

RTTP Training Grant Claim Requirements

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

	Local			Non-local		
		Form Ref.	To be filled in by		Form Ref.	To be filled in by
Public	• Training Grant Claim Form (Local Course)	Form 3A	Company	• Training Grant Claim Form (Non-local Course)	Form 3B	Company
	• Confirmation of Training Completion and Payment (Public Course)	Form 4A	Course Provider	• Confirmation of Training Completion and Payment (Public Course)	Form 4A	Course provider
				• Training Report	Form 5	Each Trainee
				• Confirmation of Receipt of Subsistence Allowance *	Form 6	Each Trainee
				• 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		
		Form Ref.	To be filled in by		Form Ref.	To be filled in by
Tailor-made	• Training Grant Claim Form (Local Course)	Form 3A	Company	• Training Grant Claim Form (Non-local Course)	Form 3B	Company
	• Confirmation of Training Completion and Payment (Tailor-made Course)	Form 4B	Course provider/ Trainer and Company	• Confirmation of Training Completion and Payment (Tailor-made Course)	Form 4B	Course provider/ Trainer and Company
				• Training Report	Form 5	Each Trainee
				• Confirmation of Receipt of Subsistence Allowance	Form 6	Each Trainee
				• 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.