

**Notice of Guangzhou Municipal Human Resources and Social Security Bureau on  
Forwarding the *Interim Measures of the Guangdong Provincial Human Resources and Social  
Security Department on the Certification and Management of Persons Facing Employment  
Difficulties***

Sui Ren She Han [2019] No.1090

To all district human resources and social security bureaus:

The *Notice on the Issuance of the Interim Measures of the Human Resources and Social Security Department of Guangdong Province on the Identification and Management of Persons Facing Employment Difficulties* (Yue Ren She Gui [2019] No. 8, hereinafter referred to as Document No. 8) is hereby forwarded to you; matters pertaining to relevant work are hereby notified as follows:

## I. Scope of Eligibility

(1) Personnel specified in Article 1 of Document No. 8. In particular, a person who has been unemployed for more than one year in a row refers to a person whose unemployment registration is continually valid for one year or more and who has no record of old-age or unemployment insurance contributions within the previous year.

(2) As defined in the *Opinions of the Guangzhou Municipal People's Government on Working Effectively on Promoting Employment in the Current and Future Time Periods* (Sui Fu [2017] No. 26), members of low-income households with household registration in Guangzhou, members of single-parent households with household registration in Guangzhou who are responsible for raising their child(ren), and higher education graduates from poverty-stricken households with household registration in Guangzhou (within 5 years of graduation).

## II. Certification procedures

### (1) Voluntary applications

Those who meet the scope of eligibility may apply to the public employment service agencies in the sub-district (township) or communities (villages) of their locality of household registration (permanent residence) for certification as persons facing employment difficulties. They will be required to fill in the *Guangzhou Application Form for Certification as a Person Facing Employment Difficulties* (Annex 1) and the *Guangzhou Notice of Certification as a Person Facing Employment Difficulties* (Annex 2). Those with household registration in Guangzhou shall provide their identity cards when submitting applications to public employment service agencies at their locality of household registration. A resident of Guangdong Province without a Guangzhou household registration shall provide their ID card and Residence Permit issued by their locality of permanent residence when submitting applications in their locality of permanent residence. Persons in the following categories shall respectively provide the following materials:

1. Disabled persons shall provide their *PRC Disability Certificate* or *PRC Disabled Veteran Certificate*.

2. Persons entitled to minimum living allowances shall provide their *Minimum Living Allowance Certificate for Guangzhou Residents* or *Minimum Living Allowance Entitlement Certificate for Guangdong Residents*.

3. Members of urban “zero-employment households” shall provide their household register and a declaration that all persons in their households of statutory working age are unemployed despite being able and willing to work (Annex 3).

4. Members of poor rural households employed solely in agriculture shall provide their household register, documentary proof that their household is in need of poverty assistance, and a letter of declaration stating that all persons in their households of statutory working age are unemployed despite being able and willing to work.

5. Landless farmers shall provide a land acquisition agreement, or other relevant documentary proof of land requisition, issued by a people's government or a natural resources authority at or above the township level, and a letter of declaration that he or she is unemployed.

6. Rehabilitated drug abusers shall provide documentary proof of having been rehabilitated after undergoing treatment.

7. Persons released upon completion of a prison sentence shall provide relevant documentary proof.

8. Persons recovered from mental disorders shall provide relevant proof of having recovered after undergoing treatment.

9. Military veterans shall provide documentary proof of their discharge from active service.

10. Persons who need to support an immediate family member suffering from a major health condition shall provide their household register, and relevant certificates of diagnosis signed by the attending specialist, affixed with the seal of a hospital at or above the county level, and issued within three months of the date of application. Immediate family members are defined as the spouse, parents or children of the applicant.

11. Members of low-income households shall provide the *Guangzhou Low-Income Household Certificate*.

12. Single parents providing for their child(ren) shall provide documentary proof of being a single parent raising children who have not reached adulthood.

13. Higher education graduates from poverty-stricken households shall provide one of the following three certificates from their parent(s): *Guangzhou Poverty-Stricken Worker Certificate*, *Minimum Living Allowance Certificate for Guangzhou Residents*, *Guangzhou Low-Income Household Certificate*, as well as relevant higher education graduation certificates.

