

**Document issued by
Guangzhou Municipal Human Resources and Social Security
Bureau**

Sui Ren She Gui Zi [2019] No. 3

**Notice of Guangzhou Municipal Human Resources and Social
Security Bureau on the Procedures for Processing Matters
Related to Employment Promotion Policies**

To all district human resources and social security bureaus:

To implement the *Opinion of the Guangzhou Municipal People's Government on Further Promoting Employment* (Sui Fu Gui [2018] No. 19) and the *Notice of the Guangzhou Municipal Human Resources and Social Security Bureau on the Issuance of the Measures on the Management and Use of Employment Subsidies in Guangzhou* (Sui Ren She Gui Zi [2019] No. 1), the procedures for processing matters related to employment promotion policies program are hereby circulated for your due implementation.

I. Processing Agencies

Social insurance subsidies for persons in flexible forms of employment and community-level employment social insurance subsidies shall be accepted and reviewed by the subdistrict (town) public employment service agencies of the locality of the applicant's household registration (including individuals and entities, as below) or locality of residence (for higher education graduates of non-Guangzhou household registration and persons from Hong Kong, Macao and Taiwan), and approved and disbursed by district public employment service agencies and district human resources and social security authorities.

The certification of enterprises and workers facing financial difficulties (hereinafter referred to as "affected enterprises" and "affected employees") shall be accepted and reviewed by the district public employment service agencies in their locality of employment (or residence) or the regional-level locality where they make their social insurance contributions. The certification thereof shall be implemented until March 31, 2020.

Entrepreneurship training subsidies (for non-higher education graduates), one-time entrepreneurship grants, rental subsidies, "employment-driven entrepreneurship subsidies", social insurance subsidies for start-ups, social insurance subsidies for recruitment of persons facing employment difficulties, ordinary job subsidies for recruitment of persons facing employment difficulties, ordinary job subsidies for recruitment of affected employees, social insurance subsidies for small and micro enterprises that employ fresh graduates, employment subsidies for fresh higher education graduates working in community-level positions, employment subsidies for higher education graduates working in community-level positions, social insurance subsidies for job-creating start-ups established by higher education graduates, subsidies for providing information on job vacancies, subsidies for collection of information on job hunters, job fair subsidies, subsidies for job fairs by key corporate employers, subsidies for job referrals to key corporate employers, subsidies for job referrals to affected employees, one-time special training subsidies for affected enterprises, skills training subsidy for affected employees, start-up incubation subsidies, subsidies for employing workers registered as in need of poverty assistance, social insurance subsidies for domestic services companies that hire employees, and one-time temporary living allowances for employees of affected enterprises shall be accepted, reviewed, approved and disbursed by the district public employment service agencies and district human resources and social services authorities of the locality where the applicant files for registration.

Subsidies for outstanding entrepreneurship projects, internship subsidies, internship living allowances, subsidies for employers that retain interns, and job hunting and entrepreneurship subsidies shall be accepted and reviewed by the Guangzhou Municipal University Graduate Employment Guidance Center (hereinafter referred to as "UGEGC"), and approved and disbursed by the General Office of the Committee for the Management of Human Resource Markets in South China (hereinafter referred to as the "General Office of the South China HRM Committee").

Vocational training subsidies for tertiary students shall be accepted and reviewed by the Guangzhou Municipal Vocational Aptitude Training Guidance Center (hereinafter referred to as "VATGC"). In particular, vocational skills training subsidies for tertiary students shall be disbursed after the Guangzhou Municipal Vocational Skills Appraisal Guidance Center (hereinafter referred to as "VSAGC") reviews relevant vocational qualification certificates and submits applications to the Guangzhou Municipal Human

Resources and Social Security Bureau (hereinafter referred to as “HRSSB”, the same below) for approval. Entrepreneurship training subsidies for tertiary students shall be disbursed after being reviewed by the VATGC and reported to the HRSSB for review.

Subsidy for demonstrative start-up incubators shall be accepted and reviewed by district public employment service agencies or the UGEGC, and approved and disbursed by the Guangzhou Municipal Labor and Employment Services Management Center (hereinafter referred to as “LESMC”).

