

New Industrialisation and Technology Training Programme
(NITTP)

新型工業化及科技培訓計劃(計劃)

Application for Training Grant (Public Course and Tailor-made Course)

培訓資助申請表格(公開及專門設計課程)

(to be completed by Companies)

(供公司填寫)



Types of Courses (please tick in appropriate box):

課程類別 (請選取適當的方格)

Public Course 公開課程

Tailor-made Course 專門設計的課程

Note 須知:

Company applying for training grant should fulfill the following requirements:

申請培訓資助的公司必須符合以下條件：

- (i) registered in Hong Kong under the Business Registration Ordinance (Cap. 310);
根據《商業登記條例》(第310章)在香港登記；
- (ii) non-government and non-subsided organisation; and
非政府及非受資助機構；及
- (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.
被推薦的僱員為香港永久性居民，須全職受僱於公司並具有該高端科技所需的背景/相關經驗。

Company should submit the completed application form, together with the following documents, must be submitted 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.

公司須填妥本申請表格，連同以下文件，於課程開課**至少五星期前**向計劃秘書處以親身、郵寄、傳真或電郵提交申請。**逾期申請概不受理**。公司可按需要夾附頁提交補充資料。計劃秘書處會於收到申請後向公司發出確認通知。

- (i) a copy of the company's valid Business Registration Certificate;
有效的公司商業登記證副本；
- (ii) a copy of each trainee's Hong Kong Identity Card (HKID);
每名受訓學員的身份證副本；
- (iii) a copy of Mandatory Provident Fund (MPF) record for each trainee showing at least 3 consecutive months of employment in the past year;
每名受訓學員的「強制性公積金」(「強積金」)記錄，證明過去一年連續受僱申請公司至少三個月；
- (iv) documentary proof of academic qualification; and
學歷證明；及
- (v) documentary proof of relevant experience in the course field (e.g. curriculum vitae).
與培訓課程相關的經驗的證明(例如履歷表)。

New Industrialisation and Technology Training
Programme Secretariat
Headquarters (Industry Partnership),

新型工業化及科技培訓計劃秘書處
職業訓練局總辦事處(行業合作)
香港九龍長沙灣長裕街 10 號

Vocational Training Council,
30/F., Billion Plaza II,
10 Cheung Yue Street,
Cheung Sha Wan, Kowloon, Hong Kong
Tel: 3907 6661
Fax: 2904 7843
Email: nittp@vtc.edu.hk

億京廣場 2 期 30 樓
電話：3907 6661
傳真：2904 7843
電郵：nittp@vtc.edu.hk

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. 公司必須填寫本表格內的所有資料，所填報的資料將用於處理計劃的培訓資助申請。計劃秘書處可根據計劃的培訓資助申請指南所列明的用途，將申請的資料向政府、法定機構或第三方披露。計劃秘書處會對申請人的個人資料絕對保密及不會使用申請表內的個人資料作市場推廣用途。

In accordance with the Personal Data (Privacy) Ordinance, the trainee has the right:

根據個人資料（私隱）條例，受訓學員有權：

- (i) to check whether VTC holds his/her personal data;
查閱職業訓練局是否持有他的個人資料；
- (ii) to request a copy of such data; and
要求獲得上述資料的副本；及
- (iii) to require VTC to correct any of the personal data which is inaccurate.
要求職業訓練局更正他的個人資料。

Sufficient information will need to be provided to establish identity, otherwise VTC shall refuse to comply with the request.

公司必須提供足夠資料予職業訓練局以識別身份，否則本局有權拒絕上述要求。

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

僱員不可以申請報讀相同課程多於一次。

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.

就受訓學員的身份證而言，公司可將副本連同申請表格交回計劃秘書處，或親自向計劃秘書處職員出示正本，以便核對學員資格。

Particulars of Applicant Company

申請公司資料

1. Registered Name of Company:

公司註冊名稱

(English 英文)

(Chinese 中文)

Address:

地址

Tel No.:

電話

Fax No.:

傳真

Email:

電郵

Website:

網頁

Business

Registration No.:

商業登記證號碼

No. of Employees:

僱員人數

2. Nature of Business (please tick in appropriate box):

業務性質 (請選取適當的方格)