Persons belong to Category (4) or (5) need not provide documentary proof of employment/unemployment registration. Other eligible applicants should have a valid unemployment registration in Guangzhou at the time of application. Applications shall be verified by the relevant sub-district (town) public employment service agency through the Guangzhou Employment Training Information System.

## (2) Public Disclosure of Preliminary Review

1. After receiving applications, the public employment service agencies of the sub-district (town) shall conduct a preliminary review of the materials submitted by the applicants. If all materials are in order, the relevant circumstances shall be verified within five working days and publicly disclosed within their administrative division for no less than three working days (Annex 4). In the absence of any objection following such public disclosure, the agency shall append their appraisal and affix their official seal upon the *Guangzhou Application Form for Certification as a Person Facing Employment Difficulties*, which shall be submitted to the relevant county-level public employment service agency for review within two working days.

2. Districts may entrust the acceptance of applications to community (village) public employment service agencies as the situation requires. For applications where all documents are in order, the community (village) public employment service agency shall append their appraisal and affix their seal on the *Guangzhou Application Form for Certification as a Person Facing Employment Difficulties*, which shall be submitted to the relevant sub-district (town) public employment service agency for preliminary review.

3. For those supporting documents that cannot be provided by the applicant nor verified through relevant information systems due to special circumstances, local governments may adopt the "applicant's written declaration + public disclosure + manual verification" method and extend the duration of public disclosure accordingly.

4. Where documents are incomplete, the sub-district (town) or community (village) public employment service agency that received the application shall provide the applicant with a full list of the documents to be supplemented in one instance. Applications shall be forwarded to the relevant county-level public employment service agency for processing if documents remain incomplete after supplementation, or if the applicant is deemed ineligible after a preliminary review, or if there is a valid objection during the period of public disclosure.

### (3) Verification and certification

1. District-level public employment service agencies shall complete their review within five working days of receiving the materials. Applicants that have been verified to meet relevant conditions shall be certified as persons facing employment difficulties. The relevant agency shall append its appraisal and affix its seal onto the *Guangzhou Application Form for Certification as a Person Facing Employment Difficulties*, record relevant information in the Guangzhou Municipal Employment Training Information System, and note in their records that they have been certified as a “person facing employment difficulties”. For applications that have been deemed not to meet the relevant conditions, reasons shall be indicated in the *Guangzhou Application Form for Certification as a Person Facing Employment Difficulties*. The relevant agency shall then issue the *Letter of Rejection for Certification as a Person Facing Employment Difficulties*, which shall be delivered to the applicant in accordance with the law.

2. Based on the prevailing actualities, all districts may actively entrust sub-district (town) public employment service agencies to review and approve applications to constantly optimize the application process, reduce processing times, and enhance processing efficiency.

### III. Service management

#### (1) Establishing revocation mechanisms

Where any of the 10 circumstances listed in Article 5 of Document No. 8 apply to a person certified as facing employment difficulties, their status as such shall be revoked. Should the person concerned object to the said decision, he or she may, within 30 days of receiving the decision, apply for re-certification to the agency that made the decision.

1. For those who received basic old-age insurance benefits, reached statutory retirement age, obtained employment, or have had their unemployment registration revoked, their status as a "person facing employment difficulties" shall be rendered invalid in the Guangzhou Employment Training Information System. The decision to revoke their status as a person facing employment difficulties (Annex 7) shall be delivered to the person concerned in accordance with law.

2. Where other circumstances apply to the applicant, such as if the applicant has started a business, the relevant sub-district (town) public employment service agency shall fill in the *Registration Withdrawal Form for Persons Facing Employment Difficulties in Guangzhou* (Annex 6) and submit the same to the relevant district public employment service agency within three

working days. The relevant district public employment service agency shall complete the review and affirmation thereof within three working days and nullify the status of the applicant as a “person facing employment difficulties” in the Guangzhou Employment Training Information System. The agency shall also deliver the written decision to nullify their status as a person facing employment difficulties to the person concerned in accordance with law.

