

For Internal Reference Only	
Date of receipt	
Application No.	

Green Employment Scheme: Graduates Subsidy Programme 2022 (the Programme) Application Form

(Please read the Guidance Notes (GN) and Terms and Conditions before filling in this form)

To: Environmental Protection Department (EPD)

1. Applicant's Information (as shown in the Business Registration Certificate)			
Business Registration Number			
Name of Company/Corporation/Organisation (The name must be the same as the information in the Business Registration Certificate)			
Nature of business activity			
Company's Address			
Contact Person		Post title	
		Contact number	
		Email address	
Total number of employee(s)			
2. Application Type (Please <input checked="" type="checkbox"/> as appropriate) (refer to GN para.3)			
The Applicant has recruited Eligible Graduate employee(s) who reports duty on or after 1 April 2022		<input type="checkbox"/> →	Complete Sections 3, 4 & 5
The Applicant is in the process of recruiting Eligible Graduate employee(s)		<input type="checkbox"/> →	Complete Sections 3 & 5
The Applicant is planning to recruit Eligible Graduate employee(s)		<input type="checkbox"/> →	Complete Sections 3 & 5

3. Details of Eligible Job Place(s) to be applied for under the Programme (refer to GN para.6)

The Applicant applies for subsidies for the following __ (number) Eligible Job Place(s) under the Scheme:

Post Title	Job Nature/Details (See GN para.6) (<input checked="" type="checkbox"/> as appropriate)	Planned Monthly Salary
1	<input type="checkbox"/> Environmental Protection <input type="checkbox"/> Nature Conservation <input type="checkbox"/> Energy, Climate Change and Sustainable Development <input type="checkbox"/> Other, please specify: _____	
2	<input type="checkbox"/> Environmental Protection <input type="checkbox"/> Nature Conservation <input type="checkbox"/> Energy, Climate Change and Sustainable Development <input type="checkbox"/> Other, please specify: _____	
3	<input type="checkbox"/> Environmental Protection <input type="checkbox"/> Nature Conservation <input type="checkbox"/> Energy, Climate Change and Sustainable Development <input type="checkbox"/> Other, please specify: _____	

Note: There is no limit on the number of Eligible Job Places to be applied under the Programme. Use additional sheet if more than 3 posts are applied for.

Supporting Documents to be submitted together with the application (please refer to GN para. 14)

1. Copy of Business Registration Certificate
2. Copy of Recruitment Advertisement
3. Copy of Offer Letter (if available)

Note: For Applicants who are planning to recruit or in the process of recruiting Eligible Graduate employee(s), please move on to Section 5 of this Form and submit Section 4 after the Eligible Graduate employee(s) has reported duty. For Applicants already recruited Eligible Graduate employee(s) who reported duty on or after 1 April 2022, please also complete and submit Section 4. Please also refer to GN paras. 10 and 11.

**4. Details of the Eligible Graduate employee(s) recruited under the Programme
(submit this part of the Application Form when the Eligible Graduate employee(s) has reported duty)**

The Applicant (name of Applicant: _____) refers to its application (application no.: _____)* made on _____ (date) and would like to inform that the Applicant has recruited the following Eligible Graduate employee under the Scheme:

Personal particulars of Eligible Graduate employee

Name of Eligible Graduate employee	
HKID Card No.	
Date of Birth	
Contact telephone number	
Email address	
Bachelor Degree Programme Completed	
Tertiary institution graduated from	
Date of graduation	

Particulars of Eligible Job Place

Post title	
Date of reporting duty	
Monthly salary (HK\$)	
Job description	
Supervisor's name/post title/ contact number	

Note: *No need to fill in application number if not available.
One sheet for each Eligible Graduate employee, use additional sheets where necessary.

Supporting Documents (please refer to GN-para.14)

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| 1. Copy of Employment Letter/Contract or Offer Letter |
| 2. Copy of HKSAR Identity Card of the Eligible Graduate employee |
| 3. Copy of Official Academic Transcript or Certificate of the Eligible Graduate employee |

5. Declaration and Undertakings :

- (1) The Applicant has read and understand the Guidance Notes and the Terms & Conditions (including the Privacy Policy Statements and Disclaimers);
- (2) The Applicant shall spend all the subsidies received under the Scheme on paying wages to the Eligible Graduate employee(s) applied under the Scheme;
- (3) The Applicant shall encourage and facilitate the Eligible Graduate employee(s) to attend the training courses arranged by EPD under the Scheme;
- (4) The Applicant shall notify EPD immediately of any changes in the terms of employment of the Eligible Graduate employee(s), including his/her post title, job nature or monthly salary as soon as practicable during the period when the Applicant is receiving subsidies under the Scheme;
- (5) The Applicant shall allow and facilitate EPD to contact the Eligible Graduate employee(s) and/or his/her supervisor(s) to understand his/her job nature and environment-related duties;
- (6) The Applicant shall allow the Government to announce the list of employers who have received subsidies under the Scheme to enable monitoring by society and Eligible Graduate employees; and
- (7) The Applicant understands that its application shall be subject to the consideration and approval by the Government.

Date	<hr/> (day/month/year)	Signature or Company's chop	
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6. Legal liabilities :

Applicants must provide true, complete and accurate information when making the applications, otherwise, the relevant applications may be rendered invalid, rejected and/or disqualified. Any person who makes false statement, misinterprets or conceals the facts, or furnishes false documents in an attempt to deceive the Government and/or its appointed agencies will be guilty of criminal offence and subject to prosecution.

Applicants may submit their applications through the following channels : (Same as GN)

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

**Confirmation
[for official use only]**

This is to acknowledge the receipt of your application under the “Graduates Subsidy Programme 2022” on _____ (date).

Your application number is _____. If you have any enquiries about your application, you may contact us by phone no. at 2835 1870 or by email at graduates_subsidy2022@epd.gov.hk.

Applicants may use the postal address below for mailing of application forms (please cut along the dotted line):

<p>Environmental Protection Department</p> <p>27/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong</p> <p>“Application for Graduates Subsidy Programme 2022”</p>
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Supporting documents submitted together with this application

Please as appropriate

- Copy of business registration certificate
- Copy of recruitment advertisement
- Copy of employment contract/letter
- Copy of offer letter
- Copy of HKSAR Identity Card of the Eligible Graduate employee
- Copy of official academic transcript or certificate of the Eligible Graduate employee