Applications for unemployment insurance skills upgrading rebates should be made through the Online Service Platform of the Guangdong Provincial Human Resources and Social Security Department (<http://ggfw.gdhrss.gov.cn/gdggfw/index.shtml>) or through a personal account registered on the "Guangdong Ren She" app.

Applications for unemployment insurance job stabilization rebates should be made through the Online Service Hall of the Guangzhou Municipal Human Resources and Social Security Bureau (<http://gzlss.hrssgz.gov.cn/cas/login>).

To provide efficient services for the people, district human resources and social services authorities, in light of the actual situation in the district, may delegate the acceptance and review of relevant subsidy applications to sub-district (town) public employment service agencies. Meanwhile, district human resources and social services authorities and public employment service agencies should strengthen oversight and management of delegated tasks regarding the acceptance and review of relevant subsidy applications.

II. Processing Procedures

i. Applications on a monthly basis

1. Entrepreneurship training subsidies (for non-higher education students).

The applicant applies to the district human resources and social services authority for the opening of the class. Upon approval, the applicant should organize free entrepreneurship training for students (non-higher education students). After students receive their training qualification certificates, the applicant should apply to district public employment service agencies for entrepreneurship training subsidies from the 1st to the 10th of each month. District public employment service agencies and district human resources and social services authorities shall accept, review and audit these applications prior to the 20th of each month. Funds shall be disbursed to qualified applicants prior to the last day of each month.

2. Subsidies for outstanding entrepreneurship projects.

The applicant shall apply to the UGEGC for subsidies for outstanding entrepreneurship projects from the 1st to the 25th of each month. The UGEGC shall accept and review applications within 5 working days and the General Office of the South China HRM Committee shall complete their audit within 5 working days and disburse relevant funds to qualified applicants within 5 working days.

Subsidy applications shall be submitted within 2 years from the date of winning the award. Late applications will not be accepted. The registered legal representative (no change to registered legal person) or the main person in charge, as registered with other statutory bodies (representative registered under other statutory registration procedures) shall be the person in charge of the participating project. For award-winning startup projects that have not been registered at the time of winning the award, the *Certificate of Conformity between the Registered Company and the Participating Project* shall be issued.

Participating members shall affix their signatures to the certificate in affirmation.

3. One-time temporary living allowance for employees of affected enterprises.

Applicants should apply to district public employment service agencies for a one-time temporary living allowance for employees of affected enterprises from April 1, 2019, to December 31, 2019. District public employment service agencies shall collect and send such applications to district social security agencies for disbursement of unemployment insurance premiums and termination of labor relations. District public employment service agencies and district human resources and social services authorities shall accept, review and audit applications within 20 working days and shall disburse funds to qualified applicants within 10 working days. Funds shall be disbursed to the applicant's social security card financial account. Where the applicant fails to apply for a social security card due to objective reasons, the subsidy may be temporarily disbursed to his or her bank account.

ii. Applications on a bimonthly basis

Applicants should apply to district public employment service agencies for one-time entrepreneurship grants, rental subsidies, and entrepreneurship-driven employment subsidies from the 1st to the 20th of the 1st month of the application cycle (i.e. January, March, May, July, September and November). Applicants for social insurance subsidies for start-ups should submit their applications to district public employment service agencies from the 1st to the 20th of the 1st month of the application cycle (i.e. February, April, June, August, October and December). District public employment service agencies and district human resources and social services authorities shall accept, review and audit applications prior to the 5th of the 2nd month of the application cycle and shall disburse funds to qualified applicants prior to the 10th of the 2nd month of the application cycle.

Applications for rental subsidies may be made only where the address of the rented premises is the same as the registered address and where the premise has been continuously rented for one year or more. Eligible enterprises (self-employed individuals) and entrepreneurs may not apply for rental subsidies for more than a total of 3 years. When applying for entrepreneurship-driven employment subsidies, persons provided employment opportunities must be working for the applicant.