3. Based on the prevailing actualities, sub-district (town) public employment service agencies may entrust communities (villages) to preliminary verify the status of persons facing employment difficulties. District public employment service agencies may entrust sub-districts (towns) to review and affirm the revocation of the status thereof in light of prevailing actualities to further optimize relevant processes and enhance efficiency.

#### (2) Carrying out regular verification

Public employment service agencies of sub-district (township) or communities (villages) shall verify the identity of the identified persons facing employment difficulties by means of telephone calls, visits, and comparison of information recorded in various relevant systems. Those who have been verified to meet the relevant requirements of the withdrawal mechanism shall have their status timely withdrawn. The specific verification time shall be determined by the public employment service agencies of each district.

#### (3) Implementing policy support measures

Public employment service agencies at all levels shall promote further progress in the "double to, double zero" initiative (employment services to the home and jobs to the sub-districts and villages; “zero distance services” and “zero distance employment”) and establish comprehensive ledgers for the management of persons facing employment difficulties. In combination with the special activities in the employment assistance month, these agencies shall implement special assistance policies such as holding "zero distance" job fairs, implementing the *Jiuye Xiexing Jihua* (“Employment Together Plan”), and establishing full-employment communities (villages), to provide categorized management and graded services to persons facing employment difficulties.

Before an applicant is certified as a person facing employment difficulties, level I employment assistance should be provided in the form of a one-time policy interpretation session, one-time employment guidance service and one job recommendation. Level II employment assistance shall be provided to persons certified as facing employment difficulties, where, in addition to basic assistance, information on three or more jobs will be provided, and job subsidies and social security subsidies will be provided per regulations. Those willing to participate in training will be provided with vocational training opportunities and receive training subsidies pursuant to relevant regulations. Those willing and able to become entrepreneurs will be provided with entrepreneurial training and entrepreneurial services, and entrepreneurship-related subsidies shall be provided per relevant regulations. Those who face greater employment difficulties due to age or physical disabilities shall be provided with level III employment assistance in the form of thorough, personalized services and given priority for recommendation to public welfare posts.

#### (4) Strengthening routine management

Persons who commit fraud in the process of application for certification or withdrawal shall be blacklisted upon verification, and barred from applying for certification as a person facing employment difficulties for the next two years.

(5) Optimizing the application process

Each district may, in combination with prevailing actualities and in accordance with the requirements of Guangzhou Municipality regarding the continuous expansion of the depth and breadth of "Internet + employment", make full use of information technology to enhance the services provided by public employment service platforms, and compile budgets in advance based on the demands of processing systems and information transmission, configure and install equipment for services to the general public as required, and deepen the integration of online and offline services.

IV. Other matters

This Notice shall be effective from January 1, 2020 to December 31, 2021, during which it may be revised according to the actual situation. All district human resources and social security authorities should duly carry out all tasks related to implementation and policy communication in accordance with this Notice.

Annexes:

1. Guangzhou Application Form for Certification as a Person Facing Employment Difficulties
2. Guangzhou Notice of Certification as a Person Facing Employment Difficulties
3. Declaration of Unemployment (Reference template)
4. Public List of Persons Facing Employment Difficulties in Sub-Districts (Towns) (Reference template)
5. Letter of Rejection for Certification as a Person Facing Employment Difficulties (Reference template)
6. Registration Withdrawal Form for Persons Facing Employment Difficulties in Guangzhou
7. Notice of Nullification of Status as a Person Facing Employment Difficulties (Reference template)

Guangzhou Municipal Human Resources and Social Security Bureau

December 3, 2019

**Guangzhou Application Form for Certification as a Person Facing Employment Difficulties**

Date of Application: [MM/DD/YY]

