



## Summer Internship Programme – Insurance Industry (2018 Intake)

### 保險業「暑期實習計劃」(2018年)

#### Participating Companies & Vacancies (as at 19 January 2018)

#### 參與機構及職位空缺 (截至2018年1月19日)

Stream 分流	Company 機構	Job Title 職位名稱	Job Duties 工作範圍	Job Requirement* (Basic requirement* for the SIP: - non-final year undergraduate student; and - enrolled in a full-time accredited programme provided by a local education institution 職位要求 (暑期實習計劃基本要求*: - 非應屆畢業生; 及 - 修讀本地教育機構提供的全日制經評審學士學位課程)
Insurance	AIG Insurance Hong Kong Limited	Summer Intern in Consumer	<ul style="list-style-type: none"> <li>Our 8 week summer internship program is designed to provide students with an insight into our industry through hands-on experience. As an Intern, you will work closely with mentors and colleagues, as you are challenged with meaningful, business-critical projects. In addition to your day-to-day responsibilities, you will also be exposed to other business areas within AIG to gain a broader knowledge of what we do.</li> </ul>	<ul style="list-style-type: none"> <li>To be successful in this role you must be able to work in a fast paced and demanding environment with demonstrated ability to juggle multiple competing tasks and demands. You will be energetic, flexible, comfortable with ambiguity and able to problem solve effectively. In addition, the ability to communicate and collaborate with all levels of management, and to build strong working relationships, internal and external to the organization, will also be key to your success.</li> </ul>

Insurance	Allied World Assurance Company Limited	Summer Intern – Finance	<ul style="list-style-type: none"> <li>• Preparation of financial reports</li> <li>• Handling monthly closing &amp; reconciliation</li> <li>• Participate in premium collection processes</li> <li>• Assist in projects and ah hoc assignments</li> </ul>	<ul style="list-style-type: none"> <li>• Major in Accountancy or Finance related discipline</li> <li>• Good communication and interpersonal skills</li> <li>• Detail minded and pay attention to defined timeline</li> </ul>
Insurance	Allied World Assurance Company Limited	Summer Intern – Business Transformation Group	<ul style="list-style-type: none"> <li>• Internal and external research and analysis to help scope the challenge or opportunity and identify the right solution</li> <li>• Online sales portal user testing and design input</li> <li>• Creation and management of project plan</li> <li>• Coordination of stakeholders from different departments responsible for delivering the project</li> </ul>	<ul style="list-style-type: none"> <li>• Strong organizational skills – the ability to plan and execute on time</li> <li>• Excellent interpersonal skills – able to work with and influence a cross section of people</li> <li>• Proactivity – confident to work independently when required and willing and able to follow up with others to ensure project deadlines are met</li> <li>• Good analytical and communication skills – the ability to gather, analyse and communicated the findings of simple data analysis, internal reviews and external desktop research</li> </ul>
Insurance	Allied World Assurance Company Limited	Summer Intern – Underwriting	<ul style="list-style-type: none"> <li>• Production of reports from various underwriting systems as required and in accordance with guidance provided</li> <li>• Assisting with review of allocated cases, delivering required supportive data to assist in underwriting decisions</li> <li>• Assisting with premium bookings and necessary documentation in line with established procedures</li> <li>• Assisting in products revamping or new products development</li> </ul>	<ul style="list-style-type: none"> <li>• Strong communication, negotiation &amp; analytical skills</li> <li>• Keen learner and a Self-Starter</li> <li>• Positive attitude and ability to handle challenges</li> </ul>

Insurance	Asia Insurance Company Limited	Clerk	<ul style="list-style-type: none"> <li>• To provide policy's administrative and general clerical support in business team</li> <li>• Collect, register and consolidate the incoming documents</li> <li>• Assist in preparing correspondences, monthly reports and presentation materials</li> <li>• Involve in processing insurance applications</li> <li>• Maintain filing system</li> <li>• Handle data input, checking and mailing</li> <li>• Perform ad hoc duties as assigned by manager / supervisor</li> </ul>	
Insurance	Aviva Life Insurance Company Limited	Marketing Intern	<ul style="list-style-type: none"> <li>• Work with Digital Marketing team and responsible for look &amp; feel exploration, conceptual and visual development, and final execution of design directions</li> <li>• Assist in asset creation and presentation preparation</li> <li>• Provide support on print and digital projects and visual elements of a new digital launch</li> </ul>	<ul style="list-style-type: none"> <li>• Independent worker and quick learner with good learning attitude</li> <li>• Individual who is passionate, fun, creative and determined to make a difference!</li> <li>• Good team player who is highly flexible with an analytical mindset, excellent interpersonal and communication skills</li> <li>• Fluent in both spoken and written English and Chinese, fluent in Mandarin is an advantage</li> </ul>
Insurance	Aviva Life Insurance Company Limited	Project Management Intern	<ul style="list-style-type: none"> <li>• Responsible for working with the Project Manager to plan and manage the portfolio of Transformation projects or projects within the portfolio</li> <li>• To build and maintain collaborative relationships with all members of the projects, including internal as well as regional and global</li> </ul>	<ul style="list-style-type: none"> <li>• Independent worker and quick learner with good learning attitude</li> <li>• Individual who is passionate, fun, creative and determined to make a difference!</li> <li>• Good team player who is highly flexible with an analytical mindset, excellent interpersonal and communication skills</li> <li>• Fluent in both spoken and written English and Chinese, fluent in Mandarin is an advantage</li> <li>• Proficiency in spreadsheet &amp; MS Office software application</li> </ul>

Insurance	Aviva Life Insurance Company Limited	Human Resources Intern	<ul style="list-style-type: none"> <li>• Attach to People Function to acquire fundamentals of insurance, human resources and business knowledge</li> <li>• Provide support in all aspect of Talent Sourcing and Acquisition, Compensation &amp; Benefit, Learning &amp; Development</li> <li>• Assist in organizing and coordinating various HR initiatives, staff engagement programmes and internal communications to promote/enhance staff relationship</li> <li>• Assist in transformation initiatives to drive digital strategy development</li> <li>• Participate in other assigned projects and initiatives</li> </ul>	<ul style="list-style-type: none"> <li>• Independent worker and quick learner with good learning attitude</li> <li>• Individual who is passionate, fun, creative and determined to make a difference!</li> <li>• Good team player who is highly flexible with an analytical mindset, excellent interpersonal and communication skills</li> <li>• Fluent in both spoken and written English and Chinese, fluent in Mandarin is an advantage</li> <li>• Proficiency in spreadsheet &amp; MS Office software application</li> </ul>
Insurance	Aviva Life Insurance Company Limited	Risk & Compliance Intern	<ul style="list-style-type: none"> <li>• Provide support to Risk Policy and Business standard owners in the Business Unites to embed the policies into the Business Units</li> <li>• Assist in the development of and manage processes to identify and evaluate business areas' risks</li> <li>• Participate in other assigned projects and initiatives</li> </ul>	<ul style="list-style-type: none"> <li>• Independent worker and quick learner with good learning attitude</li> <li>• Individual who is passionate, fun, creative and determined to make a difference!</li> <li>• Good team player who is highly flexible with an analytical mindset, excellent interpersonal and communication skills</li> <li>• Fluent in both spoken and written English and Chinese, fluent in Mandarin is an advantage</li> <li>• Proficiency in spreadsheet &amp; MS Office software application</li> </ul>
Insurance	Berkshire Hathaway Specialty Insurance Company	Assistant in Finance	<ul style="list-style-type: none"> <li>• Assis to review month-end closing, periodic management reports and reconciliation to ensure compliance with corporate requirements</li> <li>• Support to oversee Group consolidation management account</li> <li>• Assist in continuous process improvement programs</li> </ul>	

