



簡介會  
Briefing

# 簡介會流程 Rundown

1) 「2022保就業」計劃簡介

Introduction of 2022 Employment Support Scheme

2) 問答環節

Q&A session

# 背景 Background

- 行政長官3月18日公布於「防疫抗疫基金」下設立「2022保就業」計劃，撥款於4月12日獲得立法會財務委員會通過。

The Chief Executive announced on 18 March the launch of 2022 Employment Support Scheme (2022 ESS) under the Anti-epidemic Fund. Funding application was passed by the Finance Committee of the Legislative Council on 12 April.

“「2022保就業」計劃是一項撐企業、保就業、提振信心的舉措”

2022 ESS is an initiative to support businesses, protect jobs and boost confidence in the economy

# 目的 Objectives

- 1 向受第五波疫情影響的行業，特別是中小型企業提供工資補貼，以協助僱主保留現時僱員，甚至在疫情許可的情況下重振業務時增聘員工。

Providing wage subsidies to sectors affected by the fifth wave, particularly small-and-medium sized enterprises (SMEs), so that **employers** can retain their existing employees and even hire more employees when the pandemic situation improves.






- 2 向自僱人士提供一筆過資助。

Providing a one-off subsidy to **self-employed persons** (SEPs).

# 申請資格 (僱主) Eligibility (employer)

- 申請者須以公司 / 法團 / 機構 / 個人僱主身分提出申請，並：  
Applicant should apply in the capacity of a **company/ corporation/ organisation/ natural person**, and:
  - ☒ 不是「剔除名單」第一部分列明的僱主；  
Is not an employer listed in Part I of the Exclusion List;
  - ☒ 須於2021年12月31日或之前已參與強積金計劃或設立職業退休計劃；  
Must have participated in MPF Schemes or set up ORSO Schemes on or before 31 December 2021;
  - ☒ 沒有牽涉清盤、撤銷公司註冊、剔除註冊的相關程序或處於不活動狀態；以及  
Has not been involved in winding up, deregistration or striking off process or has not become dormant; and
  - ☒ 在2022年5月10日或之前已繳清「2020保就業」計劃的退款 / 罰款（如有）。  
Has fully settled all clawback/penalty of 2020 Employment Support Scheme (if any) on or before 10 May 2022.

# 申請資格 (僱主) Eligibility (employer)

- 「剔除名單」第一部分列明的僱主（詳見計劃網站）：  
Part I of the Exclusion List (please refer to the ESS website):
  -  特區政府、立法會、司法機構  
The Government, Legislative Council and the Judiciary of the HKSAR
  -  中央駐港機構  
Organisations of the Central People's Government in the HKSAR
  -  其他政府和國際組織的辦事處  
Offices of other Governments and International Organisations
  -  指定法定機構及公司  
Specified statutory bodies and corporations
  -  指定公營機構、政府擁有的公司、資助機構及其他  
Specified public organisations, government-owned companies or subvented organisations and others

# 僱主工資補貼金額及計算方法

## Employer wage subsidy calculation

- 計算工資補貼的主要概念

Key concepts for wage subsidy calculation:

- 1 參照月份  
Reference month
- 2 補貼名額上限及補貼金額上限  
Subsidised quota cap and maximum subsidy amount
- 3 行業上限  
Sector-specific cap
- 4 自選補貼人數  
Chosen subsidised headcounts
- 5 承諾及罰則  
Undertaking and penalty

# 參照月份 Reference month

## 申請者曾獲批 「2020保就業」計劃

Applicants whose application for 2020 ESS had been approved

可選擇：

Can choose between:



更快獲發補貼  
Faster payment

1

獲批「2020保就業」計劃時的強積金 / 職業退休計劃紀錄，「參照月份」為獲批「2020保就業」計劃時申請者所選擇的「指定月份」

**MPF/ORSO Schemes records of the 2020 ESS**, reference month shall be the “specified month” selected by applicants under the 2020 ESS

