

To: Hong Kong Securities and Investment (HKSI) Institute
Room 510, 5/F, Wing On Centre, 111 Connaught Road Central, Hong Kong

Summer Internship Programme (SIP) 2020 – Asset and Wealth Management Sector

APPLICATION FORM FOR PARTICIPATING EMPLOYER

(Application deadline: 15 January 2020)

- Notes:**
- (i) Please complete the Form in **BLOCK LETTERS**.
 - (ii) The applicant shall submit the duly-signed ORIGINAL completed form together with copies of the **company business registration and relevant documents as proof for fulfilling the eligibility requirements**. For group companies, **relevant documents as proof of relationships** between fellow subsidiary / subsidiaries and the parent group are required.
 - (iii) The completed Appendix II (in Microsoft Word format) should be sent to internship@wamtalent.org.hk.

Our company wishes to participate in the “Summer Internship Programme – Asset and Wealth Management Sector” (“SIP”) organised by the Hong Kong Securities and Investment (“HKSI”) Institute. In consideration of the processing of our application, we hereby undertake to, if our application is approved, comply with the “Terms & Conditions” of the SIP set out in Appendix I and Appendix II to this application form (“Form”) (to the extent they concern our obligations as a Participating Employer (“PE”)) and any other conditions subject to which the approval is given.

Applicant Information

Company Name (Chinese) _____
(English) _____

Address _____

Company Size (number of employees) _____

Business Nature (Please select as appropriate)

- | | | |
|--|---|---|
| <input type="checkbox"/> Financial institution registered by the Hong Kong Monetary Authority | <input type="checkbox"/> Financial institution licensed with the Securities and Futures Commission under the Securities and Futures Ordinance (Cap.571) for | <input type="checkbox"/> Trustees approved by the Mandatory Provident Fund Schemes Authority under the Mandatory Provident Fund Schemes Ordinance (Cap.485) |
| <input type="checkbox"/> Trust company registered under Part 8 of the Trustee Ordinance (Cap.29) | <input type="checkbox"/> Type 4 (advising on securities) regulated activity; or
<input type="checkbox"/> Type 9 (asset management) regulated activity | |
| <input type="checkbox"/> Insurer authorised or insurance intermediaries licensed under the Insurance Ordinance (Cap. 41) | <input type="checkbox"/> Firms or corporate practices registered with the Hong Kong Institute of Certified Public Accountants | |
| | <input type="checkbox"/> Trusts or company service providers licensed by Company Registry under Anti-Money laundering and Counter-terrorist Financing Ordinance (Cap.615) | |



Summer Internship Programme 2020 – Asset and Wealth Management Sector

APPLICATION FORM FOR PARTICIPATING EMPLOYER (continued)

Company profile (less than 500 words):

General line number _____

Website Address _____

Contact Person (Mr/Ms) _____ Telephone _____

Position _____ Email _____

Authorised Person (Mr/Ms) _____ Telephone _____

Position _____ Email _____

Signature of Authorised Person
For and on behalf of the Company

Company Chop

Date

Summer Internship Programme 2020 – Asset and Wealth Management Sector

APPLICATION FORM FOR PARTICIPATING EMPLOYER (continued)

Handling of Information

1. The personal data (“**Data**”) requested on this Form are collected by HKSI Institute and the Financial Services and the Treasury Bureau (“**FSTB**”) of the HKSAR Government (hereafter collectively referred to as “**Data Users**”) for processing applications for the SIP, an initiative under the Pilot Programme to Enhance Talent Training for the Asset and Wealth Management Sector.
2. The information provided on the Form, including the Data, will be used by the Data Users for the following purposes:
 - (a) providing information on internship positions to students and processing applications for the recruitment of student interns under the SIP and all other purposes arising from or incidental to it, including matching of the information provided on this Form provided against other databases currently held by HKSI Institute;
 - (b) providing information on the SIP to students, employers and other members of the public;
 - (c) compiling statistics and conducting research for operation of the SIP; and
 - (d) any other legitimate purposes as may be required, authorised or permitted by law.
3. The information provided on the 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.
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 on 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.
5. Applicants have the right to request access to and correction of the Data. Such requests may be made in writing to: The Implementation Agent, Pilot Programme to Enhance Talent Training for the Asset and Wealth Management Sector at Hong Kong Securities and Investment Institute, Room 510, 5/F, Wing On Centre, 111 Connaught Road Central, Hong Kong.