Subsidy applications (the 1st subsidy application) shall be submitted within 3 years of the registration of the relevant business entity. The last application date for entrepreneurship-driven employment subsidies shall not exceed 4 years from the date of registration of the start-up. Late applications will not be accepted. Applicants who have successfully received rental subsidies for less than 3 years prior to the implementation of Sui Ren She Gui Zi [2019] No. 1 may continue to apply for such subsidies per its provisions. Those who meet the provisions of Sui Ren She Gui Zi [2019] No. 1 on rental subsidies but have exceeded the specified application period prior to its implementation will not be limited by the 3-year application period and may continue to apply for rental subsidies per relevant provisions. Applications will not be accepted from applicants currently receiving social insurance subsidies for start-ups who fail to apply for subsidies per the application cycle for one consecutive year during the subsidy period.

iii. Applications on a quarterly basis

1. Social insurance subsidies for the employment of persons facing employment difficulties, ordinary job subsidies for the employment of persons facing employment difficulties, ordinary job subsidies for the employment of affected employees, social insurance subsidies for small and micro businesses that employ fresh graduates,

employment subsidies for fresh higher education graduates working in community-level positions, employment subsidies for higher education graduates working in community-level positions, and social insurance subsidies for job-creating start-ups established by higher education graduates.

Applicants should apply to district public employment service agencies for the above subsidies prior to the last day of the 1st month in the quarter (i.e. January, April, July and October). District public employment service agencies and district human resources and social services authorities shall accept, review and audit applications prior to the 20th of the 2nd month in the quarter (i.e. February, May, August and November). District human resources and social services authorities or the Guangzhou Municipal Social Insurance Fund Management Center (hereinafter referred to as “SIFMC”) shall disburse funds to qualified applicants within 12 working days upon receipt of the payment data forwarded by the relevant district public employment service agency. Employment subsidies for fresh higher education graduates working in community-level positions and employment subsidies for higher education graduates working in community-level positions shall be disbursed to the applicant’s social security card financial account. Where the applicant fails to apply for a social security card due to objective reasons, the subsidy may be temporarily disbursed to his or her bank account.

Applications for employment subsidies for fresh higher education graduates working in community-level positions should be submitted within one year upon expiration of the stable employment period for fresh higher education graduates. First-time applications for other subsidies shall be submitted within one year upon signing of the labor contract (or service agreement, etc). Late applications will not be accepted. Applications will not be accepted from applicants receiving social insurance subsidies or employment subsidies who fail to apply for subsidies per the application cycle for one consecutive year during the subsidy period.

2. Flexible employment social insurance subsidies and community-level employment social insurance subsidies.

Applicants should apply to the sub-district (town) public employment service agencies in the locality of their household registration (for non-Guangzhou higher education graduates and persons from Hong Kong, Macao and Taiwan, such applications shall be made to the sub-district (town) public employment service agencies of the place where they live), for the above subsidies from the 1st to the 20th of the 1st month in the quarter (i.e. January, April, July and October). Sub-district (town) public employment service agencies shall accept and review applications prior to the 10th of the 2nd month in the quarter (i.e. February, May, August and November). District public employment service agencies and district human resources and social services authorities shall complete their audit of these applications prior to the 20th of the 2nd month in the quarter and disburse funds to qualified applicants prior to the last day of the 2nd month in the quarter. Funds shall be disbursed to the applicant's social security card financial account. Where the applicant fails to apply for a social security card due to objective reasons, the subsidy should be temporarily disbursed to his or her bank account.

Subsidy applications should be submitted within 1 year of paying social insurance premiums. Late applications will not be accepted. Applications will not be accepted from applicants receiving social insurance subsidies who fail to apply for subsidies per the application cycle for one consecutive year during the subsidy period.

3. Internship subsidies, internship living allowances, and subsidies for employers that retain interns.

Applicants should apply to the UGEGC for the above subsidies from the 1st to the 10th of each month in the quarter (i.e. January, April, July and October). The UGEGC shall accept and review within 5 working days. The General Office of the South China HRM Committee shall complete their audit of the application review within 5 working days and disburse funds to qualified applicants within 5 working days. Applications for all internship subsidies and internship living allowances shall be submitted by the employer, who shall distribute these monies to their interns.