2

2021年第四季強積金 / 職業退休計劃紀錄（「2021年第四季紀錄」），「參照月份」為2021年10月至12月內申請者可獲最高「補貼金額上限」的月份

**MPF/ORSO Schemes records as at 2021 Q4 (“2021 Q4 records”)**, reference month shall be a month within the period between October and December 2021 which can bring the highest level of the “maximum subsidy amount”

## 申請者未曾獲批 / 未有申請 「2020保就業」計劃

Applicants whose application for 2020 ESS had not been approved/  
not having applied for 2020 ESS

必須採用「2021年第四季紀錄」，「參照月份」為2021年10月至12月內申請者可獲最高「補貼金額上限」的月份

**Shall use 2021 Q4 records**, the “reference month” shall be a month within the period between October and December 2021 which can bring the highest level of the “maximum subsidy amount”



# 補貼名額上限及補貼金額上限

## Subsidised quota cap and maximum subsidy amount

「參照月份」的每月工資 Monthly wage of "reference month"	按工資範圍內僱員人數得出各項補貼名額 Respective subsidy quota according to the number of employees within the wage range	每月可獲補貼上限 Monthly maximum subsidy amount
8,000元或以上 \$8,000 or more	= 「全額補貼名額」 = "Full subsidy quota"	8,000元 x 「全額補貼名額」 \$8,000 x "Full subsidy quota"
3,000元或以上但少於8,000元 At least \$3,000 but less than \$8,000	= 「半額補貼名額」 = "Half subsidy quota"	4,000元 x 「半額補貼名額」 \$4,000 x "Half subsidy quota"
少於3,000元的65歲或以上僱員 Employees aged 65 or above with less than \$3,000	= 「年長補貼名額」 = "Elderly subsidy quota"	4,000元 x 「年長補貼名額」 \$4,000 x "Elderly subsidy quota"
合共 Total	「補貼名額上限」 "Subsidised quota cap"	「補貼金額上限」 "Maximum subsidy amount"

# 行業上限

## Sector-specific cap

- 除下述兩個「行業上限」情況外，按上文表列計算的「補貼名額上限」會成為申請者就每個補貼月份申請補貼僱員數目上限：

Other than the following two conditions related to the “sector-specific cap”, the “subsidised quota cap” calculated according to the table above will be the maximum number of employees eligible for subsidies in each subsidy month:

若申請者申報的核心業務... If applicants' declared core business...	「行業上限」為... “sector-specific cap” will be...
屬於「受限名單」上的範圍 Belongs to sectors on the Restricted List	<b>100 名合資格僱員</b> <b>100 eligible employees</b>
不屬於「受限名單」上的範圍 Does not belong to sectors on the Restricted List	<b>1 000 名合資格僱員</b> <b>1 000 eligible employees</b>

## 「受限名單」範圍的行業（詳見計劃網站）：

Sectors on the Restricted List (please refer to the ESS website):

- 1** 超級市場和便利店  
Supermarkets and convenience stores
- 2** 藥房和藥行  
Pharmacies and medicine companies
- 3** 企業與消費者間的電子商貿平台（包括產品銷售、餐飲訂購、車輛預約）  
Business-to-consumer e-commerce platforms (including retail product, food and beverage takeaway, delivery vehicle booking)
- 4** 物業管理、清潔及保安  
Property management, cleaning and security services
- 5** 保險、銀行、證券、強積金、資產管理、託管及信託  
Insurance, banking, securities, Mandatory Provident Fund, asset management, custody and trust businesses
- 6** 本地速遞及派送服務  
Local courier and delivery services
- 7** 公用事業公司（包括電力公司、煤氣公司、石油氣公司、油公司、電訊公司 / 電訊商）  
Public utility companies (including electricity companies, town gas companies, liquefied petroleum gas companies, oil companies, telecommunications companies/operators)
- 8** 主題公園  
Theme parks
- 9** 私家醫院、私營醫療集團及醫務化驗所  
Private hospitals, medical group practices and medical laboratories
- 10** 建造業總承建商（不包括裝飾維修保養工程）  
Principal contractors of construction industry (excluding repair, maintenance, addition and alteration (RMAA) works)
- 11** 地產發展商  
Property and real estate development businesses
- 12** 地產代理商  
Real estate agencies
- 13** 外判人力資源公司  
Human Resources Outsourcing Agencies

