

New Industrialisation and Technology Training Programme (NITTP)**新型工业化及科技培训计划(计划)****Training Grant Claim Form****培训资助申领表格****(Non-local courses)****(非本地课程)**

Note to Applicant Company:

申请公司须知

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.

申请公司必须在申领表格提供所需数据。申请公司须填妥本表格，连同有关证明文件(如适用)，在课程完成后 **两个月之内**，向计划秘书处提交。计划秘书处有权不发放培训资助予逾期提交申领表格的公司。

Any further enquiries could be addressed to the NITTP Secretariat at:

如有进一步的查询，请联络计划秘书处：

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

新型工业化及科技培训计划秘书处
职业训练局
总部(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

Part A - General Information**甲部 - 一般数据**

Name of Company :
公司名称

Course Title :
课程名称

Course Reference :
课程编号

Name of Course Provider :
培训机构名称

Training Period : _____ to _____
培训期 _____ 至 _____

Part B – Information of Trainee(s) Having Attended the Course (Please attach additional sheets if necessary)

乙部 - 参与培训学员数据 (请根据需要另夹附页)

	Name of Trainee(s) 学员姓名	HKID No. 身份证号码	Cost of Return passage 来回旅费	Subsistence Allowance 膳宿津贴	Please tick the box if trainee(s) has/have applied for partial advance payment of training grant 如学员曾申请预先发放部分 培训资助, 请在方格内 填上✓号
			(HK\$) (港币\$)		
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 - 证明文件

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

I confirm that the following documents have been attached (please tick in appropriate box):

本人确认已夹附下列文件 (请选取适当的方格)

- Confirmation of Training Completion and Payment (Public Course and Tailor-made Course) (Form 4)
完成培训及付费确认通知书(公开课程及专门设计的课程)(表格 4)
- Training Report of each trainee (Form 5)
每名学员的培训报告(表格 5)
- Confirmation of receipt of subsistence allowance of each by trainee* (Form 6)
每名学员的膳宿津贴确认书*(表格 6)
- Original of the return passage boarding pass(es)/ ticket(s)*
来回登机证/旅票的正本*
- Certified true copy of receipts for the return passage ticket(s)*
来回旅票已核证的收据副本*

* To be completed and provided if the travelling fees and subsistence allowances are not included in the training fees collected by the course provider.

* 如旅费及膳宿津贴不包括在培训机构收取的课程费用内, 请填妥及交回表格。

- 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，为下方签署人及申请公司的授权签署代表，在此声明，本申领表格所提供的数据以及证明文件均是真确无误。本人明白，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。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。本人同意计划秘书处及政府可以使用本表格上的个人资料处理有关申领及作本计划培训资助申请指南内注明的其他用途。

- I declare that the applicant company will/have not obtained subsidies from any other local public funding schemes to cover the relevant training expense.

本人在此声明本公司没有/不会收取其他本地资助计划的津贴以缴付有关培训费用。

<hr/> Name of the Authorised Person (in Block Letters) 获授权人姓名 (请以正楷填写)	<hr/> Authorised Signature 授权签署	
<hr/> Position 职位	<hr/> Date 日期	<hr/> Company Chop 公司盖印

(Version date: October 2023)