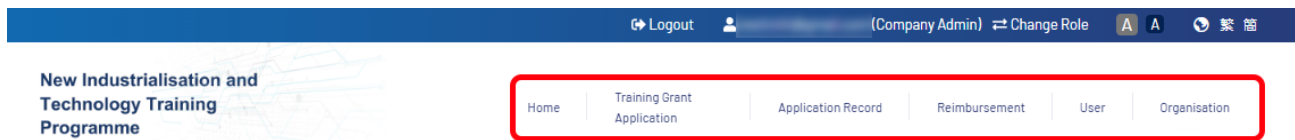# New Industrialisation and Technology Training Programme (NITTP)

Online System

User Guide for Companies

1. General Navigation

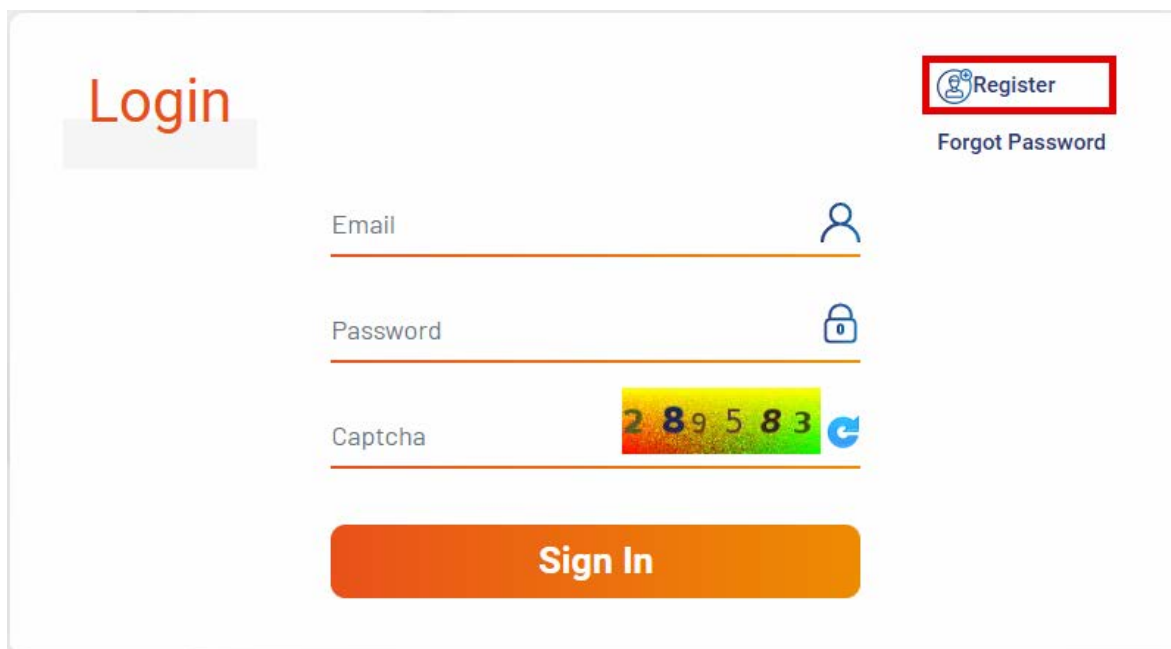🔻 Below is an overview of all available functions in the menu bar:

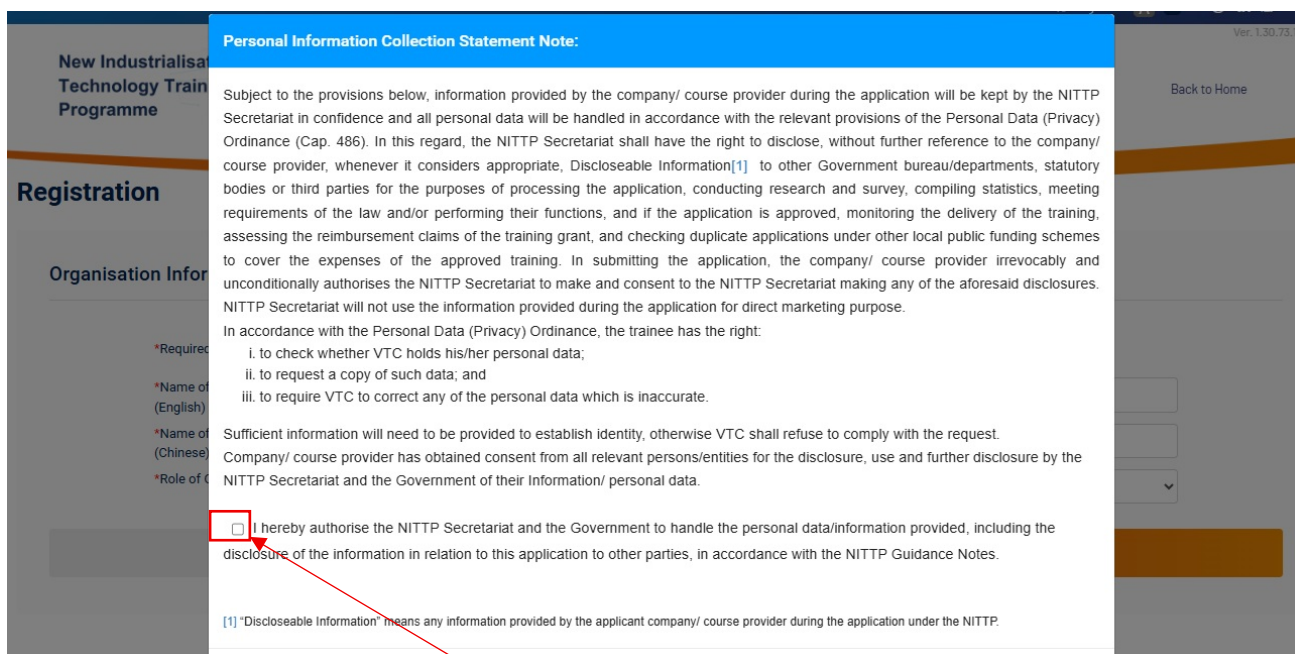| Menu Bar	Functions
\<Your login account\>	Update your account profile
A A	Adjust font size
繁 簡 Eng	Switch to other languages
Home	Provide quick links to access various functions and reminder messages
Training Grant Application	Submit training grant applications for public courses/tailor-made courses
Application Record	View application status or continue to submit the drafted training grant applications, upload the official receipts and submit claim documents for reimbursement
Reimbursement	View reimbursement status or continue to submit the drafted claim applications for reimbursement
User	Manage all user accounts within the organisation
Organisation	Update particulars of the organisation and the list of trainees' information

🔻 The available functions in the menu bar are subject to the role of the user account.

2. Organisation and User Account Registration

Click Register in the login screen

Read and agree to the Personal Information Collection Statement Note by checking the box to proceed

➕ Fill in the Name of the Organisation, select "Company" as the Role of Organisation, and then click **Next**

New Industrialisation and
Technology Training
Programme

Back to Home

Registration

Organisation Information

*Required Field

*Name of Organisation (English)   input the name of company (English)

*Name of Organisation (Chinese)   input the name of company (Chinese)

*Role of Organisation   Company

‹ Reset   Next ›

➕ Fill in the contact information of "Administrator"

*Required Field

Contact Information of Administrator

*Email

*Salutation

*Last Name (English)
(as shown on the HKID Card) | *First Name (English)
(as shown on the HKID Card)

*Last Name (Chinese)
(as shown on the HKID Card) | *First Name (Chinese)
(as shown on the HKID Card)

Department (English) | *Position (English)

Department (Chinese) | *Position (Chinese)

*Direct Line   852

➕ Points to note:

➢ The first user account registered in the online system will be automatically assigned the role of "Administrator". Users with the role of "Administrator" can manage or create other user accounts of the organisation, submit and view the training grant application and update particulars of the organisation. There is no limitation on the number of "Administrator" user accounts under an organisation. An "Administrator" can create another user with the same role as "Administrator" under the same organisation

➢ Please provide a valid email address as it will be used as the login name and a confirmation email will be sent to the email address

Fill in Particulars of Company

Particulars of Company

Registered Name of Company

Note: The cheque for the reimbursement of the training grant will be made payable to the name of registered company stated in the Business Registration Certificate and sent to the correspondence address of the company.