The applicant must be an internship base certified by municipal human resources and social services authorities and must have publicly listed internship positions in the UGEGC Recruitment Information System and recorded information on their interns in the system. Higher education graduates who have not found a job within 2 years of their graduation shall register for unemployment in the real-name registration system for higher education graduates on the official website of the GMHRSSB. They should have no records of employment or basic old-age insurance contributions during their internship. Unemployed youth aged 16-24 must apply for unemployment registration pursuant to the *Guangzhou Employment and Unemployment Registration Measures*, and such unemployment registration must be currently valid. Subsidy applications for a trainee may only be submitted by one internship employer.

Applications for internship subsidies and internship living allowances should be submitted within 6 months of the end of the internship. Applications for subsidies for employers that retain interns should be submitted within 6 months after the relevant staff member has been employed in a stable position for a specified period.

4. Subsidies for providing information on job vacancies, subsidies for collection of information on job hunters, job fair subsidies, subsidies for job fairs by key corporate employers.

Applicants should submit records to the district public employment service agencies from the 1st to the 10th of each month in the quarter (i.e. January, April, July and October). District public employment service agencies and district human resources and social services authorities shall accept, review and audit applications within 7 working days and disburse funds to qualified applicants within 7 working days.

5. Subsidies for job referrals to key corporate employers, subsidies for job referrals to affected employees

Commercial human resources service agencies with a *Human Resource Services License* that allow them to make job referrals should list information on job vacancies and job seekers in the Guangzhou Employment Training Information System, match vacancies and job seekers, issue job referral recommendation letters, and provide timely feedback on job referrals in the system. Applicants should submit their applications to district public employment service agencies from the 1st to the 10th of each month in the quarter (i.e. January, April, July and October). District public employment service agencies and district human resources and social services authorities shall accept, review and audit applications within 7 working days. Apart from reviewing the application materials submitted by the applicant, human resources and social services authorities shall also verify the insurance records of relevant personnel and disburse funds to qualified applicants within 7 working days.

Subsidy applications should be submitted within 6 months after the relevant staff member has been employed in a stable position for a specified period.

6. Vocational training subsidies for higher education students.

(1) Vocational training subsidies for higher education students. The school shall submit to the VATGC the information form on the vocational skills training institution, the basic information of the school, the contact form for the personnel of the institution in charge, and the annual training plan. The VATGC, in conjunction with the VSAGC, will review the training qualifications and the training plans of the school. Upon completion of their review, they shall summarize the annual training plans for submission to the HRSSB for further review, and issue the annual guiding training plans based on the outcomes thereof. The school should record the relevant information in the Employment Management Information System for Higher Education Graduates of the Guangzhou Provincial Human Resources and Social Security Department within two weeks of organizing the training program. Based on the outcomes of assessment and appraisal, the school shall submit the application for funds and the roster of subsidy recipients prior to the 10th of the 1st month of the next quarter. The VATGC shall review and endorse the information of the subsidy personnel on the 15th of the 1st month of the next quarter. The VSAGC shall be responsible for verifying the professional qualification certificates of the applicants. The VATGC shall fill in the Subsidy Summary Form and Subsidy Recipients Summary Form prior to the 25th of the 1st month of the next quarter, submit these forms to the HRSSB for further review, and disburse the subsidies to the school based on the outcomes thereof.

(2) Entrepreneurship training subsidy for higher education students. The school shall submit to the VATGC the information form on the entrepreneurship training institution, the basic information of the school, the contact form for the personnel of the institution in charge, and the annual training plan. The VATGC will review the training qualifications and the annual training plans of the school. Upon completion of the review, the VATGC will summarize the annual training plan for submission to the HRSSB for further review, and issue the annual guiding training plans based on the outcomes thereof.

