

New Industrialisation and Technology Training Programme
(NITTP)

新型工业化及科技培训计划(计划)

Application for Training Grant (Public Course and Tailor-made Course)

培训资助申请表格(公开及专门设计课程)

(to be completed by Companies)

(供公司填写)



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

Note 须知:

Company applying for training grant should fulfill the following requirements:

申请培训资助的公司必须符合以下条件：

- (i) registered in Hong Kong under the Business Registration Ordinance (Cap. 310);
根据《商业登记条例》(第310章)在香港登记；
- (ii) non-government and non-subvented organisation; and
非政府及非受资助机构；及
- (iii) the employee nominated is a Hong Kong permanent resident under full-time employment of the company with the necessary background/experience relevant to the advanced technology.
被推荐的雇员为香港永久性居民，须全职受雇于公司并具有该高端科技所需的背景/相关工作经验。

Company should submit the completed application form, together with the following documents, must be submitted to the NITTP Secretariat in person, by post, by fax or by email ***at least 5 weeks before*** course commencement. ***Late application may not be considered.*** Please attach additional sheets for supplementary information if necessary. The NITTP Secretariat will acknowledge receipt of your application.

公司须填妥本申请表格，连同以下文件，于课程开课**至少五星期前**向计划秘书处以亲身、邮寄、传真或电邮提交申请。**逾期申请概不受理**。公司可按需要夹附页提交补充数据。计划秘书处会于收到申请后向公司发出确认通知。

- (i) a copy of the company's valid Business Registration Certificate;
有效的公司商业登记证副本；
- (ii) a copy of each trainee's Hong Kong Identity Card (HKID);
每名受训学员的身份证副本；
- (iii) a copy of Mandatory Provident Fund (MPF) record for each trainee showing at least 3 consecutive months of employment in the past year;
每名受训学员的「强制性公积金」(「强积金」)记录，证明过去一年连续受雇申请公司至少三个月；
- (iv) documentary proof of academic qualification; and

学历证明；及

- (v) documentary proof of relevant experience in the course field (e.g. curriculum vitae).
与培训课程相关的经验的证明（例如履历表）。

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
Tel: 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

Company should provide all the information required in this form. The information collected will be used for processing the application for training grant. NITTP Secretariat may disclose the information of the application to the Government, statutory bodies or third parties for the purposes stated in the NITTP Guidance Notes for Training Grant Applications. NITTP Secretariat undertakes to keep personal data provided by applicants confidential and will not use the information for direct marketing purpose. 公司必须填写本表格内的所有数据，所填报的数据将用于处理计划的培训资助申请。计划秘书处可根据计划的培训资助申请指南所列明的用途，将申请的资料向政府、法定机构或第三方披露。计划秘书处会对申请人的个人资料绝对保密及不会使用申请表内的个人资料作市场推广用途。

In accordance with the Personal Data (Privacy) Ordinance, the trainee has the right:

根据个人资料（私隐）条例，受训学员有权：

- (i) to check whether VTC holds his/her personal data;
查阅职业训练局是否持有他的个人资料；
- (ii) to request a copy of such data; and
要求获得上述资料的副本；及
- (iii) to require VTC to correct any of the personal data which is inaccurate.
要求职业训练局更正他的个人资料。

Sufficient information will need to be provided to establish identity, otherwise VTC shall refuse to comply with the request.

公司必须提供足够数据予职业训练局以识别身份，否则本局有权拒绝上述要求。

No employee should be registered under the same course for more than one time.

雇员不可以申请报读相同课程多于一次。

With regard to the trainee's Hong Kong Identity Card, companies may choose to send a copy with the application form or to present the original copy in person to the staff of the NITTP Secretariat for checking the trainee's eligibility for NITTP training grant.

