

Document issued by

Guangzhou Municipal Human Resources and Social Security Bureau

Guangzhou Municipal Finance Bureau

Sui Ren She Gui Zi [2019] No.6

Notice from Guangzhou Municipal Human Resources and Social Security Bureau and
Guangzhou Municipal Finance Bureau on the Issuance of Administrative Measures for
Internship Bases in Guangzhou Municipality

To all district human resources and social security bureaus:

In order to implement the relevant provisions of the *Implementation Opinions of the Guangzhou Municipal People's Government on Further Promoting Employment* (Sui Fu Gui [2018] No. 19) and the *Notice of the Human Resources & Social Security Bureau in Guangzhou Municipality and Finance Bureau of Guangzhou Municipality on the Issuance of Regulations Governing the Use of Employment Subsidy Funds in Guangzhou* (Sui Ren She Gui Zi [2019] No. 1), these *Regulations Governing Internship Bases in Guangzhou Municipality* are hereby issued for your due implementation. Any problems encountered during implementation should be reported to the Guangzhou Municipal Human Resources and Social Security Bureau.

Guangzhou Municipal Human Resources and Social Security Bureau

Guangzhou Municipal Finance Bureau

October 9, 2019

Administrative Measures for Internship Bases in Guangzhou Municipality

Chapter I General Provisions

Article 1 These Measures are enacted to strengthen the management of employment internship bases in Guangzhou municipality and promote internships for youths in Guangzhou, pursuant to relevant provisions in the *Provisions for Internships for Students and Graduates of Higher Education Institutes in Guangdong Province* (Announcement No. 35 by the Standing Committee of the 11th Guangdong Provincial People’s Congress), *Opinions of the Guangzhou Municipal People’s Government on Further Promoting Employment* (Sui Fu Gui [2018] No. 19), and the *Notice from the Guangzhou Municipal Human Resources & Social Security Bureau and the Guangzhou Municipal Finance Bureau on the Issuance of Regulations Governing the Use of Employment Subsidy Funds in Guangzhou* (Sui Ren She Gui Zi [2019] No. 1).

Article 2 In these Regulations, “internship bases” refer to companies or other entities recruited from the public that provide internship opportunities, as certified by the Guangzhou Municipal Human Resources & Social Security Bureau.

In these regulations, “interns” refer to unemployed graduates of Higher Education Institutes (within 2 years after graduation) and unemployed youths aged 16-24.

Article 3 The Guangzhou Municipal Human Resources and Social Security Bureau shall be the administrative department overseeing the administration of internship bases in Guangzhou, and shall be responsible for organizing the implementation of these Regulations.

The Guangzhou Public Employment Service Organization for College Graduates is the agency responsible for the daily management of employment internship bases in Guangzhou, and is responsible for accepting and evaluating application documents from employment internship bases.

The Guangzhou Municipal Finance Bureau shall, in accordance with its duties, coordinate the implementation of these regulations.

Article 4 All enterprises, public institutions and other organizations lawfully registered and established within the administrative jurisdiction of Guangzhou Municipality shall have the right to apply for certification as an internship base.

Chapter II Application Conditions and Procedures for Internship Bases

Article 5 Employers applying for certification as an internship base shall meet the following conditions:

(1) Have a good public reputation, sound management, and enthusiasm for providing internship opportunities;

(2) Have qualified tutors, be capable of arranging guidance for interns and assigning relevant administrative personnel during the period of internship as required;

(3) Have labor security and occupational security facilities that meet the standards established by the State;

(4) Be able to purchase personal accident insurance for interns and provide living subsidies not lower than stipulated standards, as well as protect the legitimate rights and interests of interns;

(5) Be able to provide non-temporary internship positions that require a certain level of skill and professional expertise each year, receive over 20 interns, employ interns at a rate of no less than 20%, and conclude labor contracts with interns that last no less than one year;

Article 6 The following documents shall be submitted to the Municipal Public Employment Service Organization for College Graduates when applying for designation as an internship base:

- (1) Application for Designation as an Internship Base in Guangzhou Municipality;
- (2) Job Requirements Information Form for Internship Bases in Guangzhou Municipality;
- (3) Descriptions of internship conditions and tutors, and the internship management system for interns.

