

**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

**(Public Courses)**

(公開課程)

(to be completed by Course Providers)

(供培訓機構填寫)

This is to confirm that:

(1) the following \_\_\_\_\_ trainees have satisfactorily completed <sup>1</sup> 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<sup>1</sup>培訓課程

\_\_\_\_\_ [課程編號：( ) in TTU/ ]:

(課程名稱)

<u>Name of Trainees</u> (Full Name) 學員姓名 (全名)	Course Fee Paid (only applicable to RTTP application)* (HK\$) 已付課程費用 (只適用於 RTTP 申請之費用)* (港幣\$)	<u>Reasons for Lower Course Fee Paid</u> <sup>#</sup> 課程費用減少原因 <sup>#</sup>	<u>Name of Trainees</u> (Full Name) 學員姓名 (全名)	Course Fee Paid (only applicable to RTTP application)* (HK\$) 已付課程費用 (只適用於 RTTP 申請之費用)* (港幣\$)	<u>Reasons for Lower Course Fee Paid</u> <sup>#</sup> 課程費用減少原因 <sup>#</sup>
1.			11.		
2.			12.		
3.			13.		
4.			14.		
5.			15.		
6.			16.		
7.			17.		
8.			18.		
9.			19.		
10.			20.		

\* The course fee paid should be the same as the course fee mentioned in the application for public course registration. Other fees including but not limited to special accommodation and/or ticket arrangement or other administrative handling charges, etc. should not be included.

\* 已付課程費用的金額必須與公開課程登記申請表內提及的金額完全相同，其他費用如特別住宿及/或旅費安排或其他行政費用等，不應包括在內。

# For example, early bird discount / member discount etc.

# 例如早鳥優惠 / 會員折扣等。

<sup>1</sup> 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(或符合課程規定更高的出席率要求)。

- (2) The following trainees have not completed the training course:  
下列學員未能完成培訓課程：

Name of Trainees (Full Name)

學員姓名(全名)

Name of Trainees (Full Name)

學員姓名(全名)

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

- (3) \_\_\_\_\_, has already paid the fee of HK\$\_\_\_\_\_ 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，港幣  
(公司名稱)  
\$\_\_\_\_\_。

Course Provider: \_\_\_\_\_  
培訓機構名稱

\_\_\_\_\_  
Name of the Authorised  
Person (in Block Letters)  
獲授權人姓名  
(請以正楷填寫)

\_\_\_\_\_  
Signature  
簽署

\_\_\_\_\_  
Position  
職位

\_\_\_\_\_  
Date  
日期

\_\_\_\_\_  
Company Chop  
培訓機構印鑒