



Smart Living - Home & Care Service Organisation Registration Form

“Smart Living” welcome organisations to subsidise or sponsor needy persons like elderly or persons with disabilities to make use of “Smart Living” services. Interested organisations please email the completed registration form to serviceschemes@erb.org or fax to 2311 1357, attention to Service Schemes Section. For enquiry, please call 3129 1381.

*Mandatory field. Please tick in the appropriate boxes.

Name of Organisation*:			
Address*:			
Contact Information*			
Name of contact person:		Title:	
Tel:		Fax:	
Email:			
Service Details			
Project Name:			
Service Targets: (personal information on the service targets are required for vacancies registration and referral)			
Sponsor(s) (if any):			
Description of the Project:			
Service Period*:	From	to	(dd/mm/yyyy)
Type of Vacancies*:	<input type="checkbox"/> Cleaning <input type="checkbox"/> Preparing meals/ Cooking <input type="checkbox"/> Escort for out-patient <input type="checkbox"/> Elderly Care <input type="checkbox"/> Patient Care		
Service Region(s)*:	<input type="checkbox"/> HK <input type="checkbox"/> Kowloon <input type="checkbox"/> NT		
Service Venue*:	<input type="checkbox"/> Home <input type="checkbox"/> Hospital/elderly home <input type="checkbox"/> Others, pls specify:		

No. of Service Venues:	
No. of Service Recipients/ Households*:	persons / households
No. of Service Hours & No of Times*:	Each time: ___ hours X ___ time(s)
Helper's Hourly Wage*:	
Payment Method*:	<input type="checkbox"/> Service recipients to pay direct to the helpers upon completion of services <input type="checkbox"/> Pay through Smart Living Regional Service Centre (RSC) <input type="checkbox"/> Others, pls specify:
Regions	Referred RSC to follow up the registration
HK	<input type="checkbox"/> The Methodist Centre
Kowloon	<input type="checkbox"/> The Hong Kong Federation of Trade Unions
New Territories	<input type="checkbox"/> Hong Kong Employment Development Service Limited
	<input type="checkbox"/> New Territories Association Retraining Centre Limited
	<input type="checkbox"/> No preference

Note: The ERB will consider the service requirements and preference of the organization in assigning the appropriate RSC to follow up the registration. The ERB reserves the right in assigning the RSC.

“Smart Living” Services – Terms & Conditions

A. Terms & Conditions for Vacancy Registration

1. You must ensure that all the information provided is true and correct.
2. A registered vacancy is valid for 3 months. You only need to register each vacancy once and you need not re-register the same vacancy during the vacancy valid period. If you have any change in your contact details, or terms of employment, or if you wish to cancel your registration, please notify the responsible Smart Living - Regional Service Centre (RSC).
3. The terms of employment, entry requirements and job descriptions of the vacancy must not violate the Sex Discrimination Ordinance, the Disability Discrimination Ordinance, the Family Status Discrimination Ordinance and the Race Discrimination Ordinance. Please do not specify any requirements on the gender, age, race of the job seekers or any other discriminatory terms. Otherwise, your vacancy registration will not be accepted. For details of the Ordinances, please contact the Equal Opportunities Commission's Office at 2511 8211 or visit its website at www.eoc.org.hk.
4. If you need to collect personal data of job seekers, please observe the Personal Data (Privacy) Ordinance in collecting and handling the personal data. For details, please contact the Privacy Commissioner's Office at 2827 2827 or visit its website at www.pcpd.org.hk.

5. Any nuisances or disruptive behaviors including but not limited to using foul language, making threats, making abusive remarks, sending unwanted marketing information, sending disturbing messages or images to RSCs staff and/or helpers are not accepted. The Employees Retraining Board (ERB) and the RSCs reserve the right to terminate the service to you and/or refuse your vacancy registration. The Employees Retraining Board (ERB) and the RSCs reserve the right to not accepting your vacancy registration.

B. Terms & Conditions for Recruitment (Applicable to domestic helper and personal care worker vacancies)

1. You have to guarantee that the person recruited for this vacancy is a direct employee of the service user and would be subjected to the protection of the Employment Ordinance. The ERB and the RSCs will not get involved in the employer-and-employee relationship between service users and the helpers, therefore, the ERB, RSCs and their staff shall refute any liability to the service arrangements, including but not limited to the service contents and wage agreed between you and the helpers.
2. 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 contact the Labour Department at 2717 1771 or visit its website at www.labour.gov.hk
3. You should undertake to take out employees' compensation insurance for your recruited Smart Helper and provide information about the insurance policy to RSC on or before the duty date, or take out the short term insurance policies offered by the designated insurers of the ERB via RSC. If you fail to do so, the ERB or RSC may refer your case to the Labour Department of suspected case of violation of Employees' Compensation Ordinance.
4. You should pay the employee(s), to whom the Minimum Wage Ordinance applies, hired to fill this post wages no less than the Statutory Minimum Wage (SMW) rate in respect of any wage period in accordance with requirements of the ordinance. Registration of any vacancies of which the wages offered do not meet SMW rate will not be accepted.
5. You are advised to enter into written employment contracts with your Smart Helpers, specifying the terms of employment so as to avoid unnecessary conflicts and disputes. A sample employment contract can be downloaded from the Smart Living website at www.erb.org/smartliving/.
6. You should arrange for the employee(s) to join a registered MPF scheme (if applicable).
7. Smart Living requires all the Smart Helpers to declare and guarantee that all the information they provided to ERB, RSCs and/or the employer is true and correct. Smart Helpers will be liable for any errors in, omissions from, or misstatements or misrepresentations (whether express or implied) concerning any such information. ERB, RSCs and their staff shall refute any liability to any loss, destruction or damage (including without limitation consequential loss, destruction or damage) however arising from or in respect of any use or misuse of or reliance on such information.

C. Statement of Purposes for Personal Data

1. Purpose for collecting and keeping personal data:
 - (i) The personal data and vacancy registration information as provided by you or by means of the Registration Form will be used by the ERB and RSCs for job referral, 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.
 - (ii) For the above purposes, the personal data provided by you or by means of the Registration Form may be disclosed to job seekers, RSCs, appointed research companies and insurance broker/insurer (if taken out short-term insurance via ERB) appointed by the ERB. If you fail to provide information/proof of taking out a valid insurance policy for your helper(s) to the relevant RSCs, their personal data may be disclosed to the Labour Department for investigation into a suspected case of violation of the Employees' Compensation Ordinance.
 - (iii) The ERB may use your personal data (including, but not limited to, name, address, email address and telephone number) for sending to you marketing information related to training courses, services, activities, facilities and related information of the ERB ("Relevant Information"), through emails, SMS, direct mailing and telephone calls, etc. Your personal data may be transferred to companies commissioned by the ERB for such purposes.
2. You are allowed to access to and/or obtain a copy of your personal data and/or to correct the personal data should the record be incorrect. The ERB may collect a fee from you for a copy of your personal data.

