

New Industrialisation and Technology Training Programme (NITTP)
新型工业化及科技培训计划(计划)

Confirmation of Training Completion and Payment
完成培训及付费确认通知书

(Public Courses and Tailor-made Courses)
(公开课程及专门设计课程)

(to be completed by Course Providers)
(供培训机构填写)

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

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 _____:

兹证明：

下列_____名学员已于_____期间符合要求地完成¹培训课程

_____ [课程编号：() in TTU/]:
 _____ (课程名称)

<u>Name of Trainees</u> (Full Name) 学员姓名 (全名)	<u>Course Fee Paid</u> (only applicable to NITTP application)* (HK\$) 已付课程费用 (只适用于 NITTP 申请之费用)* (港币\$)	<u>Reasons for Lower Course Fee Paid</u> [#] 课程费用减少原因 [#]	<u>Name of Trainees</u> (Full Name) 学员姓名 (全名)	<u>Course Fee Paid</u> (only applicable to NITTP application)* (HK\$) 已付课程费用 (只适用于 NITTP 申请之费用)* (港币\$)	<u>Reasons for Lower Course Fee Paid</u> [#] 课程费用减少原因 [#]
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).

指每名学员的出席率不少于七成的培训时数(或符合课程规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.

* 已付课程费用的金额必须与课程申请表内提及的金额完全相同，其他费用如特别住宿及/或旅费安排或其他行政费用等，不应包括在内。

For example, early bird discount / member discount etc.

例如早鸟优惠 / 会员折扣等。

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

下列学员未能完成培训课程

Name of Trainees (Full Name)

学员姓名(全名)

Name of Trainees (Full Name)

学员姓名(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.

_____ 已为上述(1)及(2)的学员参与上述培训课程付
费，港币\$_____。(公司名称)

Course Provider: _____
培训机构名称

School Registration No.: _____
学校注册编号

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: October 2023)