



To 致： Vocational Training Council 職業訓練局

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## “Summer Internship Programme” – Insurance Industry 保險業 – 「暑期實習計劃」

### APPLICATION FORM FOR COMPANIES – 2023 INTAKE

#### 機構參加表格 – 2023年

(Application deadline: 31 March 2023 截止申請日期: 2023年3月31日)

- Notes (i) Please complete this Form in **BLOCK LETTERS** using black or blue pen. 請用黑色或藍色筆以**正楷**填寫本表格。  
注意：(ii) The applicant shall submit the **ORIGINAL** completed Form together with a copy of the **company business registration**. 填妥的申請表格正本須連同公司註冊副本遞交。

Our company wishes to participate in “Summer Internship Programme” – Insurance Industry (“SIP”) organised by Vocational Training Council (“VTC”). In consideration of the processing of our application, we hereby undertake to, if our application is approved, comply with the “Terms & Conditions” of SIP concerning the obligations of the Employer as set out at Appendix I and any other conditions subject to which the approval is given.

本機構欲參與職業訓練局舉辦的保險業 – 「暑期實習計劃」(下稱“暑期實習計劃”)。為處理本機構之申請，本機構在此承諾，在本機構申請時及如本機構的申請予以批准時(如適用)，同意遵守暑期實習計劃所列於此表格附件一與僱主責任相關的條款及細則，以及所有於申請獲准後的其他附帶條款。

### Applicant Information 參與機構資料

Company Name 機構名稱： (Chinese 中文) \_\_\_\_\_  
(English 英文) \_\_\_\_\_

Company Nature 機構性質：  
☐ Authorised Insurer 獲授權保險公司  
☐ Licensed insurance intermediary 持牌保險中介人

Signature of authorised person

授權人簽署： \_\_\_\_\_

Name of the authorised signatory for and on behalf of the applicant:

授權人姓名： \_\_\_\_\_

Company seal/chop

機構蓋章： \_\_\_\_\_

Title 職位： \_\_\_\_\_

Telephone 電話： \_\_\_\_\_

Email 電郵： \_\_\_\_\_

Date 日期： \_\_\_\_\_

## **Internship Vacancy Information<sup>1</sup> 實習職位資料<sup>1</sup>**

Please provide the details of the internship vacancy for **middle and back office roles** below:  
請提供中台及後勤部門的實習職位詳情：

### **Internship Vacancy 1 實習職位一**

Title 職位名稱：	_____	Remuneration 薪酬：	_____
Job Duties 工作範圍：	_____ _____ _____		
Job Requirements 職位要求：	_____ _____		
No. of Placement 職位數目：	_____	Work Location 工作地點：	_____
Working Hours 工作時間：	Monday to Friday 星期一至五	Saturday 星期六	_____

### **Internship Vacancy 2 實習職位二**

Title 職位名稱：	_____	Remuneration 薪酬：	_____
Job Duties 工作範圍：	_____ _____ _____		
Job Requirements 職位要求：	_____ _____		
No. of Placement 職位數目：	_____	Work Location 工作地點：	_____
Working Hours 工作時間：	Monday to Friday 星期一至五	Saturday 星期六	_____

<sup>1</sup> The number of internship placement(s) to be proposed by an applicant may be less or more than three. Please use spare sheet(s) if necessary.

擬聘請的實習生職位可少於或多於三個職位。如有需要請另加附頁。

### Internship Vacancy 3 實習職位三

Title 職位名稱：	Remuneration 薪酬：
Job Duties 工作範圍：	
Job Requirements 職位要求：	
No. of Placement 職位數目：	Work Location 工作地點：
Working Hours 工作時間：	Monday to Friday 星期一至五
	Saturday 星期六

*Should there be more vacancies, please provide the above information on a separate paper and submit together with this form.*

