

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

Training Grant Claim Form
培訓資助申領表格

(Non-local courses)
(非本地課程)

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
 總部(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 Reference : _____
 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 – 參與培訓學員資料 (請按需要另夾附頁)

| | Name of Trainee(s) 學員姓名 | 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. | | | | | <input type="checkbox"/> |
| 2. | | | | | <input type="checkbox"/> |
| 3. | | | | | <input type="checkbox"/> |
| 4. | | | | | <input type="checkbox"/> |
| 5. | | | | | <input type="checkbox"/> |

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 by 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 any cash or in-kind remuneration 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注明的其他用途。

- I declare that the applicant company will/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。

| | | |
|--|---|-----------------------------------|
| <hr/> Name of the Authorised Person (in Block Letters) 獲授權人姓名 (請以正楷填寫) | <hr/> Authorised Signature 授權簽署 | |
| <hr/> Position 職位 | <hr/> Date 日期 | <hr/> Company Chop 公司蓋印 |

(Version date: October 2023)