

**Maritime and Aviation Training Fund
Internship Scheme on Modern Logistics**

Guideline for Application
(Effective from 1 April 2025)
(In English Only)

1. Objective

- 1.1 The Internship Scheme on Modern Logistics (“Internship Scheme”) is an initiative subsidised by the Maritime and Aviation Training Fund (MATF) under the Transport and Logistics Bureau (TLB).
- 1.2 The objective of the Internship Scheme is to provide sponsorship for logistics companies to offer internship placements to full time students, so as to enable them to better appreciate the development prospects of and the career opportunities in the field of modern logistics and supply chain management, with a view to encouraging them to join the logistics industry after graduation.

2. General Conditions of Sponsorship

- 2.1 Under the Internship Scheme, the Government will reimburse 75% of the salary paid to the intern to participating companies, or HK\$7,500 per intern per month, whichever is lower, calculated on a pro rata basis according to the actual number of days the intern is employed.
- 2.2 Each internship shall run for a minimum period of four (4) weeks. For each internship, the Government provides funding support for up to three (3) months.
- 2.3 Each participating company can engage up to ten (10) interns within each financial year (i.e. from April in a given year to March in the following year).

3. Eligibility

3.1 Participating companies:

Any sizable company in the modern logistics sector with a valid business registration in Hong Kong which provides **modern logistics services** including high value-added services with adoption of advanced technology, smart and green logistics solutions including but not limited to digitalisation, big data analytics, robotic, artificial intelligence and automation, as well as Environment, Social and Governance (ESG) measures.

3.2 Interns:

Hong Kong residents who are lawfully employable in Hong Kong, and currently¹ –

- (i) full-time students (including students who are in the final year of their study) undertaking undergraduate or sub-degree or diploma programmes in tertiary or training institutions in Hong Kong² or outside Hong Kong; and
- (ii) not beneficiaries under any publicly funded internship programmes.

4. Procedures of the Internship Scheme

Application Submission by Logistics Companies

- 4.1 Interested companies can submit applications using the form “*Registration Form for Internship Positions (2025-26)*” throughout the year and should register with the MATF at least two (2) months before the commencement of the internship, unless otherwise specified. They should indicate the number of intern positions they wish to offer and provide all essential information. If they wish to use their own application forms and/or advertisements, links to the relevant websites could also be provided.

¹ Excluding students currently undertaking postgraduate programmes.

² List of Local Institutions: <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>

- 4.2 Participating companies will receive confirmation from the MATF Secretariat on the number of the intern positions approved by the MATF Secretariat for registration and other detailed information and documents³ relating to the intern positions within three weeks after the relevant applications have been received.
- 4.3 The MATF Secretariat will upload the information on the registered intern positions onto the MATF webpage regularly. The MATF Secretariat will also provide the information on the approved intern positions to local tertiary or training institutions offering undergraduate, sub-degree or diploma programmes for their information and promotion.

Application Submission by Students

- 4.4 Interested students should apply to participating companies for the intern positions direct by filling in the application forms provided for the intern positions concerned.

Recruitment of Interns by Participating Companies

- 4.5 Participating companies shall vet and consider the applications received and make the selection. The application processing and selection procedures should be fair and robust. There is no obligation to fill all registered positions if companies are unable to select sufficient number of suitable candidates. However, they are encouraged to fill all the registered positions as far as possible.
- 4.6 The participating 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 at www.labour.gov.hk.

³ These documents include relevant forms required to be completed by the participating companies and the interns and submitted to the MATF Secretariat before commencement and/or after completion of the internship as specified.

Submissions of Information and Documents by Participating Companies

- 4.7 Before commencement of internship: participating companies should submit the following information to the MATF Secretariat:
- (a) the total number of applications (by education institutions) using the spreadsheet “*Summary of Applications Received by Institution*”; and
 - (b) information on all interns that will report for duty under the Internship Scheme using the spreadsheet “*Information on Interns*” until all interns have reported for duty.
- 4.8 Within two (2) weeks after termination / completion of internship: participating companies shall send the MATF Secretariat the following required information –
- (a) a completed “*Application Form for Reimbursement*” for reimbursement of the honorarium paid to interns under the Internship Scheme;
 - (b) proof of payment of honorarium with clear indications of the intern(s)’ name(s) and internship period(s);
 - (c) a completed “*Certification of Internship*” from each intern;
 - (d) a completed “*Evaluation Form for Interns*” from each intern; and
 - (e) a completed “*Evaluation of the Internship Scheme*”.
- 4.9 It is highly recommended that participating companies invite interns under the Internship Scheme to share the experience and skills they have gained during their internship which may be used by the Government for promotional purpose.

5. Duties and Activities of the Intern Positions

- 5.1 To ensure that the interns will have a fruitful experience, they should be provided with opportunities to gain relevant working experience and exposure in real-life industry setting of the logistics sector, in line with the objective set out in section 1.2 above.

- 5.2 By completing the internships, students should be able to develop the knowledge and skills employers seek in logistics entry-level positions. Interns should be assigned to tasks or projects with hands-on training and enable wider exposure to the development and operation of modern logistics locally, or even regionally and internationally.
- 5.3 In response to the feedback of ex-student participants of the Internship Scheme, participating companies may consider assigning duties to interns in different departments on a rotational basis, as well as arranging for them to participate in training sessions and site visits to different facilities of the companies so as to enable them to gain a wider and deeper understanding of the overall operation of modern logistics.

6. Safeguarding National Security

- 6.1 The Government reserves the right to disqualify a registration on the grounds that the participating company concerned has engaged, is engaging, or is 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 or otherwise the exclusion of the participating company from future registrations is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety; and
- 6.2 Even after a registration is approved, the Government may immediately withdraw or cancel the relevant approval, and the participating company concerned has to repay to the Government all the monies received in connection with the registration and the Government reserves the right to recover by civil action and the participating company may be liable to prosecution, upon the occurrence of any of the following events:
- (i) the participating company has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
 - (ii) the continued disbursement to the participating company is contrary to the interest of national security; or
 - (iii) the Government reasonably believes that any of the events mentioned above is about to occur.

7. Enquiries

- 7.1 Enquiries about the Internship Scheme can be addressed to Ms Fanny Yung at 3509 7263, or < internship_logistics@tlb.gov.hk >.

Maritime and Aviation Training Fund
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