

NITTP Training Grant Claim Requirements

Note: all claims for training grants should be submitted to the NITTP Secretariat by the applicant company.

	Local			Non-local		
	Items	Form Ref.	To be filled in by	Items	Form Ref.	To be filled in by
Public	• Training Grant Claim Form (Local Course)	Form 3A	Company	• Training Grant Claim Form (Non-local Course)	Form 3B	Company
	• Confirmation of Training Completion and Payment	Form 4	Course Provider	• Confirmation of Training Completion and Payment	Form 4	Course Provider
	• Trainee's Survey	N/A	Each Trainee	• Trainee's Survey	N/A	Each Trainee
				• Training Report	Form 5	Each Trainee
				• Confirmation of Receipt of Subsistence Allowance*	Form 6	Each Trainee
				• Original of the return passage boarding pass(es)/ticket(s) and certified true copy of the receipt(s)*	N/A	N/A

	Local			Non-local		
	Items	Form Ref.	To be filled in by	Items	Form Ref.	To be filled in by
Tailor-made	• Training Grant Claim Form (Local Course)	Form 3A	Company	• Training Grant Claim Form (Non-local Course)	Form 3B	Company
	• Confirmation of Training Completion and Payment	Form 4	Course Provider	• Confirmation of Training Completion and Payment	Form 4	Course Provider
	• Trainee's Survey	N/A	Each Trainee	• Trainee's Survey	N/A	Each Trainee
				• Training Report	Form 5	Each Trainee
				• Confirmation of Receipt of Subsistence Allowance*	Form 6	Each Trainee
				• Original of the return passage boarding pass(es)/ticket(s) and certified true copy of the receipt(s)*	N/A	N/A

* Only if the travelling fees and subsistence allowances are not included in the training fees collected by the course provider.

Lateness and Early Leave Limit

Amount of time in a training session	Limit of total time of lateness and early leave
Less than or equal to 2 hours	30 minutes
More than 2 hours but less than or equal to 4 hours	1 hour
More than 4 hours	1 hour 30 minutes