

Frequently Asked Questions of Job Creation Scheme for the Property Management Industry 2.0

General Information

1. What is the purpose of the Job Creation Scheme for the Property Management Industry 2.0 (“the Scheme 2.0”)?

With the implementation of Job Creation Scheme 1.0 to be completed by 30 June 2022, the Job Creation Scheme for the Property Management Industry 2.0 is concurrently launched with funding from the second round of Anti-epidemic Fund. The Scheme 2.0 shall emphasize on providing more job opportunities to those youngers and fresh graduates of different universities/colleges. These jobs offer young people and fresh graduates with on-the-job training or orientation support in the property management industry with a view to enabling them to gain relevant work experience which will be conducive to their career development and acquire the solid skills and knowledge. The Scheme 2.0 provides financial support up to 3,000 time-limited job quotas for members of the Hong Kong Association of Property Management Companies (“HKAPMC”) to create more career opportunities for young people and fresh graduates and people from other industries interested in the sector amid the employment difficulties under the pandemic.

2. How many subsidy quotas are available and its distribution?

The Government has agreed to provide financial support to 3,000 time-limited job quotas for members of the HKAPMC. Among 3,000 positions, 2,000 positions are New Job Quota, which are the newly recruited post joined on or after 1 November 2021 and these should not be filled by existing staff in the organizations concerned; and other 1,000 positions are the Extension of Current Job Quota, which are already joined the Job Creation Scheme 1.0 on or after 1 October 2020 to be retained continuously to alleviate the impact of COVID-19 or to meet the operational need as selected by the Applicant. These are the extension of current quotas for granting additional 12 months of subsidies.

3. Who is an eligible Applicant for the Scheme 2.0?

An Applicant (both granting for the New Job Quota and/or Extension of Current Job Quota) must be a member of the HKAPMC or her group’s companies providing property management related services set out in Annex 1 of the Policy and Procedures. The Secretariat set up by HKAPMC reserves the right to approve the group’s companies as declared by the Member with a valid Business Registration Certificate, and

- (a) has New Job Quota with newly recruited eligible employee(s) reported duty on or after 1 November 2021 for an eligible position on a full-time basis or in the process of recruiting / planning to recruit eligible employee(s) to work on a full-time basis in an eligible position (see paragraphs 7-10 under “Eligibility for the Scheme 2.0” of the Policy and Procedures); and / or
- (b) has Extension of Current Job Quota with already joined the Job Creation Scheme 1.0 on or after 1 October 2020 to be retained continuously to alleviate the impact of COVID-19 or to meet the operational need (see paragraphs 7-10 under “Eligibility for the Scheme 2.0” of the Policy and Procedures).

4. What is the definition of Full-time employee?

Full-time employee refers to an employee who has been employed continuously by the same employer for four weeks or more, with at least 18 hours worked in each week is regarded as being employed under a continuous contract.

5. How to apply?

For New Job Quota, the completion of online application form is required in the following link (<https://jcs.hkapmc.org.hk>). No fee is payable for obtaining or submitting online application forms. The Applicant should complete the online application form together with relevant supporting documents to the Secretariat. The supporting documents have to be in JPEG or PNG or PDF format and the images must be clear, complete and in entirety. Application number will be assigned to each application.

For Extension of Current Job Quota, the number of job quota would be distributed to the Applicant after the quota allocation exercise is completed. The notification would be sent to individual Applicant by email and then they are allowed to select the current job quotas to be retained continuously for alleviating the impact of COVID-19 or for meeting the operational need via the system. The additional 12 months’ subsidies would be granted to the respective quota after the current quota for 12 months’ subsidies is used up.

6. When should companies apply?

For New Job Quota, the application period is from now to 30 April 2022 (both dates inclusive) or until the funding is exhausted; and

For Extension of Current Job Quota, the number of job quota would be distributed to the Applicant after the quota allocation exercise is completed. The notification would be sent to individual Applicant by email and then they are allowed to select

the current job quotas to be retained continuously for alleviating the impact of COVID-19 or for meeting the operational need via the system.

7. What supporting documents are required for the application?

The following supporting documents must be provided together with the online application form in JPEG or PNG or PDF format:

All Applicants are required to submit the following supporting documents when submitting the application for the Scheme 2.0:

(a) A copy of a valid Business Registration Certificate issued under the Business Registration Ordinance (Cap. 310) which bears the same company name as that of the Applicant in the online application form, and is valid as of the date of application;

and submit the following documents after the eligible employee has reported duty. (For Applicant who has already recruited eligible employee(s), please include the following documents in your application submission):

(b) Supporting documents for recruitment process (e.g. recruitment advertisement);

(c) A copy of the employment contract/letter or offer letter;

(d) A copy of the Hong Kong Identity Card of the eligible employee;

(e) A copy of the qualification document of the eligible employee (e.g. official academic transcript or certificate and work proof); and

(f) The full list of Applicant's employees, which includes all full-time employees and Prefix and first 4 digits (e.g. A1234XXX) of Hong Kong Identity Card number, as at two months prior to the date of application, prepared and endorsed by the Human Resources personnel of the Applicant.

