2022 Employment Support Scheme – Application Flow and Information Required for Employers
「2022 保就業」計劃 – 僱主申請流程及所需資料

Step 步驟	Applicants whose application for 2020 ESS had been approved 申請者曾獲批「2020 保就業」計劃	Applicants whose application for 2020 ESS had not been approved/ not having applied for 2020 ESS 申請者未曾獲批／未有申請「2020 保就業」計劃	
0	**Make relevant declarations** 作出聲明		
1	**Input 填寫** • 2020 ESS Application number「2020 保就業」計劃申請編號 • 2020 ESS Business Registration Certificate (BRC) number「2020 保就業」計劃商業登記證號碼 **See FAQ 3.1 & 3.12**	-	
2	**Select employer type** 選擇僱主類別		
	Employer with BRC **有商業登記證的僱主** **Input 填寫** • Name of business/corporation 公司／法團名稱 • BRC number 商業登記證號碼 • Correspondence address 通訊地址 • Total number of paid employees as of application date 申請時有支薪員工總人數 **Select 選擇** • Core business 主要業務 **Upload 上載** • Copy of BRC 商業登記證副本 • Copy of correspondence address proof 通訊地址證明副本 **See FAQ 3.2**	**Employer with other Registration Documents** **有其他機構登記的僱主** **Input 填寫** • Name of organisation 機構名稱 • Organisation number 機構號碼 • Correspondence address 通訊地址 • Total number of paid employees as of application date 申請時有支薪員工總人數 **Select 選擇** • Core business 主要業務 **Upload 上載** • Copy of registration document 機構登記文件副本 • Copy of correspondence address proof 通訊地址證明副本 **See FAQ 3.2**	**Natural Person Employer without BRC** **沒有商業登記證的個人僱主** **Input 填寫** • Name 個人僱主姓名 • HK Identity Card number 香港身份證號碼 • Date of birth 生日日期 • Correspondence address 通訊地址 • Total number of paid employees as of application date 申請時有支薪員工總人數 **Select 選擇** • Core business 主要業務 **Upload 上載** • Copy of HK Identity Card 香港身份證副本 • Copy of correspondence address proof 通訊地址證明副本 **See FAQ 3.2**

Step 步驟	Applicants whose application for 2020 ESS had been approved 申請者曾獲批「2020 保就業」計劃			Applicants whose application for 2020 ESS had not been approved/ not having applied for 2020 ESS 申請者未曾獲批／未有申請「2020 保就業」計劃
3	Choose "reference month" (2020 ESS records or 2021 Q4 records) 選擇「參照月份」(2020 保就業紀錄 或 2021 第四季紀錄)			2021 Q4 records as default "reference month" 2021 第四季紀錄為「參照月份」

	<u>**2020 ESS records**</u> <u>**2020 保就業紀錄**</u>
	
	Input 填寫
	• Chosen subsidised headcounts for May, June and July 2022
	  2022 年 5 月、6 月和 7 月的自選補貼人數
	
	Confirm 確認
	• Any changes to or updates on MPF/ORSO Schemes since ESS 2020? 自 2020 ESS 起強積金／職業退休計劃資料有否變動?
	  ▪ If yes, go to 4.2 如有,請往 4.2
	  ▪ If no, go to 4.2 如否,請往 4.2
	  See FAQ 3.3 & 3.4
		<u>**2021 Q4 records**</u> <u>**2021 第四季紀錄**</u>
		
		Input 填寫
		• Chosen subsidised headcounts for May, June and July 2022
		  2022 年 5 月、6 月和 7 月的自選補貼人數
		
		Go to 4.1 請往 4.1
				<u>**2021 Q4 records**</u> <u>**2021 第四季紀錄**</u>
				
				Input 填寫
				• Chosen subsidised headcounts for May, June and July 2022
				  2022 年 5 月、6 月和 7 月的自選補貼人數
				
