

Frequently Asked Questions for Applicants of
Green Employment Scheme
Graduates Subsidy Programme 2022

General and Eligibility

1. What is the purpose of the Green Employment Scheme: Graduates Subsidy Programme 2022?

The purpose of the Green Employment Scheme: Graduates Subsidy Programme (the Programme) is to provide subsidies to prospective employers of graduates of environment-related disciplines with a view to sustaining the provision of job opportunities for 2021 or 2022 graduates to work in environment-related areas as well as nurturing young people with environmental knowledge, talents and passion to meet the environmental needs of Hong Kong.

2. What type of employers (and organisations) are eligible for the Programme?

An applicant must be a holder of a valid business registration certificate and (a) has recently recruited an Eligible Graduate employee who reported duty on or after 1 April 2022; or (b) is in the process of recruiting; or (c) is planning to recruit at least one Eligible Graduate employee (see para. 5 of the Guidance Notes¹), to work on a full-time basis in an Eligible Job Place (see para. 6 of the Guidance Notes¹).

An applicant without a valid business registration certificate and under the following circumstances will also be considered on a case-by-case basis:

- (a) Applicant registered in Company Registry with valid Company Registration Certificate; or
- (b) Applicant being a charitable institution under Section 88 of the Inland Revenue Ordinance; or

¹ Guidance Notes on Application for Green Employment Scheme: Graduates Subsidy Programme

- (c) Applicant being an organization registered under the Societies Ordinance (Cap. 151).

3. Which graduates are eligible for the Programme?

An Eligible Graduate employee under the Programme must be:

- (a) a fresh graduate who has completed a Bachelor's degree programme in a relevant environment-related subject from a Hong Kong higher education institution, or equivalent, in 2021 or 2022;
- (b) a Hong Kong Special Administrative Region (HKSAR) resident with a valid Hong Kong Identity Card; and
- (c) able to produce an official final academic transcript or certificate of the Bachelor's degree.

Except under the following circumstances:

- (a) Outsourced service contractors work for Government contracts;
- (b) Specified statutory bodies and corporations²; and
- (c) Specified public organisations, government-owned companies or subvented organisations².

4. What are the relevant environment-related discipline included?

The relevant environment-related disciplines include environmental conservation, environmental science, environmental management, sustainable development or other subjects relevant to the duties of the Eligible Job Places.

5. Is a graduate with a relevant Bachelor degree from an overseas higher education institution eligible under this Programme?

The Programme is not limited to Bachelor degree graduate of local

² A list of specified statutory bodies and corporations, specified public organisations, government-owned companies or subvented organisations is provided in Appendix II of Guidance Notes on Application for Graduates Subsidy Programme.

higher education institution. Graduate with relevant Bachelor degree from oversea higher education institution is also eligible under the Programme.

6. What job places are eligible under the Programme?

An Eligible Job Place under the Programme must be:

- (a) with entry requirements pitched at fresh graduates described in para. 5 of the Guidance Notes¹;
- (b) with environment-related job nature and duties³; and
- (c) under a full-time employment contract.

7. What is environmental-related job nature and duties included?

A list of relevant job places with environment-related job nature and duties is in Appendix I of Guidance Notes for reference.

8. Is an applicant enrolled in Graduates Subsidy Programme in 2020 and / or 2021 eligible in participating in the programme this year?

Yes, but the application cannot be submitted for the same graduate employee.

Application Procedures

9. How much is the subsidy per month to a successful applicant? And how long does the Programme last?

Under the Programme, a successful applicant will be provided with monthly subsidy of HK\$ 5,610 per month per Eligible Job Place approved under the Programme for a maximum of 18 months.

10. When is the application period?

The application period is from 4 July to 30 September 2022 (inclusive).

³ A list of relevant job places with environment-related job nature and duties is shown in Appendix I of Guidance Notes on Application for Graduates Subsidy Programme

11. How to submit an application for the Programme?

All applicants must complete and submit the Application Form together with all necessary supporting documents (see para. 14 of the Guidance Notes) on 4 July to 30 September 2022 (inclusive). For applications by post, the date of application will be determined according to the postmark date. Late applications will not be considered. Applications can be submitted as follows:

In person	<i>Environmental Protection Department</i> <i>27/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong</i>	<i>Opening hours</i> <i>Monday to Friday,</i> <i>09:00-17:00</i> <i>(except public</i> <i>holidays)</i>
By post	<i>Environmental Protection Department</i> <i>27/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong</i>	
By e-mail	<i>graduates_subsidy2022@epd.gov.hk</i>	

Applicants shall clearly mark “Application for Graduates Subsidy Programme 2022” on the envelope or at the e-mail subject. To avoid delayed or unsuccessful delivery of applications, please contact the EPD at 2835 1870 if you do not receive receipt of acknowledgement by e-mail within seven working days after submission of application.

