

Reindustrialisation and Technology Training Programme (RTTP)

再工業化及科技培訓計劃(計劃)

Confirmation of Training Completion and Payment

完成培訓及付費確認通知書

(Tailor-made Courses)**(專門設計的課程)****Part A (to be completed by the course provider or trainer)**

甲部 (由培訓機構或導師填寫)

This is to confirm that:

(1) the following _____ trainees have satisfactorily completed¹ the training course_____ [Reference no.: () in TTU/]
(course title)

in the period _____:

茲證明：

下列_____名學員已於_____期間符合要求地完成¹培訓課程

_____ [課程編號: () in TTU/]:

(課程名稱)

Name of Trainee (Full Name)

學員姓名(全名)

Name of Trainee (Full Name)

學員姓名(全名)

- | | |
|-----------|-----------|
| 1. _____ | 13. _____ |
| 2. _____ | 14. _____ |
| 3. _____ | 15. _____ |
| 4. _____ | 16. _____ |
| 5. _____ | 17. _____ |
| 6. _____ | 18. _____ |
| 7. _____ | 19. _____ |
| 8. _____ | 20. _____ |
| 9. _____ | 21. _____ |
| 10. _____ | 22. _____ |
| 11. _____ | 23. _____ |
| 12. _____ | 24. _____ |

¹ Refers to the attendance of each trainee of no less than 70% of the training hours for the course (or such higher attendance requirement as prescribed for the course).

指每名學員的出席率不少於七成的培訓時數(或符合課程規定的更高出席率要求)。

(2) the following trainees have not completed the above training course:

下列學員未能完成上述培訓課程：

<u>Name of Trainee (Full Name)</u> 學員姓名(全名)	<u>Name of Trainee (Full Name)</u> 學員姓名(全名)
1. _____	4. _____
2. _____	5. _____
3. _____	6. _____

(3) the company, _____, has already paid the fee of HK\$ _____
(name of company)
for the trainees in (1) and (2) above for the above-named training course.

_____ 已為上述(1)及(2)的學員參與上述培訓課程付費，
(公司名稱)
港幣\$_____。

Course Provider (if applicable): _____
培訓機構名稱 (如適用)

<u>Name of the Authorised Person or trainer (in Block Letters)</u> 獲授權人或導師姓名 (請以正楷填寫)	<u>Signature</u> 簽署
_____	_____
<u>Position</u> 職位	<u>Date</u> 日期
_____	_____
	<u>Organisation Chop (except for freelance trainer)</u> 培訓機構印鑑 (特約導師除外)

Part B (to be completed by the company)

乙部 (由公司填寫)

I, the undersigned, also the authorised signatory of the applicant company, _____
(name of company)
declare that the above details are true and correct.

本人，為申請公司_____的授權簽署代表，
(公司名稱)
在此聲明，上述資料均是真確無誤。

<u>Name (in Block Letters)</u> 姓名(請以正楷填寫)	<u>Signature</u> 簽署
_____	_____
<u>Position</u> 職位	<u>Date</u> 日期
_____	_____
	<u>Company Chop</u> 公司印鑑