8. What additional supporting document is required for Group company's application?

The Group company should provide the supporting document to prove her relationship with Member's company. The Secretariat set up by HKAPMC reserves the right to approve the application from group's companies as declared by the Member.

9. Any interviews involved?

There is no interview involved in the application stage. Interested Applicant(s) are invited to complete the online application form to the Secretariat. The completion of online application is required in the following link (<https://jcs.hkapmc.org.hk>) together with the relevant supplementary documents.

The Secretariat and Auditor will vet and conduct sample verification of the information submitted by the Applicant, and conduct on-site checking at the Applicant's premises and verify the employment status of the eligible employee(s).

10. What is the application procedure?

The Secretariat will send an acknowledgment of receipt and application number to an Applicant within fourteen working days upon receipt of an application. The Applicant will be notified of the application result and the subsidy disbursement arrangement once available.

To avoid delayed or unsuccessful delivery of application, please call the Secretariat (Tel.: 3760 7704 / 3760 7706) if you do not receive an acknowledgment of receipt by e-mail within fourteen working days after submitting an online application.

11. When and how will Applicant be informed about the application result? How will Applicant be notified of the status of the application?

The Secretariat shall send an acknowledgement of receipt and application number to an Applicant within fourteen working days upon receipt of an application, and will notify an Applicant of the application result and the subsidy disbursement arrangement by e-mail. Applicants might check their spam/junk mail folder to identify any e-mail from the Secretariat. For further enquiries, the Secretariat can be reached via e-mail jcs_secretariat@hkapmc.org.hk or by phone at 3760 7704 / 3760 7706. For verification of Applicant's identity and a prompt follow-up, please provide the application number and name of company/corporation/organisation applying to the Scheme 2.0.

12. How much is the subsidy? And how long does the Scheme 2.0 last?

Successful Applicants granted for New Job Quota and/or Extension of Current Job Quota will be provided with a monthly subsidy at 50% of an employee's salary payment including wages, salary, allowances, commissions, MPF, leave pay fees, bonuses as stated in the employment contract or capped at HK\$10,000 per month,

whichever is lower, for salary payment for each Eligible Position approved under the Scheme 2.0. The subsidy will only be granted for up to 12 months for each eligible position, or up to 31 March 2023, whichever is earlier. For example, if the staff joined on 1 January 2022, the subsidy will be disbursed to the Applicant up to 31 December 2022. However, if the staff joined on 15 April 2022, the subsidy will be disbursed to the Applicant up to 31 March 2023. (i.e the Applicant could not receive the 12-month subsidies in full).

13. Which types of job positions are eligible for application under the Scheme 2.0?

See Annex 1 of the Policy and Procedures.

14. Is there a time limit for the Applicant to recruit the intended beneficiary employee under the Scheme 2.0?

The Applicant should complete the recruitment process as soon as possible upon the job quotas are granted.

15. Can the employment of the intended beneficiary employee under the Scheme 2.0 commence before receiving notification of the result by the Secretariat?

The monthly subsidy will only be granted after the application is approved and will last for up to 12 months for each eligible position starting from the date of employment commencement for New Job Quota or after receiving 12 months' subsidies for Extension of Current Job Quota, or up to 31 March 2023, whichever is earlier. For New Job Quota, if the intended beneficiary employee(s) under the Scheme 2.0 has/have reported duty on or after 1 November 2021, the entitlement of the subsidy shall take effect from the first day of his/her employment and can be dated back to 1 November 2021.

Eligibility

16. Can all employers apply for the Scheme 2.0?

An Applicant (both granting for the New Job Quota and/or Extension of Current Job Quota) must be a member of the HKAPMC or her group's companies providing property management related services with a valid Business Registration Certificate. They can apply for the Scheme 2.0 as long as they meet all the requirements of the Scheme 2.0 (see paragraphs 7-10 under "Eligibility for the Scheme 2.0" of the Policy and Procedures).

17.What is property management related company or organisation?

Property management related company and organisation is a company or an organisation involving in the management, maintenance and administration of real properties such as residential, commercial and/or industrial building, car parks and shopping centres.

18.Is there an upper limit for the subsidised position for each Applicant?

