

Pilot Green and Sustainable Finance Capacity Building Support Scheme FAQs – Reimbursement Application

A. Background and Aim

1. What is the Pilot Green and Sustainable Finance Capacity Building Support Scheme ("Scheme") and its aim?

As announced by the Financial Secretary of the Hong Kong Special Administrative Region ("Hong Kong") in the 2022-23 Budget Speech, the Scheme aims to support talent development in green and sustainable finance ("GSF") by providing subsidies to market practitioners as well as prospective practitioners in undertaking relevant training and acquiring relevant professional qualifications. The Scheme will run for a pilot period of three years and is administered by the Secretariat of the Centre for Green and Sustainable Finance ("Secretariat"). The Government of Hong Kong has earmarked HK\$200 million for the Scheme.

Only programmes registered under the Scheme as "Eligible Programmes" are reimbursable under the Scheme. Eligible applicants may apply for reimbursement of fees upon successful completion of Eligible Programmes, subject to a ceiling of HK\$10,000.

Please refer to the [Scheme website](#) for details.

B. Eligibility

1. What are the eligibility requirements?

For details, please refer to Section 2 of the [Guide to Reimbursement Applications of Eligible Programmes](#) ("Guide").

Below are some illustrative examples:

Scenario 1

Mr. Chan, a Hong Kong resident, is now working as a compliance director in a listed retail company. His job duties include regular environmental, social and governance (ESG) reporting and compliance.

Mr. Chan works in a non-financial services industry with job duties involving GSF considerations. Provided that Mr. Chan has satisfied the other eligibility requirements under the Scheme, he may be eligible for reimbursement.

Scenario 2

Mr. Parker is a university graduate in risk management and is interested in seeking a job in the sustainable finance field. He is planning to take a programme which is currently registered as an Eligible Programme to deepen his knowledge in sustainable finance.

Mr. Parker is a graduate in a relevant discipline. Provided that Mr. Parker has satisfied the other eligibility requirements under the Scheme, he may be eligible for reimbursement.

2. Under what circumstances will an application be rejected?

Circumstances under which an application may be rejected include, but not limited to:

- Applicants do not meet the eligibility requirements of the Scheme (refer to Section 2 of the [Guide](#) for more details); or

- Applicants have obtained the maximum reimbursement amount of HK\$10,000 under the Scheme; or
 - Late applications; or
 - Available funds under the Scheme have been used up.
3. If the applicant has enrolled in an Eligible Programme which has been subsequently delisted from the Scheme website, is the applicant eligible for reimbursement?

Provided that the programme is registered as an Eligible Programme under the Scheme as at the date of enrolment and the applicant has satisfied the other eligibility requirements, the applicant may be eligible for reimbursement after successful completion of the programme.

C. Programme information

1. What programmes are reimbursable under the Scheme? Where can applicants get information on the Eligible Programmes?

Only relevant fees of programmes registered under the Scheme as “Eligible Programmes” are reimbursable under the Scheme. The list of Eligible Programmes can be obtained from <https://greentalent.org.hk/Individuals/EligibleProgrammes> and is updated on a regular basis. For information on the Eligible Programmes, please visit the Scheme website or contact the programme providers.

2. What is the effective date of an Eligible Programme?

Effective date of an Eligible Programme refers to the date when that programme is successfully registered under the Scheme, and the relevant information is available at <https://greentalent.org.hk/Individuals/EligibleProgrammes>. The date does not necessarily represent the commencement date of the Eligible Programme.

D. Reimbursement

1. Are all fees of an Eligible Programme reimbursable under the Scheme?

Certain fees of an Eligible Programme may not be reimbursable fees under the Scheme. Please contact the programme provider(s) should applicants have any queries on the reimbursable fees of an Eligible Programme under the Scheme.

2. What is the maximum level of reimbursement under the Scheme? How is the reimbursement amount calculated?

There are no restrictions on the number of Eligible Programmes that each applicant may apply reimbursement for, but the total amount of reimbursement for each applicant under the Scheme is subject to a ceiling of HK\$10,000. Generally, applicants are eligible for claiming up to 80% of the reimbursable fees of the Eligible Programme. Applicants who are **full-time students** in relevant disciplines during the whole period of the Eligible Programme (i.e. from the enrolment date to the completion date of the Eligible Programme, both dates inclusive) are eligible for claiming up to 100% of the reimbursable fees.

Below are some illustrative examples:

Scenario 1

Mr. Chan is a full-time undergraduate student in finance in a local university and has successfully completed an Eligible Programme (“Programme A”). The reimbursable fees of Programme A are HK\$12,000. He has not obtained any other subsidy or financial assistance

for Programme A. He has previously obtained reimbursement under the Scheme of HK\$4,000 for another Eligible Programme. What is the amount of reimbursement Mr. Chan can obtain for Programme A?