English Name	test		
Chinese Name	test		
*Type of Certificate	[dropdown]		
*Business Registration (BR) No./License No.			
*Nature of Business	[dropdown]		
*Primary Nature of Business	[dropdown]		
*No. of Employees (Full-time)			
*Tel No.	852	Fax No.	
*Email		*Website	
*Address		*Correspondence Address Copy	
	District		District
Province		Province	
Country		Country	
Background Information			

Points to note:

- Please provide FULL Business Registration (BR) Number (i.e. 16 digits, XXXXXXXX-XXX-XX-XX-X) or License Number for registration
- The **Address** should normally be the address registered under the Business Registration Certificate, while a different **Correspondence Address** can be used for mailing purposes

Fill in the bank account information

Bank Account Information

*Name of Bank	
*Account Name of Company (Name of Receiving Company)	
*Account Number (Account Number of Receiving Company)	

Disclaimer

The approved training grant shall be payable to a designated bank account of the company. Company is required to provide a proof of bank account information showing the bank account holder's name and number. The Secretariat of the New Industrialisation and Technology Training Programme shall not be held liable for any failure to release the training grant or any failure to receive the training grant by the company caused by or resulting from the inaccurate information of its bank account in Hong Kong provided by the company, and the company shall bear the sole responsibility for all risks and consequences thereof.

- Upload a valid Business Registration Certificate and bank account statement

Business Registration Certificate / Bank Account Statement / Other Supplementary Documents

Document Type	Document Name	
Upload		

Register ✎

- Click Register to complete the registration process

- Receive an account activation email and activate your account

When your application is approved, an account activation email will be sent to the email address previously provided. Please activate your account before the link expires.

Dear Sir / Madam,

Thank you for your interest in applying the New Industrialisation and Technology Training Programme (NITTP).

Your account, under the name of XXXXXX, has been created / reset password. Please go to the link below to activate your account by 23:59 on 01 January 2025:

Link

Please note that you will not be able to log back into your account until you have activated the account or reset the password. You can then gain access to the NITTP Online System with your account name and password to submit your application.

Should you need any assistance, please email to us at nittp@vtc.edu.hk.

NITTP Secretariat
Vocational Training Council
****
(This email is a system generated message. Please do not reply to this message.)
****

Activate/Reset Password
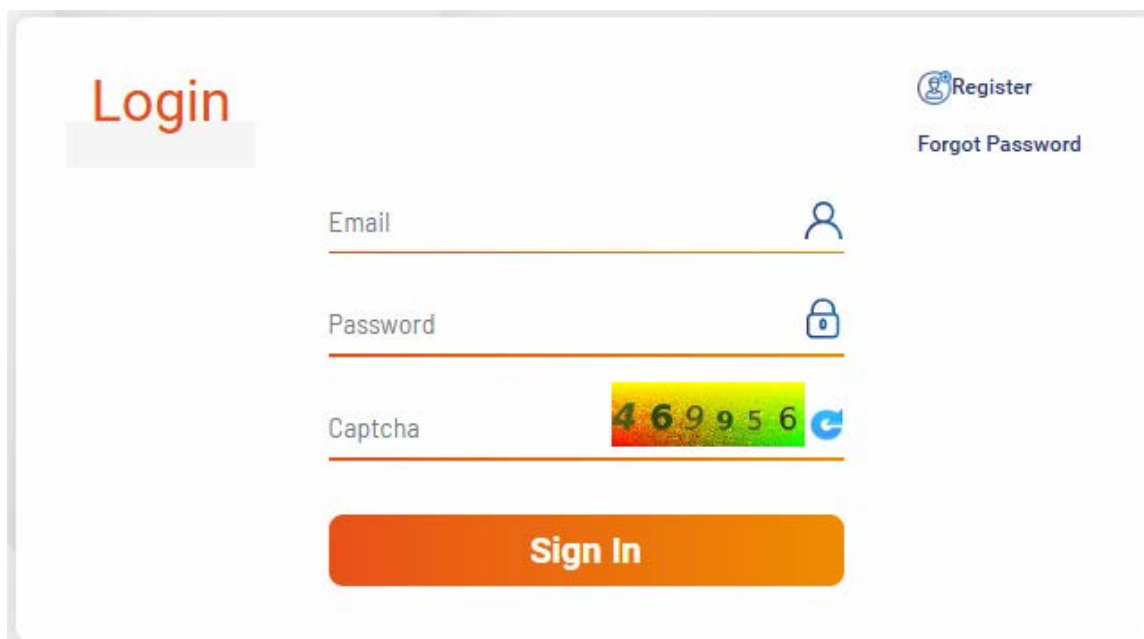
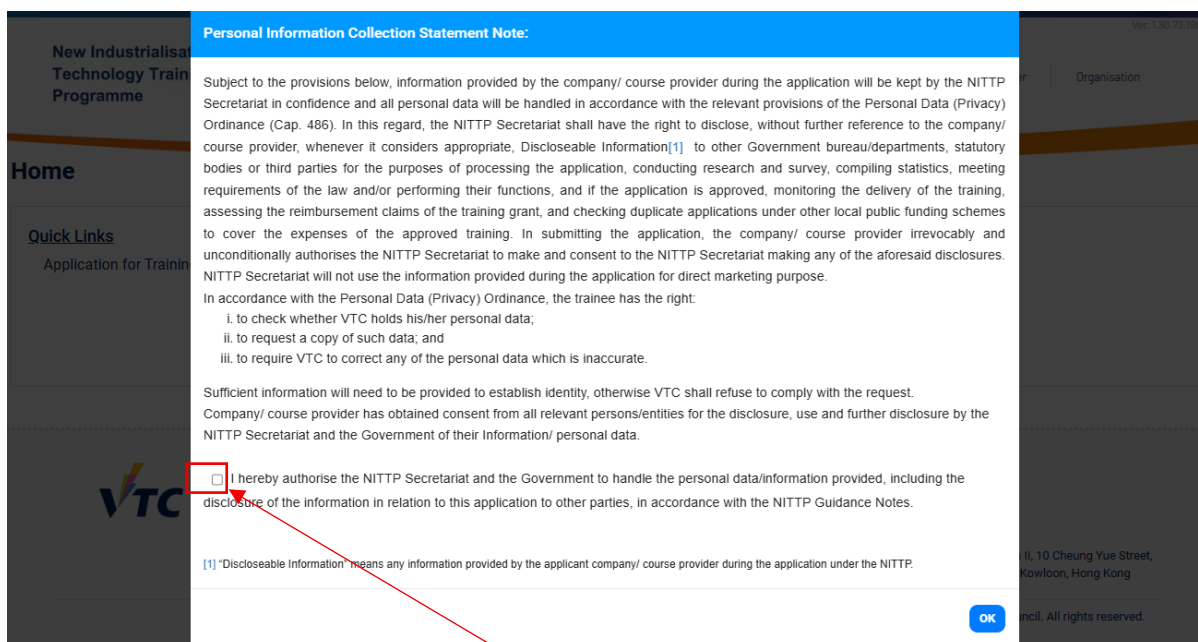|	
Email	
Password #	
Confirm Password	
	Reset

\# A strong password should contain at least 8 characters and fulfill the following 3 conditions: (8 characters, at least 1 uppercase alphabet, 1 lowercase alphabet & 1 number)