就受训学员的身份证而言，公司可将副本连同申请表格交回计划秘书处，或亲自向计划秘书处职员出示正本，以便核对学员资格。

Particulars of Applicant Company

申请公司资料

1. Registered Name of
Company:

公司注册名称

(English 英文)

(Chinese 中文)

Address:

地址

Tel No.:

电话

Fax No.:

传真

Email:

电邮

Website:

网页

Business Registration No.:

商业登记证号码

No. of Employees:

雇员人数

2. Nature of Business (please tick in appropriate box):

业务性质 (请选取适当的方格)

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Accountancy
会计业 | <input type="checkbox"/> Automobile
汽车业 | <input type="checkbox"/> Banking and Finance
银行及金融业 | <input type="checkbox"/> Beauty Care and
Hairdressing
美容及美发业 |
| <input type="checkbox"/> Building, Civil
Engineering and
Built
Environment
建筑、土木工程及建设环境 | <input type="checkbox"/> Electrical and
Mechanical
Services
机电工程业 | <input type="checkbox"/> Electronics and
Telecommunications
电子及电讯业 | <input type="checkbox"/> Fashion and Textile
时装及纺织业 |
| <input type="checkbox"/> Hotel, Catering
and Tourism
酒店、饮食及
旅游业 | <input type="checkbox"/> Import/Export/
Wholesale Trades
进出口及批发业 | <input type="checkbox"/> Innovation and
Technology
创新及科技 | <input type="checkbox"/> Insurance
保险业 |
| <input type="checkbox"/> Jewellery, Watch
and Clock
珠宝及钟表业 | <input type="checkbox"/> Management and
Consultancy
管理及顾问 | <input type="checkbox"/> Manufacturing
Technology
制造科技业 | <input type="checkbox"/> Maritime Service
海事服务业 |

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Media and Communications
媒体及传讯业 | <input type="checkbox"/> Print Media and Publishing
印刷媒体及出版业 | <input type="checkbox"/> Real Estate Services
房地产服务业 | <input type="checkbox"/> Retail Trade
零售业 |
| <input type="checkbox"/> Security Services
保安服务业 | <input type="checkbox"/> Transport and Logistics
运输及物流业 | <input type="checkbox"/> Biomedical & Healthcare
生物学及医护 | <input type="checkbox"/> Food and Health Sciences
食品与健康科学 |
| <input type="checkbox"/> Occupational Health & Safety
职业健康及安全 | <input type="checkbox"/> Environment and Cleaning
环境及清洁 | <input type="checkbox"/> Others, please specify
其他，请注明： | _____ |

Course Information

课程数据

1. Name of Course Provider:
培训机构名称 _____
2. Course Reference No.:
课程编号 _____
3. Course Title:
课程名称 _____
4. Course Period & Time:
授课日期及时间 _____
5. Course Venue:
授课地点 _____
6. Course Fee per Trainee:
每名受训学员课程费用 _____
7. Please explain how the acquired technology would be applied to your company (in no less than 400 words in English).
请说明所学到的科技会怎样在公司应用（不少于300中文字）。

Application for Training Grant 申请培训资助

1. Particulars of Trainee (please use additional sheets if necessary)
参与培训学员数据(请按需要另夹附页)

Name of Trainee 学员姓名	Position 职位	Educational/ Professional Qualifications 学历/专业资格	Area of Study 学科范畴	Years of Working Experience relevant to the Technology covered by the Training Course ¹ 与课程所教授科技 有关的工作经验年期 ¹

Application for Partial Advance Payment of Training Grant 申请预先发放部分培训资助

A company may apply for partial advance payment of 50% of the approved training grant subject to the company's submission and NITTP Secretariat's vetting of a copy of the receipt of the subject training course showing the amount of course fee paid by the company to the course provider. The company should submit the copy of the receipt to the NITTP Secretariat within 2 weeks after the date of issuance of the training grant approval letter from the Secretariat **and** before the end of the training course.

Application for partial advance payment of training grant with any late submission of the copy of the receipt will not be considered.

公司可以申请预先发放部分培训资助，金额为核准培训资助的50%。公司必须提交培训课程收据的副本(需显示其已支付给培训机构的课程费用) 并经计划秘书处审核该收据副本后才可获得预先发放部分培训资助。公司必须在秘书处发出培训资助申请的批核信件后两星期内**及**培训课

¹ The nominated trainee should hold a bachelor degree/higher diploma/diploma or above (Qualification Framework level 3 or above) with at least one year of work experience relevant to the advanced technology of the subject nominated course, or has at least two years of work experience relevant to advanced technology if the above academic qualification could not be met. If the nominated employee does not meet either of the requirement, the company should furnish additional information on the reason for nominating the employee concerned (e.g. specific work requirement).

