

New Industrialisation and Technology Training Programme (NITTP)
新型工業化及科技培訓計劃 (計劃)

Training Grant Claim Form
培訓資助申領表格

(Non-local Course)
(非本地課程)

☐ 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>).
 本人確認已閱讀並明白《收集個人資料聲明》（「聲明」）及 VTC 的《私隱政策聲明》 (<https://www.vtc.edu.hk/home/tc/privacy.html>)。

Note to Applicant Company:
 申請公司須知

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.

申請公司必須在申領表格提供所需資料。申請公司須填妥本表格，連同有關證明文件(如適用)，在課程完成後兩個月之內，向計劃秘書處提交。計劃秘書處有權不發放培訓資助予逾期提交申領表格的公司。

Any further enquiries could be addressed to the NITTP Secretariat at:
 如有進一步的查詢，請聯絡計劃秘書處：

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

新型工業化及科技培訓計畫秘書處
 職業訓練局
 總辦事處(行業合作)
 香港九龍長沙灣長裕街 10 號
 億京廣場 2 期 30 樓
 電話：3907 6661
 傳真：2904 7843
 電郵：nittp@vtc.edu.hk

Part A - General Information

甲部 – 一般資料

Name of Company :
 公司名稱

Course Title :
 課程名稱

Course Code :
 課程編號

Name of Course Provider :
培訓機構名稱

Training Period : _____ to _____
培訓期 _____ 至 _____

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

乙部 – 受訓學員資料 (請按需要另夾附頁)

	Name of Trainee(s) 學員姓名	Hong Kong Identity Card (HKID) No. 身份證號碼	Cost of Return passage* 來回旅費*	Subsistence Allowance* 膳宿津貼*	Please tick the box if trainee(s) has/have applied for partial advance payment of training grant 如學員曾申請預先發放部分培訓資助，請在方格內填上✓號
			(HK\$) (港幣\$)		
1.					☐
2.					☐
3.					☐
4.					☐
5.					☐

Part C - Supporting Documents

丙部 – 證明文件

Types of Courses (please tick in appropriate box):

課程類別 (請選取適當的方格)

☐ Public Course
公開課程

☐ Tailor-made Course
專門設計的課程

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

本人確認已夾附下列文件 (請選取適當的方格)

☐ Confirmation of Training Completion and Payment (Public Course and Tailor-made Course) (Form 4)
完成培訓及付費確認通知書(公開課程及專門設計的課程)(表格 4)

☐ Training Report of each trainee (Form 5)
每名學員的培訓報告(表格 5)

☐ Confirmation of receipt of subsistence allowance of each trainee* (Form 6)
每名學員的膳宿津貼確認書*(表格 6)

☐ Original of the return passage boarding pass(es)/ ticket(s)*
來回登機證/旅票的正本*

☐ Certified true copy of receipts for the return passage ticket(s)*
來回旅票已核證的收據副本*

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

training fees collected by the course provider.

* 如旅費及膳宿津貼不包括在培訓機構收取的課程費用內，請填妥及交回表格。

- ☐ 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 the 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，為下方簽署人及申請公司的授權簽署代表，在此聲明，本申領表格所提供的資料以及證明文件均是真確無誤。本人明白，如有懷疑公司在申請中涉及不法行為，計劃秘書處保留暫停處理申請的權利。如被發現所提供的資料有任何不實、不完整或不準確，計劃秘書處有權拒絕本申請、撤銷所有已批核的培訓資助、要求本公司退回所有資助，及將個案提交法律訴訟。本公司及被推薦的僱員並沒有亦不會收受培訓機構提供的現金或現金等值（例如禮券、優惠券等）的報酬。本人同意計劃秘書處及政府可以使用本表格上的個人資料處理有關申領及作本計劃培訓資助申請指南內註明的其他用途。

- ☐ 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.

本人在此聲明本公司沒有/不會收取其他本地資助計劃的津貼以繳付有關培訓費用。

Name of the Authorised Person
(in Block Letters)
獲授權人姓名
(請以正楷填寫)

Authorised Signature
授權簽署

Position
職位

Date
日期

Company Chop
公司蓋印

(Version date: 30 September 2026)

Personal Information Collection Statement

收集個人資料聲明

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.