Appendix I

Summer Internship Programme 2020 – Asset and Wealth Management Sector

APPLICATION FORM FOR PARTICIPATING EMPLOYER (continued)

Terms & Conditions for the Applicant

The Applicant undertakes to comply with the following terms and conditions (to the extent they concern the Applicant's obligations as a Participating Employer ("PE")) if its application is approved:

Application as PE

1. The PE shall submit all required job information regarding the internship position(s) in accordance with the format as specified in Appendix II. In addition to submitting the original hard copy, a soft copy of the Appendix II must also be provided in Microsoft Word format on or before the **application deadline of 15 January 2020** to Hong Kong Securities and Investment ("HKSI") Institute.
2. Each internship position should last 4 to 8 weeks during the summer of 2020. The student interns should be offered meaningful WAM-related work assignments in different job functions with practical value to facilitate their understanding of the various functional roles in the WAM sector.
3. Based on the past experience from SIP, a number of students preferred taking up more than one internship position during the summer. Students are allowed to take up more than one internship positions offered by different PEs in SIP 2020. The internship positions can be in the same or different job categories provided by different PEs without any overlapping periods.
4. If the student intern cannot complete the internship due to conflicting engagements in the summer of 2020, the PE may choose to extend the offer to complete the internship in winter subject to the prior approval of the Vetting Committee ("VC"). VC reserves all the rights to the final decision of internship period extension.

5. The PE should be aware that an eligible student intern (“**Intern**”) of SIP 2020 of which the honorarium subsidy under the Pilot Programme to Enhance Talent Training for the Asset and Wealth Management Sector (“WAM Pilot Programme”) is applicable, the student intern must fulfil the following requirements:
 - (a) **studying with the 22 accredited degree-awarding higher education institutions¹ and will continue his/her undergraduate study after the internship period;**
 - (b) **resident of the Hong Kong Special Administrative Region;**
 - (c) **lawfully employable in the Hong Kong Special Administrative Region.**
6. The PE shall be informed no later than **7 February 2020** whether its internship position(s) is approved by the Vetting Committee for inclusion in SIP 2020. The Vetting Committee comprises representatives from FSTB and HKSI Institute.

Selection / Recruitment Process

7. The PE shall at its sole cost and expense in light of its own business considerations conduct the selection process for recruiting the Intern.
8. The PE shall report the following information to HKSI Institute :
 - (a) the intended list of offers (list of suitable students, in order of preference, to be recruited as Interns) **as soon as the selection process is completed and definitely before extending any job offers;** and
 - (b) any other timely updates on the selection / recruitment process as requested.

Offer and Appointment

9. All PEs shall make job offers directly to their selected students **after notifying HKSI Institute.**
10. All PEs have to submit a Final Acceptance List to HKSI Institute as soon as the students have committed to be interns, preferably with their employment contracts already signed.

¹ 22 accredited degree-awarding higher education institutions in Hong Kong include Caritas Institute of Higher Education, Centennial College, Chu Hai College of Higher Education, City University of Hong Kong, Gratia Christian College, HKCT Institute of Higher Education, Hong Kong Academy for Performing Arts, Hong Kong Baptist University, Hong Kong Nang Yan College of Higher Education, Hong Kong Shue Yan University, Lingnan University, Technological and Higher Education Institute of Hong Kong of Vocational Training Council, The Chinese University of Hong Kong, The Education University of Hong Kong, The Hang Seng University of Hong Kong, The Hong Kong Polytechnic University, The Hong Kong University of Science and Technology, The Open University of Hong Kong, The University of Hong Kong, Tung Wah College, University Of Wollongong College Hong Kong, and Yew Chung College of Early Childhood Education