如有更多職位，請另紙提供以上資料，並連同本表格一併遞交。

### **Contact Information of the Applicant 申請機構聯絡資料**

Contact Person (Mr/Ms) 聯絡人（先生／女士）：	Position 職位：
Email 電郵地址：	Telephone 電話：
Address： 地址	

## **Handling of Information 資料處理**

1. The personal data (“**Data**”) requested in this application form (“**Form**”) are collected by VTC, the Financial Services and the Treasury Bureau and the participating organisations of SIP<sup>2</sup> (hereafter collectively referred to as “**Data Users**”) for processing the applications for the recruitment of interns under SIP, an initiative under the Pilot Programme to Enhance Talent Training for the Insurance Sector.  
本參加表格（“**表格**”）的資料（“**資料**”）由職業訓練局、財政事務及庫務局及暑期實習計劃之參與機構<sup>2</sup>（下統稱“**資料使用者**”）收集，以用作處理提升保險業人才培訓先導計劃下的暑期實習計劃學員招聘事宜。
2. The information provided in this Form, including the Data, will be used by the Data Users for the following purposes:  
資料使用者於此表格所收集的資料，將應用於下列用途：
  - (a) processing the applications for the recruitment of interns under SIP and all other purposes arising from or incidental to it, including matching of the information provided in this Form provided against other databases currently held by VTC;  
所有與處理暑期實習計劃學員招聘及其他由此所產生或附帶的事宜，包括與職業訓練局資料庫的資料配對；
  - (b) providing information of the activities under SIP to interns and employers as potential applicants to participate in SIP and other members of the public;  
為暑期實習計劃的潛在申請人，即學員及僱主，以及其他公眾人士提供與暑期實習計劃相關的活動資料；
  - (c) compiling statistics and conducting research for operation of SIP; and  
為暑期實習計劃進行統計及研究；及
  - (d) any other legitimate purposes as may be required, authorised or permitted by law.  
因應法律所須的合法用途。
3. The information provided in this Form, including the Data, may be disclosed to Government bureaux and departments and other organisations for the purposes mentioned in paragraphs 1 and 2 above or where such disclosure is required, authorised or permitted by law.  
此表格所提供的資料或會因應上文第 1 及第 2 段所述的用途，或在法例授權或規定須予以披露的情況下，披露予相關政府決策局、部門及其他機構。
4. If necessary, the Data Users will approach the contact person of the applicant, Government bureaux and departments and other organisations to cross-check the Data provided in this Form with those held by them for the purposes mentioned in paragraphs 1 and 2 above. By signing this Form, the applicant accepts that the Data will be used for such purpose where necessary.  
如有須要，資料使用者將聯絡申請人、政府決策局、部門及其他機構等，以核實此等機構所持有的資料作上文第 1 及第 2 段所述的用途。申請人在此表格上簽署，代表申請人已同意資料在須要時可用作該等用途。
5. Applicants have the rights to request access to and to request the correction of the Data. Such requests may be made in writing to: Secretariat of the Pilot Programme to Enhance Talent

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<sup>2</sup> Participating organisations of SIP are the authorised insurers and licensed insurance intermediaries under the Insurance Ordinance (Cap. 41).

暑期實習計劃之參與機構包括在《保險業條例》（第 41 章）下獲授權保險公司及持牌保險中介人。

Training for the Insurance Sector, 9/F, VTC Tower, 27 Wood Road, Wanchai, Hong Kong.  
申請人有權查閱或更正其資料。如欲查閱或更正資料，請以書面形式郵寄至『香港灣仔活道 27 號職業訓練局大樓 9 樓「提升保險業人才培訓先導計劃」秘書處』。

**“Summer Internship Programme” – Insurance Industry (2023 Intake)**  
**保險業 – 「暑期實習計劃」 (2023年)**

**Terms & Conditions for the Applicant 申請人條款及細則**

The applicant undertakes to comply with the following terms and conditions concerning the obligations as Employer if its application is approved:

申請人的申請若予以批准，必須遵守下列與僱主責任相關的條款及細則：

**Employment Terms 僱用條款**

1. The successful applicant (“**Intern**”) shall enter into an employment contract of up to three consecutive months (“**Employment Contract**”), in accordance with the Minimum Wage Ordinance (Cap. 608), during the summer vacation in 2023 with the participating employer of SIP (“**Employer**”). Of note is, the Minimum Wage Ordinance (Cap. 608) does not apply to, such as, interns and work experience students during a period of exempt student employment. Accordingly, should a work experience student need to make a statutory declaration as regards the exempt student employment, please refer to Appendix II;  
成功的申請人 (“**實習生**”) 將與參與計劃的僱主 (“**僱主**”) 於 2023 年暑假期間 (根據《最低工資條例》(第 608 章) 規定) 簽訂為期最多長達三個連續曆月的僱傭合約 (“**僱傭合約**”)。須注意的是，《最低工資條例》(第 608 章) 並不適用於包括實習學員，以及正處於獲豁免學生僱用期的工作經驗學員。就此，如工作經驗學員須就獲豁免學生僱用作出法定聲明，請參閱附件二；
2. Annual leave, statutory holiday and other employee’s benefits shall be provided to the Intern in accordance with the Employment Ordinance (Chapter 57 of the laws of Hong Kong) and any other related and applicable laws of Hong Kong;  
僱主將按《僱傭條例》(香港法例第57章) 及相關的香港法例要求作出安排給予實習生年假及法定假日及相關僱員福利；
3. Any other benefits or terms may be provided to the Intern in accordance with the Employer’s policy, subject to the compliance with the laws of Hong Kong;  
其他福利或聘用條款或會根據僱主的政策供予實習生，有關條款必須符合香港法例的規定；

**Honorarium Subsidy 酬金津貼**

4. The Employer shall provide monthly honorarium to the Intern during the summer internship. The Government will contribute up to 80% or \$8,000 (whichever is the lower) per month for an internship period up to 3 consecutive months. The remaining sum of honorarium as well as the cost for provision of guidance and coaching shall be contributed by the Employer.  
在僱傭合約期內，僱主須給予實習生每月酬金，並由政府津貼每名實習生最多80%或\$8,000元 (以金額較少者為準)，為期不超過3個連續曆月。僱主須支付其餘酬金和指導

及訓練費用；

5. The Employer shall be eligible to apply for the subsidy subject to the Intern attaining at least 80% of the contractual working hours/days as specified in the Employment Contract. For this purpose, the Employer shall maintain the attendance record of each Intern (with annual leave and sick leave approved by the Employer also counted towards the Intern's attendance) at its workplace and shall provide the same to VTC and, if requested, to the Government);  
如實習生的出勤率根據僱傭合約中所訂明的合約工作小時／日達至少80%，僱主將符合資格申請津貼。為此，僱主須為實習生記錄及保存出勤資料（僱主所批准的年假及病假亦須視作實習生出勤），以提交予職業訓練局及／或政府以作證明；

## **Selection of Interns 實習生招募**

6. The Employer shall conduct job interview(s) with potential applicant only if he/she is:  
僱主必須面見合資格的實習生申請人，合資格的實習生申請人必須為：
- (a) a resident of the Hong Kong Special Administrative Region and lawfully employable in Hong Kong<sup>3</sup>; and  
香港特別行政區居民及可在香港合法受僱<sup>3</sup>；及
  - (b) (i) an undergraduate or postgraduate student who enrolled in a full-time accredited programme provided by a local education institution<sup>4</sup>; or  
就讀本地教育機構<sup>4</sup>提供的全日制經評審學士學位或研究院課程的學生；或  
(ii) a sub-degree final year student who received a conditional offer from a full-time locally-accredited degree programme.  
應屆副學位畢業生並已獲經評審的本地全日制學士學位課程有條件取錄。

