

New Industrialisation and Technology Training Programme (NITTP)**新型工业化及科技培训计划 (计划)****Training Grant Claim Form****培训资助申领表格****(Non-local Course)****(非本地课程)**

☐ I acknowledge that I have read and understood the Personal Information Collection Statement (“PICS”) and VTC's Privacy Policy Statement (<https://www.vtc.edu.hk/en/home/privacy.html>).
本人确认已阅读并明白《收集个人资料声明》（「声明」）及 VTC 的《私隐政策声明》 (<https://www.vtc.edu.hk/home/sc/privacy.html>)。

Note to Applicant Company:

申请公司须知

The applicant company should provide all required information in this claim form. The completed form, together with the supporting documents (where necessary), should be returned to the NITTP Secretariat **within two months** after course completion. The NITTP Secretariat reserves the right not to disburse the training grant to applicants in case of late submission of the claim form.

申请公司必须在申领表格提供所需资料。申请公司须填妥本表格，连同有关证明文件(如适用)，在课程完成后**两个月之内**，向计划秘书处提交。计划秘书处有权不发放培训资助予逾期提交申领表格的公司。

Any further enquiries could be addressed to the NITTP Secretariat at:

如有进一步的查询，请联络计划秘书处：

New Industrialisation and Technology Training
Programme Secretariat
Headquarters (Industry Partnership)
Vocational Training Council
30/F., Billion Plaza II
10 Cheung Yue Street
Cheung Sha Wan, Kowloon, Hong Kong
Telephone: 3907 6661
Fax: 2904 7843
Email: nittp@vtc.edu.hk

新型工业化及科技培训计划秘书处
职业训练局
总办事处(行业合作)
香港九龙长沙湾长裕街 10 号
亿京广场 2 期 30 楼
电话：3907 6661
传真：2904 7843
电邮：nittp@vtc.edu.hk

Part A - General Information**甲部 – 一般资料**

Name of Company :
公司名称

Course Title :
课程名称

Course Code :
课程编号

Name of Course Provider :
培训机构名称

Training Period : _____ to _____
培训期 至

Part B – Information of Trainee(s) Having Attended the Course (Please attach additional sheets if necessary)

乙部 – 受训学员资料 (请根据需要另夹附页)

	Name of Trainee(s) 学员姓名	Hong Kong Identity Card (HKID) No. 身份证号码	Cost of Return passage* 来回旅费*	Subsistence Allowance* 膳宿津贴*	Please tick the box if trainee(s) has/have applied for partial advance payment of training grant 如学员曾申请预先发放部分培训资助，请在方格内填上✓号
			(HK\$) (港币\$)		
1.					☐
2.					☐
3.					☐
4.					☐
5.					☐

Part C - Supporting Documents

丙部 – 证明文件

Types of Courses (please tick in appropriate box):

课程类别 (请选取适当的方格)

☐ Public Course
公开课程

☐ Tailor-made Course
专门设计的课程

I confirm that the following documents have been attached (please tick in appropriate box):

本人确认已夹附下列文件 (请选取适当的方格)

☐ Confirmation of Training Completion and Payment (Public Course and Tailor-made Course) (Form 4)
完成培训及付费确认通知书(公开课程及专门设计的课程)(表格 4)

☐ Training Report of each trainee (Form 5)
每名学员的培训报告(表格 5)

☐ Confirmation of receipt of subsistence allowance of each by trainee* (Form 6)
每名学员的膳宿津贴确认书*(表格 6)

☐ Original of the return passage boarding pass(es)/ ticket(s)*
来回登机证/旅票的正本*

☐ Certified true copy of receipts for the return passage ticket(s)*
来回旅票已核证的收据副本*

* To be completed and provided if the travelling fees and subsistence allowances are not included in the

training fees collected by the course provider.

* 如旅费及膳宿津贴不包括在培训机构收取的课程费用内，请填妥及交回表格。

- ☐ I, the undersigned, also the authorised signatory of the applicant company, declare that all information provided in this claim form as well as the supporting documents are true and correct. I understand that in the event that any suspected illegal activities with respect to the application in the part of the applicant company, the NITTP Secretariat reserves the right to suspend the processing of application. In the event that any information is found untrue, incomplete or inaccurate, the NITTP Secretariat reserves the right to reject the application, withdraw the training grants approved, recoup grants awarded and subject the case to legal proceedings. The company and the nominated trainee have not and will not receive remuneration in form of cash or cash equivalent items (such as gift vouchers, coupons, etc.) from the course provider. I agree that the NITTP Secretariat and the Government may use the personal data provided in this form for processing the claim and for other purposes in accordance with the NITTP Guidance Notes for Training Grant Applications.

