

2017年度泰达人才专项奖励通知

For internal circulation only.

Year 2017 TEDA Talent Award Application

亲爱的同事们,

2017年度泰达人才专项奖励申请已经开始, 请符合条件并有意愿申请的同事按照以下步骤进行申请。

申报成功后2017年度泰达人才专项奖励资金将直接拨付至企业基本帐户, 企业向员工发放2017年度泰达人才专项奖励资金并履行税务代扣代缴义务。

Dear Colleagues,

Year 2017 TEDA Talent Award application channel is open; you can follow below process to apply it if you meet the requirements. (Talent Award as a special award only implemented in TEDA.)

After successful application of this award, Year 2017 TEDA Talent Award will be allocated to company basic account directly and company should refund Talent Award to employees and fulfil their withholding tax obligations.

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□ 奖励条件 Application Requirements

- 享受人才专项奖励的经营管理人员和专业技术人员须具有全日制普通高校本科及以上学历或中级及以上职称并与企业签订两年以上正式劳动合同;
- Bachelor degree or above/ intermediate professional title or above and Labour contract terms with company more than 2 years;
- 按照个人所得对开发区的贡献给予相应奖励，其中经营管理人员和专业技术人员年缴纳个人所得税(且仅为工资奖金收入所得，不含股票股息行权等非工资薪金所得)须分别达到15,000元和5,000元的标准;
- Annual Individual Income Tax (only include salary tax and bonus tax, exclude share related tax) amount of year 2017 should be achieved at the standards below:
 - ❖ Management staff --- 15,000 CNY equals or above
 - ❖ Technology expert --- 5,000 CNY equals or above
- 2017年1月至12月的个人所得税全部在滨海新区第四地方税务分局缴纳。
- IIT (Individual Income Tax) of year 2017 (Jan-Dec 2017) declared to the 4th Tax Bureau of TEDA.

❑ 个人须提交的材料 **Employee Required Documents**

❖ 由于政府网站更新，2017年度申报提交材料不区分首次&非首次 Due to government system updating, Y2017 talent award application will not identify if you are the 1st time application or not

1. 《天津开发区人才专项奖励申请表》请在2018年11月30日前下载<https://thebridge.zone1.scb.net/docs/DOC-393557> (CN) 并填写，发送至HRSD的Zulia Hu (PWID:1527929) & Pan Shaobin (PWID: 1474659).

Please download via

<https://thebridge.zone1.scb.net/docs/DOC-393556> (EN only for foreigner) and finish the application <TEDA Talent Award Application Form> before Nov 30, 2018 and send to Zulia Hu (PWID:1527929) & Pan Shaobin (PWID: 1474659) in HRSD.

2. 申请人身份证或护照（仅限外籍员工）彩色扫描件；温馨提示：身份证须正反面扫描在同一个文件里

Colourful scan copy of National ID card/passport (foreigner only); (Tips: National ID front & back page should scan into one file)

□ 个人须提交的材料 **Employee Required Documents**

3. 申请人学历或职称证（提供学历材料时应附加学历认证证明）彩色扫描件；外籍人员须提供由权威机构出具的国外学历学位认证或公证书

Colourful scan copy of Education Certificate/ Senior Professional Ranks & Title Certificate/Job Qualification Certificate (with education authentication certificate);
Foreigner staff can provide notarization letter issued by the authorised or official organization as an alternative.

4. 申请人的劳动合同彩色扫描件（温馨提示：劳动合同只须提供包括员工个人信息、岗位、薪金说明、合同期限、签订日期等关键页）

Colourful scan copy of applicant's labour contract (Only need the pages including personal information, position, salary, contract period, sign off date)

5. 任职证明（温馨提示：此项由HR统一出具，不需员工个人准备）

Employment Certificate (Tips: It will be prepared by HR, you can ignore this.)

□ 个人须提交的材料 **Employee Required Documents**

6. 天津市滨海新区第四地方税务分局出具的2017年度《中华人民共和国税收（个人所得税）完税证明》彩色扫描件（温馨提示：请持本人身份证或护照（仅限外籍）原件到地税大厅打印）

Colourful scan copy of IIT (Individual Income Tax) Receipt of 2017 yearly issued by 4th Tax Bureau of TEDA (Tips: Please go to tax bureau to print your tax receipt of Y2017 with your National ID card or Passport (Foreigner only))

7. 2017年度报税系统《申报明细查询》截屏。该《申报明细查询》须包含申报人1-12月所有信息。（温馨提示：此项由HR统一出具，不需员工个人准备）

Individual tax information screenshot via tax declaration system which include Jan to Dec IIT declaration details. (Tips: It will be prepared by HR, you can ignore this.)

- ❖ **所有个人提交材料须单独扫描PDF格式，一律以命名为“PWID+中文姓名”的zip文件发送至Zulia (PWID:1527929) & Pan (PWID:1474659) in HRSD team**
- ❖ **All employee provided documents need to separately scan with PDF format and must send via ZIP file named as ‘PWID + Name’ to Zulia (PWID:1527929) & Pan (PWID:1474659) in HRSD team**

□ 注意事项 **Tips:**

- 离职员工不列入受理范围
- Terminated employees are not eligible.

- 请在2018年11月30日之前完成材料提交
- Documents submission deadline is Nov 30, 2018.