For New Job Quota, Full Member can apply for 19 positions (at least 2 for recent graduates is highly recommended); while Associate Member can apply for 6 positions (at least 1 for recent graduate is highly recommended). The recent graduate is defined as a recent graduate who is graduated from secondary school/higher education institutions/universities in 2019, 2020 or 2021; and accumulating not more than three years' full-time working experience prior to the application. The Secretariat set up by HKAPMC reserves the right to re-distribute the above quotas among its members. All eligible applications will be processed on a first-come, first-served basis. Late applications will not be considered.

For Extension of Current Job Quota, applicant is required to select the current quota for extension, these quotas should be designated for alleviating the impact of COVID-19 or for meeting the operational need via the system once the job quotas are distributed. The additional 12 months' subsidies would be granted to the respective quota after the current quota for 12 months' subsidies is used up.

19.Can group's company apply for the Scheme 2.0?

Group's company under member's company can apply for the Scheme 2.0 provided that they have individual Business Registration Certificates and the Secretariat set up by HKAPMC reserves the right to approve the group's companies as declared by the Member with a valid Business Registration Certificate.

20. Is there any requirements regarding the scale of business of companies applying for the Scheme 2.0?

An Applicant must be a member of the HKAPMC or her group's companies providing property management related services with a valid Business Registration Certificate. They can apply for the Scheme 2.0 irrespective of the size of their operation as long as they meet all the requirements of the Scheme 2.0 (see paragraphs 7-10 under "Eligibility for the Scheme 2.0" of the Policy and Procedures).

21. Is there any requirement on the profitability/earnings record of companies applying for the Scheme 2.0?

Applicants can apply for the Scheme 2.0 irrespective of their profitability/earnings record; as long as they meet all the requirements of the Scheme 2.0 (see paragraphs 7-10 under “Eligibility for the Scheme 2.0” of the Policy and Procedures).

22.If a company has applied for the government subsidies under the Employment Support Scheme ("ESS"), is it still eligible to apply for the Scheme 2.0?

Job Creation Scheme 2.0 (“JCS 2.0”) for the Property Management Industry is administered by HKAPMC, with support from the Government, to help create jobs in the property management industry for the purposes of creating more career opportunities for young people and fresh graduates and people interested in the sector amid the employment difficulties under the pandemic. JCS 2.0 and ESS are two independent schemes – having applied for the ESS would not affect the eligibility for JCS 2.0.

23.If an applicant employer has applied for other job-creation schemes financed by public funds, is it still eligible to apply for the Scheme 2.0?

In principle, a company may apply for more than one job creation or job support schemes financed by public funds on the basis that the subsidy does not apply to the same position created. With that in mind, by applying for the Scheme 2.0, the applicant employer undertakes not to apply to more than one job creation or job support scheme financed by public funds for the same New Hire during the same period. It may apply different schemes for different New Hires or for different periods.

Position and Employee

24.What is an Eligible Position?

For New Job Quota

- (a) a new position created by an Applicant not earlier than 1 November 2021;
- (b) able to meet with entry requirements of the concerned positions; and
- (c) able to fulfil with property management related job nature and duties (see Annex 1 of the Policy and Procedures).

For Extension of Current Job Quota

(d) able to meet the requirement (see paragraphs 10 (b-c) under “Eligibility for the Scheme 2.0” of the Policy and Procedures.)

25. What are the requirements for Eligible Employee applying for jobs created under the Scheme 2.0?

An Eligible Employee under the Scheme 2.0 must be:

For New Job Quota

- (a) a newly recruited employee who is employed on or after 1 November 2021 and these should not be filled by existing staff in the organizations concerned. The jobs created under the Scheme 2.0 should bring about an increase in the number of serving full-time employees of the company Applicants as compared to the number of employees before the commencement of the Scheme 2.0 and be filled by new recruits;
- (b) an eligible employee is hired under an eligible Applicant which is the Member of the HKAPMC or her group’s companies providing property management related services set out in Annex 1 of the Policy and Procedures; and
- (c) a Hong Kong Special Administrative Region (“HKSAR”) resident with a valid Hong Kong Identity Card.

For Extension of Current Job Quota

- (d) an eligible employee already joined the Job Creation Scheme 1.0 on or after 1 October 2020 to be retained continuously to alleviate the impact of COVID-19 or to meet the operational need and met the requirement (see paragraphs 9(b-c) under “Eligibility for the Scheme 2.0” of the Policy and Procedures).

26. Will Applicant be penalised if the Scheme 2.0 beneficiary employee leaves the company during the subsidised period?

No penalty will be imposed on Applicant if the Scheme beneficiary employee leaves the company during the subsidised period. However, disbursement of subsidy would be stopped unless the Applicant has filled the vacant position with another eligible employee approved under the Scheme 2.0.

