

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

Confirmation of Training Completion and Payment
完成培訓及付費確認通知書

(Public Courses and Tailor-made Courses)
(公開課程及專門設計課程)

(to be completed by Course Providers)
(供培訓機構填寫)

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

This is to confirm that:

(1) the following _____ trainees have satisfactorily completed ¹ the training course

_____ [Reference no.: () in TTU/]
 _____ (course title)

in the period _____:

茲證明：

下列_____名學員已於_____期間符合要求地完成¹培訓課程

_____ [課程編號：() in TTU/] :
 _____ (課程名稱)

<u>Name of Trainees</u> (Full Name) 學員姓名 (全名)	<u>Course Fee Paid</u> (only applicable to NITTP application)* (HK\$) 已付課程費用 (只適用於 NITTP 申請之費用)* (港幣\$)	<u>Reasons for Lower Course Fee Paid</u> [#] 課程費用減少原因 [#]	<u>Name of Trainees</u> (Full Name) 學員姓名 (全名)	<u>Course Fee Paid</u> (only applicable to NITTP application)* (HK\$) 已付課程費用 (只適用於 NITTP 申請之費用)* (港幣\$)	<u>Reasons for Lower Course Fee Paid</u> [#] 課程費用減少原因 [#]
1.			11.		
2.			12.		
3.			13.		
4.			14.		
5.			15.		
6.			16.		
7.			17.		
8.			18.		

¹ Refers to the attendance of each trainee of no less than 70% of the training hours for the course (or such higher attendance requirement as prescribed for the course).

指每名學員的出席率不少於七成的培訓時數(或符合課程規定更高的出席率要求)。

9.			19.		
10.			20.		

* The course fee paid should be the same as the course fee mentioned in the course application. Other fees including but not limited to special accommodation and/or ticket arrangement or other administrative handling charges, etc. should not be included.

* 已付課程費用的金額必須與課程申請表內提及的金額完全相同，其他費用如特別住宿及/或旅費安排或其他行政費用等，不應包括在內。

For example, early bird discount / member discount etc.

例如早鳥優惠 / 會員折扣等。

(2) The following trainee(s) has/have not completed the training course:

下列學員未能完成培訓課程

Name of Trainees (Full Name)

學員姓名(全名)

Name of Trainees (Full Name)

學員姓名(全名)

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

(3) _____, has already paid the fee of HK\$_____ for the trainees in (1)
(name of company)

and (2) above for the above-named training course.

_____已為上述(1)及(2)的學員參與上述培訓課程付費，
港幣\$_____ (公司名稱)

Course Provider: _____
培訓機構名稱

School Registration No.: _____
學校註冊編號

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: October 2023)