↓ After activating your account, you may log in to the NITTP system

↓ Read and agree to the Personal Information Collection Statement Note by checking the box to proceed

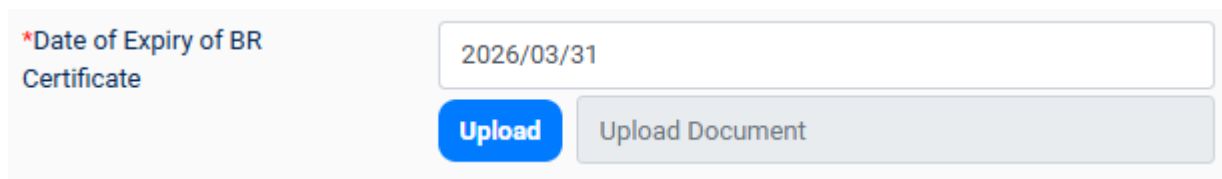## 2.1 Update Particulars of Organisation

➕ Login to the system and click Organisation
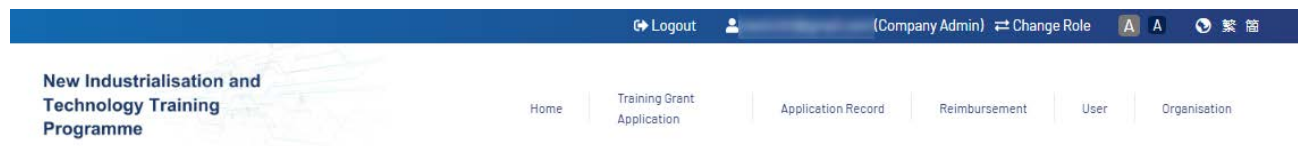
> ➤ Only user with the role of "Administrator" or "Authorised Person" can update particulars of organisation

> ➤ Review and update the company information to ensure all details are up-to-date and accurate

> ➤ When the Business Registration Certificate is renewed, please promptly reupload and update the expiry date in the system

2.2 Update List of Trainees

Login to the [system](#) and click Organisation and complete **List of Trainees** for the Organisation

- Please Upload the scanned copy of trainee's Hong Kong Identity Card (HKID), Mandatory Provident Fund (MPF) Record and documentary proof of academic qualifications and relevant experience in the course field

- Create trainee's record to be selected for the subsequent training grant application submission

2.3 Setting up additional user accounts and functions of different roles of user accounts

- "Administrator" login to the system

- Functions of different roles of user accounts:

Contact Person
- Draft Training Grant Application only and Upload Receipt
- Draft Reimbursement Application only
- View Application Status

Authorised Person
- Draft and Submit Training Grant Application and Upload Receipt
- Draft and Submit Reimbusrement Application
- View Application Status
- Update Particulars of Organisation and List of Trainees

Administrator
- Draft and Submit Training Grant Application and Upload Receipt
- Draft and Submit Reimbusrement Application
- View Application Status
- Update Particulars of Organisation and Trainee's Informaion
- Manage or Create User Accounts and Reset Passwords for Other Users

- Select User from the menu bar

- Click Create to add new user account
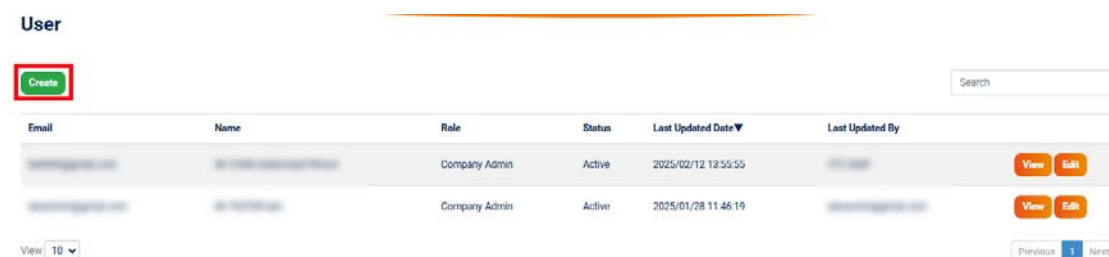
➕ Input all the required information and click Save

User Information

*Required Field

*Email	[input]	*Role [dropdown]
*Salutation	[dropdown]	
*Last Name (English) (as shown on the HKID Card)	[input]	*First Name (English) (as shown on the HKID Card) [input]
*Last Name (Chinese) (as shown on the HKID Card)	[input]	*First Name (Chinese) (as shown on the HKID Card) [input]
Department (English)	[input]	*Position (English) [input]
Department (Chinese)	[input]	*Position (Chinese) [input]
*Status	Active	Direct Line 852 [input]

< Back	Save ✎

➕ Points to note:

➢ Please provide a valid email address as it will be used as the login name and a confirmation email will be sent to the email address
➢ Email address cannot be changed once created

➕ Receive an account activation email

An account activation email will be sent to the email address previously provided, please activate your account before the link expires.

Dear Sir / Madam,

Thank you for your interest in applying the New Industrialisation and Technology Training Programme (NITTP).

Your account, under the name of XXXXXX, has been created / reset password. Please go to the link below to activate your account by 23:59 on 01 January 2025:

Link

Please note that you will not be able to log back into your account until you have activated the account or reset the password. You can then gain access to the NITTP Online System with your account name and password to submit your application.

Should you need any assistance, please email to us at nittp@vtc.edu.hk.

NITTP Secretariat
Vocational Training Council
****
(This email is a system generated message. Please do not reply to this message.)
****

Activate/Reset Password

Email

Password #

Confirm Password

Reset

A strong password should contain at least 8 characters and fulfill the following 3 conditions: (8 characters, at least 1 uppercase alphabet, 1 lowercase alphabet & 1 number)

3. Submit Training Grant Application for Public Course

➕ Complete List of Trainees under the menu bar of Organisation

List of Trainees

Create Delete

#	Name	HKID No.	MPF Proof of Receipt	Position	Educational / Professional Qualifications	Other Qualification, if any	Area of Study	Years of Working Experience (relevant to the Technology covered by the Training Course)	

➕ Click Training Grant Application from the menu bar

New Industrialisation and Technology Training Programme

Home | Training Grant Application | Application Record | Reimbursement | User | Organisation
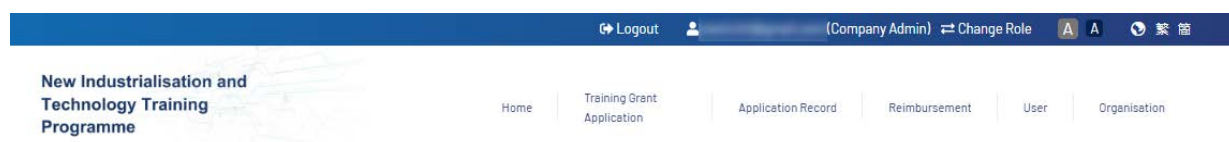
➕ Click Public Course from the main menu

Training Grant Application

Companies should send their applications for training grants to the NITTP Secretariat at least five weeks before course commencement. Late applications may not be processed and may be returned to the applicant.