<b>Name</b>		<b>Gender</b>		<b>Date of Birth</b>	
<b>ID No.</b>				<b>Mobile No.</b>	
<b>Skills and Expertise</b>		<b>Highest Level of Education</b>		<b>Preferred Employment</b>	
<b>Address (per household registration)</b>	Community (Village) Sub-district (town) District Municipality				
<b>Address (habitual residence)</b>	Community (Village) Sub-district (Town) District Municipality				
<b>Personal Commitment</b>	<p>I undertake to provide all relevant supporting documents to the processing agency and hereby declare that all personal information above and supporting documents provided are factually accurate. I further undertake all corresponding liabilities in case of any factual inaccuracies. At the same time, I declare that I will cooperate with the relevant public employment service agency and actively accept all employment assistance services provided.</p> <p>Applicant Signature: [MM/DD/YY]</p>				
The applicant undertakes that all information provided above is true and accurate.					
<b>Persons eligible for certification as facing employment difficulties</b>	<input type="checkbox"/> Older unemployed persons <input type="checkbox"/> Disabled persons <input type="checkbox"/> Persons entitled to minimum living allowances <input type="checkbox"/> Urban residents who are members of zero-employment households <input type="checkbox"/> Members of poor rural households employed solely in agriculture <input type="checkbox"/> Landless farmers <input type="checkbox"/> Persons continuously unemployed for more than one year <input type="checkbox"/> Rehabilitated drug abusers				

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Persons released upon completion of a prison sentence</li> <li><input type="checkbox"/> Persons recovered from a mental disorder</li> <li><input type="checkbox"/> Military veterans</li> <li><input type="checkbox"/> Persons who need to support immediate family members with major diseases</li> <li><input type="checkbox"/> Members of low-income households with household registration in Guangzhou</li> <li><input type="checkbox"/> Single parents with household registration in Guangzhou providing for their child(ren)</li> <li><input type="checkbox"/> Higher education graduates from poverty-stricken households with household registration in Guangzhou</li> </ul>
Submitted application documents	<ul style="list-style-type: none"> <li><input type="checkbox"/> ID Card</li> <li><input type="checkbox"/> Household Register</li> <li><input type="checkbox"/> Residence Permit</li> <li><input type="checkbox"/> Disability Certificate or Disabled Veteran Certificate</li> <li><input type="checkbox"/> Certificate of Receiving the Minimum Living Guarantee of Urban and Rural Residents (Villages) in Guangdong Province</li> <li><input type="checkbox"/> Minimum Living Allowance Certificate for Guangzhou Residents</li> <li><input type="checkbox"/> Declaration of Unemployment</li> <li><input type="checkbox"/> Documentary proof of household poverty (rural households)</li> <li><input type="checkbox"/> Documentary proof of land requisition</li> <li><input type="checkbox"/> Documentary proof of drug abuse treatment and rehabilitation</li> <li><input type="checkbox"/> Documentary proof of release after completion of a prison sentence</li> <li><input type="checkbox"/> Documentary proof of mental disorder treatment and rehabilitation</li> <li><input type="checkbox"/> Documentary proof of discharge from active military service</li> <li><input type="checkbox"/> Documentary proof of diagnosis issued by a hospital</li> <li><input type="checkbox"/> Guangzhou Low-Income Household Certificate</li> <li><input type="checkbox"/> Documentary proof of being a single parent providing for one's child(ren)</li> </ul>



**Guangzhou Notice of Certification as a Person Facing Employment Difficulties**

Dear Sir/Madam,

In order to standardize the certification and management of persons facing employment difficulties in Guangzhou, you are hereby notified and requested to take note of the following matters.

1. During the verification process, we will publicly disclose information on your circumstances within our administrative division for three working days or more. This includes your name, locality of household registration (habitual residence), and your specific employment difficulties.

2. Recipients who are rejected during the verification process will be notified in writing as required by law. Please indicate your preferred notification method:

SMS Notification

Please indicate your preferred means for receiving the *Letter of Rejection for Certification as a Person Facing Employment Difficulties* (if issued):

For self-collection at the processing agency, please provide your contact number:

\_\_\_\_\_

To receive the letter by post (postage charges paid by addressee upon delivery), please fill in your mailing address:

Contact number: \_\_\_\_\_

3. Successful applicants will have their status as a person facing employment difficulties nullified should any of the following circumstances apply:

(1) The applicant is actively receiving old-age insurance benefits or has reached statutory retirement age;

(2) The applicant has lost all ability to work;

(3) The applicant has enrolled in school, enlisted in the military, or emigrated abroad;