# 自選補貼人數

## Chosen subsidised headcounts

- 有別於「2020保就業」計劃，今輪計劃容許申請者自行填報每個補貼月份將聘用並希望獲得補貼的各類僱員人數，政府代理人將按下表計算申請者每月可獲補貼。

This scheme will be different from the 2020 ESS by allowing applicants to apply for each subsidy month the number of employees in different categories they intend to hire and receive subsidies for. The government-appointed agent will calculate the subsidy amount eligible for each month according to the table below.

- 為增加彈性，申請者會在遞交申請表後，在6月初和7月初各有一次機會，分別更改6月和7月的自選補貼人數。

To increase flexibility, applicants can, after submitting applications, amend once the chosen subsidised headcounts of June and July in early June and early July respectively.

# 自選補貼人數

## Chosen subsidised headcounts

	申請者填報僱員人數 Proposed employee headcounts by applicants	每月可獲補貼 Subsidy received each month	填報人數須符合的條件 Conditions met by proposed employee headcounts
	「全額補貼人數」 “Full subsidy headcount”	8,000元 x 「全額補貼人數」 \$8,000 x “full subsidy headcount”	「全額補貼人數」不超過「全額補貼名額」 <sup>註</sup> “Full subsidy headcount” not exceeding “full subsidy quota” <sup>Note</sup>
	「半額補貼人數」 “Half subsidy headcount”	4,000元 x 「半額補貼人數」 \$4,000 x “half subsidy headcount”	除特殊情況外，「半額補貼人數」不應超過「半額補貼名額」 <sup>註</sup> “Half subsidy headcount” not exceeding “half subsidy quota” <sup>Note</sup> unless in special circumstances
	「年長補貼人數」 (65歲或以上僱員) “Elderly subsidy headcount” (Employees aged 65 or above)	4,000元 x 「年長補貼人數」 \$4,000 x “elderly subsidy headcount”	「年長補貼人數」不超過「年長補貼名額」 <sup>註</sup> “Elderly subsidy headcount” not exceeding the “elderly subsidy quota” <sup>Note</sup>
合共 Total	「自選補貼人數」 “Chosen subsidised headcount”	每月可得的工資補貼額 Wage subsidy received each month	「自選補貼人數」不超過「補貼名額上限」 <sup>註</sup> 也不超過「行業上限」 “Chosen subsidised headcount” not exceeding “subsidised quota cap” <sup>Note</sup> and “sector-specific cap”

註：「全額補貼名額」、「半額補貼名額」、「年長補貼名額」和「補貼名額上限」由政府代理人按申請者的「參照月份」計算。

Note: “Full subsidy quota”, “half subsidy quota”, “elderly subsidy quota” and “subsidised quota cap” are derived by the government-appointed agent based on applicants’ “reference month”.

# 承諾及罰則

## Undertaking and penalty

- 申請者承諾將全數補貼用以支付工資，以及在補貼期內每月聘用足夠僱員以滿足以下條件，並在該月的強積金 / 職業退休計劃紀錄反映相關聘用情況：

Applicants shall undertake to **use all subsidies for paying wages**, and **employ sufficient number of employees** in fulfilling the following criteria in each subsidy month, and **reflect the respective employment situation in the records of the MPF/ORSO Schemes**:

- 1 該月工資8,000元或以上的僱員不少於該月自選「全額補貼人數」；  
the number of employees with a monthly wage of \$8,000 or above is no less than the chosen “full subsidy headcount”;
- 2 該月滿足條件(1)所需的名額後，餘下工資4,000元或以上的僱員不少於該月自選「半額補貼人數」；  
having fulfilled the headcount requirement in criteria (1), the remaining number of employees with a monthly wage of \$4,000 or above is no less than the chosen “half subsidy headcount”;
- 3 該月工資4,000元或以上的65歲或以上僱員不少於該月自選「年長補貼人數」；以及  
the number of employees aged 65 or above with a monthly wage of \$4,000 or above is no less than the chosen “elderly subsidy headcount”; and
- 4 該月工資4,000元或以上的僱員不少於該月「自選補貼人數」。  
the number of employees with a monthly wage of \$4,000 or above is no less than the “chosen subsidised headcount”.