職業訓練局（「VTC」）尊重閣下的個人資料私隱，並承諾遵守《個人資料（私隱）條例》（第 486 章）（「《私隱條例》」）及保障資料原則。

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《收集個人資料聲明》（「聲明」）說明 VTC 如何收集、使用、處理及轉移閣下的個人資料。「個人資料」是指與在世人士有關及可確定個人身份的資料，亦必須以可供查閱及處理的方式記錄下來。請將本聲明與 VTC 的《私隱政策聲明》(<https://www.vtc.edu.hk/home/tc/privacy.html>) 一併閱讀。

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 可能會收集閣下的個人資料，例如公司獲授權人姓名及職位、受訓學員姓名及香港身份證號碼，以及與收集目的相關的任何資訊。

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

收集閣下的個人資料乃作以下用途及任何直接相關的用途：

- (a) processing, vetting and assessing training grant claims under the NITTP; and related purposes; 處理、審核及評估一切有關計劃下申領培訓資助的申請；及相關用途；
- (b) conducting research and survey, and compiling statistical analysis relating to the NITTP; 進行與此計劃相關的研究調查及編製統計分析；
- (c) monitoring the delivery of the training and assessing reimbursement claims of relevant training grant; 用於監察培訓及審核資助發放用途；
- (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; 允許閣下現時報讀的培訓機構存取你的申請學員名單及申請的審批結果；
- (e) checking for duplicate applications under other local public funding schemes that cover the expenses of the approved training; 查核已批的培訓資助是否涉及在其他本地資助計劃下重覆申請資助；
- (f) administrative and record-keeping purposes, including storage of information in the NITTP Online System; and 行政及備存記錄用途，包括於此計劃的網上系統中的資料儲存；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.

符合計劃《培訓資助申請指南》中規定的義務、法例規定及監管要求，及/或履行其職責。

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.

除非另有說明，閣下必須向 VTC 提供所需的個人資料。若閣下未能提供全部所需的個人資料，可能導致 VTC 無法辦理相關培訓資助及/或其資助發放申請、處理閣下的要求，或提供相關服務。

2. Accuracy and Retention of Personal Data

個人資料的準確性及保留

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 採取適當措施，將所持有個人資料的準確性、完整性及關連性保持在合理水平，以符合個人資料收集用途。VTC 致力將閣下的資料保持準確及最新，惟仍有賴閣下向我們披露所有重要資料和通知我們有關該些資料的任何錯誤或變更。

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 會在貫徹資料被收集的目的（或直接相關目的）或任何其他已獲得你同意的目的所需的時間內保留閣下的個人資料。不再需要的個人資料將被銷毀，除非其持續保留是為了滿足法律、監管或會計要求，或為了保護 VTC 的權益。

3. Data Transfer & Disclosure

資料轉移及披露

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 會保密閣下的個人資料。任何獲 VTC 披露及/或轉移閣下的個人資料的第三方均有責任將閣下的個人資料保密，並只作以上第一節所述目的允許的用途。

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 可能會在其認為適當時，以及在無須進一步知會公司的情況下，將閣下的個人資料披露或轉移予代表 VTC 提供服務的供應商及承辦商；其他政府決策局/部門、監管機構或第三方；及法律要求或授權的任何其他人士以作收集及使用目的的用途。公司提交資助申領表格，即被視為其不可撤銷及無條件地授權並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 採取適當步驟保障所持的閣下個人資料，以免遭受未經授權的查閱、使用、遺失、更改或披露。只有獲授權的人士方可查閱及處理閣下的個人資料。

5. Access and Correction of Your Personal Data

查閱及改正資料

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

根據個人資料（私隱）條例，閣下有權：

- (a) to check whether VTC holds his/her personal data;
查核 VTC 是否持有他的個人資料；
- (b) to request a copy of such data; and
要求索取該等資料的副本；及
- (c) to require VTC to correct any of the personal data which is inaccurate.
要求 VTC 改正任何不準確的個人資料。

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:

如閣下欲提出查閱資料要求，請填妥「查閱資料要求表格」（OPS003），並郵寄或電郵至：

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

資料私隱主任
職業訓練局
香港灣仔活道 27 號
職業訓練局大樓 13 樓
電郵： 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.

為保障閣下的私隱及身分，VTC 會以合理的步驟核實身分，以便處理查閱或改正個人資料的要求。VTC 根據《私隱條例》保留權利就處理查閱資料要求收取費用。

6. Governing Language & Jurisdiction

管轄語言及司法管轄區

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.

本聲明的英文版本與中文版本如有歧義，須以英文版本為準。任何申索均受香港特別行政區法律管轄。