The maximum level of reimbursement under the Scheme is HK\$10,000 per applicant. Since Mr. Chan's unused amount of reimbursement under the Scheme is HK\$6,000, any further reimbursement given to him under the Scheme must not exceed this amount. As he has been a full-time student during the whole period of Programme A, and has not obtained any other subsidy or financial assistance for Programme A, he may be eligible for a reimbursement of HK\$6,000 under the Scheme.

Scenario 2

Ms. Wong is an employee of a bank with job duties relating to sustainable finance and has successfully completed an Eligible Programme ("Programme B"). The reimbursable fees of Programme B are HK\$6,000. She has not obtained any other subsidy or financial assistance for Programme B. She has previously obtained reimbursement under the Scheme of HK\$5,000 for another Eligible Programme. What is the amount of reimbursement Ms. Wong can obtain for Programme B?

Since Ms. Wong's unused amount of reimbursement under the Scheme is HK\$5,000, any further reimbursement given to her under the Scheme must not exceed this amount. As she is a practitioner in the financial services industry whose responsibilities involve GSF considerations and has not obtained any other subsidy or financial assistance for Programme B, she may be eligible for a reimbursement of HK\$4,800 under the Scheme (being the lesser of (a) 80% of the reimbursable fee of HK\$6,000 (i.e. HK\$4,800) and (b) the unused amount of HK\$5,000).

Scenario 3

Mr. Lee enrolled in an Eligible Programme ("Programme C"). The reimbursable fees of Programme C are HK\$14,000 (inclusive of an examination fee of HK\$2,000). At the time of enrolment, he was a full-time postgraduate student in science in a local university. During the programme period of Programme C, he has graduated and started to work in a bank with job duties relating to the GSF compliance. He has obtained financial assistance of HK\$10,000 from his employer for the fees of Programme C. He has only passed the examination required for completion of Programme C at the second attempt and has incurred an extra fee of HK\$3,000 for retaking the examination. He has not previously obtained any reimbursement under the Scheme. What is the amount of reimbursement Mr. Lee can obtain for Programme C?

The maximum level of reimbursement under the Scheme is HK\$10,000 per applicant. Taking into account the financial assistance from his employer, the amount of reimbursement that Mr. Lee is eligible for is the lesser of (i) 80% of the reimbursable fees (i.e. $HK\$14,000 \times 80\% = HK\$11,200$, as Mr. Lee is not a full-time student during the **whole** period of Programme C and the extra fee of HK\$3,000 for retaking the examination is not reimbursable under the Scheme) and (ii) the reimbursable fees minus the financial assistance from his employer (i.e. $HK\$14,000 - HK\$10,000 = HK\$4,000$). Mr. Lee may be eligible for a reimbursement of HK\$4,000 under the Scheme.

Applicants are also welcome to make use of the reimbursement calculator at the Scheme website <<https://greentalent.org.hk/Individuals/Calculator>> to estimate the amount of reimbursement they are eligible for.

3. Is an applicant eligible for reimbursement of fees of an Eligible Programme under the Scheme if he/she has obtained other subsidy or financial assistance for the same programme? How is the reimbursement amount calculated?

Applicants who have obtained other subsidy or financial assistance (e.g. from privately or publicly-funded scheme or the applicant’s employer) may be eligible for reimbursement under the Scheme, subject to the amount of such other subsidy or financial assistance obtained. Please refer to Section 3.3 of the [Guide](#) and the illustrative example (Scenario 3) under Question D2 above. Applicants are also welcome to make use of the reimbursement calculator at the Scheme website <<https://greentalent.org.hk/Individuals/Calculator>> to estimate the amount of reimbursement they are eligible for.

4. What would be the applicable exchange rate for the reimbursement if the programme fee was paid by the applicant in a foreign currency?

Any reimbursement will be in Hong Kong dollar (“HK\$”) only. Where the applicant has settled the programme fees in a currency other than HK\$, the amount of any reimbursement to be paid will be based on a foreign currency exchange rate to be determined by the Secretariat and/or its appointed person(s) in its discretion.

5. If an applicant has failed in the examination of an Eligible Programme, can he/she claim for reimbursement of the examination fee for retaking the examination?

No. The fee for retaking an examination required for completion of an Eligible Programme is not reimbursable under the Scheme. Please refer to the illustrative example (Scenario 3) under Question D2 above.