Insurance	Blue Cross (Asia-Pacific) Insurance Limited	Customer Services Assistant	<ul style="list-style-type: none"> <li>• Provide daily administrative support to department including data input, document filing, roster and schedule maintenance</li> <li>• Assist in updating procedure manual &amp; guidelines and operation templates</li> <li>• Assist in ad hoc assignment or other duties as required by the company</li> </ul>	
Insurance	Blue Cross (Asia-Pacific) Insurance Limited	Human Resources Assistant	<ul style="list-style-type: none"> <li>• Provide human resources &amp; administrative support to the head of human resources division and assistant manager of the Team on recruitment</li> <li>• Benefits administration</li> <li>• Employee relations</li> <li>• Training programs coordination as well as handle staff engagement activities</li> <li>• Company functions and assist in HR initiatives</li> <li>• Inputs and scan staff records in high accuracy and complete manner</li> <li>• Maintain proper and appropriate filing records and documents on file for HR Department</li> </ul>	
Insurance	Blue Cross (Asia-Pacific) Insurance Limited	Administrative Assistant	<ul style="list-style-type: none"> <li>• Daily administration clerical support to department</li> <li>• Maintain proper filing records and documents on file</li> <li>• Date Input</li> </ul>	

Insurance	BOC Group Life Assurance Company Limited	Summer Intern	<ul style="list-style-type: none"> <li>• BOC Life Summer Internship Program gives you an exciting opportunity to know more about life insurance industry by working together with the professionals in the company.</li> <li>• We do not only learn through observation but also through action! Through on-the-job training, orientation and sharing from professionals will give you a unique internship experience,</li> <li>• The Program offers valuable insights into a wide range of functions including but not limited to following areas: Sales Management, Underwriting and Claims, Customer Services and Policy Administration and other supporting functions</li> </ul>	<ul style="list-style-type: none"> <li>• Any discipline in penultimate year</li> <li>• Self-motivated, detail-minded, and high learning agility</li> <li>• A good team player, flexible and creative</li> <li>• Outgoing with good interpersonal and communication skills</li> <li>• Good command of both spoken and written English and Chinese</li> </ul>
Professional Brokerage	Channel 8 Wealth Management Limited	Administrative Assistant	<ul style="list-style-type: none"> <li>• Provide Clerical support to Admin and Customer Service Department</li> <li>• Assist to prepare client proposals and application materials</li> <li>• Assistant to prepare admin memo and client correspondence</li> </ul>	<ul style="list-style-type: none"> <li>• Proficiency of Microsoft Office, Chinese typing</li> <li>• good communication skills</li> <li>• Responsible, helpful</li> <li>• Detailed oriented with a positive attitude</li> </ul>
Professional Brokerage	Channel 8 Wealth Management Limited	Assistant to Investment Team	<ul style="list-style-type: none"> <li>• Compile summary of investment market updates</li> <li>• Update product and fund information</li> <li>• Assist in conducting product due diligence and preparing marketing materials</li> <li>• Update website and social media contents</li> </ul>	<ul style="list-style-type: none"> <li>• Proficiency of Microsoft Office, especially MS Excel and PowerPoint</li> <li>• Investment knowledge, good presentation skills, responsible, independent</li> </ul>

Insurance	China BOCOM Insurance Company Limited	Summer Intern – Underwriting and Reinsurance Department	<ul style="list-style-type: none"> <li>• Provide support to underwriting &amp; reinsurance administration related activities including but not limited to issuance of policies, data analysis, checking, preparation of summary reports, etc.</li> <li>• Gain hands-on experience in policy administration, insurance underwriting and reinsurance arrangement</li> <li>• Get deep insight of what it is like to work in general insurance company</li> <li>• On-the-job training provided by the supervisors</li> <li>• Handle ad-hoc projects upon requested</li> </ul>	<ul style="list-style-type: none"> <li>• Good command of spoken and written English and Chinese</li> <li>• Proficiency in MS Office (Word, Excel, etc.)</li> <li>• Strong sense of responsibility</li> </ul>
Insurance	China BOCOM Insurance Company Limited	Summer Intern – Claims Department	<ul style="list-style-type: none"> <li>• Provide support in the delivery of claims services for different classes of insurance including but not limited to data processing, preparation of claims payment and correspondence to customers, administration of claims files and other related documents, etc.</li> <li>• Gain hands-on experience in claims processing</li> <li>• Get deep insight of what it is like to work in general insurance company</li> <li>• On-the-job training provided by the supervisors</li> <li>• Handle as-hoc projects upon requested</li> </ul>	<ul style="list-style-type: none"> <li>• Good command of spoken and written English and Chinese</li> <li>• Proficiency in MS Office (Word, Excel, etc.)</li> <li>• Strong sense of responsibility</li> </ul>

Insurance	China BOCOM Insurance Company Limited	Summer Intern – Finance Department	<ul style="list-style-type: none"> <li>• Handle daily accounting work</li> <li>• Assist in preparing materials for company annual rating review including but not limited to preparation of PowerPoint slides and Excel spreadsheets</li> <li>• Provide administrative and clerical support to the department</li> <li>• On-the-job training provide by the supervisors</li> <li>• Handle ad-hoc projects upon requested</li> </ul>	<ul style="list-style-type: none"> <li>• Good command of spoken and written English and Chinese</li> <li>• Proficiency in MS Office (Word, Excel, PowerPoint, etc.)</li> <li>• Strong sense of responsibility</li> <li>• Relevant accounting qualification will be an advantage</li> </ul>
Insurance	China Taiping Life Insurance (Hong Kong) Company Limited	Summer Intern, Human Resources	<ul style="list-style-type: none"> <li>• Assist in Human Resources research, including data collection, data analysis and report presentation</li> <li>• Assist in Human Resources policy review</li> </ul>	<ul style="list-style-type: none"> <li>• Year 2 or above</li> <li>• Major in HRM or related discipline</li> <li>• Basic knowledge of data collection and analysis</li> <li>• Basic knowledge of MS Office</li> </ul>
Insurance	China Taiping Life Insurance (Hong Kong) Company Limited	Summer Intern, Strategic Planning	<ul style="list-style-type: none"> <li>• Assist in market research (collect industry updates/development data and data analysis)</li> <li>• Assist in department report/article editing</li> </ul>	<ul style="list-style-type: none"> <li>• Major in Finance, Insurance, Economics, Marketing, or Statistics</li> <li>• Basic knowledge of data collection and analysis</li> <li>• Fluent in Mandarin Chinese</li> <li>• Skills in MS Office</li> </ul>
Insurance	China Taiping Life Insurance (Hong Kong) Company Limited	Summer Intern, Finance	<ul style="list-style-type: none"> <li>• Assist in SAP system maintenance, including data verification and solutions</li> <li>• Assist in system report generation and data analysis</li> <li>• Assist in Finance report editing</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor student in any discipline</li> <li>• Basic knowledge of data collection and analysis</li> <li>• Strong logical thinking</li> <li>• Basic knowledge of MS Office</li> <li>• knowledge of Access and/or VBA will be an advantage</li> </ul>
Insurance	China Taiping Life Insurance (Hong Kong) Company Limited	Summer Intern, Accounting	<ul style="list-style-type: none"> <li>• Assist in funds management, including audit, cheque issuing and account management</li> <li>• Assist in payment voucher and data management</li> <li>• Assist in accounting verification</li> </ul>	<ul style="list-style-type: none"> <li>• Major in Finance, Accounting is preferable</li> <li>• Basic knowledge of Accounting</li> </ul>



