

## 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 <a href="http://www.pcpd.org.hk">www.pcpd.org.hk</a>
	✓ To confirm trainees are legally employable in Hong Kong	For enquiries, please call 2824 1551 or visit the website of the Immigration Department <a href="http://www.immd.gov.hk">www.immd.gov.hk</a>
	✓ 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 <a href="http://www.eoc.org.hk">www.eoc.org.hk</a>
Trainees' Application of Off-the-job Vocational Training Courses/Exams	✓ Application Form for Off-the-job Vocational Training Courses/Examinations	Annex 2 TRF01(Rev 09/2022)
Making of Written Employment Contracts	✓ Sample Employment Contract	Annex 3 (Rev 10/2022)
	✓ Statutory Minimum Wage: Reference Guidelines for Employers and Employees	For enquiries, please call 2717 1771 or visit the website of the Labour Department <a href="http://www.labour.gov.hk">www.labour.gov.hk</a>
	✓ 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)	For enquiries, please call 2918 0102 or visit the website of Mandatory Provident Fund Schemes Authority <a href="http://www.mpfa.org.hk">www.mpfa.org.hk</a>	
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 09/2023)
	✓ Sample of Application Form for On-the-job Training Allowance	Annex 8 ERF09 (Rev 09/2023)

### 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](mailto:enquiry@yes.labour.gov.hk)

Website: [www.yes.labour.gov.hk](http://www.yes.labour.gov.hk)