

Policy and Procedures of Job Creation Scheme for the Property Management Industry 2.0

Preamble

With the implementation of Job Creation Scheme 1.0¹ to be completed by 30 June 2022, the Job Creation Scheme for the Property Management Industry 2.0² (“the Scheme 2.0”) is concurrently launched with funding from the second round of Anti-epidemic Fund. The Scheme 2.0 jointly organised by the Civil Service Bureau (“CSB”) of the Government of the Hong Kong Special Administrative Region (“HKSARG”) and the Hong Kong Association of Property Management Companies (“HKAPMC”) aims to sustain businesses and retain employment continuously across the sectors amid and post COVID-19. Although the latest seasonally adjusted unemployment rate has been declined slightly to 4.5 per cent, the number of unemployed persons still stands high. A large number of people, especially young people and fresh graduates with limited work experience, it is particularly difficult for them to seek job opportunities amid the pandemic. The Scheme 2.0 shall emphasize on providing more job opportunities to those youngsters 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 will provide up to 3,000 time-limited job quotas for members of the 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. Under the Scheme 2.0, eligible Members’ companies or her group’s companies providing property management related services set out in **Annex 1** will receive a monthly subsidy from the HKSARG. The group’s companies should be under the control of Members’ companies.

3. Under the Scheme 2.0, eligible Applicants will receive funding for creating time-limited jobs in accordance with the number of job quotas allocated. The

¹ The period of Job Creation Scheme 1.0 is 21 months from 1 October 2020 to 30 June 2022.

² The period of Job Creation Scheme 2.0 is 18 months from 1 October 2021 to 31 March 2023 since some job quotas for extension had already entitled with subsidy in Job Creation Scheme 1.0 starting from October 2020.

Applicants are exempt from the payment of profits tax in respect of the fund subsidy received.

Responsible Government Bureau

4. CSB of the HKSARG is responsible for the implementation of the Scheme 2.0, and has engaged the HKAPMC as the Secretariat (“the Secretariat”) to assist in the administration.

Mechanism

Job Quota Allocation

5. The allocation of 3,000 time-limited positions is shown as below:
- (a) **New Job Quota:** 2,000 positions 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
 - (b) **Extension of Current Job Quota:** 1,000 positions 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.

Application Period

- (a) **New Job Quota** (2,000 positions): From now to 30 April 2022 (both dates inclusive) or until the funding is exhausted; and
 - (b) **Extension of Current Job Quota** (1,000 positions): The number of job quota would be distributed to the Applicant after the quota allocation exercise is completed. The Applicant is required 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. The Secretariat set up by HKAPMC reserves the right to re-distribute the job quotas among its members.

Eligibility for the Scheme 2.0

Applicant(s)

7. 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**. 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 basis³ or ***in the process of recruiting / planning to recruit*** eligible employee(s) to work on a full-time basis in an eligible position; 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.

8. Definition of eligible employee and eligible position are set out in paragraphs 9 and 10 below -

(I) Eligible Employee

9. 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;

³ 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.

- (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**; 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 set out in paragraphs 9(b-c).

(II) Eligible Position

- 10. An Eligible Position under the Scheme 2.0 must be:

For New Job Quota

- (a) a post newly hired 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).

For Extension of Current Job Quota

- (d) able to meet the requirement set out in paragraphs 10(b-c).

Subsidy Amount and Duration

- 11. A successful Applicant 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 for up to 12 months. The Scheme 2.0 will be completed on 31 March 2023⁴. If

⁴ 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).

the period of employment / subsidy is less than one full month, the entitled subsidy shall be calculated on pro-rata basis.

Application Procedures

For New Job Quota

12. 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. For Applicant who has already recruited eligible employee(s), he/she should complete and submit all Parts of the online application form, together with all necessary supporting documents, when submitting the application to the Secretariat.
13. For Applicant who is in the process of recruiting or planning to recruit eligible employee(s), he/she should complete and submit the relevant parts of the online application form, together with all necessary supporting documents, when submitting the application to the Secretariat. After the employee has reported duty, the Applicant should complete the remaining parts of the online application form, together with all necessary supporting documents, to the Secretariat no later than the submission for request for subsidy disbursement.
14. Applications for the Scheme 2.0 are accepted from now to 30 April 2022 (both dates inclusive) or until the funding is exhausted. The subsidy will only be granted for up to 12 months for each eligible position, or up to 31 March 2023, whichever is earlier. Applicants must submit the completed online application form.
15. For **Full Member, they can apply for 19 positions (at least 2 for recent graduates⁵ is highly recommended); while for Associate Member, they can apply for 6 positions (at least 1 for recent graduate is highly recommended)**. Applicant must submit all applications via online application form by creating your company account and login using your email. The application number will be generated for the submitted

⁵ (a) a recent graduate who is graduated from secondary school/higher education institutions/universities in 2019, 2020 or 2021; and (b) accumulating not more than three years' full-time working experience prior to the application.

application of each Applicant. All eligible applications will be processed on a first-come, first-served basis. Late applications will not be considered.

