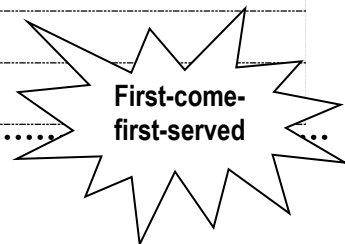


# Seminar on Minimum Wage Ordinance

<b>Date :</b>	<b>7 July 2021 (Wednesday)</b>
<b>Time :</b>	<b>3:00 pm – 5:00 pm (Registration starts at 2:30 pm)</b>
<b>Venue :</b>	<b>Hall, Mei Foo Community Hall (1/F, Mei Foo Government Complex, 33 Mei Lai Road, Mei Foo, Sham Shui Po)</b>
<b>Content :</b>	<b>Major provisions of the Minimum Wage Ordinance as well as family-friendly employment practices</b>
<b>Language :</b>	<b>Cantonese</b>
<b>Admission :</b>	<b>Free</b>



## Enrolment Form

Please complete and fax this form to the Statutory Minimum Wage Division  
of Labour Department **on or before 29 June 2021.**  
(Fax number: 3101 0414 / 2110 3518)

Name (in English): \_\_\_\_\_

Company /Organisation (if applicable)(in English): \_\_\_\_\_

Post title (if applicable): \_\_\_\_\_ Phone no.: \_\_\_\_\_

Fax no.: \_\_\_\_\_ Email address: \_\_\_\_\_

**For Official Use Only**

**Confirmation slip**

Your application is successful.      **Application No.:** \_\_\_\_\_

**Free seating. Please bring along this confirmation slip for admission to the seminar.**

Sorry, your application is unsuccessful due to over-subscription.

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### Please 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. Applicant will be notified of the result via fax **on or before 5 July 2021 (Monday)**. Please contact Ms LIU on 2852 3861 if you do not receive any notification after this date.
4. Due to the COVID-19 pandemic and to reduce the health risks of participants, all participants of the seminar are required to **wear masks properly** and **undergo body temperature checks** when entering the venue. Those who refuse to wear a mask or to have their body temperature checked, or show signs of fever or respiratory infection will **NOT** be admitted. **Participants are advised to arrive early to allow sufficient time for the appropriate infection control measures.**

5. Participants are required to complete and return the **Health Declaration Form** as attached before entering the venue.
6. Access will normally be denied if you are under compulsory quarantine / medical surveillance order by the Department of Health on the day of seminar, or display the following signs in the past 14 days before the seminar:
  - i. have had fever, cough, shortness of breath, breathing difficulty, sore throat and / or any other flu-like symptoms; or
  - ii. have travelled outside Hong Kong; or
  - iii. have been in close contact with persons confirmed / preliminarily confirmed of COVID-19;  
or
  - iv. have lived with persons under home quarantine.
7. Before entering the venue, participants must either use the “LeaveHomeSafe” mobile app to scan the venue QR code or register their names, contact numbers, the date and time of their visits before entering the venue.
8. Due to COVID-19, appropriate measures on infection control will be implemented by the Labour Department at the venue. Please follow the instructions on the seating arrangement and crowd control given by the staff. Drinking and eating will not be allowed inside the venue.

#### **Arrangement on the seminar due to inclement weather**

The seminar will be cancelled if Tropical Cyclone Warning Signal No.8 or above or Black Rainstorm Warning Signal or an “extreme conditions” announcement is in force/will be in force at 10 am on the day of the seminar. No further notification will be made by the Labour Department.

#### **Arrangement on the seminar due to COVID-19**

The Labour Department will closely monitor the development of the COVID-19 pandemic. If the seminar could not be held at Mei Foo Community Hall due to the latest situation, an online seminar will be arranged in the morning on the same day (i.e. 7 July 2021) via Zoom Meeting. In such case, further notification on the arrangement will be made.

#### **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 LIU of the Statutory Minimum Wage Division, Labour Department (Telephone no.: 2852 3861; Address: 1/F., Harbour Building, 38 Pier Road, Central, Hong Kong).

## **Seminar on Minimum Wage Ordinance**

**(7 July 2021, 3pm – 5pm)**

### **Health Declaration Form**

To reduce the risk of the spread of COVID-19, all participants must complete and return this form before entering the venue. If you fail to return this form or your answer to any of the questions below is “YES”, access will normally be denied.

Please “✓” as appropriate

		Yes	No
(i)	Have you had fever, cough, shortness of breath, breathing difficulty, sore throat and / or any other flu-like symptoms in the past 14 days?		
(ii)	Have you travelled outside Hong Kong in the past 14 days?		
(iii)	Are you currently under compulsory quarantine or medical surveillance order by the Department of Health?		
(iv)	To the best of your knowledge, have you been in close contact with person(s) confirmed or preliminarily confirmed of COVID-19 in the past 14 days? <sup>1</sup> ?		
(v)	Have you lived with any person(s) under home quarantine in the past 14 days?		

I declare that all the above information is true to the best of my knowledge.

Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: 7 July 2021

The personal data provided will be used for preventing the occurrence or spread of an infectious disease or contamination. The personal data you provide may be disclosed to other Government bureau / departments or relevant parties for the purpose mentioned above. Apart from this, the data may only be disclosed where you have given consent to such disclosure or where such disclosure is allowed under the Personal Data (Privacy) Ordinance. This form will be disposed together with your enrolment form, within 3 months after the seminar date. You have a right of access and correction with respect to the personal data you provided in this form, if any. If you would like to exercise the above rights, please contact the Statutory Minimum Wage Division of this department on 2852 3861.

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<sup>1</sup> Refers to any person who has not taken effective protection and has been in close contact with (a) probable case(s) or confirmed case(s) 2 days before the symptoms onset; or (b) asymptomatic infected person(s) 2 days before the sampling.