Requirements before Internship Commencement

11. Internships cannot and will not commence unless the Interns concerned have completed the verification process conducted by HKSI Institute. All verification should be completed and confirmed by HKSI Institute prior to the commencement of internship. **Any internship commenced without such compliance will not be eligible for SIP subsidy under the WAM Pilot Programme.**
12. The PE shall endeavour to attend the Readiness Briefing Session(s) for Employers organised by HKSI Institute in **May / early June 2019** prior to commencement of the internship.
13. The PE is required to nominate experienced employees from within its own organisation to be Mentor(s) of the Intern(s) in accordance with the guidelines of the Summer Mentoring Programme². Nomination should reach HKSI Institute no later than the internship commencement dates of respective recruited Intern(s).

PE's Obligations under SIP

14. The PE shall bear full responsibility to comply with all applicable local legislation and statutory requirements in relation to the employment of the Intern.
15. The PE shall enter into an employment contract with the Intern which clearly states the working hours / days requirement, job position and remuneration.
16. For the avoidance of doubt and notwithstanding anything herein to the contrary, neither HKSI Institute nor the Hong Kong Special Administrative Region Government shall have any obligation whatsoever in respect of the employment contract.
17. The PE shall determine and pay a monthly honorarium to the Intern and be responsible for any other payments, including cost for provision of guidance and coaching during the internship period.
18. Any other benefits or terms may be provided to the Intern in accordance with the Employer's policy, subject to compliance with the laws of Hong Kong.
19. The PE shall put in place a mechanism to supervise and monitor the Intern's daily job performance with assessment and feedback provided to the Intern at the end of the internship period.
20. The PE shall agree to follow all other necessary procedures as requested by HKSI Institute for the purpose of administering SIP 2020 which may arise before, during and/or after the internship placement of the Intern.
21. The PE shall provide update on changes in the employment status of the Intern and report related performance issues, if any, as soon as practicable to HKSI Institute.
22. The PE shall agree that members of HKSI Institute may visit the Intern at the workplace on a random basis during the internship period as necessary.
23. The PE shall complete post-internship evaluation on the Intern and on the overall SIP for submission to HKSI Institute.

² Guidelines of the Summer Mentoring Programme are set out in the SIP Guide for Employers (2020) Appendix II.

Subsidy

24. The HKSAR Government will subsidise up to 75% or HK\$7,000 (whichever is lower) of the honorarium paid by the PE to the Intern on a 4-week basis, up to a maximum of 8 weeks per year for each Intern.
25. The PE shall be eligible to apply for the subsidy subject to prior receipt of verification confirmation from HKSI Institute before the Intern commences his/her internship and that the Intern has attained at least 80% of the contractual working hours / days as specified in the employment contract.
26. The PE may be given the subsidy on a pro-rata basis for incomplete internships subject to the Vetting Committee's decision.
27. The PE shall submit to HKSI Institute its application for reimbursement of the honorarium paid to the Intern within 60 days after the end of the internship period with a complete set of required documents³ for processing.

Consequences for non-compliance

28. A PE will be put on the “watchlist” if there are any substantiated complaints against it. The PE concerned may then be barred from participating in the WAM Pilot Programme again.
29. In the case that a PE is found to have wilfully and knowingly made false statements or provided wrong information, the respective regulator will be informed of such an incident(s).

I confirm that I have read, understand and agree to the above handling of information and terms & conditions for the PE in the SIP 2020.

Signature of Authorised Person
For and on behalf of the Company

Company Chop

Date

³ The required documents are: (a) proof of payment of the honorarium paid to and acknowledgement receipt signed by the Intern, (b) proof of the Intern's attendance record (c) copy of employment contract or certificate of employment of the Intern, (d) completed performance assessment on the Intern concerned using a prescribed form from HKSI Institute and (e) completed overall evaluation on the SIP using a prescribed form from HKSI Institute.



Appendix II

Summer Internship Programme 2020 – Asset and Wealth Management Sector

INTERNSHIP POSITIONS SUMMARY SHEET

- Student applications or system notifications will be forwarded to the email address provided by the PE on this form. The PE should note that, in addition to receiving student applications based on students' choices, other student applications may also be forwarded for its consideration if its internship position(s) remain open after the Appointment Round and there are other student applications remaining. Please uncheck the box if you do not wish to receive such student applications.