27. If the selected Scheme beneficiary employee is not suitable for the new job position, can the Applicant replace him/her with a new candidate?

In the case of dismissal/resignation/replacement of the employee(s), the Applicant should notify the Secretariat immediately or within fourteen working days of such changes. The Applicant is allowed to recruit a new employee to fill the same position and will still be qualified for the subsidy provided that the new employee can meet the criteria mentioned in paragraph 9(b-c) under “Eligibility for the Scheme 2.0” of the Policy and Procedures. The re-recruitment process should be completed immediately after the termination of employment of the former beneficiary employee. The Applicant is required to submit the completed online application form, together with all necessary supporting documents (see paragraphs 18(b-f) of the Policy and Procedures, to the Secretariat no later than the submission for request for subsidy disbursement after the employee for replacement has reported duty.

28.Can the Applicant change the nature/responsibilities of the position?

The Applicant can make necessary adjustment on the job nature and duties of the eligible position. However, such adjustment should meet the requirements set out in paragraph 10(b-c) under “Eligibility for the Scheme 2.0” of the Policy and Procedures. The Applicant should notify the Secretariat immediately or within fourteen working days and submit the revised online application form to the Secretariat for consideration and approval. The same should apply to other changes in relation to the information provided in the application form in relation to the Eligible Position.

29.Can the same person be the beneficiary employee under the Scheme 2.0 of more than one Applicant?

Given that the same person of the intended beneficiary employee under the Scheme 2.0 may be employed by more than one Applicant in the same period of time during the pre-resignation leave. In regard of this, HKAPMC would not grant the subsidy amount to more than one Applicant for the same person in the same period of time. Therefore, HKAPMC has the right to calculate the subsidy amount between employers on pro-rata bases according to the last date of employment / subsidy inserted by the ex-employer.

30.Can Applicant apply subsidy for employees employed before 1 November 2021 for New Job Quota?

For New Job Quota, employment of the intended beneficiary employee under the Scheme 2.0 can be dated back to 1 November 2021. Eligible employees filling job positions created on or after 1 November 2021 would be eligible to receive subsidy from the Scheme 2.0. In other words, jobs created and/or employee hired before 1 November 2021 for New Job Quota will not be eligible.

Coverage of Subsidy and Disbursement Arrangement

31. When will the subsidy be disbursed?

Subsidy will be disbursed to the Applicant 2-3 months after each quarter end, subject to receipt of all required documents or information. The Applicant must submit a copy of the salary statement and Mandatory Provident Fund (“MPF”) contributions for the eligible employee(s) to the Secretariat as a proof of salary payment when requesting for subsidy disbursement. Applicants may be required to provide other documentary proof before the disbursement of subsidy as required by the Secretariat. Upon receipt of the documents and to the satisfaction of the Secretariat, the Secretariat will disburse the subsidy to the Applicant by cheque to the correspondence address provided in the online application form.

32. Does the subsidy cover employer’s MPF contribution, allowances, overheads or fringe benefits?

The subsidy only covers employee’s salary payment including wages, salary, allowances, commissions, MPF, leave pay fees, bonuses as stated in the employment contract of the intended beneficiary employee under the Scheme 2.0.

33. Is the subsidy paid under the Scheme 2.0 taxable?

Wages earned by the employee beneficiary are treated as income chargeable to salaries tax under the Inland Revenue Ordinance.

34. What kind of documentation will be required as salary proof?

The Applicant will need to provide the salary statement and an MPF contribution record as a proof of salary payment when requesting for subsidy disbursement.

Application Result and Monitoring

35.How would the application results be announced?

The Secretariat shall notify an Applicant of the application result and the subsidy disbursement arrangement by e-mail.

For further enquiries, the Secretariat can be reached via e-mail jcs_secretariat@hkapmc.org.hk or by phone at 3760 7704 / 3760 7706. For verification of Applicant's identity and a prompt follow-up, please provide the application number and name of company/corporation/organisation applying to the Scheme 2.0.

36.How to verify the Applicant's employment status?

The Secretariat and Auditor will vet and conduct sample verification of the information submitted by the Applicant, and conduct on-site checking at the Applicant's premises and verify the employment status of the eligible employee(s).

37.What are the legal liabilities of Applicants?

Applicant must provide true, complete and accurate information when making the applications, otherwise, the relevant applications may be rendered invalid, rejected and/or disqualified. If any Applicant who is found to have made false statement, misinterpreted or concealed the facts, or furnished false or misleading documents or information to the Civil Service Bureau ("CSB") and/or its Secretariat in an attempt to deceive CSB and/or its Secretariat is a criminal offence, and could be subject to criminal prosecution.

******* END *******