



Smart Living - Home • Care Service Registration Form

Official Use

Received Date: _____

Confirmed Registration

Date: _____

Employer Ref.: _____

Job Ref.: _____

Location Code: _____

Updated referral status/

Referred Helper/date: _____

Referred Helper/date: _____

Referred Helper/date: _____

Date of follow-up/
successful referral: _____

Insurance Policy for

Helper(s):

Take out own insurance policy

Insurer name: _____

Policy no. _____

Policy Expiry date : _____

Insured Person: _____

Take out one off/

2-week insurance via

RSC

Remarks: _____

To: _____ Fax: _____
(Name of Smart Living - Regional Service Centre)

Employer's Information

Full Name :(English) _____ Mr / Ms (Chinese) _____ 先生/女士 _____
(as shown on your Hong Kong Identity Card)

No. of Family Members: _____ (Elderly) _____ (Adult) _____ (Child)

Contact Telephone No: _____ (Day) _____ (Night)

Address: _____

Email Address: _____ Fax No: _____

Please tick to show your acceptance to receive relevant information from Smart Living and the Employees Retraining Board. (You may notify the ERB at 182 182 any time to unsubscribe from this information.)

Vacancy Information

Job mode: Permanent Temporary/Contract job (3 months or less from _____ to _____)
 Full time Part time (less than 36 hours a week) Stay overnight

Salary: Monthly \$ _____ or Hourly \$ _____ For your reference, the market hourly rate for a part-time domestic and health care helper is about \$50-\$70.

For monthly payment, please fill in Total Working Hour _____ per month; Hourly Pay \$ _____

Working address : _____
(if different from above)

Working days: No. of days _____ per week on every _____,

Working Time: from _____ to _____

Duties :

Home: Cleaning (_____ sq.ft) Washing & Ironing Cooking (lunch/dinner)
 Marketing Preparing meals Relief for the foreign domestic helper
 Plant care Pet care Others: _____

Care: Post-natal care Child care (M, age: _____ / F, age: _____)

Escort for out-patient } M, age: _____ / F, age: _____
 Elderly care } help in bathing/ toileting/ changing diapers is required
 Care for discharged/ hospital patient } Others: _____

1. How did you hear about this referral service?

TV Radio Newspaper Leaflet Referral Labour Dept. Previous Employer
 Marketing Call ERB Website Others: _____

2. Under the Employees' Compensation Ordinance, you are required to take out Employees' Compensation Insurance for your helper(s). Have you taken out Employees' Compensation Insurance?

Yes No, but it will be ready on or before the first working day of my domestic helper(s).

Employer's Declaration:

I hereby declare that I have read and understood the Important Notes as printed overleaf and the personal data provided here is complete and true.

Employer's Signature: _____ Date: _____

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Important Notes

A. Points to Note

1. Please use a separate Registration Form for each post. This form can be copied for repeated use.
2. Each registration will remain valid for **3 months**. Please do not re-submit registration for the same vacancy when the registration is still valid. If you have any change in your contact details, or terms of employment, or if you wish to cancel your order, please notify the relevant Smart Living - Regional Service Centre by fax or phone immediately.
3. You have to guarantee that the person recruited for this post is a **direct employee** of you and would be **subject to the protection of the Employment Ordinance**. **Under the Employees' Compensation Ordinance, all employers are required to take out employees' compensation insurance to cover their liabilities both under the Ordinance and at common law for work injuries in respect of all their employees (including full-time and part-time employees, e.g. part-time domestic helpers).** For enquiries, please call the Labour Department at 2717 1771.
4. You may choose to take out your own insurance policy or the one-off/2-week insurance policy offered by the designated insurers of the Employees Retraining Board (ERB) via the Smart Living - Regional Service Centre. To ensure your compliance with the Employees' Compensation Ordinance, you are required to provide information about the insurance policy for your helper(s) to your Smart Living - Regional Service Centre on or before the successful referral is made, or the commencement day of the employment. If you fail to do so, the Smart Living - Regional Service Centre will refuse to provide the referral service.
5. Statutory Minimum Wage (SMW) becomes effective on 1 May 2011. You should pay the employee(s), to whom the Minimum Wage Ordinance applies, hired to fill this post wages no less than the SMW rate in respect of any wage period in accordance with requirements of the ordinance. The Smart Living-Regional Service Centre shall not accept registration of any vacancies of which the wages offered do not meet SMW rate. For details, please call the Labour Department or visit www.labour.gov.hk/tc/news/mwo.htm.
6. You should observe the anti-discrimination ordinances and **do not specify any requirements on the gender or age of the job seekers or any other discriminatory terms.** Otherwise, your registration will not be accepted. For details of the ordinances, please contact the Equal Opportunities Commission's Office at 2511 8211 or visit www.pcpd.org.hk.
7. Prior to appointment, you should check carefully the identity documents of the job seekers to confirm that they are legally employable in Hong Kong. Please observe the Personal Data (Privacy) Ordinance in collecting the personal data from job seekers. For details of the Ordinance, please contact the Privacy Commissioner's Office at 2827 2827 or visit <http://www.pcpd.org.hk>.
8. You should arrange for the employee(s) to join a registered MPF scheme (if applicable).
9. The ERB reserves the right to accept and display any vacancy provided by you.
10. You are advised to enter into employment contracts with your Smart Helpers. A sample employment contract can be downloaded from the Smart Living website at <http://www.erb.org/smartliving/>.

B. Statement of Purposes for Personal Data

1. Purpose of Collection

The personal data provided by you or by means of the Registration Form will be used by the ERB and/or the Smart Living - Regional Service Centres for job referral service, statistical, survey purposes, or taking out short-term insurance policy (if applicable). The provision of personal data in the process of your registration is voluntary. However, if you do not provide sufficient information, we may not be able to provide the referral service to you.

2. Classes of Transferees

For the above purposes, the personal data provided by you or by means of the Registration Form may be disclosed to job seekers, other Smart Living – Regional Service Centres, the associated training bodies of ERB, its appointed research company and insurance broker (if applicable). If employers fail to provide information/proof of taking out a valid insurance policy for their helpers to the relevant Smart Living - Regional Service Centres, their personal data may be disclosed to the Labour Department for investigation into a suspected case of violation of the Employees' Compensation Ordinance.

3. Access to Personal Data

You have a right of access and correction in respect of your personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right access includes the right to obtain a copy of record of your personal data. Enquiries concerning your personal data collected by means of Registration Form including the making of access and corrections should be made to the relevant Smart Living - Regional Service Centre.