



Points for Attention in Preparation of Employment Contract

For the purpose of subsidy claim under Student Internship Programme of the WAM Pilot Programme, Participating Employers (“PE”s) must ensure the following information or terms are included in the employment contract or offer letter duly signed by the student intern.

No.	Information or Terms	Requirements or Notes
1.	Name and HKID Card Number	The student name MUST be identical to his/her HK Identity Card.
2.	Position and Department (e.g. Compliance Intern, Intern in Research Department)	Position title and department MUST be the same as that approved at the time of application, otherwise supplementary information would be required.
3.	Employment Period (e.g. from 3 June 2024 to 30 August 2024)	Internship duration MUST be one month at minimum.
4.	Working Hours (e.g. 9:00am to 6:00pm with 1 hour lunch break from Monday to Friday)	Working hour of the intern SHOULD be the same as normal staff.
5.	Salary (e.g. HK\$10,000 per month)	Remuneration level MUST meet prevailing Statutory Minimum Wage in the HKSAR.
6.	Location of Workplace At PE’s registered address or premises	Workplace of the intern MUST be located within Hong Kong. Outbound work is NOT accepted.
7.	General Leave Policy (e.g. The employee must obtain approval from his/her supervisor in advance as practicable as possible before taking any day off.)	Paid leave entitlement or unpaid leave SHOULD be clearly indicated, as in compliance to applicable laws and under the company’s policy.
8.	Mandatory Provident Fund (MPF) Scheme	Employer MUST enroll the intern (local or non-local student) in MPF Scheme and make mandatory contributions in accordance with applicable laws in the HKSAR.
9.	Termination of Employment (e.g. a 7-day notice period or payment in lieu of notice for employment contract without probation)	The terms MUST be in compliance with the Employment Ordinance.

(Updated in April 2024)

PEs should **comply with ALL applicable laws in Hong Kong** when entering an employment relationship with student interns.

Here are some useful links on the website of the **Labour Department of the HKSAR Government**:

- (1) Sample Employment Contract for download
https://www.labour.gov.hk/eng/public/emp_cont/index.htm
- (2) A Guide to the Employment Ordinance for Summer Job Students
<https://www.labour.gov.hk/eng/public/wcp/SummerJob.pdf>
- (3) Frequently Asked Questions for the Employees’ Compensation Ordinance, Cap.282
https://www.labour.gov.hk/eng/faq/cap282a_whole.htm