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

For Extension of Current Job Quota

17. 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.

Supporting Documents Required

18. Applicant must submit the following supporting documents when submitting application:
 - (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;
 - (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.

19. For applicant who is *in the process of recruiting*; or *planning to recruit* eligible employee(s), if the application is approved, he/she must submit documents (b) to (f) above to the Secretariat no later than the submission for request for subsidy disbursement.
20. The images of the supporting documents have to be in JPEG or PNG or PDF format and the images must be clear, complete and in entirety.

Application Result

21. 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.

Disbursement and Monitoring of Subsidy

22. Subsidy will be disbursed to the Applicant 2 to 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.
23. 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).
24. 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 in your online application form by login your company account. The subsidy in relation to this employee shall be

calculated up to the last date of his/her employment or subsidy period. If the duration of employment or subsidy in any month during the 12-month subsidy period is less than one full month, the entitled subsidy in that month shall be calculated on pro-rata basis.

25. The Applicant is allowed to recruit a new employee to fill the replacement of this quota and will still be qualified for the subsidy for the remaining valid period provided that the new employee can meet the criteria mentioned in paragraph 9(b-c) and 10(b-c) above. The re-recruitment process should be completed immediately after the termination of employment of the former beneficiary employee. After the employee for replacement has reported duty, the Applicant is required to submit the completed online application form in your company account, together with all necessary supporting documents (see paragraphs 18(b-f) above), to the Secretariat no later than the submission for request for subsidy disbursement.
26. 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) above. The Applicant should notify the Secretariat immediately or within fourteen working days and submit the revised online application form in your company account to the Secretariat for consideration and approval. The same should apply to other changes in relation to the information provided in the online application form in relation to the Eligible Position.
27. An undertaking shall be signed by the Applicant to observe the conditions to be laid down by the Association upon successful application. Successful Applicant shall have the obligations to provide necessary information related to their applications upon request by the Association and its delegated persons including auditors for the Scheme 2.0. An undertaking is also signed by the Applicant declaring that the employee is not a former employee of the Applicant for the past six months.
28. To avoid the receipt of double funding, the Applicant should not receive subsidy from other subsidy schemes run by other Government Bureaux / Departments under the Job Creation Scheme for the same job during the same period to be created.

29. An independent auditor will perform agreed-upon procedures in accordance with Hong Kong Standard on Related Services 4400 Engagements to perform agreed-upon procedures regarding financial information and report factual findings to the Secretariat. In this connection, the Secretariat, the CSB, the Government and their authorised representatives shall be allowed to have access to all or any of the books and records for conducting audit, inspection, verifications and copying from time to time upon reasonable notice. When so requested in this connection, the Applicant will be obliged to make available all related books of accounts and records and explain to the Secretariat, the CSB and their authorized representatives any matters relating to the Scheme 2.0. CSB reserves the right to require the Applicant to return any misspent amount to the Government.

Terms and Conditions

30. Application and processing of the application are subject to the General Terms & Conditions and the Privacy Policy set out in **Annex 2**.

Enquiries

31. For enquiries about the Scheme 2.0, please contact the Secretariat via e-mail (jcs_secretariat@hkapmc.org.hk) or by 3760 7704 / 3760 7706.

Examples of Property Management related jobs and services

The following list, though not exhaustive, indicates the relevant requirements-

- Property management in residential, industrial, commercial buildings, car parks or shopping centre
- General services relating to property management for owners, residents, tenants, users or visitors and complaints handling
- Repair, maintenance and improvement of property facilities
- Finance and asset management relating to a property
- Human resources management relating to personnel involved in the management of a property
- Leasing matters
- Legal services relating to the management of a property including tenancy agreements and property related correspondence
- Property valuation and insurance administration
- Cleaning services
- Security services
- Takeover and handover of premises
- Procurement
- Monitoring of contractors' performance
- Building service management
- Renovation and improvement work
- Club house management
- Amenities and facilities management
- Hygienic control and health & landscaping or safety in properties
- Facilities operations
- IT or business support