(4) The applicant has refused to accept public employment services thrice or more within a period of six months, or is no longer seeking employment, or has voluntarily requested to have his or her certification withdrawn;

(5) The applicant has found employment, or started a business, or has had his or her unemployment registration revoked or withdrawn;

(6) At least one member of the household has found employment or started a business (applicable to applicants from urban “zero-employment households” or poor rural households employed solely in agriculture);

(7) The applicant has been sentenced to criminal penalties;

(8) The applicant provided false information for the purpose of being certified as facing employment difficulties;

(9) The applicant has been established to have engaged in misappropriation or false obtainment of employment subsidies by means of fraud;

(10) Public employment services cannot be provided to the applicant as he or she has been uncontactable for more than 6 months and has not proactively contacted the relevant agency to request employment services.

**Please select your preferred notification method:**

SMS Notification

Please indicate your preferred means for receiving the *Notice of Nullification of Status as a Person Facing Employment Difficulties* (if issued):

For self-collection at the processing agency, please provide your contact number:

\_\_\_\_\_

To receive the letter by post (postage charges paid by addressee upon delivery), please fill in your mailing address:

Contact number: \_\_\_\_\_

**An applicant who objects to a decision to nullify his or her status as a person facing employment difficulties may, within 30 days of receiving the decision, apply to the agency that made the decision for re-certification.**

**4. Please timely notify the processing agency of any change in your mailing address and contact number. Applicants who fail to do so shall bear all resulting consequences.**

**5. This notice is made in duplicate, one of which will be held by the applicant and the other by the agency.**

**By affixing your signature below, you acknowledge that you are fully aware of and agree to all the terms contained in this notice: \_\_\_\_\_ Date: [MM/DD/YY]**

Annex 3

**Declaration of Unemployment**

(reference template)

I, XXX (ID No. \_\_\_\_\_), hereby declare that:

I have been unemployed since \_\_\_\_\_ [MM/DD/YY] (or: All members of my household of statutory working age are currently unemployed despite being willing and able to work). I currently have no source of income from regular employment or otherwise.

I am willing to bear the resulting liabilities and consequences if any part of this declaration is found to be false.

Applicant Signature:

[MM/DD/YY]

**Public List of Persons Facing Employment Difficulties in Sub-Districts (Towns)**

**(Reference template)**

As required by the *PRC Employment Promotion Law*, the *Provisions on Employment Services and Employment Administration*, the *Guangdong Provincial Measures for Implementing the PRC Employment Promotion Law*, the *Interim Measures by the Guangdong Provincial Human Resources and Social Security Department on the Certification and Management of Persons Facing Employment Difficulties* (Yue Ren She Gui [2019] No. 8), and the *Notice of Guangzhou Municipal Human Resources and Social Security Bureau on Forwarding the Interim Measures of the Guangdong Provincial Human Resources and Social Security Department on the Certification and Management of Persons Facing Employment Difficulties* (Sui Ren She Han [2019] No. 1090), the persons listed below have been preliminarily verified by Guangzhou Municipality to be eligible for certification as persons facing employment difficulties. This list is hereby publicly disclosed for three working days until 5:30 p.m. on [MM/DD/YY]. Persons who object to the certification thereof are requested to call the oversight hotline during the period of public disclosure to file their objections. Objectors are requested to provide, to the greatest possible extent, all facts in support of their objection, and their real name and contact information.

Oversight Hotlines: (two).

Contact Persons: (two).

**Public List of Persons Facing Employment Difficulties in Sub-Districts (Towns)**

<b>S/N</b>	<b>Community (Village)</b>	<b>Name</b>	<b>Category</b>
1	Tiyuxi Community, Tianhe South Street, Tianhe District (locality of household registration)	Zhang San	Older unemployed persons
2	Huayuan New Village Community, Baiyun	Li Si	Persons recovered from a mental disorder

	Sub-District, Yuexiu District (residence)		

**Letter of Rejection for Certification as a Person Facing Employment Difficulties**

**(Reference template)**

Dear Mr./Ms. XX,

We have reviewed your application to be certified as a person facing employment difficulties submitted on \_\_\_\_\_ [MM/DD/YY]. We regret to inform you that you do not meet the relevant conditions for certification as such due to \_\_\_\_\_.