Public Course

Tailor-made Course
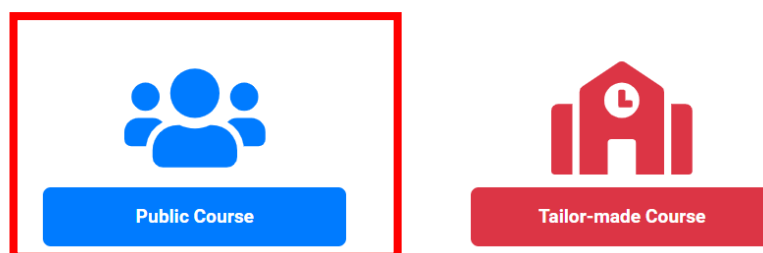
➕ Search for the suitable course from the List of Registered Public Course and click Apply Now to apply for the training grant of the public course

🖥	Information Technology		Generative AI for Business Optimisation	2025/06/18	Apply Now
🖥	Information Technology		Industrial Applications of Natural Language Processing and Conversational AI for Business	2025/06/18	Apply Now
🖥	Information Technology		Advanced AI business application with Alicloud	2025/06/19 - 2025/06/22	Apply Now

13

＋ Read the Note for Applicants carefully and click Next to proceed

Notes For Applicants

Company applying for training grant should fulfill the following requirements:
(i) registered in Hong Kong under the Business Registration Ordinance (Cap. 310);
(ii) non-government and non-subvented organisation; and
(iii) the employee nominated is a Hong Kong permanent resident under full-time employment of the company with the necessary background/experience relevant to the advanced technology.

Company should submit the completed application form, together with the following documents to the NITTP Secretariat in person, by post, by fax or by email *at least 5 weeks before* course commencement. Late application may not be considered. Please attach additional sheets for supplementary information if necessary. The NITTP Secretariat will acknowledge receipt of your application.
(i) a copy of the company's valid Business Registration Certificate;
(ii) a copy of each trainee's Hong Kong Identity Card (HKID);
(iii) a copy of Mandatory Provident Fund (MPF) record for each trainee showing at least 3 consecutive months of employment;
(iv) documentary proof of academic qualification; and
(v) documentary proof of relevant experience in the course field (e.g. curriculum vitae).

Company should provide all the information required in this form. The information collected will be used for processing the application for training grant. NITTP Secretariat may disclose the information of the application to the Government, statutory bodies or third parties for the purposes stated in the NITTP Guidance Notes for Training Grant Applications. NITTP Secretariat undertakes to keep personal data provided by applicants confidential and will not use the information for direct marketing purpose.

In accordance with the Personal Data (Privacy) Ordinance, the trainee has the right:
(i) to check whether VTC holds his/her personal data;
(ii) to request a copy of such data; and
(iii) to require VTC to correct any of the personal data which is inaccurate.
Sufficient information will need to be provided to establish identity, otherwise VTC shall refuse to comply with the request.

No employee should be approved to participate in more than one NITTP course in the same financial year.

No employee should be registered under the same course for more than one time.

With regard to the trainee's Hong Kong Identity Card, companies may choose to send a copy with the application form or to present the original copy in person to the staff of the NITTP Secretariat for checking the trainee's eligibility for NITTP training grant.

Next >

＋ Step 1: Please review the course details and fill in the required information

1	Course Information	2	Particulars of Trainee(s)	3	Partial Advance Payment Application	4	Application Summary

Course Information

*Required Field

Course Title (English)	**Generative AI for Business Optimisation**
Course Title (Chinese)	
Course Type	**Public Course (Local Training)**
Course Start Date	**2025/06/18**
Course Venue	

Course End Date **2025/06/18**

*Please explain how the acquired technology would be applied to your company (in no less than 400 words):

[   ]

Save & Next >

▪ Click Save & Next to proceed to the next step until submission

14

<img>Step 2: Particulars of Trainee(s)
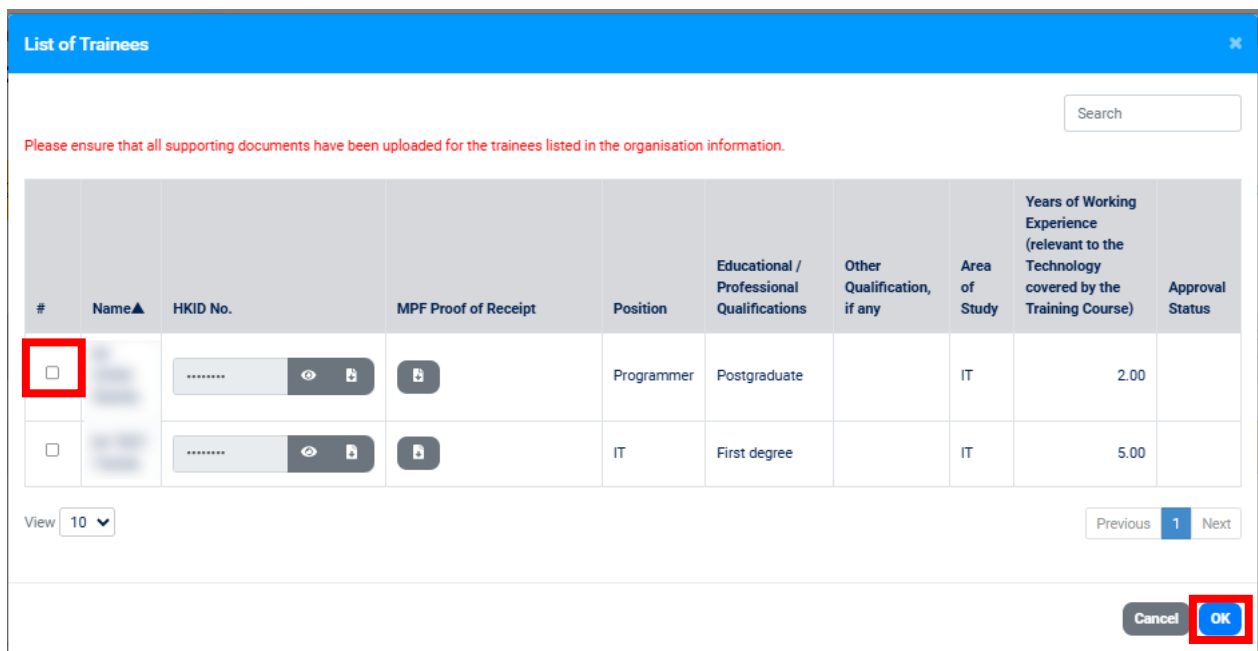
- Select Trainee from the completed List of Trainees in Organisation page

Training Grant Application

| 1 | Course Information | | 2 | Particulars of Trainee(s) | | 3 | Partial Advance Payment Application | | 4 | Application Summary |

Select Trainee **Delete**

#	Name	HKID No.	MPF Proof of Receipt	Position	Educational / Professional Qualifications	Other Qualification, if any	Area of Study	Years of Working Experience (relevant to the Technology covered by the Training Course)

‹ Save & Back   Save & Next ›

- Check the box to select the respective trainees for the application and click OK

List of Trainees ✕

Search

Please ensure that all supporting documents have been uploaded for the trainees listed in the organisation information.

#	Name▲	HKID No.	MPF Proof of Receipt	Position	Educational / Professional Qualifications	Other Qualification, if any	Area of Study	Years of Working Experience (relevant to the Technology covered by the Training Course)	Approval Status
☐		········ 👁 🗎	🗎	Programmer	Postgraduate		IT	2.00	
☐		········ 👁 🗎	🗎	IT	First degree		IT	5.00	

View 10 ⌄   Previous **1** Next

Cancel **OK**

- Click Save & Next to proceed

Training Grant Application

| 1 | Course Information | | 2 | Particulars of Trainee(s) | | 3 | Partial Advance Payment Application | | 4 | Application Summary |

Select Trainee **Delete**

#	Name	HKID No.	MPF Proof of Receipt	Position	Educational / Professional Qualifications	Other Qualification, if any	Area of Study	Years of Working Experience (relevant to the Technology covered by the Training Course)
☑		········ 👁 🗎	🗎	Programmer	Postgraduate		IT	2.00

‹ Save & Back   Save & Next ›

🔸 Step 3: Apply for partial advance payment

- Company may opt to apply for a partial advance payment of 50% of the approved training grant, subject to the company's submission and NITTP Secretariat's vetting of a copy of the receipt of the subject training course showing the amount of course fee paid by the company to the course provider

- Please opt for your suitable selection and click Save & Next to proceed

Training Grant Application

| 1 | Course Information | 2 | Particulars of Trainee(s) | 3 | Partial Advance Payment Application | 4 | Application Summary |

Partial Advance Payment Application

Note: A company may apply for partial advance payment of 50% of the approved training grant subject to the company's submission and NITTP Secretariat's vetting of a copy of the receipt of the subject training course showing the amount of course fee paid by the company to the course provider. Companies should submit the copy of the receipt to the NITTP Secretariat within 2 weeks after the date of issuance of the training grant approval letter from the Secretariat **and** before the end of the training course. **Application for partial advance payment of training grant with any late submission of the copy of the receipt will not be considered.**

Please select one option in the appropriate box below:

◯ My company would like to apply for partial advance payment of training grant and hereby submit a copy of the receipt issued by the course provider.

