Maritime and Aviation Training Fund
Maritime and Aviation Internship Scheme (Maritime)
FAQs for Companies in the Maritime Sector
(Updated in November 2026)

Note:
*This set of FAQs is intended for the companies in the **maritime sector** which intend to participate in the Maritime and Aviation Internship Scheme (Maritime). Companies in the aviation sector should refer to the separate set of FAQs available on the website of the Maritime and Aviation Training Fund (https://www.tlb.gov.hk/matf/eng/aviation/mais.html).*

1. What is the objective of the Maritime and Aviation Internship Scheme (Internship Scheme)?

The Internship Scheme is an initiative subsidised by the Maritime and Aviation Training Fund (MATF) of the Transport and Logistics Bureau (TLB). It aims to give the young generation an early exposure to the wide spectrum of career opportunities in the maritime and aviation sectors.

2. What are the roles of the MATF and participating companies under the Internship Scheme (Maritime)?

MATF

The MATF would reimburse the participating companies for honorarium paid to each intern up to **75% or HK$7,500** per month (whichever is lower) for an internship period up to **three months**. **Each intern will only be sponsored once for working in the same participating company for all internship schemes under the MATF**.

Participating Companies

(a) register and offer internship places under the MATF **throughout the financial year** (i.e. from April this year to March next year) for **a minimum of four weeks (i.e. 28 days)**;
(b) pay the monthly honorarium to student interns during the internship period. Then claim for reimbursement from the MATF regarding the sum sponsored by the Government, together with an evaluation of the Internship Scheme, **within 60 calendar days** after completion of internship or expiry of the first three-

month sponsored internship period (whichever is earlier);

(c) provide interns with fruitful and rewarding internship experience; and

(d) encourage and release the interns to attend activities organised by the MATF during the internship period, if any.

3. What kind of companies can participate in the Internship Scheme (Maritime)?

Any company in the **maritime sector** with a valid business registration in Hong Kong which can provide students with meaningful exposure in the sector and provide the required documents can apply to join the Internship Scheme (Maritime).

4. Who are eligible to join the Internship Scheme (Maritime)?

Registered internship places under the Internship Scheme (Maritime) are only open to the **Hong Kong residents** who are **lawfully employable in Hong Kong**, and currently[1]:

(i) full-time **local students**[2] (including students who are in the final year of their study) undertaking undergraduate or sub-degree programmes in any **local institutions**[3]; or

(ii) full-time students (including students who are in the final year of their study) undertaking undergraduate or sub-degree programmes in any **institutions outside Hong Kong**; or

(iii) secondary six school leavers.

5. How can the companies enrol for the Internship Scheme (Maritime)?

- Applications for enrolment in the Internship Scheme are open throughout the financial year. Companies should register with the MATF **at least two months before the commencement of the internship, unless otherwise specified**. Companies should indicate the number of internship places[4] they wish to offer and

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[1] Excluding the students currently undertaking the postgraduate programmes.

[2] For the definition of 'Local Students', please visit the website of Joint University Programmes Admission System for more details (https://www.jupas.edu.hk/en/eligibility/eligibility-requirements/).

[3] Lists of Local Institutions offering undergraduate or sub-degree programmes: https://www.edb.gov.hk/en/edu-system/postsecondary/local-higher-edu/institutions/index.html and https://www.cspe.edu.hk/en/institution-list.page

[4] One number of intern place is valid for recruitment of one eligible student in one financial year and it is not recurring within the same financial year *(i.e. from April this year to March next year)*.

provide all essential information[5]. If the companies wish to use their own application forms and/or advertisements, links to the relevant websites could also be provided.

- Companies will receive confirmation from the MATF on the number of places successfully registered and other detailed information and documents relating to the internship **in around one month's time**.

6. What will be the next steps after companies registered for the internship places?

Publication on the MATF website

- The information on the registered internship places will be uploaded onto the MATF website regularly.

- The information on the approved internship places will be released to the local institutions offering undergraduate or sub-degree programmes for their reference and promotional use.

Students making applications to companies

- Students should **apply to the companies directly**. They **MUST** complete the MATF's *"Application Form for Interns under the Maritime and Aviation Internship Scheme (Maritime)"* (FA) in addition to the company's own application form for application (if applicable), if any.

Recruitment of interns by companies

- After registering for the internship places, companies shall conduct recruitment on their own to select eligible and suitable interns for employment. There is no obligation to fill all registered places if companies are unable to select sufficient number of suitable candidates. However, companies are encouraged to fill all the registered places as far as possible.

