

**Reindustrialisation and Technology Training Programme (RTTP)**

再工業化及科技培訓計劃(計劃)

**Training Grant Claim Form**

培訓資助申領表格

**(Non-local courses)**

(非本地課程)

## Note to Applicant Company:

申請公司須知：

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 RTTP Secretariat **within two months** after course completion. The RTTP Secretariat reserves the right not to disburse the training grant to applicants in case of late submission of the claim form.

申請公司必須在申領表格提供所需資料。申請公司須填妥本表格，連同有關證明文件(如適用)，在課程完成後兩個月之內，向計劃秘書處提交。計劃秘書處有權不發放培訓資助予逾期提交的公司。

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

如有進一步的查詢，請聯絡計劃秘書處：

Reindustrialisation 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 6681  
Fax: 2904 7843  
Email: [rttp@vtc.edu.hk](mailto:rttp@vtc.edu.hk)

再工業化及科技培訓計劃秘書處  
職業訓練局  
總部(行業合作)  
香港九龍長沙灣長裕街 10 號  
億京廣場 2 期 30 樓  
電話：3907 6681  
傳真：2904 7843  
電郵：[rttp@vtc.edu.hk](mailto:rttp@vtc.edu.hk)

**Part A - General Information**

甲部 – 一般資料

Name of Company :  
公司名稱

Course Title :  
課程名稱

Course Reference :  
課程編號

Name of Course Provider :  
培訓機構名稱

Training Period :  
培訓期

to  
至

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

乙部 – 參與培訓學員資料 (請按需要另夾附頁)

	Name of Trainee(s) 學員姓名	HKID No. 身分證號碼	Cost of Return passage 來回旅費	Subsistence Allowance 膳宿津貼
			(HK\$) (港幣\$)	
1.				
2.				
3.				
4.				
5.				

**Part C - Supporting Documents** (Please tick as appropriate.)

丙部 – 證明文件 (請選取適當空格)

I confirm that the following has been attached.

本人確認下列所選取的文件已夾附。

**Public Course**

公開課程

- Confirmation of Training Completion and Payment (Public Course) (Form 4A)  
完成培訓及付費確認通知書(公開課程)(表格 4A)
- Training Report of each trainee (Form 5)  
每名學員的培訓報告(表格 5)
- Confirmation of receipt of subsistence allowance of each by trainee\* (Form 6)  
每名學員的膳宿津貼確認書\*(表格 6)
- Original of the return passage boarding pass(es)/ ticket(s)\*  
來回登機證/旅票的正本\*
- Certified true copy of receipts for the return passage ticket(s)\*  
來回旅票已核證的收據副本\*

OR  
或

## Tailor-made Course

### 專門設計的課程

- Confirmation of Training Completion and Payment (Tailor-made Course) (Form 4B)  
完成培訓及付費確認通知書(專門設計的課程)(表格 4B)
- Training Report of each trainee (Form 5)  
每名學員的培訓報告(表格 5)
- Confirmation of receipt of subsistence allowance of each trainee (Form 6)  
每名學員的膳宿津貼確認書(表格 6)
- Original of the return passage boarding pass(es)/ ticket(s)  
來回登機證/旅票的正本
- Certified true copy of receipts for the return passage ticket(s)  
來回旅票已核證的收據副本

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

\* 如旅費及膳宿津貼不包括在培訓機構收取的課程費用內，請填妥及交回表格。

I, the undersigned, also the authorised signatory of the applicant company, declare that all information provided in this claim form as well as the accompanying supporting documents are true and correct. I understand that any willful provision of false information or withholding of any material information relating to this claim form may lead to withdrawal of the approval of the training grant and/or legal proceedings. I agree that the RTTP 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 RTTP Guidance Notes for Companies.

本人，為下方簽署人及申請公司的授權簽署代表，在此聲明，本申領表格所提供的資料以及夾附的證明文件均是真確無誤。本人明白，在填寫申領表格時，任何故意提供虛假的資料或隱瞞重要資料，可能導致獲批核的培訓資助被撤銷，及/或被提交法律訴訟。本人同意計劃秘書處及政府可以使用本表格上的個人資料處理有關申領及作計劃公司指南內註明的其他用途。

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Name (in Block Letters)  
姓名(請以正楷填寫)

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Signature  
簽署

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Position  
職位

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Date  
日期

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Company Chop  
公司印鑑