Insurance	China Taiping Life Insurance (Hong Kong) Company Limited	Summer Intern, Alternative Distribution (Human Resources)	<ul style="list-style-type: none"> <li>• Assist in recruitment progress planning and reporting</li> <li>• Assist in department culture development</li> <li>• Assist in Ad-hoc tasks assigned by supervisor</li> </ul>	<ul style="list-style-type: none"> <li>• Major in Human Resources in preferable</li> <li>• Enthusiastic, detail-minded and organized</li> <li>• Able to complete task independently</li> <li>• Fluent in Mandarin Chinese</li> <li>• Basic knowledge of MS Office</li> </ul>
Insurance	China Taiping Life Insurance (Hong Kong) Company Limited	Summer Intern, Alternative Distribution (Market Planning)	<ul style="list-style-type: none"> <li>• Assist in marketing material design</li> <li>• Assist in event planning, organization and execution</li> </ul>	<ul style="list-style-type: none"> <li>• Major in Finance, Insurance, Marketing or related discipline</li> <li>• Enthusiastic, detail-minded and organized</li> <li>• Able to complete task independently</li> <li>• Fluent in Mandarin Chinese</li> <li>• Basic knowledge of MS Office</li> </ul>
Insurance	China Taiping Life Insurance (Hong Kong) Company Limited	Summer Intern, Alternative Distribution (Training)	<ul style="list-style-type: none"> <li>• Assist in development of training materials and database</li> <li>• Assist in preparing training venue &amp; equipment, provide support to training session</li> </ul>	<ul style="list-style-type: none"> <li>• Major in Finance, Insurance, Marketing or related discipline</li> <li>• Enthusiastic, detail-minded and organized</li> <li>• Able to complete task independently</li> <li>• Fluent in Mandarin Chinese</li> <li>• Basic knowledge of MS Office</li> </ul>
Insurance	China Taiping Life Insurance (Hong Kong) Company Limited	Summer Intern, Investment	<ul style="list-style-type: none"> <li>• Assist in investment data analysis and completing reports</li> <li>• Assist in data recording and documentation</li> <li>• Assist in document management</li> </ul>	<ul style="list-style-type: none"> <li>• Insurance related discipline, Major in Actuarial, Investment, Risk Management is preferable</li> <li>• Excellent in both written English and Chinese, Fluent in Mandarin Chinese</li> <li>• Basic knowledge of MS Office, knowledge in Bloomberg, VBA will be an advantage</li> </ul>
Insurance	Chubb Life Insurance Company Limited	Product Intern	<ul style="list-style-type: none"> <li>• Gather and analyse market intelligence on competitive product offering and customer needs</li> <li>• Refresh and document product development related processes</li> <li>• Prepare product related literature / presentations for stakeholder communications</li> </ul>	<ul style="list-style-type: none"> <li>• Meticulous with an eye for details</li> <li>• Basic understanding of insurance concepts</li> </ul>

Insurance	Chubb Life Insurance Company Limited	Marketing Intern	<ul style="list-style-type: none"> <li>• Preparing marketing collaterals and coordinate with design agency on artwork development</li> <li>• Assist in organizing events/ activities targeting different stakeholders</li> <li>• Provide administrative support to the team on daily routine tasks</li> </ul>	<ul style="list-style-type: none"> <li>• Basic understanding of insurance concept</li> <li>• Attentive into details and willing to learn</li> </ul>
Insurance	FTLife Insurance Company Limited	Summer Intern – FTLife Academy	<ul style="list-style-type: none"> <li>• Suggest ideas for shortlisted training courses on mobile Learning</li> <li>• Learning videos production and editing</li> <li>• Handle training administrative duties</li> </ul>	<ul style="list-style-type: none"> <li>• Good presentation skills</li> <li>• Multimedia knowledge</li> </ul>
Insurance	FTLife Insurance Company Limited	Summer Intern – Investment Management	<ul style="list-style-type: none"> <li>• Assist the investment team in producing regular reports and conduct industry and company financial analytical work</li> <li>• Coordinate internal working teams to complete projects which require cross-department effort</li> <li>• Assist in maintaining internal records including financial models in order to ensure the most up-to-date information</li> <li>• Participate in meetings with external parties including listed companies, bond issuers, fund managers, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• University students with majors in business administration/ finance/ accounting/ economics preferred</li> <li>• Proficiency in English and Chinese, ability in Chinese word processing is a must</li> <li>• Other skills: Strong language skills. Knowledge in Bloomberg, good Excel skills</li> </ul>

Insurance	FTLife Insurance Company Limited	Summer Intern – Agency Development	<ul style="list-style-type: none"> <li>• Provide recruitment initiatives for promoting FTLife in campus as well as executing the organic recruitment plan</li> <li>• Support daily operation such as pipeline of new agent application, follow up the application progress and prepare the daily manpower report</li> <li>• Support career Opportunity Seminar</li> </ul>	<ul style="list-style-type: none"> <li>• Proactive and outspoken, the candidate who has joined student association is an advantage</li> </ul>
Insurance	FTLife Insurance Company Limited	Summer Intern – Agency Development (2)	<ul style="list-style-type: none"> <li>• Support the project manager on the mobile POS app project: Line up communication meetings with pilot regions/ manager/ agent group</li> <li>• Prepare launch event</li> <li>• Work on and prepare the promotion plan</li> <li>• Prepare the pilot user utilization analysis</li> <li>• Get feedback from pilot users and prepare reports</li> <li>• Support other ad-hoc or agency projects in progress such as the Agency Management System mobile app implementation</li> </ul>	<ul style="list-style-type: none"> <li>• Any discipline</li> <li>• Good communication and interpersonal skills</li> <li>• Good command written English and Chinese with good writing skills</li> <li>• PC literate in MS Word, MS Excel, PowerPoint, Visio and Chinese word-processing</li> </ul>
Insurance	FTLife Insurance Company Limited	Summer Intern – Product Development	<ul style="list-style-type: none"> <li>• Assist in Point of Sales (POS) project</li> <li>• Participate in building Product Library</li> <li>• Participate in doing market research</li> </ul>	<ul style="list-style-type: none"> <li>• Microsoft Excel, PowerPoint, Chinese typing, Basic concept in insurance product (preferably)</li> </ul>
Insurance	Generali Worldwide Insurance Company Limited	Administrator	<ul style="list-style-type: none"> <li>• Customer Service</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of MS Office &amp; Software</li> <li>• Basic concepts of Insurance</li> </ul>

Insurance	Hannover Ruck SE Hong Kong Branch	Financial Data Analyst	<ul style="list-style-type: none"> <li>• Data Management for insurance bordereaux information including preparation of experience analysis</li> <li>• Prepare/ enhance documentations for processes</li> <li>• Prepare regular management information reports</li> </ul>	<ul style="list-style-type: none"> <li>• Attention to detail</li> <li>• Good analytical and interpersonal skills</li> </ul>
Insurance	Hannover Ruck SE Hong Kong Branch	Actuarial Data Analyst	<ul style="list-style-type: none"> <li>• Data Management for insurance bordereaux information including writing simple VBA/ SQL queries and preparation of experience analysis</li> <li>• Automation of financial reporting/ management information processes</li> <li>• Assist in ad hoc actuarial tasks</li> </ul>	<ul style="list-style-type: none"> <li>• Good programming skills</li> <li>• Attention to detail</li> </ul>
Insurance	Hannover Ruck SE Hong Kong Branch	Actuarial Intern	<ul style="list-style-type: none"> <li>• Research on life insurance products in the market</li> <li>• Documentation of pricing and treaty materials</li> <li>• Ad hoc actuarial and marketing tasks</li> </ul>	<ul style="list-style-type: none"> <li>• Attention to details</li> <li>• Willingness to learn</li> <li>• Good analytical and communication skills</li> </ul>
Professional Brokerage	HF Financial Service Limited	Wealth Management Trainee	<ul style="list-style-type: none"> <li>• Administer all client's services, from registration to settlement including processing payment, issuing correspondences for pending/declined cases in line with the policy terms and conditions, and all related administrative tasks within the agreed turnaround time</li> <li>• Handle enquiries from both clients and business parties; Prepare regular reports for control purposes</li> <li>• Support administration of individual claims to achieve agreed service requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Proficient in MS Office applications</li> <li>• Good command of spoken and written English and Chinese</li> <li>• A good team player, able to work independently and under pressure</li> <li>• Strong self-motivation with good communication and interpersonal skills</li> </ul>