- 如有相关疑问，请拨打TEDA政府热线：25201246；
25201239
- Any query, please contact TEDA government hotline:
25201246; 25201239

- TEDA政府通知请参考网站
- TEDA government notification please refer to below link
http://app.teda.gov.cn/Views/articleshow.aspx?pr_id=5152&type=3

□ 关于天津开发区高级人才奖励申请高频问 **FAQ**

Question 1: 我为什么没有收到通知邮件？

Why don't I receive the talent award notification email?

Answer: HR不会单独发送邮件通知，请根据broadcast确认2017年您在泰达地税局缴纳工资和奖金个人所得税金额是否达到如下标准：专业技术人员大于等于 **5,000**元；经营管理人员大于等于**15,000**元。

HR will not send notification email individually, please read the broadcast to check if you are eligible for this application. Before you start to apply, please make sure your annual salary & bonus individual tax amount of year 2017 paid to TEDA Tax Bureau can meet below requirements: Annual IIT amount of Technology expert is equal to or above **5,000** RMB; Annual IIT amount of Management staff is equal to or above **15,000** RMB.

Question 2: 我怎样及时准确地得到2017年度每月的缴税金额？

How can I find the actual IIT amount of each month in year 2017?

Answer: 您可以参照个人所得税完税证明进行填写（完税证明里已列明每月缴税金额）。另外，附件表格填写的缴税数字应与完税凭证保持一致。

Each month IIT amount can be found in tax receipt of 2017 and please make sure your input amount same with the tax receipt.

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Question 3 : 我在2017年2月加入渣打并且在渣打期间的纳税金额已达到标准，可以申请泰达高级人才退税吗？

My onboarding date in GBS China is Feb 25th 2017 and total IIT amount paid to TEDA tax bureau also meet the IIT requirement, may I apply year 2017 TEDA Talent Award?

Answer: 可以。只要申请人个税缴纳金额符合要求即可申请。

Yes, as long as the IIT amount meet the requirements.

Question 4: 在职证明从哪里可以开具？

Where can get my employment letter?

Answer: 在职证明由HR统一开具。无需个人申请。

HR will issue the employment letter. There's no need to apply it individually by employee.

Question 5: 人才类型一项应如何选择？

How to identify the talent type?

Answer: 您可以根据个人职位情况以及全年个税金额选择经营管理人才或专业技术人才。中级&高级人才只适用于保税区。详情请关注政府通知

http://app.teda.gov.cn/Views/articleshow.aspx?pr_id=5152&type=3

Please base on your position status and your IIT amount to identify which type you should select. Middle-class & senior talents are only applicable for Baoshui District, not Teda. Details can refer to government notification:

http://app.teda.gov.cn/Views/articleshow.aspx?pr_id=5152&type=3

Question 6 : 完税证明丢失怎么办?**How to solve the missed tax receipt?**

Answer: 完税证明丢失的同事可以持本人身份证到地税大厅补打明细，地址：宏达街19号。

Please go to Tax bureau to request tax receipt of year 2017 again,
Address: No.19th HongDa Street TEDA.

Question 7: 申报年度年薪总计怎么填写?**Where can I find Annual income in year 2017?**

Answer: 可参考PeopleSoft 里2017年12月的工资单YTD Annual Income。

Please refer Dec 2017 payslip in PS, YTD Annual Income.

Question 8: 什么时候提交身份证、劳动合同、学历学位证书、学历认证原件（如果是留学生）扫描件（必须是彩色扫描件）？提交给谁？

when should I submit the original National ID card and labour contract (just provide the Pages with personal data/position/salary/contract period/the last page with signature & company chop) and education certificate scan copy (must be colourful)? To whom?

Answer: 提交材料截止时间为**2018年11月30日**。

Please submit your colourful scan copy before the deadline 30th November, 2018 to Zulia Hu (PWID:1527929) & Pan Shaobin (PWID: 1474659) in HRSD.

Question 9: 提交材料截止日期是哪一天？

when is document submission deadline ?

Answer: 请在2018年11月30日之前提交材料给HR Zulia & Pan。

Please submit all the required documents before 30th
November,2018.

Question 10: 《天津开发区人才专项奖励申请表》在哪里可以下载？

Where can I download TEDA talent award application form?

Answer: 请点击<https://thebridge.zone1.scb.net/docs/DOC-393557> (CN)下载

Please click the link to download
<https://thebridge.zone1.scb.net/docs/DOC-393556> (EN only for
foreigner)

Question 11: 在2017年高级人才退税什么时候发放？以什么形式发放？

when will I get talent award of year 2017? Which way can I get this award?

Answer: 2017年度个人所得税退税奖励发放时间需等待人社局另行通知。申报成功后2017年度泰达人才专项奖励资金将直接拨付至企业基本帐户，企业向员工发放2017年度泰达人才专项奖励资金并履行税务代扣代缴义务。

Not sure, It depends on government notification. After successfully apply this award, Year 2017 TEDA Talent Award will be allocated to company basic account directly and company should refund Talent Award to employees and fulfil their withholding tax obligations.

Question 12: 此次提交材料是否还区分首次与非首次？

Will government identify if you are the 1st time application to decide what kind of documents need to be provided for this time?

Answer: 因政府系统更新，不会再区分首次与非首次申请，所要求材料全部提供。

Due to government system updating, there will be no identification on documents submission for 1st time application or non-1st time application. All the required documents need to submit.

人力资源部

Human Resource