

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

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

Part A - General Information

甲部 – 一般資料

Name of Company 公司名稱	:	ABC Company Limited		
Course Title 課程名稱	:	Industry 4.0		
Course Reference 課程編號	:	123		
Name of Course Provider 培訓機構名稱	:	Hong Kong Training Organisation		
Training Period 培訓期	:	4/10/2018	to 至	6/10/2018

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.	Chan Tai Man	A1234**(*)	13,000	9,000
2.	Chan Chun Chun	B1234**(*)	13,000	9,000
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