Professional Brokerage	Hong Kong Actuarial Insurance Consultants Company Limited	Management Trainee	<ul style="list-style-type: none"> <li>• Legal &amp; Compliance Management</li> <li>• HR Management</li> <li>• Account and Financial Management</li> </ul>	<ul style="list-style-type: none"> <li>• Outgoing</li> <li>• Willing to learn</li> <li>• HTML, PHO, VBA preferred</li> </ul>
Insurance	Manulife Financial Asia Limited	Asia Strategy Intern	<ul style="list-style-type: none"> <li>• Research &amp; data analysis</li> <li>• Financial modelling</li> <li>• Preparation of presentations</li> <li>• Participation of transactions (where appropriate)</li> </ul>	<ul style="list-style-type: none"> <li>• University background, preferably in Accounting / Finance / Mathematics / Actuarial Science major</li> <li>• Proficient in PowerPoint, Excel, MS Office</li> <li>• Good communication and presentation skills in English</li> </ul>
Insurance	Manulife Financial Asia Limited	Audit Services Asia Intern	<ul style="list-style-type: none"> <li>• To assist in audit work and related administrative work</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 1 year of internship experience on auditing in accounting firm</li> <li>• University background in Accounting or Audit</li> <li>• Proficient in Word, PowerPoint, Excel, MS Office</li> <li>• Good communication and presentation skills in English and Cantonese</li> </ul>
Insurance	Manulife (International) Limited	Proposition and Product Development Intern	<ul style="list-style-type: none"> <li>• Prepare various product materials and manage day to day product maintenance activities</li> <li>• Perform UAT for proposal illustration system</li> <li>• Conduct insurance market intelligence study</li> <li>- Handle ad-hoc projects as assigned</li> </ul>	<ul style="list-style-type: none"> <li>• University background preferred in Business or Finance</li> <li>• PowerPoint, Excel and MS Office Skills</li> <li>• Good Communication and presentation skills in English and Cantonese</li> </ul>
Insurance	Manulife (International) Limited	HK Controllers Intern	<ul style="list-style-type: none"> <li>• To assist in budget and annual plan process</li> <li>• Manage the timeline, deliverables and analysis associated with the forecast and annual plan packages</li> </ul>	<ul style="list-style-type: none"> <li>• University background, preferred in Accounting or Business Management</li> <li>• Proficient in Excel, MS Office</li> <li>• Good Communication and presentation skills in English and Cantonese</li> </ul>
Insurance	Manulife (International) Limited	Human Resources Intern	<ul style="list-style-type: none"> <li>• To assist in HR Projects and support data analysis works</li> </ul>	<ul style="list-style-type: none"> <li>• University background, any discipline</li> <li>• Proficient in PowerPoint, Excel and MS Office</li> <li>• Strong communication skills</li> </ul>

Insurance	Manulife (International) Limited	Digital Marketing Intern	<ul style="list-style-type: none"> <li>• Assist data analysis and reporting</li> <li>• Assist application testing (UAT) and bugs reporting</li> <li>• Assist social media contents development</li> </ul>	<ul style="list-style-type: none"> <li>• University background, preferred in Business Management</li> <li>• Proficient in MS Office</li> <li>• Good knowledge of social media trends</li> <li>• Good Communications in English and Cantonese</li> </ul>
Insurance	Manulife (International) Limited	Strategic & Distribution Management Intern (1)	<ul style="list-style-type: none"> <li>• To assist communication with relevant parties effectively on various strategic and marketing projects</li> </ul>	<ul style="list-style-type: none"> <li>• University background, preferred in Business management</li> <li>• Excellent organization and time management skills</li> <li>• Good Communication and writing skills in English and Cantone</li> </ul>
Insurance	Manulife (International) Limited	Strategic & Distribution Management Intern (2)	<ul style="list-style-type: none"> <li>• To support on channel communications, and Manulife MPF brand promotions via both traditional and digital means</li> </ul>	<ul style="list-style-type: none"> <li>• University background, preferred in Marketing, Communications, Linguistics, Language Studies or Translation</li> <li>• Proficient in MS Office, Photoshop, Chinese word processing</li> <li>• Good command in both written and spoken English and Chinese</li> </ul>
Insurance	Manulife (International) Limited	Strategic & Distribution Management Intern (3)	<ul style="list-style-type: none"> <li>• To support team on channel and customer events, especially prior to and during the FAE contest period</li> </ul>	<ul style="list-style-type: none"> <li>• University background, preferred in Marketing, Communications or Event Management</li> <li>• Smart and quick problem solver, work under very tight timeline</li> <li>• Strong interpersonal skills</li> </ul>
Insurance	Manulife (International) Limited	Actuarial Intern	<ul style="list-style-type: none"> <li>• Participate in different actuarial projects in the areas of product development, financial reporting or risk management</li> </ul>	<ul style="list-style-type: none"> <li>• University background in Actuarial</li> <li>• Good academic results</li> <li>• Good communication presentation and interpersonal skills</li> </ul>
Insurance	Manulife (International) Limited	Business Development Support Intern	<ul style="list-style-type: none"> <li>• Preparation for large-scale internal annual sales campaign ('FAE') and clerical support</li> </ul>	<ul style="list-style-type: none"> <li>• University background in any program</li> <li>• Strong skills in PowerPoint and Excel</li> </ul>
Insurance	Manulife (International) Limited	Operations – Policy Administration Intern	<ul style="list-style-type: none"> <li>• Update and refine procedures Support GA scanning and sales campaigns, especially during peak times</li> <li>• Provide clerical support on CRS low-value remediation</li> </ul>	<ul style="list-style-type: none"> <li>• University background, preferred in Business related discipline</li> <li>• At least 1st year university student</li> <li>• PC, Excel and strong writing ability</li> <li>• Polite, responsible and well mannered</li> </ul>

Insurance	Manulife (International) Limited	Operations – Complaint Management Intern	<ul style="list-style-type: none"> <li>• Assist in preparing completed complaint files for backscanning for system storage</li> </ul>	<ul style="list-style-type: none"> <li>• University background in any program</li> <li>• Good proficiency in English and Chinese languages</li> </ul>
Insurance	Manulife (International) Limited	Operations Intern	<ul style="list-style-type: none"> <li>• Assist in policy charge fulfillment and customer request handling</li> </ul>	<ul style="list-style-type: none"> <li>• University background in any program</li> <li>• Detail minded and patient</li> </ul>
Insurance	Manulife (International) Limited	Operations – Quality Management Intern	<ul style="list-style-type: none"> <li>• Administration and document preparation for audits, update of Quality Assurance Programs standard operating procedure</li> <li>• Assist in backscanning filing and offsite record storage of Quality Assurance Program documents</li> </ul>	<ul style="list-style-type: none"> <li>• University background in any program</li> <li>• 1st Year University Student</li> <li>• PC Skills</li> <li>• Good English writing skills</li> <li>• Self-motivated, detail-oriented and committed</li> </ul>
Insurance	Manulife (International) Limited	CRM and IT Intern	<ul style="list-style-type: none"> <li>• To support update application documents, perform IT system testing</li> <li>• Support system development and maintenance for in-house application system</li> </ul>	<ul style="list-style-type: none"> <li>• University background, preferred in Information System or Computer Science</li> <li>• Some mandarin skill is an advantage</li> </ul>
Insurance	Manulife (International) Limited	IT Digital Intern	<ul style="list-style-type: none"> <li>• Assist in mobile app certification and corresponding impact analysis and handling</li> <li>• Assist in tasks in developing lift cycle (Program analysis and development, set up, testing support)</li> </ul>	<ul style="list-style-type: none"> <li>• University background, preferred in Computer Science related discipline</li> <li>• Java and mobile app programming skills</li> <li>• Good communications and analytical mind</li> </ul>
Insurance	Manulife (International) Limited	IS Governance Intern	<ul style="list-style-type: none"> <li>• Assist in project governance related data analysis and report preparation</li> </ul>	<ul style="list-style-type: none"> <li>• University background, preferred in Business Management</li> <li>• Proficient in PowerPoint, Excel, MS Office</li> </ul>