**The Job Creation Scheme for the Property Management Industry 2.0
("the Scheme 2.0")
General Terms & Conditions**

1 Terms and Conditions

- 1.1 All Applicants and their proprietors, partners, shareholders, directors and Authorised Representatives are bound by the terms and conditions of the Scheme 2.0 (including the Privacy Policy, and Copyrights and Disclaimer) (collectively referred to as the "Terms and Conditions").
- 1.2 The Organiser and/or its Secretariat reserves the right to revise any part of the Terms and Conditions at any time. Applicants agree that Organiser and/or its Secretariat will not be liable to them or any third party as a result of such revision. The amended Terms and Conditions will have immediate effect.
- 1.3 Without prejudice to the other Terms and Conditions, Organiser and/or its Secretariat have absolute discretion to decide and interpret all relevant matters relating to the Scheme 2.0.

2 Liability

- 2.1 The Applicant is liable for all risks (including but not limited to risks to any third party) associated with the content of its application (including the online application form and supporting documents) and all of its acts or omissions. The Applicant must provide and submit true, complete and accurate information, and should submit online application only. Any provision of false or misleading information, misrepresentation or omission of any information, provision of incomplete or incorrect or inaccurate information, submission of more than one online application form, or breach of the Terms and Conditions for any other reasons may render the relevant applications invalid, not being accepted and/or disqualified. Making any false statement, misrepresentation and concealment of facts, or

furnishing false documents in an attempt to deceive Organiser and/or its Secretariat constitutes a criminal offence and may be subject to prosecution.

2.2 Organiser and/or its Secretariat reserves the absolute discretion (without separately providing notice or explanation) under the above circumstances to reject the relevant applications, or withdraw or refuse to grant any subsidy (without the need to provide any explanation), or request the successful Applicants to refund the subsidy paid (in full or in part) in case of breach of the Terms and Conditions by the successful Applicants subsequently known to Organiser and/or its Secretariat. Organiser and/or its Secretariat will no longer have any obligations towards the successful Applicants after its payment of subsidy to the successful Applicants.

2.3 The Government reserves the right to take other appropriate action, including but not limited to refusing or not approving an application for subsidy or revoking any approval given and recovering any subsidy granted and all related expenses incurred arising from false information given and false declaration made.

3 Authorisation

3.1 The Applicant hereby authorises:

- (a) Organiser and/or its Secretariat and Auditor to contact government departments or other relevant institutions or persons for verification or clarification of the information contained in the online application form and the documents provided (including supplementary information and document(s) (if any)) for the purposes of approval, assessment and review of applications as well as monitoring and statistical use. The Applicant also agrees to provide any additional information or documents reasonably requested by Organiser and/or its Secretariat; and
- (b) Organiser and/or its Secretariat to collect the Applicant's information, including the personal data as defined under the Personal Data (Privacy) Ordinance. The use of the data is related to the purposes as stated in the Terms & Conditions (including the Privacy Policy) of the Scheme 2.0.

4 Applicable law and jurisdiction

4.1 The Scheme 2.0 shall be governed by and construed according to the laws of the Hong Kong Special Administrative Region in all aspects. The parties irrevocably and unconditionally submit to the exclusive jurisdiction of the courts of Hong Kong.

5 Partial invalidity

5.1 If any provision of the Terms and Conditions is found to be invalid or unenforceable by courts of law, such invalidity or unenforceability will not affect the remainder of the Terms and Conditions which will continue in full force and effect.

6 Third party rights

6.1 The application of the Contracts (Rights of Third Parties) Ordinance (Chapter 623 of the Laws of Hong Kong) and/or any comparable law in any jurisdiction giving to or conferring on third parties the right to enforce any term of these Terms and Conditions is expressly excluded and no terms of these Terms and Conditions are, or intended to be, enforceable by any person not being a party to it.

7 Disclaimer

7.1 Organiser and/or its Secretariat shall not be responsible or liable for any and all disputes, claims, liabilities, damages, losses, injuries, costs (including but not limited to legal costs) or expenses whether directly or indirectly of any kind to any person (whether to the Applicant, Authorised Representative, or third parties) or property arising from or in connection with Organiser, including:

- (a) the actions taken, or omitted to be taken, as a result of the result notification, and receipt of subsidy;
- (b) the employment relationship (including but not limited to the terms of employment contract) between the Applicant(s) and the employee(s); and
- (c) the Applicant's breach of the Terms and Conditions.

7.2 The Applicant shall unconditionally and irrevocably indemnify, keep indemnified, hold harmless and defend Organiser and/or its Secretariat and its directors, employees, officers, Secretariats and related persons and entities from and against all the aforesaid disputes, claims, liabilities, damages, losses, injuries, costs or expenses. The Applicant is liable for all risks in association with its application.