The school shall record the information on relevant participants in the Employment Management Information System for Higher Education Graduates of the Guangzhou Provincial Human Resources and Social Security Department within two weeks of organizing the training. Based on the outcomes of the assessment and appraisal, the school shall submit the application for funds and the roster of subsidy recipients prior to the 10th of the 1st month of the next quarter. The VATGC shall fill in the Subsidy Summary Form and Subsidy Recipients Summary Form prior to the 25th of the 1st month of the next quarter, submit these forms to municipal human resources and social services authorities for further review, and disburse the subsidies to the school based on the outcomes thereof.

7. One-time special training subsidies for affected enterprises.

Prior to organizing on-the-job training for employees, affected enterprises should apply to district public employment service agencies for pre-application of subsidies and submit relevant training plans (including scale and duration of the training program, number of trainees, and training outcomes). Upon review and preliminary approval by district human resources and social services authorities, affected enterprises should carry out training as planned. Upon completion of the training program, affected enterprises shall submit training certification materials to district public employment service agencies from the 1st to the 10th of each month in the quarter (i.e. January, April, July and October). District public employment service agencies and the district human resources and social services authorities shall review the relevant materials prior to the 20th of the 2nd month in the quarter (i.e. February, May, August and November), and verify the insurance records of the relevant affected employees during the training period. For qualified enterprises, the insurance rebate shall be calculated based on the number of affected employees who meet

the conditions for training and the funds shall be disbursed prior to the last day of the 2nd month in the quarter.

The application for pre-approval shall be submitted prior to the end of 2019, and training plans accepted and approved prior to the end of 2019 may be implemented beyond the year.

8. Skills training subsidies for affected employees.

Where affected employees who participate in skills training (including entrepreneurship training) and obtain vocational qualification certificates are persons facing employment difficulties, workers registered as in need of poverty assistance, members of low-income groups or disabled persons, they should apply to the district public employment service agency and the district human resources and social services authority where the training institution is domiciled prior to the last day of the 1st month in the quarter (i.e. January, April, July and October) for living allowances during the training period. The relevant district public employment service agency and the relevant district human resources and social services authority shall review the application materials submitted by affected employees prior to the 20th of the 2nd month in the quarter (i.e. February, May, August and November), verify the unemployment insurance payment records of these applicants, and disburse funds prior to the last day of the 2nd month in the quarter to qualified applicants.

Subsidy applications should be submitted within 6 months of obtaining the vocational qualification certificate. Applicants who are already receiving unemployment insurance benefits should not apply for this subsidy.

iv. Applications on a semi-annual basis

Start-up incubation subsidies. Applicants should apply to district public employment service agencies for start-up incubation subsidies from May 1 to 31 and from October 1 to 31 each year. District public employment service agencies and district human resources and social services authorities shall accept, review and audit applications prior to June 15 and November 15 respectively and disburse funds to qualified applicants prior to June 25 and November 25 respectively.

v. Application on an annual basis

1. Subsidies for employing workers registered as in need of poverty assistance

Applicants should, from March 1 to July 31 each year, apply to district-level public employment service agencies for subsidies for employing workers registered as in need of poverty assistance (i.e. from July 1 of last year to June 30 of this year). After applications are accepted, reviewed and audited by the district-level public employment service agency and the district-level human resources and social security authority, subsidies shall be disbursed to qualified applicants by September 30.

The worker must be working for the applicant at the time of application. The deadline for the applicant to submit the application is July 31 of the current year. Late applications will not be accepted.

2. Social insurance subsidies for domestic services companies that hire employees

Applicants should, from November 1 to December 31 each year, apply to district public employment service agencies for social insurance subsidies for domestic services companies that hire employees for the last year (i.e. from January 1 to December 31 of the current year). After applications are accepted, reviewed and audited by the district-level public employment service agency and the district-level human resources and social security authority, subsidies shall be disbursed to qualified applicants by March 31 of the

following year.