# 承諾及罰則

## Undertaking and penalty

- 若在補貼期間任何一個月未能完全履行上述承諾，申請者除須**退回**相關的工資補貼外（即8,000元或4,000元），亦須額外繳交**退回工資補貼之10%作為罰款**。

If the above undertaking is not fully fulfilled in any month within the subsidy period, apart from **returning** the relevant subsidy amount (i.e. either \$8,000 or \$4,000), applicants are also required to pay a **penalty equivalent to 10% of the subsidy amount to be returned**.

# 承諾及罰則

## Undertaking and penalty

### 參與強積金計劃僱主的審核準則：

#### Assessment criteria for employers participating in MPF Schemes:

會以強積金受託人提供的強積金紀錄證明書所顯示的受薪僱員總數及「有關入息」，審核有關僱主有否違反承諾。

Will base on the **number of paid employees and “relevant income”** recorded in the MPF certificates provided by MPF trustees to check if the relevant employers have fulfilled the undertakings.

關於新僱員： Regarding <b>new employees</b> :	須於每月「強積金供款日」或之前為其開設僱員戶口及作每月供款 Require to <b>open MPF employee accounts</b> and <b>make monthly contributions</b> for the relevant employees on or before the “MPF contribution day” for the months concerned
關於65歲或以上僱員： Regarding <b>employees aged 65 or above</b> :	須於每月「強積金供款日」或之前為其申報每月工資 Require to <b>report the monthly wage</b> of the relevant employees on or before the “MPF contribution day” for the months concerned
關於臨時僱員： Regarding <b>casual employees</b> :	須於每月「強積金供款日」或之前為其申報每月工資及作相關供款 Require to <b>report the monthly wage</b> and <b>make MPF contributions</b> for the relevant employees on or before the “MPF contribution day” for the months concerned



僱主必須切實遵守，否則相關僱員將不會顯示於強積金紀錄上，不能用於滿足申請者的承諾。

**Employers' compliance is necessary.** Otherwise, information of these employees will not be shown on the MPF records of the months concerned and cannot be used to fulfil the undertaking.



# 承諾及罰則

## Undertaking and penalty

參與職業退休計劃的僱主的審核準則：

Assessment criteria for employers who set up ORSO Schemes:

須以指定方式提供每名獲補貼僱員的實際工資及標示65歲或以上僱員，並於指定限期或之前提交予秘書處及 / 或政府代理人

Required to fill in the actual wages paid to each subsidised employee and indicate those employees aged 65 or above in the specified manner, and submit it to the Secretariat and/or the government-appointed agent on or before the set deadline.

會按僱主所提供的資料及就每個補貼月份遞交的**僱員工資證明文件**，審核有關僱主有否違反承諾

Will determine whether undertaking is fulfilled based on the information provided and the **employees' wages records** submitted for each subsidy month.

# 申請資格 (自僱人士) Eligibility (SEP)

- 申請者須以自僱人士的個人身分提出申請，並：  
Applicant should apply in an **individual capacity as a self-employed person**, and:
    - ✓ 須於2021年12月31日或之前已成功開設「自僱人士強積金戶口」，並於申請當日仍未取消該戶口；以及  
Must have successfully created an MPF “Self-employed person” account (“MPF SEP account”) on or before 31 December 2021, and have not terminated the account at the time of application; and
    - ✓ 若合資格的自僱人士擁有多於一個「自僱人士強積金戶口」，亦只能提交一次申請。  
If an eligible self-employed person has more than one “MPF SEP account”, only one application can be submitted.
- !! 「自僱人士強積金戶口」是指以「自僱人士」身分開設的強積金戶口，而在其強積金供款紀錄文件中，一般會印有「自僱人士」帳戶等字句。  
An “MPF SEP account” is opened by a person who has enrolled himself/herself in an MPF scheme as an “SEP”. Generally, MPF contribution records of SEPs would show descriptions such as an “SEP” account.

