

The Sixth Round of the Anti-Epidemic Fund
The Anti-epidemic Support Scheme for Cleansing and Security Staff for
Licensed Funeral Parlours and Private Cemeteries

Guidance Notes

Applicants shall read this set of Guidance Notes before filling in the application form for the Anti-epidemic Support Scheme for Cleansing and Security Staff for Licensed Funeral Parlours and Private Cemeteries implemented under the Sixth Round of the Anti-epidemic Fund (“the Scheme”). Applicants shall observe the requirements specified in this set of Guidance Notes and the declaration in the application form when submitting an application.

Application Deadline

1. Applications shall be submitted on or before **31 August 2022**. Late applications will not be accepted.

Eligibility

2. The type of premises shall be one of the following:
 - (a) Licensed funeral parlours; or
 - (b) Private cemeteries¹ (excluding cemeteries managed by the Board of Management of the Chinese Permanent Cemeteries).

Frontline cleansing and security workers eligible for the allowance

3. At any time within February to June 2022 (“Subsidised Period”):
 - (a) Frontline cleansing workers and security workers directly employed by an eligible premises as set out in paragraph 2 above to perform duties related to cleansing or security work therein (also applicable to part-time or temporary workers); or
 - (b) Frontline cleansing workers and security workers employed by a cleansing/security service contractors or their sub-contractors to perform duties related to cleansing or security work in an eligible premises (also applicable to part-time or temporary workers).

Application Method

Before Submission of Applications

4. In general, the application shall be submitted by either the licensee of funeral parlours of eligible premises or the authorized person of the operating institution, company, or organisation, of a private cemetery of eligible premises.

¹ Private Cemetery means a cemetery specified in Part 2 of the Fifth Schedule to the Public Health and Municipal Services Ordinance (Cap. 132). In respect of cemeteries managed by the Board of Management of the Chinese Permanent Cemeteries, since the Sixth Round of the Anti-epidemic Fund could be made via the Anti-epidemic Support Scheme for Environmental Hygiene and Security Staff for Premises under the Home Affairs Bureau’s Purview, this application form is not applicable to Chinese Permanent Cemeteries.

5. The application shall be submitted together with **copies** of the following supporting documents (the originals of the documents must be kept for random check and review by the Food and Environmental Hygiene Department (FEHD) /any other organisations authorised by the Government (“authorised organisations”):
 - (a) Proof of employment of any related frontline workers (including Contracts of Employment and salary payment records or remittance statements for Mandatory Provident Fund);
 - (b) If the application involves workers of service contractors, a copy of the contract signed by the Applicant and the service contractor must be submitted;
 - (c) In respect of licensed funeral parlours, a copy of the valid Funeral Parlour Licence, the valid Business Registration Certificate held by the operating institution/company, and the authorisation letter of the licensee must be submitted;
 - (d) In respect of private cemeteries, lawful proof of documents of its operating institutions or organisations must be submitted in conjunction with an authorisation letter issued by its operating institution or organisation which authorises a person to sign and submit the application form (together with relevant supplementary documents and information), make the declaration in the application form, and handle all relevant and affiliated matters on behalf of the operating institutions or organisation. If a private cemetery is operated by a religious organisation, proof of lawful establishment of the religious organisation must be submitted (e.g. Business Registration Certificate, Certificate of Incorporation, Certification of Registration of a Society or Certificate of Exemption from Registration of a Society); and
 - (e) A copy of the valid Hong Kong Identity Card or passport of the licensee of funeral parlours or the authorised person of a private cemetery.
6. The name of the payee on cheque for receiving payment shall tally with that of the Applicant (i.e. item 3 of Part I), otherwise the Applicant may be required to submit supplementary information (item 3 of Part V) for verification. Unless otherwise approved by the FEHD, personal bank account will not be accepted. The allowance and subsidy will not be granted if the Applicant fails to provide the required information.