Company Name (PE)	
Website Address	
Email to receive student applications or system notifications	
Details of Contact Person	
- Name (Mr/Ms)	
- Position	
- Telephone	
- Email	

Internship Positions ⁴			Job Cat ⁵	Remuneration ⁶ HK\$	No. of Positions	<i>(for office use only)</i>	
Hiring Company (if different from PE)	Position Title	Approved				Remarks	
1.							
2.							
3.							
Total :							

⁴ There is no limit on the number of internship positions each PE can apply. Please use additional sheets if needed.

⁵ The Applicant is required to define each internship position in accordance with the Job Category ("Job Cat") which is defined as follows:

Functional Role	Wealth Management (includes trustee services)	Asset Management
Front Office	WF	AF
Middle Office	WM	AM
Back Office	WB	AB
Mixed	WX	AX

⁶ Remuneration information is for HKSI Institute's internal record only. It will not be posted on the recruitment website for application by students. Remuneration is to be determined by PEs and it should be directly communicated to the students. The signed employment contract between the PE and Intern should clearly specify the remuneration.



Appendix II

Summer Internship Programme 2020 – Asset and Wealth Management Sector

Internship Position number : _____
(for office use only)

Company Name (PE):					
Hiring Company : (if different from PE)					
Contact person details (if different from PE) :					
Position Title :					
Department :				Job Cat ⁷	
Number of Positions :		Internship Duration:		Weeks	
Main Duties :					
1.					
2.					
3.					
4.					
5.					
6.					
Requirements: <i>(Academic qualifications and/or other skills set)</i> <i>(If there are specific academic attainment requirements such as GPA, please specify.)</i>					
1					
2.					
3.					
4.					
5.					
6.					
Working Location :					
Working Hours :		Mon to Fri		to	Meal Break
		Sat		to	Meal Break
Other Supplementary Information <i>(eg. Any need for student applicants to directly access the employer's recruitment portal, reporting hierarchy, career prospects etc.)</i>					

⁷ Please refer to the Job Category table as depicted on the summary sheet.



Appendix II

Summer Internship Programme 2020 – Asset and Wealth Management Sector

Internship Position number : _____
(for office use only)

Company Name (PE):							
Hiring Company : (if different from PE)							
Contact person details (if different from PE) :							
Position Title :							
Department :				Job Cat ⁸			
Number of Positions :		Internship Duration:		Weeks			
Main Duties :							
1.							
2.							
3.							
4.							
5.							
6.							
Requirements: <i>(Academic qualifications and/or other skills set)</i> <i>(If there are specific academic attainment requirements such as GPA, please specify.)</i>							
1							
2.							
3.							
4.							
5.							
6.							
Working Location :							
Working Hours :		Mon to Fri		to		Meal Break	
		Sat		to		Meal Break	
Other Supplementary Information <i>(eg. Any need for student applicants to directly access the employer's recruitment portal, reporting hierarchy, career prospects etc.)</i>							

⁸ Please refer to the Job Category table as depicted on the summary sheet.



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Internship Position number : _____
(for office use only)

Company Name (PE):					
Hiring Company : (if different from PE)					
Contact person details (if different from PE) :					
Position Title :					
Department :				Job Cat ⁹	
Number of Positions :		Internship Duration:		Weeks	
Main Duties :					
1.					
2.					
3.					
4.					
5.					
6.					
Requirements: <i>(Academic qualifications and/or other skills set)</i> <i>(If there are specific academic attainment requirements such as GPA, please specify.)</i>					
1					
2.					
3.					
4.					
5.					
6.					
Working Location :					
Working Hours :		Mon to Fri		to	Meal Break
		Sat		to	Meal Break
Other Supplementary Information <i>(eg. Any need for student applicants to directly access the employer's recruitment portal, reporting hierarchy, career prospects etc.)</i>					

⁹ Please refer to the Job Category table as depicted on the summary sheet.