本人，为下方签署人及申请公司的授权签署代表，在此声明，本申领表格所提供的资料以及证明文件均是真确无误。本人明白，如有怀疑公司在申请中涉及不法行为，计划秘书处保留暂停处理申请的权利。如被发现所提供的资料有任何不实、不完整或不准确，计划秘书处有权拒绝本申请、撤销所有已批核的培训资助、要求本公司退回所有资助，及将个案提交法律诉讼。本公司及被推荐的雇员并没有亦不会收受培训机构提供的现金或现金等值（例如礼券、优惠券等）的报酬。本人同意计划秘书处及政府可以使用本表格上的个人资料处理有关申领及作本计划培训资助申请指南内注明的其他用途。

- ☐ I declare that the applicant company will not/have not obtained subsidies from any other local public funding schemes to cover the relevant training expense.

本人在此声明本公司没有/不会收取其他本地资助计划的津贴以缴付有关培训费用。

Name of the Authorised Person
(in Block Letters)
获授权人姓名
(请以正楷填写)

Authorised Signature
授权签署

Position
职位

Date
日期

Company Chop
公司盖印

(Version date: 30 September 2026)

Personal Information Collection Statement

收集个人资料声明

Vocational Training Council (“VTC”, “we” or “us”) respects your personal data privacy and is committed to complying with the Personal Data (Privacy) Ordinance (Cap. 486) (“PD(P)O”) and the Data Protection Principles.

职业训练局（「VTC」）尊重阁下的个人资料私隐，并承诺遵守《个人资料（私隐）条例》（第 486 章）（「《私隐条例》」）及保障资料原则。

This Personal Information Collection Statement (“PICS”) explains how the VTC collects, uses, processes, and transfers your personal data. “Personal data” refers to information relating to a living individual that identifies them (directly or indirectly) and is practicable to access or process. Please read this PICS in conjunction with VTC Privacy Policy Statement (<https://www.vtc.edu.hk/en/home/privacy.html>).

本《收集个人资料声明》（「声明」）说明 VTC 如何收集、使用、处理及转移阁下的个人资料。「个人资料」是指与在世人士有关及可确定个人身份的资料，亦必须以可供查阅及处理的方式记录下来。请将本声明与 VTC 的《私隐政策声明》(<https://www.vtc.edu.hk/home/sc/privacy.html>) 一并阅读。

1. Purpose of Collection and Use

收集及使用目的

We may collect personal data such as name and position of the authorised person of the company, name and Hong Kong Identity Card (HKID) number of the trainee(s), and other information relevant to the purpose of collection.

VTC可能会收集阁下的个人资料，例如公司获授权人姓名及职位、受训学员姓名及香港身份证号码，以及与收集目的相关的任何资讯。

Your personal data is collected for the following purposes and any directly related purposes:

收集阁下的个人资料乃作以下用途及任何直接相关的用途：

- (a) processing, vetting and assessing training grant claims under the NITTP; and related purposes;
处理、审核及评估一切有关计划下申领培训资助的申请；及相关用途；
- (b) conducting research and survey, and compiling statistical analysis relating to the NITTP;
进行与此计划相关的研究调查及编制统计分析；
- (c) monitoring the delivery of the training and assessing reimbursement claims of relevant training grant;
用于监察培训及审核资助发放用途；
- (d) allowing the course provider in which you are currently enrolled to have access to the name list of the trainee(s) and the approval result of your application;
允许阁下现时报读的培训机构存取你的申请学员名单及申请的审批结果；
- (e) checking for duplicate applications under other local public funding schemes that cover the expenses of the approved training;
查核已批的培训资助是否涉及在其他本地资助计划下重复申请资助；
- (f) administrative and record-keeping purposes, including storage of information in the NITTP Online System; and
行政及备存记录用途，包括于此计划的网上系统中的资料储存；及
- (g) compliance with the obligations set out in the “NITTP Guidance Notes for Training Grant

Applications”, legal and regulatory requirements and/or performing their functions.

符合计划《培训资助申请指南》中规定的义务、法例规定及监管要求，及/或履行其职责。

Unless otherwise indicated, provision of the requested personal data is obligatory. Failure to provide the requested personal data may result in VTC not being able to process your training grant and/or reimbursement applications, handle your requests or provide the relevant services.

