For Official Use Only:

E -B

|  |  |
| --- | --- |
| Please send the completed **original** forms to the YETP (KLN Office), Labour Department: 9/F, Kowloon East Government Offices, 12 Lei Yue Mun Road, Kwun Tong  SAMPLE  **Youth Employment and Training Programme (YETP)** | |
| **Application Form of On-the-job Training Allowance** | |
| Name of Company/ Organization: Employer No.: E |

Please note:

(1) Employers can apply for the on-the-job training allowance either **once every three months (except claims with on-the-job period less than three months)** or after the trainee has completed the on-the-job training. However, all applications for on-the-job training allowance must be made within six months after completion of the on-the-job training period or after the trainee left service (whichever is earlier). Late application will not be processed.

(2) When applying for the on-the-job training allowance, employers have to submit both the “Application Form of On-the-job Training Allowance” (This form) and “Salary and Training Record of Trainee” (Annex 7).

(3) Please read the chapter “Financial Arrangements” in the Employer’s Manual before filling in the application forms.

**(4) If the application forms are incomplete or the information provided is insufficient, the YETP (KLN Office) will not process the application.**

A. Distribution of Paid Service Months of Trainees in Application of On-the-job Training Allowance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To be Completed by Employer | | | For Official Use Only | |
|  | Name and Registration No. of Trainee (e.g. 2017012345) | Months concerned  (e.g. May 2017 to Nov 2017) | No. of Months | No. of Days |
| 1. | ( ) |  |  |  |
| 2. | ( ) |  |  |  |
| 3. | ( ) |  |  |  |
| 4. | ( ) | Please fill in the month of “Monthly Wage Period” as indicated in Part C of Annex 7 |  |  |
| 5. | ( ) |  |  |  |
| 6. | ( ) |  |  |  |
| 7. | ( ) |  |  |  |
| 8. | ( ) |  |  |  |
| 9. | ( ) |  |  |  |
| 10. | ( ) |  |  |  |
|  | Total: | |  |  |

1. Our company hereby apply for the on-the-job training allowance as indicated in Section A from the YETP (KLN Office), Labour Department; and enclose “Salary and Training Record of Trainee” (Annex 7) for the trainee(s) listed in Section A, which is certified to be true and correct, for reference and approval. We understand that provision of any false information will lead to criminal liability and no on-the-job training allowance will be granted.

Signature of Company/ Organization Responsible Person:

Official Stamp must be same as the organization/ company name in Part A of Annex 7.

Name:

Position: Official Stamp:

Telephone No.: Application Date:

***~ Please submit Original Copy Only ~***

For Official Use Only: Batch no:

Employers must have paid full remuneration to trainees before submitting applications for on-the-job training allowance

|  |  |  |  |
| --- | --- | --- | --- |
| Amount of On-the-job training allowance: |  |  |  |
| Signature: |  | Post: |  |
| Recommended by: |  | Date: |  |

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Please make your own copies, if necessary.

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