6. Is an applicant eligible for reimbursement if he/she has completed the Eligible Programme according to the programme requirements but has not taken the examination of the Eligible Programme (which is not required for completion of the Eligible Programme)?

Provided that the applicant has completed the Eligible Programme according to the programme requirements (e.g. non-examination assessment requirements including assignment, group project, etc.), the applicant may be eligible for reimbursement.

E. Application Procedures

1. How can the applicant submit an application?

Applicants should create a personal account on the Scheme website <<https://greentalent.org.hk/Individuals>>, and complete the *Application form for Reimbursement of Eligible Programmes* (“Application Form”) and upload all the required supporting documents to the website. Paper application will not be accepted.

Applications must be made by the applicants themselves. Submissions of applications on behalf of the programme participants will not be accepted.

2. In order to submit an application, is an applicant required to set up an account on the Scheme website?

Yes. Applicants should create a personal account on the Scheme website for submission of applications. Paper application will not be accepted. Click [here](#) to create your own account.

3. What supporting documents does an applicant need to provide in order to apply for reimbursement?

Please refer to Section 4 of the [Guide](#).

4. Are applicants required to pay any application fees?

No application fees are required for the application.

5. When is the application deadline?

The completed Application Form together with the required supporting documents must be submitted within 3 months from the date of completion of the Eligible Programme. Late applications will not be processed.

6. How should I provide the enrolment date of an Eligible Programme?

The Scheme only accepts reimbursement applications in relation to an Eligible Programme with an enrolment date that is **on or after** the effective date of such Programme. Given the structure and arrangement could vary among different Eligible Programmes, the payment receipt issued by the programme provider showing a date on or after the effective date of an Eligible Programme serves as documentary support under the Scheme to show that the applicant has successfully enrolled in an Eligible Programme with the relevant programme fees being settled.

7. What does it mean by "successful completion" of an Eligible Programme?

It means that the applicant has completed the Eligible Programme according to the programme requirements (e.g. attendance and/or assessment requirements) to the satisfaction of the programme provider. Please contact the programme providers for details of such requirements.

8. What should an applicant do if he/she wishes to withdraw his/her application?

The applicant should inform the Secretariat by email enquiry@greentalent.org.hk as soon as possible.

9. Can an applicant apply for reimbursement for multiple Eligible Programmes at a time?

While an applicant can apply for reimbursement for more than one Eligible Programme, he/she should submit a separate application for each Eligible Programme.

10. How long does it take for the application to be processed?

The applications are processed and reviewed on a regular basis. The processing time will, subject to the availability of all required information, normally take around 3 months after receiving the Application Form and all required supporting documents. Any incomplete information or late submission of supplementary information or documents (if required) may cause delay or termination in processing the application.

11. How will the applicant be notified of (i) acknowledgment of receipt of application and (ii) application result?

The applicant will receive an automatically generated email and a SMS message acknowledging receipt of the application shortly after submission of the application, with a unique Application Reference Number assigned. After the application is processed, a notification of result will be sent to the applicant via email and SMS message.

ALL notifications from the Secretariat in relation to reimbursement applications under the Scheme will be sent from designated email (no-reply@greentalent.org.hk) and mobile phone

number +852 6452 2670. Please note that such email and mobile phone number are solely for the purposes of sending notifications from the Secretariat and should not be replied to by applicants. For any enquiries, please contact the Secretariat via email enquiry@greentalent.org.hk or dial +852 2258 6000.

12. What should the applicant do if he/she does not receive the acknowledgement of receipt and/or notification of application result?

Please contact the Secretariat via email enquiry@greentalent.org.hk or dial +852 2258 6000.

13. Can an applicant submit an application if he/she is in the process of applying for or obtaining other subsidy or financial assistance for the fees of the Eligible Programme?

Yes. The applicant shall indicate this accordingly in the Application Form and provide to the Secretariat and/or its appointed person(s) promptly further information on such subsidy or financial assistance once such information becomes available via email to enquiry@greentalent.org.hk, quoting his/her Application Reference Number. The processing of the application would be put on hold until such information becomes available and any delay in providing such information may cause delay or termination in processing the application.

F. Others

1. What if there are any other questions regarding the application?

Please visit the Scheme website at <https://greentalent.org.hk/Individuals> for further details or seek assistance via the designated contact channels at the Scheme website.

2. How can applicants correct their personal particulars provided earlier?

Request for correction of the personal particulars provided earlier may be made to the officer of the Secretariat at enquiry@greentalent.org.hk, or when making a reimbursement application via the Scheme website at <https://greentalent.org.hk/Individuals>.

Applicants may also update their contact details (i.e. email address, local mobile number and residential telephone number) via their personal account on the Scheme website.