Application documents shall bear the official seal of the applicant.

Article 7 The Municipal Public Employment Service Organization for College Graduates shall review the application documents as appropriate to the situation, as follows:

- (1) If the application documents are incomplete or otherwise not in order, a *Notice for Supplementation and Amendment of Documents* shall be issued on the spot or within 5 working days after receiving the application documents;
- (2) If the application documents are complete and in order, or if the applicant company has amended or supplemented all application documents as required, the Organization shall accept the application and proceed to verify the documents;

(3) Field inspections of the work environment, internship positions, and internship work plans of the applicant company shall be conducted by at least 2 staff members.

Article 8 After verifying the application documents, the Municipal Public Employment Service Organization for College Graduates shall submit applications that are in order to the Municipal Human Resources & Social Security Bureau for further review. Upon verification to meet all requirements, applications shall be publicly disclosed on the official website of the Municipal Human Resources & Social Security Bureau. In the absence of any dissent, the applicant company shall be officially certified as an internship base, and such certification shall be publicly disclosed.

Article 9 All information on internship positions shall be released by the internship employer through the websites of public employment service agencies in Guangzhou.

Article 10 Internship agreements between an internship employer and an intern shall be concluded on the basis of equality and mutual agreement, and shall include the following content:

- (1) The name, address, and legal representative or main person in charge at the internship employer and the name, address, and alma mater of the intern;
- (2) Period of internship and schedule of payment for internship allowances;
- (3) Internship plans and arrangements;
- (4) Job responsibilities;
- (5) Internship allowances and benefits;
- (6) Rights and obligations of the internship employer and interns;
- (7) Conditions for termination of internship agreements;

(8) Liabilities for breach of agreement;

(9) Means of dispute resolution.

Internships shall generally last for 3 to 6 months, and shall not last longer than 12 months.

Chapter III Responsibilities of the Internship employer

Article 11 The internship employer shall perform the following duties:

(1) Provide suitable internship positions, necessary internship conditions, and a safe and healthy internship environment;

(2) Arrange for tutors to guide interns and assign relevant administrative personnel;

(3) Purchase personal accident insurance for interns;

(4) Conduct safety and skills training for interns, and safeguard their legitimate rights and interests;

(5) Other matters stipulated in the internship agreement.

Article 12 Internship employers shall not:

(1) Assign interns to engage in work involving toxic, volatile or combustible materials, intensive menial labor as defined by National-IV standards, or other work that involves major hazards;

(2) Assign interns to work that violate relevant State and provincial regulations on working hours;

(3) Other acts that may adversely impact the physical health and safety or psychological health of interns;

(4) Employ a number of interns exceeding 30% of its current total workforce during any single period.

Chapter IV Management of Internship Bases

Article 13 Internship bases shall be subject to dynamic management. If a certified internship base no longer meets the qualifications listed in Article 5 hereinabove for reasons attributable to the company or force majeure within its period of eligibility, its status as an internship base shall be revoked by the accreditation authority after due evaluation.

Article 14 The Municipal Public Employment Service Organization for College Graduates shall evaluate internship bases biennially. The scope of such evaluation shall include the establishment of relevant rules and regulations by the internship bases, internship conditions, retention rate of interns upon expiry of the internship period (in such cases, labor contracts longer than 1 year must have been signed, and employment registration and social insurance contributions must be in order), and the employment rate of the interns upon the expiration of the internship period.