				Go to 4.1 請往 4.1

Step 步驟	Applicants whose application for 2020 ESS had been approved 申請者曾獲批「2020 保就業」計劃	Applicants whose application for 2020 ESS had not been approved/ not having applied for 2020 ESS 申請者未曾獲批／未有申請「2020 保就業」計劃
4.1		**2021 Q4 MPF/ORSO Scheme Information** **2021 年第四季強積金／職業退休計劃資料**

MPF Schemes 強積金計劃

Input 填寫

- Names of MPF schemes 強積金計劃名稱
- MPF Scheme Number / Employer Code /Account Number 強積金計劃編號／僱主編號／ 帳戶編號

Upload 上載

- Documents showing clearly information in the above two bullets 清楚顯示以上兩項的證明文件

ORSO Schemes 職業退休計劃

Input 填寫

- Names of ORSO schemes 職業退休計劃名稱
- MPF exemption numbers 強積金豁免編號
- Registration/exemption number of ORSO schemes 職業退休計劃註冊／豁免編號

Upload 上載

- Documents showing clearly information in the above three bullets 清楚顯示以上三項的證明文件
- Copy of payroll records of the month between October and December 2021 with the maximum subsidy amount under ORSO schemes, highlighting employees aged 18 to 64 and aged 65 or above
  職業退休計劃下於 2021 年 10 月至 12 月期間「補貼金額上限」最高的月份的支薪紀錄副本，請分別標示 18 至 64 歲及 65 歲或以上的僱員

Confirm 確認

- Any changes to or updates on MPF/ORSO Schemes since 2021 Q4?自 2021 年第四季起強積金／職業退休計劃資料有否變動?
  - If yes, go to 4.2
    如有，請往 4.2
  - If no, go to 5
    如否，請往 5

See FAQ 3.3 & 3.4

Step 步驟	Applicants whose application for 2020 ESS had been approved 申請者曾獲批「2020 保就業」計劃	Applicants whose application for 2020 ESS had not been approved/ not having applied for 2020 ESS 申請者未曾獲批／未有申請「2020 保就業」計劃
4.2	**Latest MPF/ORSO scheme information** 最新的強積金／職業退休計劃資料	
	MPF Schemes 強積金計劃 **Input 填寫** • Names of MPF schemes 強積金計劃名稱 • MPF Scheme Number / Employer Code /Account Number 強積金計劃編號／僱主編號／ 帳戶編號 **Upload 上載** • Documents showing clearly information in the above two bullets 清楚顯示以上兩項的證明文件	ORSO Schemes 職業退休計劃 **Input 填寫** • Names of ORSO schemes 職業退休計劃名稱 • MPF exemption numbers 強積金豁免編號 • Registration/exemption number of ORSO schemes 職業退休計劃註冊／豁免編號 **Upload 上載** • Documents showing clearly information in the above three bullets 清楚顯示以上三項的證明文件
5	**Bank account information** 銀行賬戶資料	

	Confirm 確認
	• Use the same bank account as the 2020 ESS 使用與「2020 保就業」計劃相同的銀行戶口
	  ▪ If yes, go to 6 如是，請往 6
	  ▪ If no 如否 –
	
	Input 填寫
	• Name of bank account holder 銀行賬戶持有人名稱
	• Name of bank 銀行名稱
	• Bank account number 銀行賬戶號碼
	
	Upload 上載
	• Bank account information supporting document 銀行賬戶證明文件
		Input 填寫
		• Name of bank account holder 銀行賬戶持有人名稱
		• Name of bank 銀行名稱
		• Bank account number 銀行賬戶號碼
		
		Upload 上載
		• Bank account information supporting document 銀行賬戶證明文件

6	**Authorised person information 授權代表資料**	
	Input 填寫 • Authorised person name 授權代表姓名 • Job position 職位	• Email address 電郵地址 • Mobile phone number 手提電話號碼
7	**Review application form 檢視申請表** **Read and confirm terms & conditions** 同意及接受守則及條款 **Submit application form 遞交申請表**	