

Annex I

Service leaflets/brochures in ethnic minority languages

(Note: Based on information collected, service leaflets/brochures published by government bureaux/departments and public organisations in ethnic minority (EM) languages are set out below. Such leaflets/brochures are published and reprinted and the numbers of copies are determined according to actual needs.)

Bureau/ Department/ Public organization	Title of leaflets/brochures on public services in EM languages	Date of publication/ reprint
Education Bureau	Non-Chinese Speaking Parent Information Package: Your Guide to Education in Hong Kong	March 2015
	Education Support Measures for Non-Chinese Speaking Students	December 2014
	Parent booklet on “Helping Your Children of Kindergarten Age”	2012
	Leaflet on “Application for Pre-primary Education Voucher Scheme & K1 Admission Arrangements”	June 2014
	Primary One Admission – Notes on How to Complete the “Application Form for Admission to Primary One”	To update on a yearly basis
	Information Note on Primary One Admission System Specifically for Non-Chinese Speaking Students	To update on a yearly basis
	Primary One Admission – Notes to Parents on Central Allocation	To update on a yearly basis
	Secondary School Places Allocation System – Notes Specifically for Non-Chinese Speaking Students in the Form of Frequently Asked Questions	To update on a yearly basis
	Secondary School Places Allocation System – Notes for Parents on Application for Secondary 1 Discretionary Places	To update on a yearly basis
	Secondary School Places Allocation System – Notes for Parents on Central Allocation	To update on a yearly basis
	Tips on Learning Chinese for Parents of Non-Chinese Speaking Students	August 2015
	Pamphlet on “Early Identification and Intervention of Learning Difficulties Programme for Primary One Pupils”	August 2011

Bureau/ Department/ Public organization	Title of leaflets/brochures on public services in EM languages	Date of publication/ reprint
Education Bureau - Student Finance Office of the Working Family and Student Financial Assistance Agency	A Brief Introduction on Kindergarten and Child Care Centre Fee Remission Scheme 2014/15	July 2014
	2014/15 Financial Assistance for Primary and Secondary Students	May 2014
	2015/16 Household Application for Student Financial Assistance Schemes (Note 1)	May 2015
Social Welfare Department	Child Abuse It Matters You	2012
	Support Services to Spouse/Cohabitant Battering Cases	2013
	Seek Early Assistant Stop Spouse/Cohabitant Battering - Services for Battered men	2013
	Safety Card	2013
	Having an Unplanned Pregnancy! What Can I Do?	2013
	Family and Child Protective Services Unit	2013
	Pamphlet on Integrated Family Service Centre	2013
	Information on Compassionate Rehousing and Other Housing Assistance	2010
	Leaflets on Day Child Care Services	October 2014
	Considering Adoption	November 2008
	Adversity is not a dead end, but giving up on life is	February 2012
	Elderly Services	December 2009
	Protecting Elderly Persons Against Abuse	January 2015
	Rehabilitation Services	February 2009
	Medical Social Services	August 2009
	Probation Service (Note 2)	February 2015
	Community Service Orders Scheme (Note 2)	September 2014
	Young Offender Assessment Panel (Note 2)	September 2014
	Post-Release Supervision of Prisoners Scheme (Note 2)	September 2014
	Correctional/Residential Homes (Note 2)	September 2014
	Social Security Allowance Scheme	May 2014
	Guangdong Scheme	August 2013

Bureau/ Department/ Public organization	Title of leaflets/brochures on public services in EM languages	Date of publication/ reprint
	Traffic Accident Victims Assistance Scheme	June 2010
	Criminal and Law Enforcement Injuries Compensation Scheme	June 2010
	Comprehensive Social Security Assistance Scheme	May 2009
Labour Department	Work Incentive Transport Subsidy Scheme	March 2015 (reprint)
	Statutory Minimum Wage : Latest Revision	April 2015
	Concise Guide to Statutory Minimum Wage	August 2014
	Concise Guide to Productivity Assessment for Employees with Disabilities under the Statutory Minimum Wage Regime	September 2014
	Easy-to-use Employment Services of the Labour Department	2005
	An Employment Services Guide for Ethnic Minority Job Seekers	July 2013
	Service of the Selective Placement Division	April 2011
	Youth Employment and Training Programme	Q3 2015 (tentative)
	A Concise Guide to the Employment of Children Regulations	October 2009
	A Guide to the Employment of Child Entertainers	October 2009
	A Concise Guide to the Employment of Young Persons (Industry) Regulations	October 2009
	A Guide on Civil and Criminal Proceedings Related to the Employment Ordinance	January 2010
	Fact Sheet on Employment Claims Investigation Division, Labour Department	January 2010
	How to Apply for Employees' Compensation for Death	March 2013
	Important Information for Employers and Employees on Compensation for Work Injuries and Occupational Diseases	September 2009
	Employment Ordinance at a Glance	2014
	A Concise Guide to the Employment (Amendment) Ordinance 2010	2011