被推荐的雇员需要持有学位证书 / 高级文凭 / 文凭 (资历级别第三级或更高级别) 或更高级别的学历，以及一年或以上与获提名的课程有关的工作经验。若被推荐的受训学员不符合前述的学历要求，则需要有两年或以上与获提名的课程有关的工作经验。倘若被推荐的受训学员不符合以上的两项要求，公司需要提供额外的数据说明提名有关雇员的原因 (例如特定工作需要)。

程结束前，向计划秘书处提交培训机构提供的收据的副本。任何逾期提交收据副本的预先发放部分培训资助的申请将不获受理。

Please ✓ the appropriate box below:
请在以下适当的方格内填上“✓”号

- My company would like to apply for partial advance payment of training grant and hereby submit a copy of the receipt issued by the course provider.
本公司申请预先发放部分培训资助并随本申请表格附上培训机构提供的收据的副本。

- My company would like to apply for partial advance payment of training grant and will submit a copy of the receipt issued by the course provider within 2 weeks after the date of issuance of the training grant approval letter from the Secretariat **and** before the end of the training course.
本公司申请预先发放部分培训资助并会在秘书处发出培训资助申请的批核信件后两周内及培训课程结束前提交培训机构提供的收据的副本。

- My company does not apply for partial advance payment of training grant.
本公司不申请预先发放部分培训资助。

Other Information 其他数据			
Contact Person 联络人			
Name: 姓名	*Mr/Ms/Miss *先生/女士/小姐	Position: 职位	
Direct Line: 直线电话		Email: 电邮	
Authorised Person 获授权人士			
Name: 姓名	*Mr/Ms/Miss *先生/女士/小姐	Position: 职位	
Nationality: 国籍		HKID (only Prefix and the first 4 digits) / Passport Number: 身份证(字母及首4个数字) / 护照号码	

Company's Undertaking

公司承诺书

I, the undersigned, also the authorised signatory of the applicant company, hereby declare that (please tick in appropriate box(es)):

本人，下方签署人，为下方公司的授权签署代表，在此声明（请选取适当的方格）：

- (a) the details provided in this form are true and correct. 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;
本表格所提供的数据均是真确无误。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。如被发现所提供的数据有任何不实、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；
- (b) the applicant company understands that the NITTP Secretariat has the right to determine whether the applicant company and the course provider are eligible, and whether the proposed training falls under the ambit of NITTP;
本公司明白计划秘书处有权确定申请公司及培训机构是否符合资格申请，以及建议的培训是否合乎计划的范围；
- (c) the applicant company has obtained consent from all relevant persons/entities for the disclosure, use and further disclosure by the NITTP Secretariat and the Government of their information/personal data;
本公司已获得有关人士/机构的同意向计划秘书处及政府披露、使用及进一步披露其数据/个人资料；
- (d) the trainee(s) nominated in this application is/are the employee(s) of the company who meet the application requirements;
在本表格被推荐的受训学员是本公司的雇员及符合申请资格；
- (e) the course provider in this application has no relationship with the applicant company in terms of management and ownership. The applicant company and any person/staff authorised by the applicant company to handle or in any way involved in the selection of the course provider have no actual or potential conflict of interest and will not participate in the selection process if otherwise;
本公司与本表格的培训机构没有管理及拥有权的关系，申请公司或获申请公司授权处理或以任何方式参与选择培训机构的任何人士/员工没有任何实际或潜在利益冲突，否则不会参与选择过程；
- (f) if the training grant is approved, the applicant company shall arrange the training for the nominated employees in this application strictly in accordance with the approved application. The applicant company shall be responsible for monitoring the training provided by the course provider;
如培训资助获批核，申请公司应安排在本表格被推荐的雇员根据获批申请的内容接受培训。公司会负责监察培训机构所提供的课程；