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Accountancy
會計業 | <input type="checkbox"/> Automobile
汽車業 | <input type="checkbox"/> Banking and Finance
銀行及金融業 | <input type="checkbox"/> Beauty Care and
Hairdressing
美容及美髮業 |
| <input type="checkbox"/> Building, Civil
Engineering and
Built
Environment
建築、土木工程及建設環境 | <input type="checkbox"/> Electrical and
Mechanical
Services
機電工程業 | <input type="checkbox"/> Electronics and
Telecommunications
電子及電訊業 | <input type="checkbox"/> Fashion and Textile
時裝及紡織業 |
| <input type="checkbox"/> Hotel, Catering
and Tourism
酒店、飲食及
旅遊業 | <input type="checkbox"/> Import/Export/
Wholesale Trades
出入口及批發業 | <input type="checkbox"/> Innovation and
Technology
創新及科技 | <input type="checkbox"/> Insurance
保險業 |
| <input type="checkbox"/> Jewellery, Watch
and Clock
珠寶及鐘錶業 | <input type="checkbox"/> Management and
Consultancy
管理及顧問 | <input type="checkbox"/> Manufacturing
Technology
製造科技業 | <input type="checkbox"/> Maritime Service
海事服務業 |
| <input type="checkbox"/> Media and
Communications
媒體及傳訊業 | <input type="checkbox"/> Print Media and
Publishing
印刷媒體及出版
業 | <input type="checkbox"/> Real Estate Services
房地產服務業 | <input type="checkbox"/> Retail Trade
零售業 |
| <input type="checkbox"/> Security Services | <input type="checkbox"/> Transport and
Logistics | <input type="checkbox"/> Biomedical &
Healthcare | <input type="checkbox"/> Food and Health Sciences |

保安服務業

運輸及物流業

生物醫學及醫護

食品與健康科學

Occupational Health & Safety
職業健康及安全

Environment and Cleaning
環境及清潔

Others, please specify
其他，請註明：

Course Information

課程資料

1. Name of Course

Provider:

培訓機構名稱

2. Course Reference No.:

課程編號

3. Course Title:

課程名稱

4. Course Period & Time:

授課日期及時間

5. Course Venue:

授課地點

6. Course Fee per Trainee:

每名受訓學員課程費用

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

請說明所學到的科技會怎樣在公司應用（不少於300中文字）。

Application for Training Grant

申請培訓資助

1. Particulars of Trainee (please use additional sheets if necessary)

參與培訓學員資料(請按需要另夾附頁)

Name of Trainee 學員姓名	Position 職位	Educational/ Professional Qualifications 學歷/專業資格	Area of Study 學科範疇	Years of Working Experience relevant to the Technology covered by the Training Course ¹ 與課程所教授科技 有關的工作經驗年期 ¹

¹ The nominated trainee should hold a bachelor degree/higher diploma/diploma or above (Qualification Framework level 3 or above) with at least one year of work experience relevant to the advanced technology of the subject nominated course, or has at least two years of work experience relevant to advanced technology if the above academic qualification could not be met. If the nominated employee does not meet either of the requirement, the company should furnish additional information on the reason for nominating the employee concerned (e.g. specific work requirement).

被推薦的僱員需要持有學位證書／高級文憑／文憑（資歷級別第三級或更高級別）或更高級別的學歷，以及一年或以上與獲提名的課程有關的全職工作經驗。若被推薦的受訓學員不符合前述的學歷要求，則需要有兩年或以上

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Application for Partial Advance Payment of Training Grant
申請預先發放部分培訓資助

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. The company 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.**

公司可以申請預先發放部分培訓資助，金額為核准培訓資助的50%。公司必須提交培訓課程收據的副本(需顯示其已支付給培訓機構的課程費用) 並經計劃秘書處審核該收據副本後才可獲得預先發放部分培訓資助。公司必須在秘書處發出培訓資助申請的批核信件後兩星期內及培訓課程結束前，向計劃秘書處提交培訓機構提供的收據的副本。**任何逾期提交收據副本的預先發放部分培訓資助的申請將不獲受理。**

Please ✓ the appropriate box below:
請在以下適當的方格內填上“✓”號：

- 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.

本公司申請預先發放部分培訓資助並隨本申請表格附上培訓機構提供的收據的副本。

- 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.