Article 15 The eligibility of an internship base assessed as unqualified shall be revoked by the Municipal Human Resources & Social Security Bureau. A company whose certification as an internship base has been revoked must cease all internship activities. Finance authorities will no longer disburse subsidies, and such companies may not be accredited as an internship base within the next two years.

Article 16 During the internship period, the internship employer shall provide interns with a monthly living allowance not lower than 80% of the municipal minimum wage.

Internship bases shall pay living allowances in advance. After the internship period, the internship bases can apply to the Municipal Public Employment Service Organization for College Graduates for relevant allowance subsidies. After verification of the application, municipal finance authorities shall disburse subsidies equal to 50% of the municipal minimum wage for the relevant internship period. Such subsidies shall be calculated based on a standard of 22 working days per month (in cases where internships lasted less than 1 month, calculations shall be based on actual working days). Maximum internship period eligible for such subsidies will not exceed 12 months. Relevant procedures shall be based on the *Notice from the Guangzhou Municipal Human Resources and Social Security Bureau on Clarifying Procedures Related to Employment Promotion Policy Projects* (Sui Ren She Gui Zi [2019] No. 3).

Article 17 Where an intern is a person facing difficulties in seeking employment, a member of a household registered as in need of poverty assistance, a person entitled to a minimum living allowance or a disabled person, the intern shall be provided a living allowance of CNY 500 per month by the employment subsidy fund during the internship period. Relevant procedures shall be based on the *Notice from the Guangzhou Municipal Human Resources and Social Security Bureau on Clarifying Procedures Related to Employment Promotion Policy Projects* (Sui Ren She Gui Zi [2019] No. 3).

Article 18 Where an intern is retained in a full-time position and has made social insurance contributions for more than 6 months after the internship period expires, the employer shall be given a retention subsidy of CNY3,000 per person from the employment subsidy fund. Relevant procedures shall be based on the *Notice from the Guangzhou*

Municipal Human Resources and Social Security Bureau on Clarifying Procedures Related to Employment Promotion Policy Projects (Sui Ren She Gui Zi [2019] No. 3).

Article 19 If an internship base receives 50 or more interns each year for two consecutive years, and retains 60% or more of such interns after the expiry of the internship period, the internship base may apply for accreditation as a “Demonstrative Internship Base in Guangzhou Municipality”, and will receive subsidies of CNY 200 / person for guiding and training interns. Such subsidies shall not exceed CNY50,000 in total.

Article 20 Tutors in internship bases shall be given a notice of commendation if they provide guidance to 10 or more interns each year, and if 70% or more of interns are employed after the end of their internships.

Article 21 The aforementioned funds required shall be allocated from municipal employment subsidies.

Chapter V Supplementary Provisions

Article 22 In these Measures, graduates of higher education institutes unemployed within 2 years of graduation refer to those who have registered as unemployed through the official website of the Municipal Human Resources and Social Security Bureau. There should be no record of employment or basic old-age insurance contributions during their internship period.

Internships for graduates of academic courses in vocational schools and technical institutes within the municipality of Guangzhou shall be implemented in accordance with the the provisions in these Measures regarding graduates of higher education institutes.

In these Measures, unemployed youths between the ages of 16 and 24 refer to

unemployed persons between the ages of 16 and 24 who have registered as unemployed in accordance with the *Guangzhou Employment and Unemployment Registration Measures* and whose registration as unemployed persons remain valid.

Article 23 These Measures shall be effective from the date of issuance and shall be valid for a period of 5 years. The *Notice from Guangzhou Municipal Bureau of Human Resources & Social Security and Guangzhou Municipal Finance Bureau on the Issuance of Administrative Measures for Internship Bases for Graduates of Higher Education Institutes in Guangzhou* (Sui Ren She Fa [2015] No. 27) are concurrently repealed.

Annex: Application Procedures for Internship Bases in Guangzhou

Annex

Application Procedures for Internship Bases in Guangzhou

1. Processing Agency

(1) Agency in charge of initial review: Guangzhou Municipal University Graduate Employment Guidance Center (hereinafter referred to as “UGEGC”).