◯ My company would like to apply for partial advance payment of training grant and will submit a copy of the receipt issued by the course provider within 2 weeks after the date of issuance of the training grant approval letter from the Secretariat **and** before the end of the training course.

⦿ My company does not apply for partial advance payment of training grant.

| ‹ Save & Back | Save & Next › |

- Please Upload official receipt if the first option (My company would like to apply for partial advance payment of training grant and hereby submit a copy of the receipt issued by the course provider.) is selected

- Click Save & Next to proceed

| 1 | Course Information | 2 | Particulars of Trainee(s) | 3 | Partial Advance Payment Application | 4 | Application Summary |

Partial Advance Payment Application

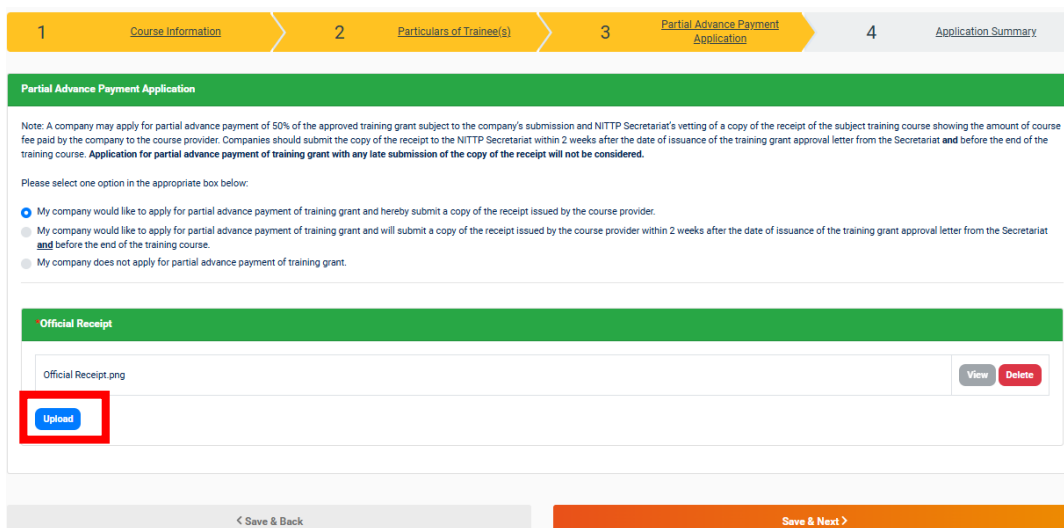Note: A company may apply for partial advance payment of 50% of the approved training grant subject to the company's submission and NITTP Secretariat's vetting of a copy of the receipt of the subject training course showing the amount of course fee paid by the company to the course provider. Companies should submit the copy of the receipt to the NITTP Secretariat within 2 weeks after the date of issuance of the training grant approval letter from the Secretariat **and** before the end of the training course. **Application for partial advance payment of training grant with any late submission of the copy of the receipt will not be considered.**

Please select one option in the appropriate box below:

⦿ My company would like to apply for partial advance payment of training grant and hereby submit a copy of the receipt issued by the course provider.

◯ My company would like to apply for partial advance payment of training grant and will submit a copy of the receipt issued by the course provider within 2 weeks after the date of issuance of the training grant approval letter from the Secretariat **and** before the end of the training course.

◯ My company does not apply for partial advance payment of training grant.

Official Receipt

| Official Receipt.png | View Delete |

Upload

| ‹ Save & Back | Save & Next › |

✥ Step 4: Review application summary and submit the training grant application

- Please verify all the details of the training grant application are accurate before submission as no further changes could be made online once submitted

- Read the declaration and check each box to agree

- Click Submit to complete the training grant application process

Declaration

I, the undersigned, also the authorised signatory of the applicant company, hereby declare that (please tick in appropriate box(es)):

☐ (a) the details provided in this form are true and correct. 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;

☐ (b) the applicant company understands that the NITTP Secretariat has the right to determine whether the applicant company and the course provider are eligible, and whether the proposed training falls under the ambit of NITTP;

☐ (c) the applicant company has obtained consent from all relevant persons/entities for the disclosure, use and further disclosure by the NITTP Secretariat and the Government of their information/personal data;

☐ (d) the trainee(s) nominated in this application is/are the full-time employee(s) of the company who meet the application requirements;

☐ (e) the course provider in this application has no relationship with the applicant company in terms of management and ownership. The applicant company and any person/staff authorised by the applicant company to handle or in any way involved in the selection of the course provider have no actual or potential conflict of interest and will not participate in the selection process if otherwise;

☐ (f) if the training grant is approved, the applicant company shall arrange the training for the nominated employees in this application strictly in accordance with the approved application. The applicant company shall be responsible for monitoring the training provided by the course provider;

☐ (g) the applicant company understands that the training grant will only be paid to the applicant company upon the satisfactory completion of training by the trainee(s) and completion of the required claim procedures;

☐ (h) the applicant company is a non-government and non-subvented organisation and that the company will/have not obtained subsidies from any other local public funding schemes to cover the relevant training expense. Otherwise, this application will become invalid and the applicant company will be liable to refund the full amount of training grant to the NITTP Secretariat and subject to legal proceedings;

☐ (i) the applicant company should refund the NITTP Secretariat for any overpayment of the training grant (including any overpayment of partial advance payment);

☐ (j) the applicant company understands that the course provider is required to check the full name and record the first four digits of the HKID card of NITTP grant applicant employee before each class of the relevant course for record purpose. Refusal to disclose their HKID information to the course provider would result in no reimbursement of the fund by the NITTP Secretariat to the concerned company;

☐ (k) the applicant company and the nominated trainee have not and will not receive remuneration in the form of cash or cash equivalent items (such as gift vouchers, coupons, etc.) from the course provider;

☐ (l) the applicant company has the obligation to complete the employers' survey after course completion and before the disbursement of training grant;

☐ (m) I/the applicant company understands and agrees that the NITTP Secretariat may at any time revoke an approved application with immediate effect and require the applicant company to immediately refund all or any training grant already awarded on the occurrence of any of the following events:
   (i) the applicant company has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
   (ii) the continuance of engagement of the applicant company or the continued participation of the course concerned is contrary to the interest of national security; or
   (iii) the Government reasonably believes that any of the events mentioned in paragraph m(i) to (ii) above is about to occur.

☐ (n) the applicant company shall have the obligation to notify NITTP Secretariat if the applicant company or any of the employees who is nominated for attending any NITTP course has been or is under Police investigation for, charged with or convicted of any offence endangering national security or other criminal offences in Hong Kong or elsewhere.

☐ (o) I have read, understood and agreed with all the obligations and responsibilities set out in the NITTP Guidance Notes for Training Grant Applications.

I hereby authorise the NITTP Secretariat and the Government to handle the personal data/information provided in this application, including the disclosure of the information in relation to this application to other parties, in accordance with the NITTP Guidance Notes for Training Grant Applications.

☐ I am the authorised person of the applicant company, hereby declare the statement above.

