

NITTP Training Grant Claim Requirements

Note: all claims for training grants should be submitted to the NITTP Secretariat by the applicant company.

	Local			Non-local		
	Items	Form Ref.	To be filled in by	Items	Form Ref.	To be filled in by
Public	<ul style="list-style-type: none"> • Training Grant Claim Form (Local Course) 	Form 3A	Company	<ul style="list-style-type: none"> • Training Grant Claim Form (Non-local Course) 	Form 3B	Company
	<ul style="list-style-type: none"> • Confirmation of Training Completion and Payment 	Form 4	Course Provider	<ul style="list-style-type: none"> • Confirmation of Training Completion and Payment 	Form 4	Course Provider
	<ul style="list-style-type: none"> • Trainee's Survey 		Each Trainee	<ul style="list-style-type: none"> • Training Report 	Form 5	Each Trainee
				<ul style="list-style-type: none"> • Confirmation of Receipt of Subsistence Allowance * 	Form 6	Each Trainee
				<ul style="list-style-type: none"> • Original of the return passage boarding pass(es)/ticket(s) and certified true copy of the receipt(s)* 	N/A	N/A

	Local			Non-local		
	Items	Form Ref.	To be filled in by	Items	Form Ref.	To be filled in by
Tailor-made	<ul style="list-style-type: none"> Training Grant Claim Form (Local Course) 	Form 3A	Company	<ul style="list-style-type: none"> Training Grant Claim Form (Non-local Course) 	Form 3B	Company
	<ul style="list-style-type: none"> Confirmation of Training Completion and Payment 	Form 4	Course Provider	<ul style="list-style-type: none"> Confirmation of Training Completion and Payment 	Form 4	Course Provider
	<ul style="list-style-type: none"> Trainee's Survey 		Each Trainee	<ul style="list-style-type: none"> Training Report 	Form 5	Each Trainee
				<ul style="list-style-type: none"> Confirmation of Receipt of Subsistence Allowance 	Form 6	Each Trainee
				<ul style="list-style-type: none"> Original of the return passage boarding pass(es)/ticket(s) and certified true copy of the receipt(s) 	N/A	N/A

* Only if the travelling fees and subsistence allowances are not included in the training fees collected by the course provider.