8 Privacy Policy

8.1 This Privacy Policy relates to personal data supplied in your application. The personal data (including but not limited to an individual's full name, telephone number and e-mail address) is provided voluntarily and consent of such provision has been obtained from the employee(s) concerned. True, complete and accurate personal information must be produced so as to enable us to process the application for the Scheme 2.0, failure to do so may render the application invalid, not being accepted and/or disqualified.

Purposes of Collection of Personal Data

8.2 Organiser respects the privacy of the personal data provided in the implementation and operation of the Scheme 2.0. Organiser and/or its Secretariat will ensure personal data submitted via online application forms are handled in accordance with the relevant provisions of the Personal Data (Privacy) Ordinance (Cap.486). Unless with consent, any personal data provided by you will only be disclosed to and used and retained by organisations or persons authorised by or associated with Organiser and/or its Secretariat in the operation of the Scheme 2.0 for all or any one or more of the following purposes:

- (a) handling, verifying and screening your application, disbursement and refund of subsidy in relation to the Scheme 2.0;
- (b) assisting in the verification of the personal data provided for processing the applications and subsidies of the Scheme 2.0;
- (c) matching the personal data provided with the database of relevant government bureaux/departments/organisations for the purposes of approval, assessment, review and monitoring of applications;
- (d) notifying and processing of subsidies;

- (e) all other purposes relating to the conduct required to assist Organiser and/or its Secretariat in executing the Scheme 2.0; and
- (f) statistical analysis relating to the operation and periodic review of Organiser, and the statistics obtained will not be released or made available to a third party in a form that will identify the data subjects or any of them.

Confidentiality and Information Security

8.3 In order to protect privacy, Organiser and/or its Secretariat will, in accordance with the Personal Data (Privacy) Ordinance (Cap.486) and according to the nature of the personal data collected, adopt all reasonably practicable measures to ensure that all personal data are correct and kept securely and confidentially, and will follow the relevant legislation in making corrections and giving access to data. However, Organiser and/or its Secretariat may disclose such information for the purposes and under the circumstances set out in the sections “Purposes of Collection of Personal Data” above and “Possible Disclosure to Other Parties” below.

Retention of Personal Data

8.4 Personal data provided in the application will be kept by Organiser and/or its Secretariat for a reasonable period as may be required for the above specific purposes for which they were collected and in accordance with the relevant statutory provisions. After that time, the data will be erased.

Possible Disclosure to Other Parties

8.5 Information provided may be disclosed:

- (a) to Organiser and/or its Secretariat and their designated organisations or persons for the purpose of vetting the application;
- (b) to organisations and/or persons for the purpose of matching with the databases of relevant government bureaux/departments/organisations for the purposes of approval, assessment, review and monitoring of the application;
- (c) to relevant parties (including government departments of the HKSAR, Hong Kong courts and/or third parties in Hong Kong/other places) in compliance with applicable laws and regulations and/or as authorised or required by law and/or pursuant to court orders;

- (d) to organisations and/or persons authorised by or associated with Organiser and/or its Secretariat in the operation of the Scheme 2.0 for the purposes set out in the section “Purposes of Collection of Personal Data” above; or
- (e) pursuant to or as permitted under the Personal Data (Privacy) Ordinance (Cap.486).

Access to Personal Data and Enquiries

8.6 In accordance with the Personal Data (Privacy) Ordinance (Cap.486), Applicants have the right to:

- (a) check whether Organiser and/or its Secretariat holds personal data of which the individual is the data subject;
- (b) request a copy of such personal data held by paying an administration fee;
- (c) correct personal data that is inaccurate; and
- (d) ascertain the policies and practices in relation to personal data.

8.7 Requests for access to and/or corrections of personal data should be made in writing to the Secretariat by e-mail (jcs_secretariat@hkapmc.org.hk).

9 Copyrights and Disclaimer

9.1 The information contained in this document is updated regularly and meant for your reference only. Organiser and/or its Secretariat and organisations associated with Organiser do not warrant or represent that the information provided is complete and accurate, nor that the information is up to date. Organiser and/or its Secretariat and organisations associated with Organiser and/or its Secretariat do not accept any liability for any loss or damage however arising from or in reliance upon the contents contained in this document.

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10 Prevention of Bribery

10.1 It is an offence under the Prevention of Bribery Ordinance (Cap. 201) to offer advantages to government officers in relation to their official duties.

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