(2) Agency in charge of further review: General Office of the Committee for the Management of Human Resource Markets in South China (hereinafter referred to as “General Office of the Committee”).

2. Application Procedures

(1) Internship bases

a. Applicants

Applicants should be companies, public institutions, or other organizations that are lawfully registered in the municipality of Guangzhou, have a good public reputation, sound management, and enthusiasm for providing internship opportunities; have qualified tutors, be capable of arranging guidance for interns and assigning relevant administrative personnel during the period of internship as required; have labor security and occupational security facilities that meet the standards established by the State; be able to purchase personal accident insurance for interns and provide living subsidies not lower than stipulated standards, as well as protect the legitimate rights and interests of interns; be able to provide non-temporary internship positions that require a certain level of skill and professional expertise each year, receive over 20 interns, employ interns at a rate of no less than 20%, and conclude labor contracts with interns that last no less than one year.

b. Application Process

Applications shall be submitted to the General Office of the Committee for further review after being accepted and reviewed by the UGEGC. After such further review, the General Office of the Committee will forward qualified applications to the Municipal Human Resources & Social Security Bureau. The list of approved internship employers will be publicly disclosed on the official website of the Municipal Human Resources & Social Security Bureau. In the absence of any dissent, the applicant company shall be officially certified as an internship base, and such certification shall be publicly disclosed.

(2) Demonstrative Internship Bases

a. Applicants

Internship bases that receive 50 or more interns each year for two consecutive years, and retain 60% or more of such interns.

b. Application Process

Applications shall be submitted to the General Office of the Committee for further review after being accepted and reviewed by the UGEGC. After such further review, the General Office of the Committee will forward qualified applications to the Municipal Human Resources & Social Security Bureau. The list of approved internship employers will be publicly disclosed on the official website of the Municipal Human Resources & Social Security Bureau. In the absence of any dissent, the applicant company shall be officially certified as an internship base, and such certification shall be publicly disclosed.

(3) Subsidies for Demonstrative Internship Bases in Guangzhou Municipality.

Internship bases may apply to become a demonstrative internship base once every two years.

Applications must be submitted to the UGEGC before November 10. Upon initial verification that applications meet relevant requirements, applications shall be forwarded to the General Office of the Committee within 5 working days. If conditions for subsidies are met, the General Office of the Committee shall complete their review within 5 working days and disburse the funds to the corporate account provided by the internship employer within 5 working days of completing such review.

3. Application Documents

(1) Employment Internship Bases

Application documents:

- a. Application for Designation as an Internship Base in Guangzhou Municipality
- b. Job Requirements Information Form for Internship Bases in Guangzhou Municipality
- c. Descriptions of internship conditions and tutors, and the internship management system for interns

(2) Demonstrative Internship Bases

Application documents:

- a. Application Form for Designation as a Demonstrative Internship Base in Guangzhou Municipality
- b. Evaluation Form for Internship Bases in Guangzhou Municipality
- c. Subsidies for Demonstrative Internship Bases

Application documents:

- a. Application Form for Subsidies to Demonstrative Internship Bases in Guangzhou Municipality
- b. Roster of Interns for Subsidies to Demonstrative Internship Bases in Guangzhou Municipality

Attachments:

- a. Application for Designation as an Internship Base in Guangzhou Municipality
- b. Job Requirements Information Form for Internship Bases in Guangzhou Municipality
- c. Application Form for Designation as a Demonstrative Internship Base in Guangzhou Municipality
- d. Evaluation Form for Internship Bases in Guangzhou Municipality
- e. Application Form for Subsidies to Demonstrative Internship Bases in Guangzhou Municipality
- f. Roster of Interns for Subsidies to Demonstrative Internship Bases in Guangzhou Municipality