< Back   Submit >

✥ Points to note:

- ➢ Only user with the role of "Administrator" or "Authorised Person" can submit the application
- ➢ "Administrator" can grant access rights to other user accounts by assigning the respective role of the user

3.1 Upload Receipt of Partial Advance Payment after Submitted Application

➕ Click Upload Official Receipt if you opt for partial advance payment following the submission or approval of your application

Submission Reference No.	Course No.	Course Title	Course Provider	Course Type	Status	Last Updated Date▼		
643				Public Course (Local Training)	Submitted	2025/05/13 10:41:07	View	Upload Official Receipt

➕ Provide a copy of the official receipt to Upload for partial advance payment and click Save to complete the process

Upload Official Receipt

Course Information

Course Title (English)	
Course Title (Chinese)	
Course Type	Public Course (Local Training)
Course Start Date	2025/06/23
Course Venue	

Course End Date   2025/06/27

Official Receipt

My company would like to apply for partial advance payment of training grant and will submit a copy of the receipt issued by the course provider within 2 weeks after the date of issuance of the training grant approval letter from the Secretariat **and** before the end of the training course.

Document Name	Uploaded Date	

Upload

< Cancel   Save >

➕ Points to note:

➢ A company which applies for partial advance payment is required to submit a copy of the receipt of the training course concerned. The receipt should show the total amount of course fees paid by the company to the course provider in respect of its employee(s). It is the responsibility of the company to submit the copy of the receipt within 2 weeks after the date of issuance of the training grant approval letter and before the subject training course ends

4. Submit Training Grant Application for Tailor-made Course

➕ Read the Note for Applicants carefully and click Next to proceed

Notes For Applicants

Application for tailor-made course approval should be submitted by the company separately with the training grant application.

1. Application for Course

The training organisation should be a Designated Local Course Provider†; or fulfill the following requirements:
(i) registered in Hong Kong under the Business Registration Ordinance (Cap. 310);
(ii) registered as an educational institution in accordance with the Education Ordinance;
(iii) has documentary proof of the company's provision of a course venue;
(iv) has two or more years of relevant experience in the provision of technology training; and
(v) has proper insurance policies documents (including public liability insurance against all claims).

The completed form, together with the supporting documents, must be submitted to the NITTP Secretariat in person, by post, by fax or by email at least four months before course commencement. Late application may not be considered. Please attach additional sheets for supplementary information if necessary. The NITTP Secretariat will acknowledge receipt of your application. If necessary, follow-up site visits may be carried out by the NITTP Secretariat to the course provider.

†Designated local course providers refer to statutory Government subvented bodies, examples include local universities (including all University Grants Committee-funded institutions), self-financing degree-awarding institutions registered under the Post-Secondary Colleges Ordinance (Cap. 320), Construction Industry Council, Hong Kong Productivity Council, Vocational Training Council, Clothing Industry Training Authority and Hong Kong Institute of Biotechnology.

2. Application for Training Grant

Company applying for training grant should fulfill the following requirements:
(i)   registered in Hong Kong under the Business Registration Ordinance (Cap. 310);
(ii) non-government and non-subvented organisation; and
(iii) the employee nominated is a Hong Kong permanent resident under full-time employment of the company with the necessary background/experience relevant to the advanced technology.

Company should submit the completed application form, together with the following documents to the NITTP Secretariat in person, by post, by fax or by email *at least 5 weeks before* course commencement. Late application may not be considered. Please attach additional sheets for supplementary information if necessary. The NITTP Secretariat will acknowledge receipt of your application.
(i)   a copy of the company's valid Business Registration Certificate;
(ii) a copy of each trainee's Hong Kong Identity Card (HKID);
(iii) a copy of Mandatory Provident Fund (MPF) record for each trainee showing at least 3 consecutive months of employment;
(iv) documentary proof of academic qualification; and
(v)   documentary proof of relevant experience in the course field (e.g. curriculum vitae).

In accordance with the Personal Data (Privacy) Ordinance, the trainee has the right:
(i)   to check whether VTC holds his/her personal data;
(ii) to request a copy of such data; and
(iii) to require VTC to correct any of the personal data which is inaccurate.
Sufficient information will need to be provided to establish identity, otherwise VTC shall refuse to comply with the request.
No employee should be approved to participate in more than one NITTP course in the same financial year.
No employee should be registered under the same course for more than one time.

With regard to the trainee's Hong Kong Identity Card, companies may choose to send a copy with the application form or to present the original copy in person to the staff of the NITTP Secretariat for checking the trainee's eligibility for NITTP training grant.

Part 1: Course Application Submission and Approval

➕ Step 1: Fill in Course Information and Particulars of Course Provider

Tailor-Made Course

➢ Click Save & Next to proceed to the next step until submission

🔸 Step 2: Input Particulars of Trainer(s) and upload the supporting documents

#	Trainer(s) Information		
	*Required Field		

Trainer

*Salutation	[dropdown]		
*Last Name	[text field]	*First Name	[text field]
*Educational / Professional Qualifications	[dropdown]	*Area of Speciality	[text area]
*Teaching Hours in course	[text field]		
Other Qualification, if any	[text area]		
*Name of Present Employer	[text field]	*No. of Years	[text field]
*Position	[text area]	*Job Description	[text area]
Any Other Information	[text area]		

Course and Trainer Document(s)

Document Type	Document Name	
Course Pamphlet	Course Pamphlet.pdf	View Delete
Trainer CV and Trainer Certificates	Trainer CV.pdf	View Delete

Upload

< Save & Back   Save & Next >

➤ Click **Save & Next** to proceed

🞣 Step 3: Furnish course details and assign the respective trainer(s) for each module

#	Module/Subject(s)	Description of the Module/Subject	Duration of the Module(s) (Hours)	Duration of exhibitions / expos / visits / other similar activities (Hours), if any	Start Date	End Date	Trainers
1			0.00	0.00	YYYY/MM/DD	YYYY/MM/DD	None selected ▾
		Total Training Hours	0.00	0.00			

Add Module/Subject(s)

< Save & Back   Save & Next >

Step 4: Fill in Course Fee

Points to note:

- Training Administration Fee cannot be more than 15% of the sum of Manpower Requirement and Other Direct Costs
- Return passage and subsistence allowance per trainee are required to fill in for non-local training
- Click **Add Fee Type** to include return passage, subsistence allowance or other fees
- Click **Add Fee Group** to create another group of training fee (e.g. Discount/ Early Bird Promotions)

Step 5: Review application summary and submit the course application

- Please ensure that all details of the course application are accurate before submission as no further changes could be made online once submitted

- Read the declaration and check each box to agree

- Click Tailor-made Course - Submit to complete the course application process

Declaration

I, the undersigned, also the authorised signatory of the course provider/ the company, hereby declare that (please tick in appropriate box(es)):

☐ (a) the information provided on this application form as well as the supporting documents enclosed are true and correct. I understand that any inaccurate or misleading information may lead to de-registration from the list of registered public courses under the NITTP. In the event that there is any suspected illegal activities with respect to the application in the part of the course provider or applicant company, the NITTP Secretariat reserves the right to suspend the processing of application;

☐ (b) any employee or the owner, shareholder, management of the course provider or his/her relatives is not allowed to apply for a training grant under the NITTP for a course offered by the course provider. In addition, course providers shall not provide loans to companies for the training. Course providers are required to report cases of conflict of interest, including actions taken, to the NITTP Secretariat in writing, if any;

☐ (c) proper insurance policies, for instance, public liability insurance against all claims, demands and liability are in place to protect the course participants. Also, the venue proposed by the course provider comply with all relevant ordinances/rules, and fulfill the statutory requirements for fire and structural safety for the purpose of running public courses under the NITTP;

☐ (d) the course provider agrees that the NITTP Secretariat and the Government may conduct inspections to the course venues either by appointment or without prior notice;

☐ (e) the course provider/company will inform the NITTP Secretariat of any course postponement before the original commencement date. The course provider/company understands that a new application is required if the postponement is more than 6 months from the original commencement date of the course;

☐ (f) in the event that the course is cancelled, the course provider/company will notify the NITTP Secretariat immediately (and in no circumstances after the original commencement date of the public course), and the course provider will refund all collected fees to the relevant companies within one month from the date of notifying the NITTP Secretariat;

☐ (g) the course provider has not and shall not offer remuneration in the form of cash or cash equivalent items (such as gift vouchers, coupons, etc.) to course applicants and the applicant company;

☐ (h) The course provider understands and agrees that the NITTP Secretariat may at any time revoke registration with immediate effect and require the course provider to immediately refund all or any collected fees to the relevant companies on the occurrence of any of the following events:
   (i) the course provider/company has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
   (ii) the continuance of the course or the continued running of the course concerned by the course provider/company is contrary to the interest of national security; or
   (iii) the Government reasonably believes that any of the events mentioned in paragraph h(i) to (ii) above is about to occur.

