

**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 Commencement Date: June 2023 Allow Flexible Commencement Date: Yes/No*

Period of Internship: From June 2023 to 18 August 2023 Working Hours: 44 hrs per week

Office Venue: Inland Revenue Centre, 5 Concorde Road,
Kai Tak, Kowloon, Hong Kong 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 2023 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 JIJIS (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*: _____

Deadline for Application (DD/MM/YYYY): 17 March 2023 Require Selection Interview: Yes/No*