# 自僱人士資助金額 SEP subsidy

- 合資格自僱人士每人可獲一筆過8,000元資助。
- Eligible SEPs will each be granted a one-off subsidy of \$8,000.

# 申請程序

## Application procedures

### 申請期 (兩星期)

4 月 29 日(早上 8 時)至 5 月 12 日(晚上 11 時 59 分)

須於申請期內填妥網上申請表及上載所需證明文件  
( 無論有否曾經申請「2020保就業」計劃 )

### Application period (2 weeks)

29 April at 8:00 am to 12 May at 11:59 pm

Should complete and submit the online application form and upload the necessary documents (regardless of whether an application for the 2020 ESS was made before)



# 申請程序 (僱主)

## Application procedures (employer)



曾經成功獲批「2020保就業」計劃的僱主申請者，必須使用「2020保就業」計劃的申請編號及商業登記號碼遞交本計劃申請。

**Employer applicants** with applications approved in the 2020 ESS are **required** to submit applications by using their 2020 ESS application number and business registration number.

- 獲批「2020保就業」計劃工資補貼的申請者會在**4月25-26日**收到電郵及手機短訊提醒舊有的申請編號。

Successful applicants in the 2020 ESS will be notified of their 2020 ESS application number on **25-26 April** by email and SMS.

- 如兩日後仍未能收到電郵及手機短訊，申請者須**致電1836-122**或以「2020保就業」計劃下的登記電郵地址發送電郵至**enquiry@ess.gov.hk**以查詢相關資料。

If no emails and SMS messages are received in the next two days, applicants **should call 1836-122** or send an e-mail via their registered email account under the 2020 ESS to **enquiry@ess.gov.hk** to enquire about relevant information.

# 資助發放安排

## Subsidy disbursement arrangements

- 會透過手機短訊及電郵通知申請者其申請結果。如獲批核，補貼會存入申請者在申請表所列的銀行帳戶內。  
Will notify applicants of their application results via SMS and email. If approved, the subsidy will be credited to the applicant's bank account listed in the application form.

- 僱主的工資補貼會分**四期發放**：

**Employers' wage subsidies will be paid in four tranches:**

第一期 1 <sup>st</sup> tranche	2022年5月補貼的100% 100% of subsidies of May 2022
第二期 2 <sup>nd</sup> tranche	2022年6月補貼的100% 100% of subsidies of June 2022
第三期 3 <sup>rd</sup> tranche	2022年7月補貼的70% 70% of subsidies of July 2022
第四期 4 <sup>th</sup> tranche	2022年7月補貼餘下30%在扣除退回補貼和罰款（如有）後的餘下金額 30% of subsidies of July 2022 after deducting subsidies to be returned to the Government and penalties to be paid (if any)

- 除非另有指示，一次性資助會存入成功**自僱人士**申請者在2020年的現金發放計劃的銀行帳戶內。  
One-off subsidy for successful **SEP** applicants credited to their bank accounts under the Cash Payout Scheme launched in 2020 unless advised otherwise.

# 審查及監察機制

## Auditing and monitoring mechanism

- 1** 會於發放資助前或後審核申請者有否違反本計劃的守則及條款。

We will conduct audits before or after subsidy disbursement to determine whether any terms and conditions have been violated.
- 2** 會審視和抽查僱主提交的資料，並到被抽查的僱主機構作現場審核。

We will verify the information submitted by applicants when processing applications and if necessary, will conduct random on-site audits at employer organisations.
- 3** 秘書處按其絕對酌情權認為獲批本計劃工資補貼的僱主在補貼期間的行為直接或間接違反本計劃的目標或有違公眾利益，有權要求該僱主在指定期間內向政府退回全數或部分任何已發放的補貼及繳交罰款。

The Government reserves the right to require an employer applicant to return the wage subsidies received (in full or in part) and pay a penalty within a specified period if the Secretariat, in its absolute discretion, considers that the employer has, during the subsidy period of the Scheme, engaged in conduct which directly or indirectly violates the objective of retaining employment under the Scheme, or is contrary to public interest.