☐ (i) the course provider shall set up a complaint mechanism for staff and course participants to report to the course provider through the complaint handling mechanism any act or activity by any personnel relating to the NITTP course(s) it offers that is suspected to have contravened any the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region or to be contrary to the interest of national security and follow said mechanism in accordance with the NITTP Guidance Notes for Public Course and Tailor-made Course Applications;

☐ (j) the course provider undertakes to complete and provide the "Confirmation of Training Completion and Payment" to the companies of the trainees for their applications for funding support under the NITTP within one month after course completion;

☐ (k) I have read, understood and agreed with all the obligations and responsibilities set out in the NITTP Guidance Notes for Public Course and Tailor-made Course Applications;

☐ (l) I understand that the course provider is required to check the full name and record the first four digits of the HKID card of NITTP trainees before each class of the relevant course. The record sheet containing the above information shall be submitted to NITTP Secretariat within 2 weeks after the completion of the course; and

☐ (m) I understand that the course provider/company should facilitate NITTP Secretariat's visit/inspection by allowing their entry to the class venue, providing information requested by the NITTP Secretariat and co-operating with NITTP Secretariat's follow-up action. Course providers of non-local courses should make video recordings covering at least one-third of the total course duration for NITTP Secretariat's inspection upon request.

I hereby authorise the NITTP Secretariat and the Government to handle the personal data/information provided in this application, including the disclosure of the information in relation to this application to other parties, in accordance with the NITTP Guidance Notes for Public Course and Tailor-made Course Applications.

☐ I am the authorised person of the applicant company, hereby declare the statement above.

< Back	Tailor-made Course - Submit >

Part 2: Training Grant Application Submission

➕ Step 6: Particulars of Trainee(s)

Upon approval of the tailor-made course application, the status updates to [Course] Approved. Click "Edit" to proceed with the training grant application.

Application Record

Submission Reference No.	Course No.	Course Title	Course Provider	Course Type	Status	Last Updated Date▼	
644				Tailor-made Course (Local Training)	[Course] Approved	VTC Staff 2025/05/19 14:51:09	View Edit

Course Status

Approved

> Next

➕ Select Trainee from the completed List of Trainees in Organisation page

Tailor-Made Course

| 1 Course Information | 2 Particulars of Trainer(s) | 3 Details of the Course | 4 Course Fee | 5 Course Summary | 6 Particulars of Trainee(s) | 7 Partial Advance Payment Application | 8 Application Summary |

Select Trainee **Delete**

#	Name	HKID No.	MPF Proof of Receipt	Position	Educational / Professional Qualifications	Other Qualification, if any	Area of Study	Years of Working Experience (relevant to the Technology covered by the Training Course)
☐		••••••• 👁 📄	📄	Programmer	Postgraduate		IT	2.00
☐		••••••• 👁 📄	📄	IT	First degree		IT	5.00

| ‹ Save & Back | Save & Next › |

🞢 Apply for partial advance payment (refer to paragraph 3.1 P.18)

- Company may opt to apply for a partial advance payment of 50% of the approved training grant, subject to the company's submission and NITTP Secretariat's vetting of a copy of the receipt of the subject training course showing the amount of course fee paid by the company to the course provider

- Please opt for your suitable selection and click Save & Next to proceed

Tailor-Made Course

| 1 Course Information | 2 Particulars of Trainer(s) | 3 Details of the Course | 4 Course Fee | 5 Course Summary | 6 Particulars of Trainee(s) | 7 Partial Advance Payment Application | 8 Application Summary |

Partial Advance Payment Application

Note: A company may apply for partial advance payment of 50% of the approved training grant subject to the company's submission and NITTP Secretariat's vetting of a copy of the receipt of the subject training course showing the amount of course fee paid by the company to the course provider. Companies should submit the copy of the receipt to the NITTP Secretariat within 2 weeks after the date of issuance of the training grant approval letter from the Secretariat **and** before the end of the training course. **Application for partial advance payment of training grant with any late submission of the copy of the receipt will not be considered.**

Please select one option in the appropriate box below:

- ⚪ My company would like to apply for partial advance payment of training grant and hereby submit a copy of the receipt issued by the course provider.
- ⚪ My company would like to apply for partial advance payment of training grant and will submit a copy of the receipt issued by the course provider within 2 weeks after the date of issuance of the training grant approval letter from the Secretariat **and** before the end of the training course.
- 🔘 My company does not apply for partial advance payment of training grant.

| ‹ Save & Back | Save & Next › |

🞢 Please verify all the details of the training grant application are accurate before submission as no further changes could be made online once submitted

🞢 Read the declaration and check each box to agree

Click Submit to complete the training grant application process

Declaration

I, the undersigned, also the authorised signatory of the applicant company, hereby declare that (please tick in appropriate box(es)):

☐ (a) the details provided in this form are true and correct. 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;

☐ (b) the applicant company understands that the NITTP Secretariat has the right to determine whether the applicant company and the course provider are eligible, and whether the proposed training falls under the ambit of NITTP;

☐ (c) the applicant company has obtained consent from all relevant persons/entities for the disclosure, use and further disclosure by the NITTP Secretariat and the Government of their information/personal data;

☐ (d) the trainee(s) nominated in this application is/are the full-time employee(s) of the company who meet the application requirements;

☐ (e) the course provider in this application has no relationship with the applicant company in terms of management and ownership. The applicant company and any person/staff authorised by the applicant company to handle or in any way involved in the selection of the course provider have no actual or potential conflict of interest and will not participate in the selection process if otherwise;

☐ (f) if the training grant is approved, the applicant company shall arrange the training for the nominated employees in this application strictly in accordance with the approved application. The applicant company shall be responsible for monitoring the training provided by the course provider;

☐ (g) the applicant company understands that the training grant will only be paid to the applicant company upon the satisfactory completion of training by the trainee(s) and completion of the required claim procedures;

☐ (h) the applicant company is a non-government and non-subvented organisation and that the company will/have not obtained subsidies from any other local public funding schemes to cover the relevant training expense. Otherwise, this application will become invalid and the applicant company will be liable to refund the full amount of training grant to the NITTP Secretariat and subject to legal proceedings;

☐ (i) the applicant company should refund the NITTP Secretariat for any overpayment of the training grant (including any overpayment of partial advance payment);

☐ (j) the applicant company understands that the course provider is required to check the full name and record the first four digits of the HKID card of NITTP grant applicant employee before each class of the relevant course for record purpose. Refusal to disclose their HKID information to the course provider would result in no reimbursement of the fund by the NITTP Secretariat to the concerned company;

☐ (k) the applicant company and the nominated trainee have not and will not receive remuneration in the form of cash or cash equivalent items (such as gift vouchers, coupons, etc.) from the course provider;

☐ (l) the applicant company has the obligation to complete the employers' survey after course completion and before the disbursement of training grant;

☐ (m) I/the applicant company understands and agrees that the NITTP Secretariat may at any time revoke an approved application with immediate effect and require the applicant company to immediately refund all or any training grant already awarded on the occurrence of any of the following events:
    (i) the applicant company has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
    (ii) the continuance of engagement of the applicant company or the continued participation of the course concerned is contrary to the interest of national security; or
    (iii) the Government reasonably believes that any of the events mentioned in paragraph m(i) to (ii) above is about to occur.

