

**Seminar on Productivity Assessment for Employees with Disabilities
under the Statutory Minimum Wage Regime**

Date :	26 May 2021 (Wednesday)
Time :	3:00 p.m. – 5:00 p.m. (Registration starts at 2:40 p.m.)
Venue :	Hall of the Mong Kok Community Hall (L2, Mong Kok Complex, 557 Shanghai Street, Mong Kok, Kowloon)
Language :	Cantonese (sign language interpretation service provided)
Charge :	Free

**First-come-
first-served**

Enrolment Form

Please complete and return this form to the Statutory Minimum Wage Division of the Labour Department **on or before 20 May 2021 (Thursday)** by fax or email.

(Fax no.: 3101 4705 / Email address: smw@labour.gov.hk)

Information of applicant

Name

Company / Organisation
(if applicable)

Phone no.

Email address

Auxiliary service /
facility required

Quota Full

(Please ✓ an appropriate box)

Points to note:

1. Each form is for **one applicant** only. Please make copies if necessary.
2. Due to limited quotas, application is on a first-come-first-served basis. The Labour Department reserves the right of final decision on all applications.
3. Applicants will be notified of the enrolment result **on or before 24 May 2021 (Monday)**. Please contact Ms YEUNG at 2852 3856 if you do not receive any notification after this date.
4. Participants are advised to arrive early to allow sufficient time for the appropriate infection control measures.
5. Participants are required to wear mask, and to conduct temperature check and complete health declaration form before entering the venue. Access will normally be denied if you have had fever and / or flu-like symptoms, have travelled outside Hong Kong, have been in close contact with persons confirmed / preliminarily confirmed of COVID-19 or have lived with persons under home quarantine in the past 14 days before the seminar, or you are under compulsory quarantine / medical surveillance order by the Department of Health on the day of seminar.
6. Participants must either use the “LeaveHomeSafe” app to scan the venue QR code or register their names, contact numbers, the date and time of their visits before entering the venue.
7. Special seating arrangement and crowd control will be implemented. Please follow the instructions given by the staff.
8. This department will closely monitor the development of the COVID-19 epidemic. Subject to the latest epidemic situation, an online seminar via Zoom Meetings instead of face-to-face seminar may be arranged. In such case, further notification on relevant arrangement will be made.
9. The seminar will be cancelled if black rainstorm warning signal, typhoon signal no.8 or above or “Extreme Conditions” is in force, or the Observatory has made a pre-No.8 special announcement at 10:00 a.m. on the day of the seminar. No further notification will be made by this department.

Personal Information Collection Statement:

Personal data provided in this form will be used for the processing of the application of the above seminar. The personal data provided in this form will not be transferred to other organisations. This form will be disposed within 3 months after the seminar date. The provision of personal data by means of this form is voluntary. However, the application may not be processed if there is no sufficient information provided.

In accordance with Sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance, you will have a right to request access to and the correction of your personal data as stated in this form. For details, please contact Ms YEUNG of the Statutory Minimum Wage Division, Labour Department (Telephone no.: 2852 3856; Address: 1/F., Harbour Building, 38 Pier Road, Central, Hong Kong).

For Official Use Only:

Reply Slip

Your application is successful. **Seat No.:** _____

Please bring along this reply slip for registration on the day of the seminar.

We regret to inform you that your application is unsuccessful due to over-subscription.