Application Submission

7. The application shall be submitted by the licensee of funeral parlours or the authorised person of the operating institution, company, organisation of a private cemetery. Submission of applications by cleansing and security workers are not required.
8. The applicant shall submit the application by one of the following means:-
 - (a) Submission in person to the office of the FEHD (Address: **Cemeteries and Crematoria Section, Food and Environmental Hygiene Department, 42/F, Queensway Government Offices, 66 Queensway, Hong Kong**). Please specify on the envelope “The Anti-epidemic Support Scheme for Cleansing and Security Staff for Licensed Funeral Parlours and Private Cemeteries under the Sixth Round of the Anti-Epidemic Fund” and the eligible type of premises (see paragraph 2);
 - (b) By post to **Cemeteries and Crematoria Section, Food and Environmental Hygiene Department, 42/F, Queensway Government Offices, 66 Queensway, Hong Kong**. Please specify on the envelope “The Anti-epidemic Support Scheme for Cleansing and Security Staff for Licensed Funeral Parlours and Private Cemeteries under the Sixth Round of the Anti-Epidemic Fund” and the eligible type of premises (see paragraph 2) (Please affix sufficient stamp and provide a return address on the back of the envelope. Any application without sufficient postage will not be successfully delivered.);

(c) E-mail to cc@fehhd.gov.hk.

(Applications will not be accepted if the prescribed form is not used or the applicants tender late submissions, provide insufficient or incorrect information or tender duplicate applications. All applications shall be made before **5:00 p.m. on 31 August 2022**. For applications by post, the postmark date on the envelope will be regarded as the date of submission.)

Amount of Subsidy

9. Each eligible frontline cleansing and security worker is eligible for a monthly allowance of \$2,000 for a maximum of 5 months during the subsidised period (i.e. between February and June 2022) (Please refer to **Examples**).
10. Duplicate applications under the Scheme will not be accepted.
11. Frontline cleansing and security workers should make use of the allowance to strengthen their capacity on personal protection and environmental hygiene (such as procurement of personal protective equipment including masks, disinfectant alcohol, protective gloves, etc.).
12. The Applicant shall complete a list of frontline cleansing and security workers to be granted the allowance in the application form.
13. The Applicant shall undertake that the subsidy is only used for disbursement of the allowance to frontline cleansing and security workers, which shall not in any way be used to reduce the wages and benefits payable to any of the frontline cleansing and security workers concerned under the Employment Ordinance (Cap. 57) and/or contracts of employment during the Subsidised Period, and make relevant declarations.
14. The allowance under the Scheme is not part of the employees' remuneration and will be excluded from calculation of the Mandatory Provident Fund contributions of the frontline cleansing and security workers.
15. In pursuant to the Exemption from Salaries Tax and Profits Tax (Anti-epidemic Fund) Order (the Order) gazetted and enacted on 29 May 2020, frontline cleansing and security workers who receive the allowance are exempted from the payment of salaries tax in respect of the allowance.
16. The Applicant should disburse the allowance in an inclusive and fair manner.

Other Points to Note

17. The information provided in the application form and the attached document(s) (including supplementary information and document(s) (if any)) shall be true and correct. Any incorrect/inaccurate information provided in the application form and the attached document(s) (including supplementary information and document(s) (if any)) may render the application invalid. Even if granted a subsidy, full or partial refund of the extra grant shall be required. If the Applicant knowingly or willfully makes any false statement or withholds any information, or misleads the FEHD for the purpose of obtaining the allowance under the Scheme, and/or by any deception dishonestly obtains for himself/herself or another any pecuniary advantage, he/she may be liable to prosecution and on conviction to imprisonment.
18. The FEHD and/or authorised organisations may conduct random check and review and/or request supplementary document(s) from the Applicant, including but not limited to the management contracts and/or relevant management information of the subsidised premises, the Contracts of Employment and/or supplementary information on the scope of work, and remittance statements for Mandatory Provident Fund, proof of employment of frontline cleansing and security workers in the premises (e.g. the relevant Business Registration Certificate, Certificate of Incorporation, Contracts of Employment as proof of cleansing/security service provision at those premises, etc.) The Applicant shall accede to the request by submitting the relevant information within the prescribed period for the approval, assessment, review and for monitoring by the FEHD and/or authorised

organisations.