☐ (n) the applicant company shall have the obligation to notify NITTP Secretariat if the applicant company or any of the employees who is nominated for attending any NITTP course has been or is under Police investigation for, charged with or convicted of any offence endangering national security or other criminal offences in Hong Kong or elsewhere.

☐ (o) I have read, understood and agreed with all the obligations and responsibilities set out in the NITTP Guidance Notes for Training Grant Applications.

I hereby authorise the NITTP Secretariat and the Government to handle the personal data/information provided in this application, including the disclosure of the information in relation to this application to other parties, in accordance with the NITTP Guidance Notes for Training Grant Applications.

☐ I am the authorised person of the applicant company, hereby declare the statement above.

< Back	Submit >

5. Submit Claim Documents for Reimbursement of Training Grant

➕ Step 1: Apply for reimbursement of the training grant after course completion

- Click Reimbursement in Application Record

Application Record

Search

Submission Reference No.	Course No.	Course Title	Course Provider	Course Type	Status	Last Updated Date ∨		
				Public Course (Local Training)	Approved	2025/04/16 11:12:29	View	Reimbursement

- Company should complete the reimbursement procedure and upload the relevant documents within 2 months after the completion of training course for processing the application for reimbursement

➕ Step 2: Check the box and select the trainee(s) for reimbursement application

Particulars of Trainee(s)

Please select the trainee(s) below to apply for reimbursement.

Name	HKID No.	Partial Advance Payment Application	Apply for Reimbursement	Reason for Not Required Reimbursement
	········ 👁 🗎		☑	
	········ 👁 🗎		☐	∨

Employee has not completed the training course.

Employee has left the company.

Course provider has cancelled the training course.

Others, please specify:

Bank Account Information

*Name of Bank   003 - Standard Chartered Bank (Hong Kong) Ltd

*Account Name of Company (Name of Receiving Company)

*Account Number (Account Number of Receiving Company)

Disclaimer

The approved training grant shall be payable to a designated bank account of the company. Company is required to provide a proof of bank account information showing the bank account holder's name and number. The Secretariat of the New Industrialisation and Technology Training Programme shall not be held liable for any failure to release the training grant or any failure to receive the training grant by the company caused by or resulting from the inaccurate information of its bank account in Hong Kong provided by the company, and the company shall bear the sole responsibility for all risks and consequences thereof.

‹ Save & Back	Save & Next ›

- Provide the reason for the trainee(s) who does not apply for the reimbursement

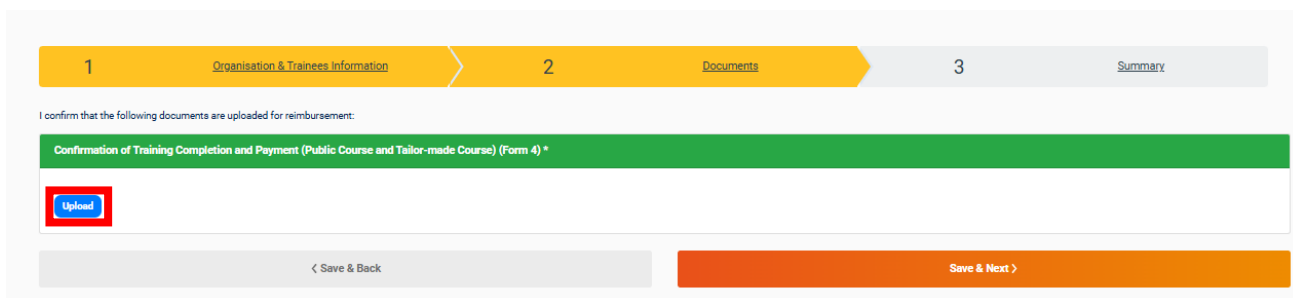- Read the Disclaimer. Clicking Save & Next confirms your agreement and proceeds

✚ Points to note:

➢ The approved training grant shall be payable to a designated bank account of the company. Company is required to provide a proof of bank account information showing the bank account holder's name and number. The NITTP Secretariat shall not be held liable for any failure to release the training grant or any failure to receive the training grant by the company caused by or resulting from the inaccurate information of its bank account in Hong Kong provided by the company, and the company shall bear the sole responsibility for all risks and consequences thereof
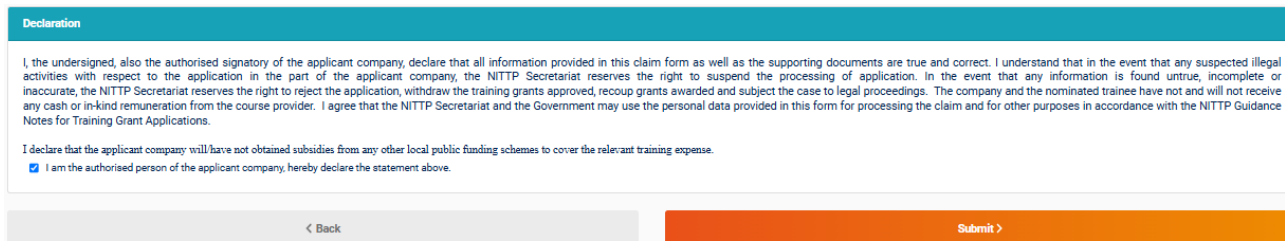
✚ Step 3: Upload the supporting documents

▪ Upload the relevant claim documents (Form 4) and click Save & Next to proceed

Reimbursement - Documents

| 1 | Organisation & Trainees Information | 2 | Documents | 3 | Summary |

I confirm that the following documents are uploaded for reimbursement:

Confirmation of Training Completion and Payment (Public Course and Tailor-made Course) (Form 4) *

[Upload]

< Save & Back   Save & Next >

✚ Step 4: Complete

▪ Read the Declaration and check the box to agree

▪ Verify details, then click Submit to complete the reimbursement process

Declaration

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.

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

☑ I am the authorised person of the applicant company, hereby declare the statement above.

< Back   Submit >

6. View Application Status

Training Grant Application status can be viewed in Application Record and Reimbursement Application status can be viewed in Reimbursement under menu bar.

Status - Draft
- Click **Edit** to continue to fill in the application and Submit
- Click **Delete** to suspend the application

Status - Submitted
- Click **View** to review the submitted application
- No further changes could be made online for submitted application

Status - Approved/ Not Approved/ Withdrawn
- Approved training grant application for public course and tailor-made course: click **Reimbursement** to upload and submit claim documents
- Approved reimbusement application: the payment is in process to the bank account provided or cheque issurance

Submission Reference No.
- Application Submission Number for reference

Application Record

Submission Reference No.	Course No.	Course Title	Course Provider	Course Type▲	Status	Last Updated Date	
				Public Course (Local Training)	Draft		View Edit Delete
				Public Course (Local Training)	Submitted		View
				Public Course (Local Training)	Approved		View Reimbursement
				Public Course (Local Training)	Not Approved		View
				Public Course (Local Training)	Withdrawn		View

Reimbursement

Submission Reference No.	Course No.	Course Title	Status	Last Updated Date	
			Approved		View

- For any further assistance, please refer to Form Library on NITTP Website or you may contact the NITTP Secretariat at 3907 6661 or via email at nittp@vtc.edu.hk