12. What supporting documents are required for the application?

The following supporting documents must be provided together with the application form:

(1) Single-staged approval process : For an applicant who has recently recruited an Eligible Graduate employee who reported duty on or after 1 April 2022 :

(a) A copy of a valid Business Registration Certificate issued under the Business Registration Ordinance (Cap. 310) or relevant documents in para.4 of Guidance Notes which bears the same company name as that of the applicant in the application form, and is valid as of the date of application;

(b) A copy of the relevant recruitment advertisement;

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

(d) Documents of the Eligible Graduate employee –

(i) A copy of the HKSAR identity card; and

(ii) A copy of the official academic transcript or certificate.

(2) Two-staged approval process :

Approval-in-principle – For an applicant who is in the process of recruiting or is planning to recruit Eligible Graduate employee(s):

(a) A copy of a valid Business Registration Certificate issued under the Business Registration Ordinance (Cap. 310) or relevant documents in para.4 of Guidance Notes which bears the same company name as that of the applicant in the application form, and is valid as of the date of application;

(b) A copy of the relevant recruitment advertisement; and

(c) A copy of the offer letter (if available).

Final approval – Documents of the Eligible Graduate employee who has been given an approval-in-principle and reports duty:

(i) A copy of the HKSAR identity card;

(ii) A copy of the official academic transcript or certificate; and

(iii) A copy of the employment contract/letter or offer letter.

13. Will an acknowledgement be sent out to confirm receipt of the application?

Yes, The EPD will send an acknowledgment of receipt and application number to an applicant within seven working days upon receipt of an application.

14. When and how will the applicants know the application results? Can the applicants keep track of the application progress?

The EPD will send an acknowledgment of receipt and application number to an applicant within seven 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 may check with the EPD via e-mail (graduates_subsidy2022@epd.gov.hk) or by phone at 2835 1870 to keep track of the application progress. For verification of applicants' identity and follow-up, please provide the application number and name of company/corporation/ organisation applying for the Programme.

15. Can applicants make amendments to the information in the application forms or withdraw applications after submission?

During the application period (see para. 12 of the Guidance Notes), applicants can make amendments to the information in the application forms or withdraw applications after submission by sending an e-mail to the EPD (graduates_subsidy2022@epd.gov.hk) to specify the amendments to the applications.

For verification of applicants' identity and follow-up, please provide in the e-mail the application number and name of company/corporation/organisation applying for the Programme.

Application Result and Disbursement Arrangement

16. How will the applicants be informed of the application results?

The EPD will send an acknowledgment of receipt and application number to an applicant within seven working days upon receipt of an application, and will notify an applicant of the application result and the subsidy disbursement arrangement by e-mail.

17. How will the successful applicant subsidies be disbursed?

The Government will disburse subsidy to the employers directly.

18. What should the employer do if he/she has not received the subsidy?

The employer may check with the EPD via e-mail (graduates_subsidy2022@epd.gov.hk) or phone at 2835 1870 on the disbursement of subsidy by providing the application number and name of company/corporation/organisation applying for the Programme.

19. Could the employer reduce the monthly salary of the employee during the subsidising period under the Programme?

The Programme does not bind on the monthly salary of the Eligible Job Place, however, the amount of monthly subsidy disbursed to the employer will not be more than the monthly salary paid to the employee.

20. Would there be any penalty if the employer lay off the Eligible Graduate employee during the course of the Programme?

No penalty will be imposed under the Programme. However, there will be no further disbursement of subsidy when the employment is terminated and no further salary payment is made.

21. How can an applicant make enquiries or questions about the subsidies?

Applicants may enquire with the EPD via the following ways:–

1. E-mail to graduates_subsidy2022@epd.gov.hk; or
2. Contact by phone at 2835 1870.

Undertaking, monitoring and training

22. Should employers fill the vacancies as a result of departure of employees during the subsidising period?

No, however, if the employer has not applied for subsidy disbursement for the employee(s), the employer can submit relevant application documents for another employee by 31 December 2022 to replace the resigned employee(s).

23. How will the Government ensure that the employer fulfil the eligibility under the Programme during the subsidising period?

The Government will conduct random check with the employer, the Eligible Graduate employee and / or supervisor of the Eligible Graduate employee during the subsidising period. The Government reserves the rights to take 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 expense incurred.

24. How would the training sessions affect the daily work of the graduates?

The training sessions will be arranged by the EPD. The aim is to provide training on different environmental aspects to the Eligible Graduate employees under the Programme. The attendance is on a voluntary basis to minimise impact on the daily work. We suggest the employer to encourage and facilitate the Eligible Graduate employee to attend the training as far as possible.

25. Is it mandatory to release the Eligible Graduate employee to attend training hold by the EPD?

The attendance is on a voluntary basis. We suggest the employer to encourage and facilitate the employee to attend the training as far as possible.

Enquiry

26. What can an applicant do if he/she needs assistance during the submission of application?

Applicants may enquire via the following ways:–

1. E-mail to graduates_subsidy2022@epd.gov.hk; or
2. Contact by phone at 2835 1870.