19. The FEHD does not guarantee or undertake that all applications for allowance and subsidy will eventually be approved. The FEHD has the final right of decision for each application.
20. Pursuant to the Theft Ordinance (Cap. 210), any person who dishonestly misappropriates the received subsidy might be guilty of an offence.

Disbursement of Subsidy

21. Upon receiving the application, the FEHD will verify the information with the Applicant if necessary. In general, the FEHD will notify the Applicant of the result in writing and disburse the subsidy in about **three weeks** after receiving the application form and all the necessary supporting documents.
22. Generally speaking, the FEHD will disburse the allowance to the Applicant on a one-off basis for the subsidised period. The Applicant shall disburse the allowance to each of the frontline cleansing and security workers stated in the application form as soon as possible upon successful application and receipt of the subsidy. The Applicant shall also disburse the allowance for the subsidised period to frontline cleansing and security workers on a one-off basis. Frontline cleansing and security workers shall acknowledge receipt of the allowance in the prescribed forms of the FEHD when the allowance is received. The form can be downloaded at the website of the Scheme (https://www.fehd.gov.hk/english/cc/Sixth_Round_of_the_Anti-epidemic_Fund_AESC.html).

Follow-up Work

23. The Applicant is not required to submit the acknowledgement receipts of the allowance of frontline cleansing and security workers to the FEHD/authorised organisations but **must keep the receipts for at least 36 months**. The FEHD/authorised organisations may conduct random check and review by, for instance, asking the Applicant to provide the acknowledgement receipts or calling the frontline cleansing and security workers to confirm receipt of the allowance. Any abuse of the allowance will be referred to relevant Government departments for follow-up actions.
24. The Applicant shall consolidate all acknowledgement receipts and prepare a report on the overall payment of the allowance in the format as prescribed by the FEHD (a sample of the report can be downloaded from the website of the Scheme at https://www.fehd.gov.hk/english/cc/Sixth_Round_of_the_Anti-epidemic_Fund_AESC.html), and shall submit the report to the FEHD for review and assessment within one month after receiving the allowance, or else the administrative fee for application will not be disbursed. The report shall list the particulars of the frontline cleansing and security workers who have eventually received the allowance.
25. If the actual amount of allowance disbursed to frontline cleansing and security workers is less than the amount of the allowance granted, the Applicant shall notify the FEHD as soon as possible. The FEHD will issue to the relevant Applicant a “Notice of Balance Repayment” and the Applicant must repay the balance in full within 14 days from the issue date of the notice.
26. **After submitting the allowance disbursement report and the Applicant returns the balance to the FEHD according to the “Notice of Balance Repayment” (if any) by the prescribed date, the FEHD will issue a cheque to the Applicant regarding the administrative fee for making the application (HK\$100 per month based on the number of servicing month within the subsidised period for each frontline cleansing and security worker who has been granted the subsidy).**
27. The decision of the FEHD in respect of the application shall be final. The FEHD reserve(s) the right to adjust the amount of subsidy and reject the application without giving any reason and without incurring any liability of whatever nature to any person.

28. The list of participants and the relevant information of the application, including the name and address of the premises and the names of relevant service contractors, applicant/recipient of subsidy may be uploaded to the website(s) of the FEHD for public inspection.
29. The FEHD may disclose the information contained in the application form and the attached document(s) (including supplementary information and document(s) (if any)) to relevant Government departments/organisations for the purposes of approval, assessment and review of applications as well as monitoring and statistical use.