# 審查及監察機制

## Auditing and monitoring mechanism

- 4 採取高透明度方式，讓公眾及僱員作出監察。將在計劃網站上載已領取本計劃工資補貼的僱主名單、所獲的工資補貼金額及「自選補貼人數」、「全額補貼人數」、「半額補貼人數」及「年長補貼人數」。

We will adopt a highly transparent approach to enable monitoring by members of the public and employees concerned. The Secretariat will publish the names of employers who have received wage subsidies under the Scheme, the amount of wage subsidies received, and their “chosen subsidised headcount”, “full subsidy headcount”, “half subsidy headcount” and “elderly subsidy headcount”.

- 5 會認真跟進所有舉報及投訴個案，包括作現場審核及覆檢有關僱主的申請資格、提交資料的真確性、所獲批款項及受託人所提供的相關強積金供款紀錄，而秘書處會成立覆檢小組監察處理個案的進度，並督導及檢視較特殊的個案。

We will rigorously follow up on all alleged reports and complaints, including conducting on-site checking as well as reassessing the eligibility of the concerned employers, authenticity of the information submitted, the amount of subsidies disbursed and the relevant MPF contribution records provided by MPF trustees. The Secretariat will set up a review panel to monitor the progress of cases being handled, as well as to oversee and review special cases.



# 法律責任 Legal liabilities

- 申請者必須如實填報申請表及提交真實、完整及準確的資料。如申請者向政府或政府代理人作出任何虛假陳述、虛報、隱瞞或提供虛假或誤導的文件或資料，以獲取本計劃資助，可能會被**刑事檢控**。  
The applicant must provide true, complete and accurate information in the application form. If an applicant makes any false statement or misrepresentation, withholds any information, or furnishes to the Government or the government-appointed agent any false or misleading documents or information for the purpose of obtaining subsidies under the Scheme, the applicant may be **liable for prosecution**.

**!!** 政府對違法個案「零容忍」。事實上，秘書處已就「2020保就業」計劃轉介多個懷疑個案予警方調查，而警方亦在去年底採取拘捕行動，涉及兩個企業虛構僱員人數騙取工資補貼。

The Government has “zero tolerance” for unlawful cases. As a matter of fact, the Secretariat has referred a number of doubtful cases concerning the 2020 ESS to the Police for investigation. Late last year, the Police took arrest actions, involving two enterprises that forged the number of employees to deceive wage subsidies.

# 查詢 Enquiry

<http://www.ess.gov.hk/>

1

網上即時對話功能  
Live-chat function online

2

✉ enquiry@ess.gov.hk

3

☎ 1836-122



少數族裔人士支援服務中心提供免費傳譯 / 翻譯服務  
Free interpretation/translation services for ethnic minorities



4

**5間服務中心：**

透過熱線1836-122 預約

**5 service centres :**

Appointment through hotline : 1836-122

# 查詢 Enquiry

- 提交申請後，可到以下連結以登入系統查詢申請狀態  
May check application status by using the link below after submission of application  
<https://enquiry.ess.gov.hk/>
- 申請人有責任留意短訊及電郵（包括「垃圾郵件夾」）  
Applicants should pay attention to SMS and emails (including those in the SPAM folder)
- 如申請資料不齊全，將會有手機短訊或電郵通知，要求申請者在指定日期前根據訊息內的指示補交。未能於指定時限內補交文件的申請將不獲處理  
If the information provided is incomplete, an SMS or email notification will be sent to applicants to request supplementary information on or before a specified date. Supplementary documents not submitted within the specified deadline will not be processed

# 問答環節

## Q&A session