Insurance	Manulife (International) Limited	Project Intern	<ul style="list-style-type: none"> <li>• Assist the programme director in the managing and coordination of compliance projects and the individual project managers with project delivery tasks</li> </ul>	<ul style="list-style-type: none"> <li>• University background, preferred in Business or Information systems</li> <li>• Proficient in PowerPoint, Excel, MS Office</li> <li>• Good communication and presentation skills in English and Cantonese</li> </ul>
Insurance	Manulife (International) Limited	Agency Service Centre Intern	<ul style="list-style-type: none"> <li>• To support the ASC daily operation such as data input, documentation sorting, payment function and document preparation before scanning</li> </ul>	<ul style="list-style-type: none"> <li>• University background, Business Management is preferred</li> <li>• Proficient in Excel and MS Office</li> <li>• Good presentation and communication in English and Cantonese</li> <li>• Attention to detail</li> </ul>
Insurance	Manulife (International) Limited	Operation Hotline Intern	<ul style="list-style-type: none"> <li>• Support the agency hotline by handling simple enquiry such as ManulifeMOVE and New Business calls and emails.</li> <li>• Support MIS preparation and data analysis</li> <li>• Prepare PowerPoint for agent morning meetings</li> </ul>	<ul style="list-style-type: none"> <li>• University background, preferred in Business Management</li> <li>• Proficient in Excel, access and PowerPoint</li> <li>• Good Communication in English and Chinese</li> </ul>
Insurance	Manulife (International) Limited	Customer Care Intern	<ul style="list-style-type: none"> <li>• To support customer enquiries in ManulifeMOVE and to provide administration support to the team</li> </ul>	<ul style="list-style-type: none"> <li>• University background, in business Management preferred</li> <li>• Proficient in excel, MS Office</li> <li>• Good communication skills in written English</li> </ul>
Insurance	Manulife (International) Limited	Customer Contact Centre Intern	<ul style="list-style-type: none"> <li>• To act as a project assistant in managing the customer contact centre operational assignments and NPS projects</li> </ul>	<ul style="list-style-type: none"> <li>• University background, preferred in Business Management or Insurance</li> <li>• Proficient in MS Office</li> <li>• Good communications in English and Cantonese</li> </ul>
Insurance	Manulife (International) Limited	Agency Compensation Intern (1)	<ul style="list-style-type: none"> <li>• To assist in Agent's Registration related operations, such as checking of agent's debts with their ex-employers, the CPD reporting</li> </ul>	<ul style="list-style-type: none"> <li>• University background, preferred in Business Management</li> <li>• Proficient in PowerPoint, Excel, MS Office</li> <li>• Good communication and presentation skills in English and Cantonese</li> </ul>



Insurance	Manulife (International) Limited	Agency Compensation Intern (2)	<ul style="list-style-type: none"> <li>• To assist in agency compensation related operations, such as handling of cheques/payslip/tax receipts, filing and data processing, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• University background, preferred in Business Management</li> <li>• Proficient in PowerPoint, Excel, MS Office</li> <li>• Good communication in English and Cantonese</li> </ul>
Insurance	Manulife (International) Limited	Distribution Compliance Intern	<ul style="list-style-type: none"> <li>• To assist with legal research, compliance investigation, translation and filing</li> </ul>	<ul style="list-style-type: none"> <li>• University background, with legal discipline; LLB/PCLL</li> <li>• Good with PC, MS Office</li> <li>• Chinese language skill and typing preferred</li> </ul>
Insurance	Manulife (International) Limited	Distribution Training and Development Intern	<ul style="list-style-type: none"> <li>• To assist in training record filing and training material preparation</li> </ul>	<ul style="list-style-type: none"> <li>• University background, preferred in Business Management</li> <li>• Proficient in PowerPoint, Excel, MS Office</li> <li>• Good communication skills</li> </ul>
Professional Brokerage	Mercer (Hong Kong) Limited	Intern (1)	<ul style="list-style-type: none"> <li>• To assist preparation work for marketing events and health topic research and analytical projects</li> </ul>	<ul style="list-style-type: none"> <li>• Journalism / Marketing backgrounds preferred, but not mandatory</li> </ul>
Professional Brokerage	Mercer (Hong Kong) Limited	Intern (2)	<ul style="list-style-type: none"> <li>• To support line of business – health’s finance projects</li> </ul>	<ul style="list-style-type: none"> <li>• Accounting and /or Finance backgrounds preferred, but not mandatory</li> </ul>
Professional Brokerage	Mercer (Hong Kong) Limited	Intern (3)	<ul style="list-style-type: none"> <li>• To support line of business – policy audit</li> <li>• Post renewal work after peak renewal</li> </ul>	
Professional Brokerage	Mercer (Hong Kong) Limited	Intern (4)	<ul style="list-style-type: none"> <li>• Assist in preparation and updating compliance procedures, training materials and other compliance documents</li> </ul>	<ul style="list-style-type: none"> <li>• Strong command of written and spoken English; Detail-oriented</li> </ul>
Professional Brokerage	Mercer (Hong Kong) Limited	Intern (5)	<ul style="list-style-type: none"> <li>• Conduct market research of competitors and contact details of prospects/ leads</li> </ul>	<ul style="list-style-type: none"> <li>• Competent in research and excel skills is preferred</li> </ul>

Insurance	MetLife Limited	Summer Intern	<ul style="list-style-type: none"> <li>• Support daily routine tasks</li> <li>• Participate in project based job</li> </ul>	<ul style="list-style-type: none"> <li>• Positive, team player</li> <li>• Strong written and communication skills</li> <li>• Attend to details</li> </ul>
Professional Brokerage	Money Concepts (Asia) Holdings Limited	Administrative Internship	<ul style="list-style-type: none"> <li>• Customer service, policy administration &amp; follow up</li> <li>• Prepare forms and illustrations for client meeting, clerical support</li> </ul>	<ul style="list-style-type: none"> <li>• Good PC skills</li> <li>• Independent, responsible, willing to learn, self-initiated</li> <li>• Good team player with positives attitude</li> <li>• Strong communication and interpersonal skills</li> </ul>
Professional Brokerage	Money Concepts (Asia) Holdings Limited	Marketing Internship	<ul style="list-style-type: none"> <li>• Handle customers enquires, support Sales &amp; Marketing and client related activities</li> <li>• Prepare marketing materials and proposals</li> <li>• Organize promotions</li> <li>• Handle projects</li> </ul>	<ul style="list-style-type: none"> <li>• Good PC skills</li> <li>• Independent, responsible, willing to learn, self-initiated</li> <li>• Good team player with positives attitude</li> <li>• Strong communication and interpersonal skills</li> </ul>
Professional Brokerage	Money Concepts (Asia) Holdings Limited	Financial Planning Internship	<ul style="list-style-type: none"> <li>• Prepare sales related materials, proposals, product comparison &amp; research, promotion, analysis</li> </ul>	<ul style="list-style-type: none"> <li>• Good PC skills</li> <li>• Independent, responsible, willing to learn, self-initiated</li> <li>• Good team player with positives attitude</li> <li>• Strong communication and interpersonal skills</li> </ul>
Insurance	MSIG Insurance (Hong Kong) Limited	Executive Assistant, Reinsurance & Dual Services	<ul style="list-style-type: none"> <li>• Reinsurance/underwriting report data preparation and analysis support</li> <li>• Fire accumulation: data checking/clean up and establishment of database or streamline workflow</li> </ul>	<ul style="list-style-type: none"> <li>• Full-time Bachelor Degree undergraduate with at least 1 academic year remaining</li> <li>• Major in Statistics / Risk Management / Mathematics / Insurance is preferable</li> </ul>
Insurance	MSIG Insurance (Hong Kong) Limited	Executive Assistant, Marine Underwriting	<ul style="list-style-type: none"> <li>• Update the IT raw data report against various endorsements</li> <li>• Update data of localities and RJ-Return raw data report of hull policies against various endorsement</li> <li>• Assist seniors to consolidate data according to RI-Return reports</li> </ul>	<ul style="list-style-type: none"> <li>• Full-time Bachelor Degree undergraduate with at least 1 academic year remaining</li> <li>• Major in Statistics / Risk Management is preferable</li> </ul>