- (g) the applicant company understands that the training grant will only be paid to the applicant company upon the satisfactory completion of training by the trainee(s) and completion of the required claim procedures;
本公司明白受训学员必须符合要求地完成培训课程，并通过所需申领程序，公司方可获发放培训资助；
- (h) the applicant company is a non-government and non-subsidized organisation and that the company will/have not obtained subsidies from any other local public funding schemes to cover the relevant training expense. Otherwise, this application will become invalid and the applicant company will be liable to refund the full amount of training grant to the NITTP Secretariat and subject to legal proceedings;
本公司为非政府及非受资助的机构，亦没有/不会收取其他本地资助计划的津贴以缴付有关培训费用。否则，本申请将视为无效，而本公司将须向计划秘书处退还全数资助及可被提交法律诉讼；
- (i) the applicant company should refund the NITTP Secretariat for any overpayment of the training grant (including any overpayment of partial advance payment);
本公司须向计划秘书处退还多付的培训资助(包括任何多付的预先发放培训资助)；
- (j) the applicant company understands that the course provider is required to check the full name and record the first four digits of the HKID card of NITTP grant applicant employee before each class of the relevant course for record purpose. Refusal to disclose their HKID information to the course provider would result in the no reimbursement of the fund by the NITTP Secretariat to the concerned company;
本公司明白培训机构须在相关培训课程每次课堂开始前核对计划资助申请雇员的全名，并记录其香港身份证的首四位数字，以供记录。若学员拒绝向培训机构披露其香港身份证资料，计划秘书处将不会向有关公司发放培训资助；
- (k) the applicant company and the nominated trainee have not and will not receive any cash or in-kind remuneration from the course provider;
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；
- (l) the applicant company has the obligation to complete the employers' survey after course completion and before the disbursement of training grant;
本公司有义务在培训课程后及在发放培训资助前完成雇主意见调查的问卷；
- (m) I/the applicant company understands and agrees that the NITTP Secretariat may at any time revoke an approved application with immediate effect and require the applicant company to immediately refund all or any training grant already awarded on the occurrence of any of the following events:
 - (i) the applicant company has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
 - (ii) the continuance of engagement of the applicant company or the continued participation of the course concerned is contrary to the interest of national security; or
 - (iii) the Government reasonably believes that any of the events mentioned in paragraph m(i) to (ii) above is about to occur.

本人/本公司明白及同意，如出现以下任何情况，计划秘书处可随时撤销已核准的申请，并实时生效，及要求申请公司实时退还全数或已收取的资助：

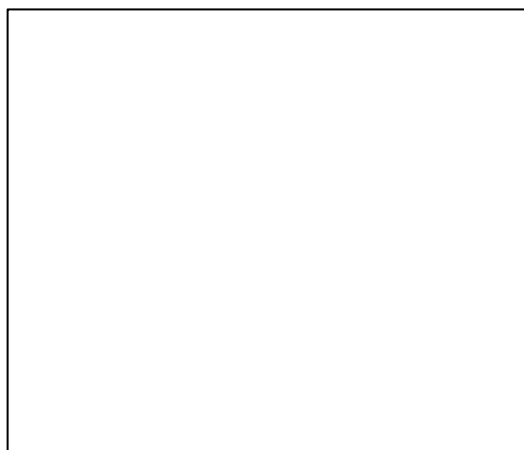
- (i) 申请公司曾经或正在作出可能构成或导致发生危害国家安全罪行或不利于国家安全的行为或活动；
- (ii) 继续申请公司的参与或继续进行相关培训课程不利于国家安全；或
- (iii) 政府合理地认为以上第(m)(i)至(ii)段所述的任何一种情况即将出现。

- (n) I have read, understood and agreed with all the obligations and responsibilities set out in the NITTP Guidance Notes for Training Grant Applications.

本人已阅读、明白及同意计划的培训资助申请指南中列明的所有义务及责任。

I hereby authorise the NITTP Secretariat and the Government to handle the personal data/information provided in this application, including the disclosure of the information in relation to this application to other parties, in accordance with the NITTP Guidance Notes for Training Grant Applications.

本人在此授权计划秘书处及政府根据计划的培训资助申请指南，处理本申请中的个人资料/所提供的资料，包括向第三方披露本申请的数据。



Company Chop
公司盖印

Authorised Signature:
授权签署

(for and on behalf of the company)
(公司代表)

Name: *Mr/Ms/Miss
姓名*先生/女士/小姐

(in Block Letters) (请以正楷填写)

Position:
职位

Date:
日期

* Delete where inapplicable 请删去不适用者

(Version date: December 2023)