

SAMPLE

**Youth Employment and Training Programme (YETP)
Salary and Training Record of Trainee**

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, Kowloon

Part A

Name of Company/Organisation: _____ Employer No. : _____
 Name of Trainee: _____ Registration No. of Trainee : _____
 Post Title : _____ Vacancy No.: _____
 On-the-job Training Period: _____ (dd) / _____ (mm) / _____ (yyyy) to _____ (dd) / _____ (mm) / _____ (yyyy)
 Skills to be acquired by trainee through On-the-job Training: _____

- 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 “Salary and Training Record of Trainee” (this form) and “Application Form for On-the-job Training Allowance” (Annex 8).
 - (3) Please read the chapter “Financial Arrangements” in the Employers’ 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.**

Part B Please fill in the following information:

1. Is the trainee a relative/friend of the director/responsible person of your company/organisation? Yes No
2. Has the trainee ever been employed by your company/organisation before this on-the-job training? Yes No
3. Trainee’s Monthly Salary: _____ (If not monthly-rated, please specify the average monthly payable sum)

This part must be completed. Please tick the appropriate boxes.

Part C

	To be Completed by Employer				To be Completed by Trainee	For Official Use Only		
	I. Monthly Wage Period (dd/mm/yy) (e.g.: 1/9/23-30/9/23)	II. Payment Date (dd/mm/yy)	III. Salary Paid (\$)	IV. Remarks (Please state the reason and method of calculation if the amount of salary paid stated in III is less than the monthly salary of the trainee, such as deduction for employee MPF contribution, trainee is absent from work (3 days))	V. Signature of Trainee to confirm receipt of On-the-job Training and Salary	Full-time		Part-time
	M	D	Amount of Allowance					
1.	<p>1. To apply for the on-the-job training allowance either once every three months or after the trainee has completed the on-the-job training.</p> <p>2. The upper limit of each “Monthly Wage Period” is one month. (For example: 1/9/23-30/9/23 or 13/9/23-12/10/23)</p> <p>3. For application involves more than 6 wage periods, please duplicate this form to fill in information over 6 months.</p>			<p>1. Please specify the calculation in details.</p> <p>2. Please indicate the last employment date of the trainee if the trainee has left service.</p>	<p>Each wage period should be signed by the trainee for confirmation of receipt of salary and training.</p>			
2.								
3.								
4.								
5.								
6.								
<p>For official use only: <input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> Late apply > 6M <input type="checkbox"/> Sub-prog code: _____</p>								

Part D Declaration:

I declare on behalf of our company/organisation that our company/organisation has not/will not receive double subsidy from the Government or other organisations in respect of the on-the-job training allowance claimed under YETP.

Our company/organisation has paid the remuneration listed in column III of Part C on the dates listed in Column II and provided proper on-the-job training as listed in Part A to the trainee. The trainee has also signed in Column V of Part C for verification. We have fully complied with the requirements of the Minimum Wage Ordinance of which wages payable to trainee, to whom the Ordinance applies, in respect of any wage period should be no less than the Statutory Minimum Wage rate. We understand that provision of false information or failure to discharge any legal responsibilities under the Employment Ordinance, the Employees’ Compensation Ordinance, the Minimum Wage Ordinance, the Mandatory Provident Fund Schemes Ordinance, or other relevant laws and regulations during the on-the-job training period may lead us to criminal liability and **no on-the-job training allowance will be granted.**

Signature of Responsible Person: _____
 Name: _____ Official Stamp: _____
 Position: _____ Application Date: _____

Must be same as the organisation/company name in Part A.

Please make your own copies, if necessary.