Insurance	MSIG Insurance (Hong Kong) Limited	Executive Assistant, Broker	<ul style="list-style-type: none"> <li>• Handle clerical duties</li> <li>• Prepare Genlink Quotation Registration</li> <li>• Ad-hoc projects/work to be assigned by supervisors</li> </ul>	<ul style="list-style-type: none"> <li>• Full-time Bachelor Degree undergraduate with at least 1 academic year remaining</li> <li>• Major in Business Administration or other disciplines</li> </ul>
Insurance	MSIG Insurance (Hong Kong) Limited	Executive Assistant, Agency & Direct Business	<ul style="list-style-type: none"> <li>• Assist business manager in promoting new products including pre-launch process</li> <li>• Assist operation manager to implement and execute operation efficiency tasks</li> </ul>	<ul style="list-style-type: none"> <li>• Full-time Bachelor Degree undergraduate with at least 1 academic year remaining</li> <li>• Major in Business Administration or other disciplines</li> </ul>
Professional Brokerage	Nova Risk Services Holding Limited	Internship	<ul style="list-style-type: none"> <li>• Assist in producing client proposals, analysis and presentation.</li> <li>• Undertake general administrative duties.</li> <li>• Provide support on corporate events</li> </ul>	<ul style="list-style-type: none"> <li>• Good interpersonal skill with analytical mind</li> <li>• Familiar with MS office</li> </ul>
Insurance	Sompo Insurance (Hong Kong) Company Limited	Clerk - Underwriting	<ul style="list-style-type: none"> <li>• Clerical support, such as data input, simple claims processing, filing and record keeping, etc</li> </ul>	<ul style="list-style-type: none"> <li>• Good language and communication skills</li> </ul>
Insurance	Sompo Insurance (Hong Kong) Company Limited	Clerk - Claims	<ul style="list-style-type: none"> <li>• Clerical support, such as data input, simple claims processing, filing and record keeping, etc</li> </ul>	<ul style="list-style-type: none"> <li>• Good language and communication skills</li> </ul>
Insurance	Sompo Insurance (Hong Kong) Company Limited	Clerk - Marketing	<ul style="list-style-type: none"> <li>• Clerical support, such as data input, simple claims processing, filing and record keeping, etc</li> </ul>	<ul style="list-style-type: none"> <li>• Good language and communication skills</li> </ul>
Insurance	Target Insurance Company Limited	General Clerk	<ul style="list-style-type: none"> <li>• Assist in data entry and document filling in different department</li> <li>• Assist in general office clerical work</li> <li>• Carry out other Ad-Hoc duties as assigned from time to time</li> </ul>	<ul style="list-style-type: none"> <li>• Positive in attitude and hard-working</li> <li>• Good interpersonal and communication skills</li> <li>• Good command of both English and Chinese</li> <li>• Good PC skills in MS Word, Excel &amp; Chinese word processing</li> </ul>

Insurance	Well Link General Insurance Company Limited	Summer Intern – Underwriting	<ul style="list-style-type: none"> <li>• Perform User Acceptance Test (UAT)</li> <li>• Provide fast and efficient clerical and administrative support to the claims Team</li> <li>• Support policy issuance and special project</li> </ul>	<ul style="list-style-type: none"> <li>• Preferably in Business Studies or related discipline</li> <li>• Good command of written and spoken in Chinese, English and proficient in Mandarin</li> <li>• Must be proficient with Word, Excel, PowerPoint</li> </ul>
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- END 完 -



To 致： Vocational Training Council 職業訓練局  
Fax 傳真：2832 9443 Email 電郵：[instalent@vtc.edu.hk](mailto:instalent@vtc.edu.hk)

## “Summer Internship Programme” – Insurance Industry 保險業 – 「暑期實習計劃」

### APPLICATION FORM FOR INTERNS – 2018 INTAKE

### 實習生申請表格 – 2018年

(Application deadline: 29 March 2018 截止申請日期: 2018年3月29日)

- Notes: (i) Please read the “Programme Information” carefully before completing this application form (“Form”).  
注意：填寫此申請表格（“表格”）前請細閱《計劃詳情》。
- (ii) Please complete this Form in **BLOCK LETTERS** using black or blue pen.  
請用黑色或藍色筆以**正楷**填寫本表格。
- (iii) The applicant shall submit the ORIGINAL completed Form together with the following supporting documents: (a) a photocopy of the applicant’s Hong Kong identity card; (b) a photocopy of the applicant’s student identity card; (c) a photocopy of academic transcripts of the applicant; (d) a curriculum vitae of the applicant; and (e) cover letter(s).  
**Applications which are incomplete, late or not accompanied by copies of the required supporting documents will not be processed.**  
填妥的申請表格正本須連同以下申請人的文件遞交：(a)香港身份證副本；(b)學生證副本；(c)成績副本；(d)履歷表；及(e)求職信。**資料不全、遲交或欠缺所須證明文件副本的申請概不受理。**

I wish to participate in the “Summer Internship Programme” – Insurance Industry (“SIP”) organised by Vocational Training Council (“VTC”). In consideration of the processing of my application, I hereby undertake to, at the time of my application and if my application is approved (as appropriate), comply with the “Terms & Conditions” of SIP concerning the obligations of the Intern as set out at Appendix I and any other conditions subject to which the approval is given.

本人欲參與職業訓練局（“職訓局”）舉辦的保險業 – 「暑期實習計劃」（下稱“暑期實習計劃”）。為處理本人之申請，本人在此承諾，在本人申請時及如本人的申請予以批准時（如適用），同意遵守暑期實習計劃所列於附件一與實習生相關的條款及細則，以及所有於申請獲准後的其他附帶條款。

### Applicant Information 申請人資料

Name 姓名：	Chinese (中文)	先生／女士／小姐*		
	English (英文)	(姓 Surname)	(名 Given Name)	Mr/Ms/Miss*
HKID Card No. 香港身份證號碼：	Date of Birth 出生日期：		(dd/mm/yyyy)	
Telephone No. 電話號碼：	Mobile Phone No. 手提電話號碼：			
Email Address 電郵地址：				
Correspondence Address 通訊地址：				

\* Delete as appropriate 請刪去不適用的項目

## **Job Preference 工作選擇**

Please prioritise your job preference with priority 1 to 3 (1 being the highest priority)\*. The job vacancy information is available at [www.instalent.org.hk](http://www.instalent.org.hk). Job mapping and job interview shall be conducted by VTC and the participating employer respectively according to the priority indicated in the table below if your application is approved.

請以優先次序1至3（1為最優先）填寫你欲申請的職位\*，職位資料可於[www.instalent.org.hk](http://www.instalent.org.hk)瀏覽。若你的申請予以批准，職訓局及參與僱主將根據下列所填寫的優先次序安排工作配對及入職面試。

Priority 次序	Company Name 公司名稱	Position 職位
1		
2		
3		

\*Note: If you were recruited as an Intern in SIP 2017, your internship placement in SIP 2018 should be different from last year. However, you can choose to place at a different position offered by the same employer in your previous placement via SIP.

