

**Post-Secondary Student Summer Internship Programme
Request Form**

Name of invited Institution: Chu Hai College of Higher Education

DETAILS OF INTERNSHIP PROGRAMME

Name of Bureau/Department (Division/Section): Inland Revenue Department

No. of Interns to be Recruited: 1 No. of Nominations: 1

Description of Internship Programme: 1. To handle taxpayers' enquiries on simple tax matters; 2. To assist in screening and processing of tax returns and applications; and 3. To assist in preparing assessments and providing support to professional officers.

Programme Allow Flexible
Commencement Date: June 2022 Commencement Date: Yes/No*

Period of Internship: From June 2022 to 19 August 2022 Working Hours: 44 hrs per week

Office Venue: Revenue Tower, 5 Gloucester Road, Wan Chai Allowance per Month: HK\$10,500

ELIGIBILITY REQUIREMENTS

Course(s)/Field(s) of Study: Accountancy

Year of Study: No preference except that final year students, i.e. to be graduated in 2022 will not be considered.

Specific Knowledge/Skills: Proficiency in using MS Word and MS Excel. Preference will be given to students who have knowledge in financial accounting, Hong Kong taxation and stamp duty.

Work Experience (if applicable): Nil

Other Requirements (e.g. Extra-Curricular Activities) (if applicable): Interns should have good command of both written and spoken English and Chinese.

APPLICATION METHOD (may choose more than one as appropriate)

- By E-mail By JIIS (By mail or by fax is also acceptable.)
- Submit Application Form for Post-Secondary Student Summer Internship Programme through Chu Hai College of Higher Education in one batch
- Submit Resume/Covering Letter & Resume/Others*: _____