3. Job-seeking and entrepreneurship subsidies

Before March 31 of each year, higher education institutions should organize a joint application for this subsidy for those eligible students who wish to make an application. The institution should conduct a preliminary review of the application materials submitted by these students, and publicly disclose the list of students whose applications pass preliminary review for 5 working days. If no objection is received, the institution will submit the information of the students into the Guangdong Provincial Human Resources and Social Security Integrated Information System before April 10.

The institution should then export the *List of Graduates from Households Receiving Minimum Living Allowances in Guangdong Province Applying for Job-Seeking Subsidies*, affix their official seal thereon and submit the List to the UGEGC. The institution shall also compile a list of all graduates whose applications have passed the public disclosure period review for record purposes. The UGEGC will accept and review the application before April 20, while the General Office of the South China HRM Committee will complete their further review within 20 working days. Subsidies for qualified applicants will be disbursed to the official bank account of the relevant institution within 5 working days, which shall be disbursed by the institution to the graduate before May 31. Before the subsidies are disbursed by finance authorities, institutions should use their own funds to disburse the relevant monies to their students. All monies should be paid to bank accounts. Cash payments are prohibited. Institutions should publicly disclose information related to the disbursement of subsidies. The use of these subsidies and the *Employment Status Tracking Form for Recipients of Job-Seeking and Entrepreneurship Subsidies* should be reported to the UGEGC before September 30.

4. Demonstrative start-up incubation base subsidies.

Applicants shall, from June 1 to June 31 each year, apply to district-level public employment service agencies or the General Office of the South China HRM Committee for this subsidy. After the relevant district-level public employment service agency or the General Office of the South China HRM Committee accepts and reviews the application and the LESMC verifies that the application meets relevant conditions, the subsidy will be disbursed by July 31.

5. Unemployment insurance job stabilization rebates.

Applicants should, before June 30 each year, log in to the Online Service Hall of the Guangzhou Municipal Human Resources and Social Security Bureau (<http://gzlss.hrssgz.gov.cn/cas/login>) to submit applications for unemployment insurance job stabilization rebates for the last year to the district social security agency that manages their unemployment insurance matters.

III. Application Deadlines

In principle, all applications for subsidies should be submitted within the application cycle, except in circumstances provided for in the above provisions. Applications will not be accepted from applicants who fail to submit an application within one year (calculated from the date that they become eligible).

IV. Miscellaneous

i. Certification as affected enterprises and employees

1. Applications by enterprises. Applicants should submit the application to the district-level public employment service agency from April 1, 2019 to December 31, 2019, which will thereafter record the information in the real-name information system (hereinafter referred to as the System) to verify the relevant information of the applicant.

Eligible applicants will be certified and thereafter informed of the identification result. The list of their affected employees will be determined by the affected enterprise, which will file the *Roster of Affected employees* with the relevant district public employment service agency when applying for certification as an affected enterprise. The application will be processed within 20 working days from the date of acceptance.

2. Applications by employees. Applicants should submit an application to district public employment service agencies from April 1, 2019 to December 31, 2019, which will accept and review such applications within 7 working days. Eligible applicants will be certified as affected employees by the relevant public employment service agency, which shall record relevant information into the System, and inform the applicant of the certification outcomes.

ii. Duration of social insurance subsidies for females in flexible forms of employment

1. For female employees who are receiving subsidies for community-level employment pursuant to the *Notice on the Issuance of Measures for Subsidies to Promote the Employment of Disadvantaged Groups in Guangzhou* (Sui Ren She Fa [2013] No. 29) before the implementation of Sui Ren She Zi [2019] No. 1 (i.e. before April 1, 2019), if they assume flexible employment and participate in the social insurance system as required after the implementation of Sui Ren She Zi [2019] No. 1, they shall be entitled to social insurance subsidies for persons in flexible forms of employment for the durations as follows: women aged 50 years or more who have paid basic old-age and social medical insurance premiums for a term less than the minimum limit specified in Article 16 of the *PRC Social Insurance Law* and Article 16 of the *Guangzhou Municipal Social Medical Insurance Measures* may continue to pay insurance premiums and receive subsidies until the age of 55. Where the total period of contributions made by a female in a flexible form of employment to either basic old-age insurance or social medical insurance does not meet the conditions specified above, she may receive in advance employee basic old-age insurance benefits or retired employee social medical insurance benefits. She shall continue to pay premiums for whichever insurance scheme that does not meet the minimum periods of contributions until the said period is met, but shall not be entitled to employment subsidies.

