**Appendix 4**

**Guidelines for** **Claiming the One-Off****Subsidy for** **Employment Expansion**

**I.** **Policy** **rationale**

The *Notice of* *the Ministry of Human Resources and Social Security,* *the N**ational Development and Reform Commission, the Ministry of Finance, and* *the State Taxation Administration on* *Expanding the Scope* *of Implementation of the Policy of Phased Deferred Payment of Social Insurance Premiums and Other Issues (RSBF [2022] No. 31)*

**II.** **Subsidy recipients**

Enterprises that recruit university graduates during the graduation year.

**III.** **Conditions of subsidy**

1. Recruiting university graduates during the graduation year;

2. Entering into employment contracts and paying unemployment insurance as required.

**IV.** **Subsidy standard**

A one-off subsidy for employment expansion of 1,500 yuan per person will be given.

**V.** **Documents to be submitted by the applicant**

1. The application form for the one-off subsidy for employment expansion;

2. The roster of the one-off subsidy for employment expansion.

**VI. Information to be verified**

1. Business licenses and other registration documents;

2. Unemployment insurance payment information;

3. Graduation certificates of employed university graduate(s);

4. Labour contracts;

5. Whether one has received a one-off subsidy for employment absorption; and

6. Whether the university graduate(s) is/are also entitled to a one-off subsidy for employment expansion in other regions.

**VII.** **Application procedure**

The employer submits an application to the public employment service agency where it is registered; The said agency is responsible for collecting the application materials and examining them before the social security agency issues the subsidy. (Handling duration: within 30 working days.)

**VIII. Other matters**

The two policies, the one-off subsidy for employment expansion and the one-off subsidy for employment absorption, are mutually exclusive for entitlement. In the case of overpayment or mis-payment, it is the responsibility of the employer to cooperate in recovering the relevant payment.

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| **Application Form for One-off Subsidy for Employment Expansion (For** **University Graduates During the Year of Graduation)** | | | | | | |
| Application No.: | | | Application date: | | | |
| Applicant |  | | | | | |
| Address |  | | Contact |  | Tel |  |
| Unified social credit code | |  | | | | |
| Account name |  | | Bank of deposit |  | | |
| A/C No. |  | Number of applicants for subsidy |  | Amount of subsidy requested (yuan) |  | |
| Whether one has received a one-off employment absorption subsidy | | □Yes □No | | | | |
| Applicant commitment | The company commits that the contents filled in and all information provided are authentic and correct, and is willing to bear all liabilities if they are false.  Signature:  (Company seal)  Date: mm/dd/yy | | | | | |
| Opinion of the local public employment service agency | Upon review, the application documents submitted are complete, and  persons satisfy the conditions for claiming the subsidy. The subsidy to be issued is yuan.  Signature:  (Company seal)  Date: mm/dd/yy | | | | | |
| Opinion of the social security agency | Upon the review, a one-off subsidy for employment expansion (for university graduates during the year of graduation) of yuan is issued.  Signature:  (Company seal)  Date: mm/dd/yy | | | | | |

**Recipient Roster of One-off Subsidy for Employment Expansion**

Employer’s name (seal):

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Serial No. | Name | Gender | ID No. | Whether one has a household registration in this city | Whether one is a resident of Hong Kong, Macao or Taiwan | Whether one pays unemployment insurance | Graduation time | Graduation university | Graduation certificate No. | Start and end dates of labour contract | Amount of subsidy (yuan) |
|  |  |  |  |  |  |  |  |  |  |  |  |
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| Total |  |  |  |  |  |  |  |  |  |  |  |

Note: Residents of Hong Kong, Macao or Taiwan shall fill in their travel permit or residence permit numbers in the blank of ID No.

**One-Off Subsidy for Employment Expansion Summary Table**

Unit: yuan

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Serial No. | Company name | Number of subsidized persons | Amount of subsidy | Account name | Bank of deposit | A/C No. |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Opinion of the local public employment service agency:  Upon review, the above companies are eligible for the subsidy, and the amount of subsidy is yuan (in capital).  Handler: Reviewer:  Date: mm/dd/yy (seal) | | | | | Opinion of the social security agency  Upon the review, a one-off subsidy for employment expansion (for university graduates during the year of graduation) of yuan is issued.  Reviewer: Approver:  Date: mm/dd/yy (seal) | |