註：若你曾於2017年度暑期實習計劃獲聘為實習生，你於2018年度的實習職位申請須有別於上年度的實習職位，惟你可選取同一僱主提供的不同職位。

Please fill-in the company and job position you worked for in SIP 2017 (if applicable):

請填寫曾在2017年度暑期實習計劃獲聘的公司及職位名稱（如適用）：

Company Name 公司名稱	Position 職位

## **Academic Qualifications 學歷資料**

Name of Institute

院校名稱： \_\_\_\_\_

Faculty

學系： \_\_\_\_\_

Major

主修學科： \_\_\_\_\_

Year of Study

修讀年級： \_\_\_\_\_

## **Source of Information 資料來源**

How did you learn about this Programme? (can select more than one choice)

你是如何得知此計劃的資料？（可選擇多於一個答案）

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Pilot Programme Website<br>先導計劃網頁  | <input type="checkbox"/> Pilot Programme Facebook Page<br>先導計劃面書專頁 | <input type="checkbox"/> Career Fair / Talk at School<br>學校招聘會／講座    |
| <input type="checkbox"/> e-Newsletter from School<br>學校通訊電郵 | <input type="checkbox"/> School Website<br>學校網站                    | <input type="checkbox"/> Poster / Notice Board at School<br>校內海報／告示板 |

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Facebook<br>面書  | <input type="checkbox"/> Instagram                                       | <input type="checkbox"/> Website / App Advertisement<br>網頁／手機程式廣告 |
| <input type="checkbox"/> PopD Magazine<br>夠 Pop 刊物   | <input type="checkbox"/> JobMarket Magazine<br>JobMarket 刊物              |   |
| <input type="checkbox"/> Lecturer / Family / Friends (please delete as appropriate)<br>講師／家長／朋友（請刪去不適用者） | <input type="checkbox"/> Others (Please specify: _____)<br>其他（請列舉：_____） |   |

## **Declaration 聲明**

I declare that the information provided in this Form is accurate and complete to the best of my knowledge. I understand that if I knowingly provide any information in this Form that is misleading, false or inaccurate, or is reckless as to whether the information is misleading, false or inaccurate, my application for participating in SIP will not be further processed or, if the approval for my application is already granted, the same may be withdrawn without further notice.

本人聲明就本人所知，本申請表內所填報的各項資料均屬正確。本人明白如故意提供誤導性、虛假及不準確資料，或是罔顧該資料在要項上是否具誤導性、虛假或不準確，本申請將不獲處理，即使申請已獲接納，本人亦有可能被終止參與此計劃，而無須另行通知。

I understand and accept that the information given above would be provided to VTC, the Financial Services and the Treasury Bureau and the participating organisations of SIP<sup>1</sup> (hereafter collectively referred to as “**Data Users**”) to process my application herein (e.g. qualification and integrity checking).

我明白並同意上述資料或會送交職訓局、財經事務及庫務局及暑期實習計劃之參與機構<sup>1</sup>（以下統稱“**資料使用者**”）以處理本人的申請（例如查核資歷及品行等）。

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Signature by Applicant 申請人簽署

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Date 日期

<sup>1</sup> Participating organisations of SIP are the three self-regulatory organisations of the insurance sector (i.e. the Insurance Agents Registration Board (including the Hong Kong Federation of Insurers), the Hong Kong Confederation of Insurance Brokers and the Professional Insurance Brokers Association) with which VTC collaborates to promote SIP, as well as the member companies of those three organisations.

暑期實習計劃之參與機構包括與職訓局協力推廣此計劃的三個自律規管機構（即保險代理登記委員會，包括香港保險業聯會、香港保險顧問聯會及香港專業保險經紀協會），及其屬下之會員機構。

## **Handling of Information 個人資料處理**

1. The personal data (“**Data**”) requested in this Form covers the information the applicant provides in this Form and in other supporting documents submitted with this Form as specified under note (iii) on the first page of this Form, as well as any other additional information that may be requested in connection with this application (paragraph 6 below refers).  
本表格所要求的個人資料 (“**資料**”) 包括申請人於本表格及其他於本表格第一頁注意事項 (iii) 所列的文件中所提供的資料，以及與此申請相關的其他附加資料 (見此下第 6 段)。
2. The Data are collected by the Data Users for processing the applications to participate as interns under SIP, an initiative under the Pilot Programme to Enhance Talent Training for the Insurance Sector. The Data will be treated as confidential and will be used for the purposes set out in this Form only.  
資料由資料使用者收集以用作處理保險業人才培訓先導計劃下的暑期實習計劃實習生申請事宜，所有資料將予絕對保密，並只用作此表格所列明之用途。
3. The Data will be used by the Data Users for the following purposes:  
資料使用者將應用資料於下列用途：
  - (a) processing the applications to participate as interns under SIP and all other purposes arising from or incidental to it, including matching of the Data provided against other databases currently held by VTC;  
所有與處理暑期實習計劃實習生申請及其他由此所產生或附帶的事宜，包括與職訓局資料庫的資料配對；
  - (b) providing information of the activities under SIP to interns and employers as potential applicants to participate in SIP and to other members of the public;  
為暑期實習計劃的潛在申請人，即實習生及僱主，以及其他公眾人士提供與暑期實習計劃相關的活動資料；
  - (c) compiling statistics and conducting research for operation of SIP; and  
為暑期實習計劃進行統計及研究；及
  - (d) any other legitimate purposes as may be required, authorised or permitted by law.  
因應法律所須的合法用途。
4. The Data may be disclosed to Government bureaux and departments and other organisations for the purposes mentioned in paragraphs 2 and 3 above or where such disclosure is required, authorised or permitted by law.  
資料或會因應上文第 2 及第 3 段所述的用途，或在法例授權或規定須予以披露的情況下，披露予相關政府決策局、部門及其他機構。
5. If necessary, the Data Users will contact the applicant, Government bureaux and departments and other organisations to cross-check the Data provided with those held by them for the purposes mentioned in paragraphs 2 and 3 above. By signing this Form, the applicant accepts that his/her Data will be used for such purpose where necessary.  
如有須要，資料使用者將聯絡申請人、政府決策局、部門及其他機構等，以核實此等機構所持有的資料作上文第 2 及第 3 段所述的用途。申請人在此表格上簽署，代表申請人已同意資料在須要時可用作該等用途。
6. The provision of all Data and any other additional information as may be requested by the



Data Users in connection with this application is obligatory. Data Users will be unable to process this application if the Data or any other information requested is not provided, is incomplete or if it is unclear from the information and/or supporting documents provided by the applicant that he/she is eligible to apply for SIP (see the paragraphs under “Persons who are eligible to apply” in the Appendix I). The applicant’s provision of misleading, false or inaccurate information knowingly, or he/she being reckless as to whether the information provided is misleading, false or inaccurate will lead to the discontinuation of processing of this application or, if the approval for this application is already granted, the same may be withdrawn without further notice.

申請人必須提供此申請所須的個人資料及附加資料。申請人如未能提供所須資料，或所填寫的資料未能清楚顯示申請人具備暑期實習計劃所規定的條件（請參閱附件一中「符合資格的申請人」一段），或故意隱瞞或虛報資料，將導致無法處理此申請，甚至撤銷已獲准的申請而無須另行通知。

7. The Data of the unsuccessful applicants and any other additional information they provide for this application will normally be destroyed within 36 months after the completion of the recruitment exercise (i.e. for 2017 intake under this application, the recruitment exercise is deemed to complete by the end of May 2017. Accordingly, the Data of the unsuccessful applicants of this 2017 intake and any other additional information they provide for this application will normally be destroyed by end of April 2020).

在一般情況下，未獲取錄的申請人資料及其他就此申請而提交的附加資料，將於招聘活動完成後的三十六個月內全部銷毀（即 2018 年的申請，其招聘活動將於 2018 年 5 月底完結。2018 年的申請人如未獲取錄，其因應申請所提交的資料及其他附加資料在一般情況下將於 2021 年 5 月底銷毀）。

8. Applicants have the rights to request access to and to request the correction of the Data. Such requests may be made in writing to: Secretariat of the Pilot Programme to Enhance Talent Training for the Insurance Sector, 9/F, VTC Tower, 27 Wood Road, Wanchai, Hong Kong.

申請人有權查閱或更正其資料。如欲查閱或更正資料，請以書面形式郵寄至『香港灣仔活道 27 號職業訓練局大樓 9 樓「提升保險業人才培訓先導計劃」秘書處』。

**“Summer Internship Programme” – Insurance Industry (2018 Intake)**  
**保險業 – 「暑期實習計劃」 (2018年)**

**Terms & Conditions for the Applicant 申請人條款及細則**

The applicant undertakes to comply with the following terms and conditions concerning the obligations as an Intern if his/her application is approved:

申請人的申請若予以批准，必須遵守下列與實習生責任相關的條款及細則：

**Persons who are Eligible to Apply 符合資格的申請人**

1. The applicant is:

申請人必須為：

(a) a resident of the Hong Kong Special Administrative Region (as defined in the Immigration Ordinance (Chapter 115 of the laws of Hong Kong)) and lawfully employable in Hong Kong; and

香港特別行政區居民（根據香港法例《入境規例》（第115章）的定義）及可在香港合法受僱；及

(b)(i) a non-final year undergraduate student who enrolled in a full-time accredited programme provided by a local education institution<sup>2</sup>; or

就讀本地教育機構<sup>2</sup>提供的全日制經評審學士學位課程的非應屆畢業生；或

(ii) a sub-degree final year student who received a conditional offer from a full-time locally-accredited degree programme.