2. For eligible females in flexible employment who apply for social insurance subsidies for persons in flexible forms of employment for the first time after the implementation of Sui Ren She Zi [2019] No. 1, the age requirement with regards to subsidies shall be as specified in the *Notice of Guangdong Provincial Human Resources and Social Security Department on the Issuance of Measures for Assessing Eligibility for Basic Old-Age Insurance Benefits for Persons Participating in the Basic Old-Age Insurance Program* (Yue Ren She Zi [2019] No. 1) shall apply: those who have participated in the old-age insurance system as an employee and who are not in managerial or skilled positions when turning 50 years old shall be deemed to be workers and shall become eligible for benefits upon turning 50; those who have not participated in the old-age insurance system as an employee shall become eligible upon turning 55.

iii. Retroactive payment of subsidies

All public employment service agencies shall retroactively disburse subsidies to applicants that meet all required conditions but did not receive their due subsidies due to objective reasons. Subsidies shall not be disbursed if the death or registration cancellation of the applicant before the allocation of relevant funds makes it impossible to disburse the subsidy.

iv. Management of accounts for receiving subsidies

Applicants must ensure that the bank account to be credited is in order. If abnormalities in the applicant's bank account leads to a failure to disburse subsidies, the applicant should, within 3 months after such changes in their bank account, submit information on their valid bank account to the public employment service agency which previously accepted the application. Otherwise, the original application documents will be deemed to be erroneous and subsidies shall not be disbursed.

If a subsidy cannot be disbursed due to reasons on the part of the applicant's bank account, the authority disbursing the subsidy shall, within 5 days after receiving a notice of refund from the bank, inform the public employment service agency that accepted the application. The public employment service agency shall thereafter inform the applicant within 7 working days. Within 5 working days of receiving the notice from the agency, the applicant shall re-submit their bank account information to the public employment service agency. The service agency shall forward the new bank information to the disbursing authority within 5 working days, which shall then make a new attempt to disburse the subsidy.

v. Restitution of disbursed subsidies

If the applicant conforms to the provisions on mandatory circumstances under which unemployment registration shall be invalidated, as stipulated in Article 17 and Article 18 of the *Notice of Guangzhou Municipal Human Resources and Social Security Bureau and Guangzhou Municipal Finance Bureau on the Issuance of Measures for Registration of Employment and Unemployment in Guangzhou* (Sui Ren She Gui Zi [2018] No. 12) but fails to cancel their unemployment registration, they shall no longer be entitled to unemployment subsidies, and disbursed subsidies shall be refunded to the account of the disbursing authority.

Where an applicant is found to have applied for and received subsidies in contravention of relevant regulations, the subsidies received shall be refunded to the account of the original disbursing authority. Relevant provisions of the unemployment insurance fund shall apply to the refund of subsidies disbursed by the unemployment insurance fund.

vi. Public disclosure of subsidies

The use and allocation of subsidies shall be publicly disclosed by district human resources and social security authorities in accordance with the requirements of the Guangdong Municipal Finance Bureau and relevant national and provincial regulations.

vii. Management of documentation related to subsidies

Documents submitted by the applicant in relation to applications for subsidies shall be retained by all public employment service agencies for inspection; all public employment service agencies shall establish a strict documentation management system. Documentation related to employment subsidies shall be retained for no less than 15 years.

V. Period of Validity

This Notice shall be effective for a period of 5 years from the date of issuance.

Annexes:

1. Application documents for employment promotion subsidies in Guangzhou
2. Application Form for Employment Promotion Subsidies in Guangzhou
3. Address and telephone number of public employment service agencies in each district

Guangzhou Municipal Human Resources and Social
Security Bureau
June 28, 2019

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