除非另有说明，阁下必须向VTC提供所需的个人资料。若阁下未能提供全部所需的个人资料，可能导致VTC无法办理相关培训资助及/或其资助发放申请、处理阁下的要求，或提供相关服务。

2. Accuracy and Retention of Personal Data

个人资料的准确性及保留

VTC has certain procedures in place to maintain personal data at a reasonable level of accuracy, completeness and relevancy for the purpose for which the personal data is to be used. VTC aims to keep your data accurate and up-to-date. However, we rely on you to disclose all material information to us and to inform us of any errors or changes in such information.

VTC采取适当措施，将所持有个人资料的准确性、完整性及关连性保持在合理水平，以符合个人资料收集用途。VTC致力将阁下的资料保持准确及最新，惟仍有赖阁下向我们披露所有重要资料 and 通知我们有关该些资料的任何错误或变更。

VTC will retain your personal data for so long as is necessary to enable it to fulfil the original purpose (or a directly related purpose) of collection, or any other purpose to which you have consented. Personal data which is no longer required will be destroyed, unless their continued retention is required to satisfy legal, regulatory or accounting requirements or to protect the VTC's interest.

VTC会在贯彻资料被收集的目的（或直接相关目的）或任何其他已获得你同意的目的所需的时间内保留阁下的个人资料。不再需要的个人资料将被销毁，除非其持续保留是为了满足法律、监管或会计要求，或为了保护VTC的权益。

3. Data Transfer & Disclosure

资料转移及披露

VTC undertakes to keep your personal data confidential. Any third party to whom your personal data is disclosed and/or transferred is under an obligation to keep it confidential and to only use it for the purposes described in (1).

VTC会保密阁下的个人资料。任何获 VTC 披露及/或转移阁下的个人资料的第三方均有责任将阁下的个人资料保密，并只作以上第一节所述目的允许的用途。

VTC may disclose or transfer your personal data, without further reference to the company, whenever it considers appropriate, to service providers and contractors performing activities on VTC's behalf, other government bureaux/departments or regulatory bodies or third parties; and any other parties as required or authorised by law for the purposes of collection and use. In submitting the application form, the company irrevocably and unconditionally authorises to make and consent

to making any of the aforesaid disclosures.

VTC可能会在其认为适当时，以及在无须进一步知会公司的情况下，将阁下的个人资料披露或转移予代表VTC提供服务的供应商及承办商；其他政府决策局/部门、监管机构或第三方；及法律要求或授权的任何其他人士以作收集及使用目的的用途。公司提交资助申领表格，即被视为其不可撤销及无条件地授权并同意作出上述任何披露。

4. Protection Measures

保障措施

VTC takes appropriate steps to protect your personal data from unauthorised access, use, loss, alteration or disclosure. Access to your personal data is strictly limited to authorised personnel only.

VTC采取适当步骤保障所持的阁下个人资料，以免遭受未经授权的查阅、使用、遗失、更改或披露。只有获授权的人士方可查阅及处理阁下的个人资料。

5. Access and Correction of Your Personal Data

查阅及改正资料

In accordance with the PD(P)O, you have the right:

根据个人资料（私隐）条例，阁下有权：

- (a) to check whether VTC holds his/her personal data;
查核VTC是否持有他的个人资料；
- (b) to request a copy of such data; and
要求索取该等资料的副本；及
- (c) to require VTC to correct any of the personal data which is inaccurate.
要求VTC改正任何不准确的个人资料。

If you would like to make a data access request, please complete the Data Access Request Form (OPS003) and send it by mail or email to:

如阁下欲提出查阅资料要求，请填妥「查阅资料要求表格」（OPS003），并邮寄或电邮至：

Data Privacy Officer
Vocational Training Council
13/F., VTC Tower, 27 Wood Road,
Wan Chai
Hong Kong
E-mail: vtcprivacy@vtc.edu.hk

资料私隐主任
职业训练局
香港湾仔活道 27 号
职业训练局大楼 13 楼
电邮：vtcprivacy@vtc.edu.hk

We will take reasonable steps to verify your identity before granting access or making corrections to your personal data to protect your privacy and identity. VTC reserves the right to charge a fee for the processing of data access request in accordance with the PD(P)O.

为保障阁下的私隐及身分，VTC会以合理的步骤核实身分，以便处理查阅或改正个人资料的要求。VTC根据《私隐条例》保留权利就处理查阅资料要求收取费用。

6. Governing Language & Jurisdiction

管辖语言及司法管辖区

The English version of this PICS shall prevail in case of discrepancy. Any claims shall be governed by the laws of the Hong Kong Special Administrative Region.

本声明的英文版本与中文版本如有歧义，须以英文版本为准。任何申索均受香港特别行政区法律管辖。