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<sup>3</sup> Non-local students studying full-time locally-accredited local or non-local programmes at undergraduate or postgraduate level, or full-time locally-accredited local programmes at sub-degree level, may take up internship subject to the required conditions set out in paragraphs 20 to 24 of the "Guidebook for Entry for Study in Hong Kong", which can be downloaded at the Immigration Department's website ([www.immd.gov.hk/eng/forms/forms/id-c-996.html](http://www.immd.gov.hk/eng/forms/forms/id-c-996.html)). Non-local students may take up employment during the summer months from 1 June to 31 August (both dates inclusive) without any limit in relation to work hours and location if he/she obtains a valid "No Objection Letter" (NOL). Otherwise, he/ she should provide the supporting document from the education institution before the internship commencement date.

修讀全日制經本地評審的學士學位或研究院課程本地或非本地課程，或全日制經本地評審的本地副學位課程的非本地學生，在符合「來港就讀入境指南」第 20 至 24 段所列的條件下，可從事實習工作。該指南可於入境處網頁 ([www.immd.gov.hk/hkt/forms/forms/id-c-996.html](http://www.immd.gov.hk/hkt/forms/forms/id-c-996.html)) 下載。非本地學生持有由入境處發出的有效「不反對通知書」，可在暑假期間由六月一日至八月三十一日（首尾兩日包括在內）接受聘用，工作時數和地點沒有限制。否則，非本地學生必須於實習期開始前提交由就讀院校發出的許可文件。

<sup>4</sup> Local education institutions included: The Education University of Hong Kong, The University of Hong Kong, The Hong Kong Polytechnic University, The Chinese University of Hong Kong, Hong Kong Baptist University, City University of Hong Kong, The Hong Kong Academy for Performing Arts, The Hong Kong University of Science and Technology, Hong Kong Metropolitan University, Lingnan University, approved post-secondary colleges registered under the Post-secondary Colleges Ordinance (Cap. 320) (according to information as at Feb 2023, these approved post-secondary colleges include: Caritas Institute of Higher Education, Centennial College, Chu Hai College of Higher Education, Gratia Christian College, HKCT Institute of Higher Education, Hong Kong Nang Yan College of Higher Education, Hong Kong Shue Yan University, The Hang Seng University of Hong Kong, Tung Wah College, UOW College Hong Kong and Yew Chung College of Early Childhood Education, and the self-financing arms of the local education institutions), bodies established under section 6(2)(h) of the Vocational Training Council Ordinance (Cap. 1130), schools registered or provisionally registered under the Education Ordinance (Cap. 279).

本地教育機構包括：香港教育大學、香港大學、香港理工大學、香港中文大學、香港浸會大學、香港城市大學、香港演藝學院、香港科技大學、香港都會大學、嶺南大學、根據《專上學院條例》（第 320 章）註冊的認可專上學院（截至 2023 年 2 月的資料，這些認可專上學院包括：明愛專上學院、明德學院、珠海學院、宏恩基督教學院、港專學院、香港能仁專上學院、香港樹仁大學、香港恒生大學、東華學院、香港伍倫貢學院、耀中幼教學院、以及本地大學附屬的自資院校）、根據《職業訓練局條例》（第 1130 章）第 6(2)(h)條設立的機構，及根據《教育條例》（第 279 章）註冊或臨時註冊的學校。

7. The Employer shall, at its sole cost and expense, conduct interview for recruiting the Intern(s). Otherwise, the Employer shall not be assigned any interns;  
僱主須面見及甄選實習生，並自行承擔所牽涉的費用，否則參與僱主將不會獲分派任何實習生；