Table 1

Application for Designation as an Internship Base in Guangzhou Municipality

Year:

| | | | |
|---------------------------------------------------------|------------------|------------------------------------|--------|
| Employer Name | | | |
| Organization Code | | Business Registration Number | |
| Type of Organization | | Industry | |
| Company Address/Postcode | | | |
| Number of Staff | | Website | |
| Contact Person | Department/Title | Contact Number/Fax | E-mail |
| | | | |
| Brief Description of the Internship Employer | | | |
| Main Plans and Measures for Internship Activities | | | |

| | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| <p>Declaration that the internship employer has not violated any tax, industrial, commerce, or environmental laws or regulations.</p> | <p>(Official Seal)</p> <p>Date</p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|

Table 2

Job Requirements Information Form for Internship Bases in Guangzhou Municipality

Year:

| | | | |
|------------------------------------|----------------------|-------------------|------------------------|
| Employer Name | | | |
| Contact Person | | Contact Number | |
| Job Title | Job Responsibilities | Number of Interns | Duration of Internship |
| | | | |
| Internship Allowances and Benefits | | | |
| Remarks | | | |

Note : Allowances include: schedule of living allowances, meals and accommodation, and social insurance contributions.

Table 3

Application Form for Designation as a Demonstrative Internship Base in Guangzhou Municipality

Year:

| | | | | | | |
|--------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|--------------------------------|-------------------|---------------------------------------|-------------------------------------------|---------------------------------|
| Name of Employer | | | | | | |
| Contact Person | | Department/Title | | | | |
| Contact Number | | E-mail | | | | |
| General information on internships provided by the employer | Period | Number of Internship Positions | Number of Interns | Number of Internship Contracts Signed | Internship Subsidies Applied for (Amount) | Duration of Internship (Months) |
| | | | | | | |
| | | | | | | |
| Declaration that the internship employer has not violated any tax, industrial, commerce, or environmental laws or regulations. | Signature (Official Seal) of Person in Charge: Date: | | | | | |
| Appraisal by the administrative authority overseeing internships | Date | | | | | |
| Appraisal by the reviewing authority | Date | | | | | |

Table 4

Evaluation Form for Employment Internship Bases in Guangzhou

Year:

| | | | | | | |
|-------------------------------------------------------------|--------------------------------------------------------------------|--------------------------------|-------------------|---------------------------------------|-------------------------------------------|------------------------------------------|
| Name of Employer | | | | | | |
| Contact Person | | | | Department/Title | | |
| Contact Number | | | | E-mail | | |
| General information on internships provided by the employer | Date | Number of Internship Positions | Number of Interns | Number of Internship Contracts Signed | Internship Subsidies Applied for (Amount) | Number of Internship Matching Activities |
| | | | | | | |
| | | | | | | |
| Main Plans and Measures for Internship Activities | <p>Signature (Official Seal) of Person in Charge:</p> <p>Date:</p> | | | | | |
| Appraisal by Accreditation Authority | <p>Date</p> | | | | | |

Table 5

Application Form for Subsidies to Demonstrative Internship Bases in Guangzhou Municipality

Applicant Company (Official Seal):

Business License Registration Number:

Number of Applicants:

Subsidy Amount: CNY _____

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Opinion of Applicant Company:</p> <p>Processed by: _____ Approved by: _____</p> <p>Bank Account Holder: _____</p> <p>Bank: _____</p> <p>Bank Account Number: _____ Contact Number: _____</p> <p>Date (Official Seal) _____</p> | <p>Appraisal by Agency in Charge of Initial Review</p> <p>Amount after Initial Review: _____ (in banker's numerals)</p> <p>Processed by: _____ Approved by: _____</p> <p>Date (Official Seal) _____</p> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Appraisal by the General Office of the Committee for the Management of Human
Resource Markets in South China:

Total Amount Approved: CNY _____
(in banker's numerals)

Reviewed by:

Approved by:

Date (Official Seal)