本公司申請預先發放部分培訓資助並會在秘書處發出培訓資助申請的批核信件後兩週內及培

與獲提名的課程有關的全職工作經驗。倘若被推薦的受訓學員不符合以上的兩項要求，公司需要提供額外的資料說明提名有關僱員的原因（例如特定工作需要）。

訓課程結束前提交培訓機構提供的收據的副本。

- My company does not apply for partial advance payment of training grant.
本公司不申請預先發放部分培訓資助。

Other Information 其他資料			
Contact Person 聯絡人			
Name: 姓名	*Mr/Ms/Miss *先生/女士/小姐	Position: 職位	
Direct Line: 直線電話		Email: 電郵	
Authorised Person 獲授權人士			
Name: 姓名	*Mr/Ms/Miss *先生/女士/小姐	Position: 職位	
Nationality: 國籍		HKID (only Prefix and the first 4 digits) / Passport Number: 身份證(字母及首4個 數字) / 護照號碼	

Company's Undertaking

公司承諾書

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

本人，下方簽署人，為下方公司的授權簽署代表，在此聲明（請選取適當的方格）：

- (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;
本表格所提供的資料均是真確無誤。如有懷疑公司在申請中涉及不法行為，計劃秘書處保留暫停處理申請的權利。如被發現所提供的資料有任何不實、不完整或不準確，計劃秘書處有權拒絕本申請、撤銷所有已批核的培訓資助、要求本公司退回所有資助，及將個案提交法律訴訟；
- (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;
本公司明白計劃秘書處有權確定申請公司及培訓機構是否符合資格申請，以及建議的培訓是否合乎計劃的範圍；
- (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;
本公司已獲得有關人士/機構的同意向計劃秘書處及政府披露、使用及進一步披露其資料/個人資料；
- (d) the trainee(s) nominated in this application is/are the employee(s) of the company who meet the application requirements;
在本表格被推薦的受訓學員是本公司的僱員及符合申請資格；
- (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;
本公司與本表格的培訓機構沒有管理及擁有權的關係，申請公司或獲申請公司授權處理或以任何方式參與選擇培訓機構的任何人士/員工沒有任何實際或潛在利益衝突，否則不會參與選擇過程；
- (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;
如培訓資助獲批核，申請公司應安排在本表格被推薦的僱員根據獲批申請的內容接受培訓。公司會負責監察培訓機構所提供的課程；
- (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;
本公司明白受訓學員必須符合要求地完成培訓課程，並通過所需申領程序，公司方可獲發放培訓資助；

- (h) the applicant company is a non-government and non-subsidized 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;

本公司為非政府及非受資助的機構，亦沒有/不會收取其他本地資助計劃的津貼以繳付有關培訓費用。否則，本申請將視為無效，而本公司將須向計劃秘書處退還全數資助及可被提交法律訴訟；

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

本公司須向計劃秘書處退還多付的培訓資助(包括任何多付的預先發放培訓資助)；

- (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 the no reimbursement of the fund by the NITTP Secretariat to the concerned company;

本公司明白培訓機構須在相關培訓課程每次課堂開始前核對計劃資助申請僱員的全名，並記錄其香港身份證的首四位數字，以供記錄。若學員拒絕向培訓機構披露其香港身份證資料，計劃秘書處將不會向有關公司發放培訓資助；

- (k) the applicant company and the nominated trainee have not and will not receive any cash or in-kind remuneration from the course provider;

本公司及被推薦的僱員並沒有亦不會收受培訓機構提供的現金或現金等值（例如禮券、優惠券等）的報酬；

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

本公司有義務在培訓課程後及在發放培訓資助前完成僱主意見調查的問卷；

- (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.

本人/本公司明白及同意，如出現以下任何情況，計劃秘書處可隨時撤銷已核准的申請，並即時生效，及要求申請公司即時退還全數或已收取的資助：

- (i) 申請公司曾經或正在作出可能構成或導致發生危害國家安全罪行或不利於國家安全的行為或活動；

- (ii) 繼續申請公司的參與或繼續進行相關培訓課程不利於國家安全；或

- (iii) 政府合理地認為以上第(m)(i)至(ii)段所述的任何一種情況即將出現。

- (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.

若本公司或任何被推薦參與計劃課程的僱員已經或正在因在香港或其他地方就危害國家安全的罪行或其他刑事罪行而接受警方調查、受指控或定罪，本公司須有責任通知計劃秘書處。

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

本人已閱讀、明白及同意計劃的培訓資助申請指南中列明的所有義務及責任。

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.

本人在此授權計劃秘書處及政府根據計劃的培訓資助申請指南，處理本申請中的個人資料/所提供的資料，包括向第三方披露本申請的資料。

Authorised Signature:

授權簽署

(for and on behalf of the company)

(公司代表)

Name: *Mr/Ms/Miss

姓名*先生/女士/小姐

(in Block Letter) (請以正楷填寫)

Position:

職位

Date:

日期

* Delete where inapplicable 請刪去不適用者

Company Chop

公司蓋印

(Version date: 13 May 2024)