Bureau/ Department/ Public organization	Title of leaflets/brochures on public services in EM languages	Date of publication/ reprint
	Part-time Employment - Know More About Labour Legislation	2012
	Notes for Construction Workers	2013
	Common Unsafe Conditions when working at Height on Construction Sites (1)	November 2013
	Common Unsafe Conditions when working at Height on Construction Sites (2)	November 2013
	Falling a Few Feet Can Be Fatal Use Suitable Working Platform	November 2013
	A Casebook of Fatal Accidents Related to Work-at-Height	March 2014
	Fatal Accidents Related to Work-at-height – Case 1	March 2014
	Fatal Accidents Related to Work-at-height – Case 3	March 2014
	Fatal Accidents Related to Work-at-height – Case 7	March 2014
	Decompression Illness	May 2014
	Common Unsafe Electrical Facilities on Construction Sites – Exposed Live Conductors	June 2014
	Common Unsafe Electrical Facilities on Construction Sites - Exposed Live Conductors on Switchboards	June 2014
	Fatal Accidents Related to Electrical Work - Case 1	July 2014
	Fatal Accidents Related to Electrical Work - Case 4	July 2014
	Fatal Accidents Related to Electrical Work - Case 6	July 2014
	A Casebook of Fatal Accidents Related to Electrical Work Volume 2	July 2014
	They Hold a Family's Fortunes	September 2014
	It Can Save a Life	September 2014
	Occupational Health Clinic	Expected to be published in 2015
	Occupational Safety & Health Centre and Occupational Health Clinic	Expected to be published in 2015
	Safety at Work- A Guide to Ladders and Elevated Working Platforms	Expected to be published in 2015
	Compliance with Occupational Safety & Health Laws is a Shared Responsibility	Expected to be published in 2015

Bureau/ Department/ Public organization	Title of leaflets/brochures on public services in EM languages	Date of publication/ reprint
	Safe Lifting –example	Expected to be published in 2015
	Never mix cleansing agents haphazardly	Expected to be published in 2015
	3 steps to electrical work safety	Expected to be published in 2015
	Do You Know Tenosynovitis?	Expected to be published in 2015
	Prevention of Heat Stroke in Hot Weather	Expected to be published in 2015
	Safe use of chemicals by cleansing workers	Expected to be published in 2015
	To Play Safe, Lift Heavy Objects Properly	March 2009
	Prevent Heat Stroke When Working in Hot Weather	March 2009
	Protect your Hearing (High Noise Jobs can Cause Permanent Damage)	March 2009
	Make Every Step Safe When Working At Heights	May 2009
	Guard Your Eyes - Use Proper Eye Protection at Work	June 2009
	Industrial Safety (General Duties of Persons Employed)	January 2010
	Safety at Work - A Guide to Personal Protective Equipment	January 2010
	Guidance Notes for the Safe Isolation of Electricity Source at Work	January 2010
	Work-related Neck and Back Pain	February 2010
	Prevention of Heat Stroke at Work in a Hot Environment	March 2010
	Dangerous Parts of Machinery or Plant	October 2011
	Operational Guide for Air Receivers	September 2012
	Prevention Against Fall From Height	November 2012
Home Affairs Department	Your Guide to Services in Hong Kong ● Thai (4th edition) ● Hindi (4th edition) ● Nepali (5th edition) ● Urdu (4th edition) ● Tagalog (6th edition) ● Indonesian (8th edition)	June 2012 February 2013 May 2013 March 2014 February 2015 March 2015
	Guide to Living in Hong Kong (revised edition)	January 2013
	Support Services for Ethnic Minorities (leaflet) (revised edition)	September 2014