Avoidance of Double Benefits

30. The Applicant should note that even though the premises where eligible frontline cleansing and security workers carrying out duties may be eligible for other similar subsidy scheme(s) for cleansing and security workers under the Sixth Round of the Anti-Epidemic Fund of 2022, the Applicant has to declare that they have not applied for other similar subsidy scheme(s) for such frontline cleansing and security workers, or else the application might be rendered invalid. The FEHD reserve(s) the right to request full or partial refund of the subsidy. The Applicant must acknowledge and understand that making a false declaration might constitute a criminal offence.

Examples

Example:

The allowance for frontline cleansing and security workers can be calculated on a monthly basis

Assuming that the frontline cleansing and security worker:-

- “A” provided cleansing service for an eligible premises from February to March 2022;
- “B” provided security service for that premises from April to June 2022; and
- “C” provided cleansing service for that premises from February to June 2022.

In this regard,

- a two-month allowance (i.e. \$4,000) may be granted to “A” for February to March 2022;
- a three-month allowance (i.e. \$6,000) may be granted to “B” for April to June 2022; and
- a five-month allowance (i.e. \$10,000) may be granted to “C” for February to June 2022.

Enquiries

31. For enquiries about the application, please contact the FEHD through the following means:-
 - (a) Postal Address: Cemeteries and Crematoria Section, Food and Environmental Hygiene Department, 42/F, Queensway Government Offices, 66 Queensway, Hong Kong;
 - (b) E-mail Address: cc@fehd.gov.hk; or
 - (c) Telephone No.: 2867 5516 or 2867 5518.

Statement of Collection of Personal Data

Purpose of Collection

32. The FEHD/authorised organisations and their relevant staff will use the personal data (including the personal data of frontline cleansing and security worker(s) provided in the application) provided by the Applicant for:
- (a) processing the application under the Scheme, verifying the relevant information, disbursing the allowance, overseeing the disbursement of the allowance and recovering the allowance (if applicable);
 - (b) publishing the application results on the website(s) of the FEHD in a form that cannot identify any individuals;
 - (c) statistical, analytical and research purposes, and the statistics or research results obtained will not be released or made available to a third party in a form that allows personal details of any individual being identifiable; and
 - (d) usage of the information on relevant matters of the FEHD, including contacting the Applicant and/or certain workers of the Applicant.
33. The FEHD/authorised organisations will review some of the applications to verify as to whether the information provided is true and correct. During the review, the Applicant or the frontline cleansing worker(s) and security worker(s) stated in the Applicant's application may be required to provide further information as requested by the staff of the FEHD.
34. The provision of information (including the personal data of frontline cleansing worker(s) and security worker(s) provided in the application) to the FEHD /authorised organisations is voluntary. If the Applicant does not provide the information requested in the application form, the FEHD/authorised organisations may be unable to process the application.

Transferees

35. For the purposes stated above, or with the Applicant's consent, or where disclosure is authorised or required by the law, the personal data (including the personal data of frontline cleansing worker(s) and security worker(s) provided in the application) the Applicant provided may be disclosed by the FEHD and/or authorised organisations to the relevant Government bureaux/departments/organisations. The FEHD and/or authorised organisations may contact the relevant Government bureaux/departments/organisations to obtain and verify the information for the purposes stated above.

Access to Personal Data and Enquiries

36. Information and documents submitted in relation to the application will not be returned. In accordance with the Personal Data (Privacy) Ordinance (Cap. 486), the Applicant has the right to access and make corrections to the personal data (including the personal data of frontline cleansing worker(s) and security worker(s) provided in the application) provided in the application form and other application documents. The Applicant may also request a copy of the relevant personal data by paying an administration fee. Requests for access and/or making corrections to personal data should be addressed to the following officer in writing.

Chief Executive Officer (Environmental Hygiene)
Food and Environmental Hygiene Department
45/F, Queensway Government Offices, 66 Queensway, Hong Kong
E-mail: personal_data@fehd.gov.hk