Processing Agency (official seal)

[MM/DD/YY]

Note: Blanks should be filled in with reference to the actual situation. Reference keywords include: age, health, household registration, duration of unemployment registration, whether or not applicants have gained employment or started a business, false information provided by the applicant, incomplete application documents.

Annex 6

**Registration Withdrawal Form for Persons Facing Employment Difficulties in Guangzhou**

Registration date: [MM/DD/YY]

<b>Name</b>		<b>ID No.</b>	
<b>Mobile Number</b>		<b>Type of employment difficulty</b>	
<b>Address (per household registration)</b>	<b>Community (Village) Sub-district (Town) District Municipality</b>		
<b>Address (habitual residence )</b>	<b>Community (Village) Sub-district (Town) District Municipality</b>		
Reason for withdrawal (Please tick the applicable checkbox and cross out non-applicable content, if any)	<input type="checkbox"/> The applicant has lost all ability to work <input type="checkbox"/> The applicant has enrolled in school, enlisted in the military, or emigrated abroad <input type="checkbox"/> The applicant has refused to accept public employment services more than thrice within a period of six months <input type="checkbox"/> At least one member of the household has found employment or started a business (applicable to applicants from urban “zero-employment households” or poor rural households employed solely in agriculture) <input type="checkbox"/> The applicant has been sentenced to criminal penalties <input type="checkbox"/> The applicant provided false information for the purpose of being certified as facing employment difficulties <input type="checkbox"/> The applicant has been established to have engaged in misappropriation or false obtainment of employment subsidies by means of fraud <input type="checkbox"/> Public employment services cannot be provided to the applicant as he or she has been uncontactable for more than 6 months and has not proactively contacted the relevant agency to request employment services		

<input type="checkbox"/> The applicant no longer seeks employment (applicant signature required) <input type="checkbox"/> The applicant has requested to have his or her certification withdrawn (applicant signature required)		
<b>Verification appraisal by</b> <b>community (village) public</b> <b>employment service agency:</b>  <b>Verified by (signature):</b>  <b>(Official seal)</b>  <b>[MM/DD/YY]</b>	<b>Verification appraisal by</b> <b>sub-district (town) public</b> <b>employment service agency:</b>  <b>Verified by (signature):</b>  <b>(Official seal)</b>  <b>[MM/DD/YY]</b>	<b>Verification appraisal</b> <b>by district public</b> <b>employment service agency:</b>  <b>Verified by (signature):</b>  <b>(Official seal)</b>  <b>[MM/DD/YY]</b>

Remarks:

1. All public employment service agencies shall retain copies of the application form as required.
2. Verification by a community (village) public employment service platform is not required if the application is submitted directly to a sub-district (town) public employment service platform.
3. Relevant supporting documents may be attached separately.

**Notice of Nullification of Status as a Person Facing Employment Difficulties**

**(Reference template)**

Dear Mr./Ms. XX,

We have verified that you \_\_\_\_\_. As such, you are hereby informed that your previous certification by Guangzhou Municipality as a person facing employment difficulties has been nullified.

Processing Agency (official seal)

MM/DD/YY

Note: Relevant circumstances include: persons receiving basic old-age insurance benefits; persons who have reached statutory retirement age; persons who have lost all ability to work; persons who have enrolled in school; persons who have enlisted in the military; persons who have emigrated abroad; persons who have refused to accept public employment services more than thrice within six months; persons no longer seeking employment; persons who voluntarily request to have their certification withdrawn; persons who have gained employment; persons who have started a business; persons whose unemployment registration has been revoked; persons from urban "zero-employment households" where one or more household members have gained employment or started a business; persons from poor rural households employed solely in agriculture where one or more household members have gained employment or started a business; persons who have been sentenced to criminal penalties; persons who provided false information for the purpose of being certified as facing employment difficulties; persons who have been established to have engaged in misappropriation or false obtainment of employment subsidies by means of fraud; persons who are unable to be provided with public employment services for more than six months as they are uncontactable and fail to proactively contact the relevant agency to request employment services.

Means of disclosure: active disclosure