | * Flowchart on On-the-job Training Employment Arrangements | Annex 5 |
| Application for On-the-job Training Allowance  (may claim the on-the-job training allowance either once every three months or on a one-off basis upon completion of the on-the-job training period) | * Sample of Authorization for Payment to a Bank | Annex 6  GF179A (Rev 1/2017) |
| * Sample of Salary and Training Record of Trainee | Annex 7  ERF08 (Rev 09/2017) |
| * Sample of Application Form of On-the-job Training Allowance | Annex 8  ERF09 (Rev 09/2017) |

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| **Contact Information of the Programme Office (Kowloon Office)** | |
| Address: | 9/F, Kowloon East Government Offices 12 Lei Yue Mun Road, Kwun Tong, Kowloon |
| Youth Employment Services Hotline: | 2112 9932 |
| Fax: | 2382 3121 / 2383 6414 |
| Email: | enquiry@yes.labour.gov.hk |
| Website: | www.yes.labour.gov.hk |