### **Implementation of SIP 計劃執行**

8. The Employer shall provide clear working and learning objectives for the Intern in the middle and/or back offices to facilitate the Intern's understanding of the various functional roles in the insurance industry. The Employer shall conduct an appraisal on the Intern upon completion of the Employment Contract using an intern appraisal report devised by VTC;  
僱主須為實習生在中台及／或後勤部門的工作提供清晰的工作和學習目標，以便實習生明白保險業的各種職能。僱主須就實習生的表現，於僱傭合約結束時填寫由職業訓練局提供的實習生表現評核表格；
9. The Employer shall submit the appraisal report (paragraph 8 in this Appendix refers) together with the payroll record of the Intern within 30 days to VTC upon completion of employment contract. VTC shall disburse the honorarium subsidized by the Government (paragraph 4 in this Appendix refers) to the Employer within 30 days upon receipt of the appraisal form and the payroll record;  
僱主須於僱傭合約結束後提交表現評核表格（此附件第8段所指）及實習生的發薪紀錄予職業訓練局。職業訓練局在收妥上述文件後，將於30天內發放酬金津貼（此附件第4段所指）予僱主；
10. The Employer shall inform VTC in writing within 7 days if any Intern withdraws from SIP or whose contract is terminated by the Employer in accordance with the Employment Contract. The subsidy offered by the Government (paragraph 4 in this Appendix refers) will be calculated on a pro-rata basis based on the actual period that the Intern has worked for the Employer;  
若學員自願退出此暑期實習計劃或根據僱傭合約條款而遭解僱，僱主須於7天內以書面形式通知職業訓練局。政府將根據實習生為僱主工作的實際時期，按比例發放津貼（此附件第4段所指）予僱主；
11. For the avoidance of doubt and notwithstanding anything herein to the contrary, neither VTC nor the Government shall have any obligation whatsoever in respect of the Employment Contract.  
為免生疑問及與此附件所列不相符，職業訓練局及政府於僱傭合約中並無任何責任或義務。



**Specimen Content of statutory declaration made by a work experience student  
for a period of exempt student employment**  
**工作經驗學員就獲豁免學生僱用期 作出的法定聲明內容樣本**

I fully understand the meanings of “work experience student” and “exempt student employment” provided in section 2 and section 3 of the Minimum Wage Ordinance (Cap. 608) of the Laws of Hong Kong respectively.

I have entered into a contract of employment with [Name of employer, Example: ABC Trading Co. Ltd.] as the employer and I as a work experience student which contract is to commence on [date, Example: 1 June 2023], and I, [name of the work experience student, Example: CHAN Tai Man], of [Address, Example: Room xx, xx Building, Kowloon], solemnly and sincerely declare that:

I have not entered into any contract of employment commencing in [same year as the date mentioned above, Example: the year of 2023] in which any period has been treated as a period of exempt student employment; and

between the date of this declaration and the commencement date of this employment contract (both dates inclusive), I will not enter into any other contract of employment commencing from [same year as the date mentioned above, Example: the year of 2023] in which any period is to be treated as a period of exempt student employment.

本人明白「工作經驗學員」及「獲豁免學生僱用」分別在香港法例第 608 章《最低工資條例》第 2 條和第 3 條的定義。

本人以工作經驗學員身份與僱主 [ 僱主名稱，例子：ABC 貿易有限公司 ] 訂立僱傭合約，僱傭合約由 [ 年份及日期，例子：2023 年 6 月 1 日 ] 開始生效。

本人 [ 工作經驗學員姓名，例子：陳大文 ] 現居於 [ 地址，例子：九龍 xx 大廈 xx 室 ]，謹以至誠鄭重聲明：

本人不曾訂立任何於 [ 例子：2023 年 (須與上述僱傭合約期開始日為同一公曆年) ] 開始的僱傭合約，而該合約期內的任何期間被視為獲豁免學生僱用期；及

本人在作出本法定聲明當日至上述僱傭合約開始日為止 (包括首尾兩日) 的期間內，將不會訂立任何其他於 [ 例子：2023 年 (須與上述僱傭合約期開始日為同一公曆年) ] 開始的僱傭合約，而該合約期內的任何期間被視為獲豁免學生僱用期。

– END 完 –