Bureau/ Department/ Public organization	Title of leaflets/brochures on public services in EM languages	Date of publication/ reprint
Employees Retraining Board	Training for Ethnic Minorities (April – September 2014) (Note 3)	April 2014
	Training for Ethnic Minorities (October 2014 – March 2015) (Note 3)	October 2014
	Training for Ethnic Minorities (April – September 2015) (Note 3)	April 2015
	Training for Ethnic Minorities (October 2015 – March 2016) (Note 3)	October 2015
Department of Health	Family Health Service	November 2011
	Information on Antenatal Service	August 1998
	Information on Postnatal Service	October 2010
	Information on Family Planning Service	October 2010
	Information on Woman Health Service	January 2012
	Information Booklet on Methadone Treatment Programme	June 2014
	Fact Sheet on Cervical Screening Programme	2008
	HIV Clinical Service at Integrated Treatment Centre	2010
	Universal Antenatal HIV Testing – the Concern of an Expectant Mother	May 2008
	Rapid HIV Test for Delivering Women	January 2008
	Break the needle habit- Methadone does it	July 2009
	Hotline card 2112 9980 / 2359 9112	December 2002
	I need? You need? The HIV antibody test He needs? She needs?	August 2000
	Prevent Sexually Transmitted Infections and AIDS – Practise Safe Sex	May 2008
	Knowing AIDS	September 2009
	Health advice for Tuberculosis Patients	2010
	Poster of “This is a designated no smoking area. The fixed penalty for smoking offence is \$1500”	March 2010 (published) March 2013 (reprint)
	Newsletter of smoking cessation services for ethnic minorities and new immigrants (Note 4)	April 2014, June 2014, September 2014, January 2015
Hospital Authority	Interpretation Service in Hospitals (Poster)	September 2014
Office of the Government Chief Information Officer	Booklet on Internet Learning Support Programme Introduction	June 2012
	Leaflet on Internet Learning Support Programme Introduction	August 2014

Bureau/ Department/ Public organization	Title of leaflets/brochures on public services in EM languages	Date of publication/ reprint
Housing Department	Support Service Centres for Ethnic Minorities	December 2013 (published) Q4, 2015 (reprint)
Legal Aid Department	Legal Aid Services In Hong Kong ● Indonesian, Hindi, Nepali, Tagalog, Thai, Urdu, Bengali ● Punjabi, Vietnamese ● Tamil	June 2008 (published) July 2009 (reprint) October 2009 May 2010
	Need an Interpreter? (poster)	January 2011
Hong Kong Police Force	Forms and notices for persons in custody (Note 5)	-
	A Language Identifier poster (Note 6)	-
Correctional Services Department	Information for Person in Custody (Note 7)	December 2012 (published) February 2014 (reprint)
	Self-harm Prevention leaflet (Note 8)	-
Fire Services Department	What to do in case of fire (Note 9)	2008 (published) 2014 (reprint)
	Fire Prevention in the Home (Note 9)	2008 (published) 2014 (reprint)
	Fire safety in old buildings (Note 9)	2014
	Fire safety for waste recycling sites (Note 10)	2014

Note 1: Starting from the 2015/16 school year, the SFO introduces the family-based “Household Application for Student Financial Assistance Schemes” to facilitate families with child(ren) attending primary and secondary school(s) or kindergarten(s) / child care centre(s) to apply for student financial assistance. The leaflet concerned covers details of application for student financial assistance by primary and secondary students and under the Kindergarten and Child Care Centre Fee Remission Scheme.

Note 2: These service leaflets have only soft copy version available on SWD Homepage which can be downloaded as when necessary. Service recipients of these services are referred by the court/other government departments.

Note 3: Available in English and EM languages only.

Note 4: The DH’s Tobacco Control Office subvents the United Christian Nethersole Community Health Service to provide centre-based and outreach counselling as well as smoking cessation services for ethnic minorities and new arrivals.

Note 5: Forms and notices provided by the HKPF for persons in custody (including “Custody Search Form”, “Notice to Persons in Police Custody or Involved in Police Enquiries”, “Arrest and Detention Policy” and “Treatment and

Conditions in Police Detention Facilities”) have been translated into 15 EM languages in both written and audio forms to ensure that ethnic minorities in custody understand the police arrest and detention policies that may affect them.

- Note 6: A Language Identifier poster, which contains 25 ethnic languages including Sinhala, Tagalog, Tamil, Urdu and Bengali, is provided at all police report rooms in order to help identify the language spoken by ethnic minorities in contact with the police.
- Note 7: Available in 28 languages, with 25 ethnic languages (i.e. Arabic, Bengali, Burmese, Dutch, French, German, Hindi, Indonesian, Italian, Japanese, Korean, Malay, Nepali, Outer Mongolian, Portuguese, Romanian, Russian, Spanish, Swahili, Tagalog, Tamil, Thai, Turkish, Urdu and Vietnamese), for inmates of different ethnicities.
- Note 8: Available in 8 languages, i.e. Hindi, Indonesian, Outer Mongolian, Punjabi, Spanish, Swahili, Thai and Vietnamese.
- Note 9: Available in some foreign languages, i.e. Tagalog, Indonesian, Urdu, Hindi, Thai, Nepali, Japanese and Korean.
- Note 10: Available in some foreign languages, i.e. Tagalog, Indonesian, Urdu, Hindi and Nepali.