- Companies should also complete the following forms and email them to the MATF:
  (a) "*Summary of Applications Received (Breakdown by Institutions)*" (F2) to report the total number of applications

[5] By submitting the completed *"Registration Form for Internship Positions(F1)"*.

received (breakdown by institutions). If there are more than one round of recruitment, updated version(s) with the total number of applications received in the current and previous round(s) should be provided in F2 after each round;

(b) "*Information on Interns*" (F3) to report the brief personal particulars and internship period of all interns that will report for duty under the Internship Scheme

(c) *"Application Form for Interns"* (FA); and

(d) Copy(ies) of identity document(s) showing the intern(s) is eligible for the Scheme.

Type of Students	**Copy(ies) of identity document of intern(s) to be submitted**
Type A: full-time local students	(i) Hong Kong Permanent Resident Identity Card; **OR** (ii) Hong Kong Resident Identity Card; **AND** Identity documents showing the intern is a local student as defined by the JUPAS (https://www.jupas.edu.hk/en/page/detail/3670/). For example, if an intern holds a One-way Permit for entry to Hong Kong, please provide the copy of the Permit; **AND** (iii) Official Certificate / Confirmation of Enrolment (or equivalent letter) or other relevant official documents issued by the institution's Registry / Academic Affairs office.
Type B: full-time students undertaking undergraduate or sub-degree programmes in any institutions outside Hong Kong	(i) Hong Kong Permanent Resident Identity Card **OR** Hong Kong Resident Identity Card; **AND** (ii) Official Certificate / Confirmation of Enrolment (or equivalent letter) or other relevant official documents issued by the institution's Registry / Academic Affairs office.
Type C: secondary six school leavers	(i) Hong Kong Permanent Resident Identity Card **OR** Hong Kong Resident Identity Card; **AND** (ii) HKDSE Certificate issued by the Hong Kong Examinations and Assessment Authority (HKEAA); **OR** (iii) HKDSE Results Notice issued by the HKEAA; **OR** (iv) School Graduation Certificate / Certificate of

	(v)	Graduation issued by the secondary school; **OR** Leaving Certificate or other relevant official documents issued by the secondary school.

Interns to report for duty

- Interns will perform their duties and participating companies will pay the honorarium directly to the interns.

On completion of internship

- Within 14 calendar days after the completion of internship or the expiry of first three-month sponsored internship period (whichever is earlier), every intern has to –
  (a) complete and submit the "Declaration Form for Interns" (F5) to the company concerned; and
  (b) email the completed *"Evaluation Form for Interns"* (F6) directly to the Transport and Logistics Bureau at internship_matf@tlb.gov.hk.

- Within 60 calendar days after completion of internship or the expiry of first three-month sponsored internship period (whichever is earlier), companies have to submit the following completed forms and information to the MATF for reimbursement of honorarium paid –
  (a) *"Application Form for Reimbursement"* (F4) together with *the proof of honorarium payment* with clear indications of, including but not limited to, the participating company's name, the intern(s)' name(s), internship period and the payment date; and
  (b) *"Declaration Form for Interns"* (F5) from individual interns under the Internship Scheme.

- The claim for reimbursement and reimbursement to the companies will be processed accordingly.

7. Are there any specific requirements on the employment contracts or working arrangements?

No. Companies are at their discretion to enter into any employment contracts or working arrangements with the interns under the Internship Scheme, and shall **bear full responsibility** for the compliance with all applicable statutory requirements in relation to the intern positions, such as statutory minimum wage, paid annual leave and paid statutory

holidays, etc. Details can be found on the website of the Labour Department at www.labour.gov.hk .

8. How long should the internship last?

- To help provide a meaningful internship experience to students, the Internship Scheme requires that an internship lasts for **a minimum of four weeks (i.e. 28 days)**, and the sponsorship by the MATF will cover **up to three months** of internship.

- Depending on the needs of the companies concerned, an internship may last for more than three months, but the MATF sponsorship will only cover up to **first three months** of an internship place under the Internship Scheme (see Q2 above), the rest will be the responsibility of the company concerned.

9. Will the internship still be sponsored by the MATF if it lasts longer than a completed month but less than three months?

The MATF will reimburse to the company up to 75% of the monthly honorarium or HK$7,500 per intern (whichever is lower) for each completed month of internship and on a pro-rata basis for the portion of the honorarium paid beyond the completed month.

10. Do the companies need to update the MATF Secretariat regularly?

Participating companies should inform the MATF Secretariat of any changes to information of all interns that will report for duty under the Internship Scheme (Maritime) using the *"Information on Interns"* (F3) and the *"Application Form for Interns"* (FA) until all interns have reported for duty.

11. Is there any clause that participating companies should pay special attention to?

Participating companies should not have engaged, be engaging, or be reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security, public interest of Hong Kong, public morals, public order or public safety.

Enquiries

Internship Scheme Email: internship_matf@tlb.gov.hk
Internship Scheme Hotline: 3509 8140
MATF Website: www.matf.gov.hk

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