應屆副學位畢業生並已獲經評審的本地全日制學士學位課程有條件取錄。

2. The applicant shall attend the job interview(s) to be conducted by the participating employer of SIP;

申請人須參加由參與僱主安排的人職面試；

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<sup>2</sup> Local education institutions included: The Education University of Hong Kong, University of Hong Kong, The Hong Kong Polytechnic University, The Chinese University of Hong Kong, Hong Kong Baptist University, City University of Hong Kong, The Hong Kong Academy for Performing Arts, The Hong Kong University of Science and Technology, The Open University of Hong Kong, Lingnan University, Approved post-secondary colleges registered under the Postsecondary Colleges Ordinance (Cap. 320) (according to information as at May 2015, these approved post-secondary colleges include: Caritas Institute of Higher Education, Centennial College, Chu Hai College of Higher Education, Hang Seng Management College, HKCT Institute of Higher Education, Hong Kong Nang Yan College of Higher Education, Hong Kong Shue Yan University and Tung Wah College), bodies established under section 6(2)(h) of the Vocational Training Council Ordinance (Cap. 1130), schools registered or provisionally registered under the Education Ordinance (Cap. 279).

本地教育機構包括：香港教育大學、香港大學、香港理工大學、香港中文大學、香港浸會大學、香港城市大學、香港演藝學院、香港科技大學、香港公開大學、嶺南大學、根據《專上學院條例》（第 320 章）註冊的認可專上學院（截至 2015 年 5 月的資料，這些認可專上學院包括：明愛專上學院、明德學院、珠海學院、恒生管理學院、港專學院、香港能仁專上學院、香港樹仁大學、東華學院）、根據《職業訓練局條例》（第 1130 章）第 6(2)(h)條設立的機構，及根據《教育條例》（第 279 章）註冊或臨時註冊的學校。

## Employment Terms 僱用條款

3. The successful applicant (“**Intern**”) shall enter into an employment contract of up to 59 consecutive days (“**Employment Contract**”), in accordance with the Minimum Wage Ordinance (Cap. 608), during the summer vacation in 2018 with the participating employer of SIP (“**Employer**”). Of note is, the Minimum Wage Ordinance (Cap. 608) does not apply to, such as, interns and work experience students during a period of exempt student employment. Accordingly, should a work experience student need to make a statutory declaration as regards the exempt student employment, please refer to Appendix II;  
成功的申請人 (“**實習生**”) 將與參與計劃的僱主 (“**僱主**”) 於 2018 年暑假期間 (根據《最低工資條例》(第 608 章) 規定) 簽訂為期最多長達 59 天的連續期間的僱傭合約 (“**僱傭合約**”)。須注意的是,《最低工資條例》(第 608 章) 並不適用於包括實習學員, 以及正處於獲豁免學生僱用期的工作經驗學員。就此, 如工作經驗學員須就獲豁免學生僱用作出法定聲明, 請參閱附件二;
4. The Intern shall be entitled to annual leave, statutory holiday and other employee’s benefits in accordance with the Employment Ordinance (Chapter 57 of the laws of Hong Kong) and any other related and applicable laws of Hong Kong;  
實習生的年假及法定假日及相關僱員福利將由僱主按《僱傭條例》(香港法例第57章) 及相關的香港法例要求作出安排;
5. The Intern may be entitled to any other benefits or terms provided by the Employer in accordance with the Employer’s policy, subject to the compliance with the laws of Hong Kong;  
實習生或會被供予其他根據僱主政策提供的聘用福利或條款, 有關條款必須符合香港法例的規定;

## Implementation of SIP 計劃執行

6. SIP aims to expose interns to the middle- and back-office functions of the insurance industry, as well as to widen their horizon. If an applicant is recruited for SIP in 2017 and/or 2018, and if he/she applies in subsequent SIPs for the same position under an employer he/she has worked for, such application will not be accepted;  
暑期實習計劃旨在讓實習生了解保險業內的中台及後勤職能, 並鼓勵實習生作多方面的參與。如申請人成功在2017及/或2018年暑期實習計劃獲聘, 而在隨後的暑期實習計劃再次申請曾任職的僱主所提供的同一職位, 有關申請將不獲接納;
7. The Intern shall observe the clear working and learning objectives as provided by the Employer for the Intern in the workplace;  
實習生須留意僱主為實習生在其職位上所制定的清晰工作及學習目標;
8. The Intern shall attain at least 80% of the contractual working hours/days as specified in the Employment Contract at the Employer’s workplace;  
實習生在職場的出勤率須達到僱傭合約中所訂明的合約工作小時/日的至少80%;
9. The Intern shall be subject to appraisal by the Employer upon the completion of the Employment Contract using an intern appraisal form devised by VTC;  
於僱傭合約結束時, 僱主須就實習生的表現, 填寫由職訓局提供的實習生表現評核報告;
10. Upon completion of the Employment Contract, the Intern shall complete an intern

questionnaire and submit it to VTC for record;

於僱傭合約結束時，實習生須填寫由職訓局提供的實習生問卷調查，並交回VTC作記錄；

11. For the avoidance of doubt and notwithstanding anything herein to the contrary, neither VTC nor the Government shall have any obligation whatsoever in respect of the Employment Contract.

為免生疑問及與此附件所列不相符，職訓局及政府於僱傭合約中並無任何責任或義務。

**Specimen content of statutory declaration made by a work experience student  
for a period of exempt student employment**

**工作經驗學員就獲豁免學生僱用期 作出的法定聲明內容樣本**

I fully understand the meanings of “work experience student” and “exempt student employment” provided in section 2 and section 3 of the Minimum Wage Ordinance (Cap. 608) of the Laws of Hong Kong respectively.

I have entered into a contract of employment with [Name of employer, Example: ABC Trading Co. Ltd.] as the employer and I as a work experience student which contract is to commence on [date, Example: 1 June 2015], and I, [name of the work experience student, Example: CHAN Tai Man], of [Address, Example: Room xx, xx Building, Kowloon], solemnly and sincerely declare that:

I have not entered into any contract of employment commencing in [same year as the date mentioned above, Example: the year of 2015] in which any period has been treated as a period of exempt student employment; and

between the date of this declaration and the commencement date of this employment contract (both dates inclusive), I will not enter into any other contract of employment commencing from [same year as the date mentioned above, Example: the year of 2015] in which any period is to be treated as a period of exempt student employment.

本人明白「工作經驗學員」及「獲豁免學生僱用」分別在香港法例第 608 章《最低工資條例》第 2 條和第 3 條的定義。

本人以工作經驗學員身份與僱主 [ 僱主名稱，例子：ABC 貿易有限公司 ] 訂立僱傭合約，僱傭合約由 [ 年份及日期，例子：2017 年 6 月 1 日 ] 開始生效。

本人 [ 工作經驗學員姓名，例子：陳大文 ] 現居於 [ 地址，例子：九龍 xx 大廈 xx 室 ] ，謹以至誠鄭重聲明：

本人不曾訂立任何於 [ 例子：2013 年(須與上述僱傭合約期開始日為同一公曆年)] 開始的僱傭合約，而該合約期內的任何期間被視為獲豁免學生僱用期；及

本人在作出本法定聲明當日至上述僱傭合約開始日為止（包括首尾兩日）的期間內，將不會訂立任何其他於 [ 例子：2013 年(須與上述僱傭合約期開始日為同一公曆年)] 開始的僱傭合約，而該合約期內的任何期間被視為獲豁免學生僱用期。

- END 完 -