

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

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' Application of Off-the-job Vocational Training Courses/Exams	✓ Sample Application Form for Off-the-job Vocational Training Courses/Examinations	Annex 2 TRF01 (Rev 01/2025)
Making of Written Employment Contracts	✓ Sample Employment Contract	Annex 3 (Rev 4/2024)
	✓ Statutory Minimum Wage: Reference Guidelines for Employers and Employees	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	
	✓ A Brief Guide to the Occupational Safety & Health Ordinance	
	✓ A Brief Guide to the Occupational Safety & Health Regulation	
	✓ Code of Practice in Times of Adverse Weather and "Extreme Conditions"	
	✓ 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 Authority for Payment to a Bank	Annex 6 GF179A (Rev 10/2023)
	✓ Sample of Salary and Training Record of Trainee	Annex 7 ERF08 (Rev 09/2024)
	✓ Sample of Application Form for On-the-job Training Allowance	Annex 8 ERF09 (Rev 09/2024)

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