

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

| Item | Application Forms/ Reference Information | Form No. |
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| 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 | ✓ Application Form for Off-the-job Vocational Training Courses/Examinations | Annex 2 TRF01(Rev 09/2021) |
| Making of Written Employment Contracts | ✓ Sample Employment Contract | Annex 3 (Rev 07/2021) |
| | ✓ 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 Typhoons and Rainstorms | |
| | ✓ Information of subscribing Labour Insurance | |
| | ✓ Information of Mandatory Provident Fund Scheme (MPF) | |
| 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 (Revised 05/2021) |
| | ✓ Sample of Salary and Training Record of Trainee | Annex 7 ERF08 (Rev 09/2021) |
| | ✓ Sample of Application Form for On-the-job Training Allowance | Annex 8 ERF09 (Rev 09/2021) |

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