

海運及空運人才培訓基金
海運推廣計劃撥款申請書

Maritime Promotion Project Funding Application Form
under the Maritime and Aviation Training Fund

申請須知
Notes for Application

一般須知 General Information

1. 運輸及物流局於2014年4月1日成立「海運及空運人才培訓基金」(基金)，加強支持海運和航空業界的人才培訓。基金的其中一項措施為「海運推廣計劃撥款」(撥款)，旨在鼓勵與海運業相關的機構或專業團體舉辦不同的活動，推廣海運業的不同範疇吸引更多人才加入業界。

The Transport and Logistics Bureau (“TLB”) established the Maritime and Aviation Training Fund (“MATF”) on 1 April 2014 to support the manpower training of the maritime and aviation industries. One of the initiatives under MATF is the Maritime Promotion Project Funding (the Funding). The objective of the Funding is to promote various aspects of the maritime industry and attract more talents to join the industry through different promotion activities organised by the maritime-related organisations or professional bodies.

符合資格的申請 Eligible Application

2. 申請必須以機構單位提出，基金並不接受個人名義的申請。就每項申請，申請機構必須：
 - (a) 為香港註冊的機構；及
 - (b) 從未就所申請的推廣計劃獲得政府任何其他的補助或資助。

Application should be made by an organisation. Application from individuals will not be accepted. For each application, the organisation applying for funding must:

- (a) be a registered organisation in Hong Kong; and
- (b) not be granted any other form of government subsidy or financial assistance for the proposed promotion project.

款項發放安排 Payment Method

3. 獲批的撥款會以支票形式發放給申請機構。

Approved funding will be made to the organisation applying for the funding by cheque.

申請手續 Procedures for Application

4. 申請機構必須於擬舉辦的海運推廣計劃**3個月前以書面形式提出申請**。填妥的推廣計劃申請書須電郵至 matf@tlb.gov.hk 或郵寄至香港添美道2號政府總部東翼20樓運輸及物流局海運及空運人才培訓基金。逾時的申請未必能適時處理。

Organisation applying for the funding should complete and submit the promotion project application form **in writing three months before** the commencement of the promotion project **by e-mail to matf@tlb.gov.hk or by post to the Maritime and Aviation Training Fund, Transport and Logistics Bureau at 20/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Hong Kong.** Late applications may not be handled timely.

5. 運輸及物流局會於收到申請書後兩星期內發出認收電郵給申請機構的聯絡人。如該聯絡人在兩星期內仍未收到電郵，請發電郵至 matf@tlb.gov.hk 或致電基金熱線 3509 7261 查詢。

Acknowledgement email will be sent to the contact person of the organisation applying for the funding within two weeks upon receipt of the application form. If the acknowledgement is not received within two weeks, the contact person should send an email to matf@tlb.gov.hk or call the MATF hotline at 3509 7261 for enquiries.

6. 申請機構必須填妥推廣計劃申請書上各部(即A至F部)，並在申請書上簽署。如D部不適用，請在有關地方填上「不適用」。申請人如未能提供全部所需的資料，申請將不能在指定時間內處理。

Organisation applying for the funding should complete all parts of the promotion project application form (i.e. Sections A-F), and sign on the application form as required. If Section D is not applicable, please fill in “Not Applicable (N.A.)”. Incomplete application form cannot be processed within the specified period.

7. 申請機構必須就每項推廣計劃的撥款申請另填申請書。

Organisation applying for the funding should complete one application form for each promotion project.

8. 申請機構須於計劃完成後的3個月內遞交獲批計劃相關活動的所有收據副本。

Organisation applying for the funding should submit the copies of receipts of all activities related to the approved promotion project **within three months after the completion of the project**.

9. 在有需要時，運輸及物流局會要求申請機構就所提交的資料作出解釋或提供補充資料，以便進一步處理有關申請。

Organisation applying for the funding may be required to verify the information submitted or to provide additional information necessary for processing the application further.

10. 所有已遞交的申請書及證明文件副本概不退還。申請機構應自備副本，以作參考。

All documents submitted for the application (including the application form and the supporting documents) are not returnable. Organisation applying for the funding is advised to **retain copies** for own reference.

撥款申請的獲准開支項目 **Approved Expenditure Items for the Funding Application**

11. 申請書 C 部的開支項目應為以下的類別：

- (a) 運輸工具租賃的費用；
- (b) 義工乘搭公共交通工具的津貼；
- (c) 租用及佈置場地、租用照明設備和擴音系統的費用；
- (d) 郵費及文具的費用；
- (e) 講員（包括司儀）的報酬；
- (f) 購買紀念品及獎品的費用；
- (g) 僱用服務的費用（如製作設計）；
- (h) 僱用承辦商為活動提供服務（包括籌辦活動和印製宣傳品）的費用；及
- (i) 其他在(a) – (h)項沒有提及的類別，將按個別情況考慮。

The expenditure items for Section C are listed below:

- (a) fees for hire of transport;
- (b) subsidies for transportation of volunteers;
- (c) fees for rental and decoration of venues, hire of lighting equipment and PA system;
- (d) fees for postage and stationery;
- (e) remunerations for speakers (including MC);
- (f) fees for souvenirs and prizes;
- (g) fees for services hired (e.g. design production);
- (h) fees for engaging suppliers to provide services (including event management and promotion materials production); and
- (i) other types of items not mentioned in (a) - (h) will be considered on a case-by-case basis.

政府酌情權 **Government Discretion**

12. 政府保留權利以申請機構曾經參與、正在參與或有理由相信申請機構曾經或正在參與可能導致或構成發生危害國家安全罪行的行為或活動為由，取消申請機構的是次申請，又或為維護國家安全，或為保障香港的公眾利益、公共道德、公共秩序或公共安全，而有必要剔除申請機構日後申請撥款的資格。申請機構須退回所有就此申請已收取的款項(如有的話)，同時政府保留權利循民事程序追討及對申請機構提出檢控。

The Government reserves the right to disqualify this application on the grounds that the organisation applying for the funding has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion of the organisation applying for the funding from future applications for the Funding is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety. The organisation applying for the funding has to repay to the Government all the monies received from the application, if any, and the Government reserves the right to recover by civil action and the organisation applying for the funding may be liable to prosecution.

個人資料收集 Personal Data Collection

13. 申請機構有責任向運輸及物流局提供申請書所要求的關於個別人士的資料。如申請人未能遵照上述要求，運輸及物流局可能無法處理其申請。對於申請書上填報的個人資料，運輸及物流局將作下列用途：(a) 關乎處理和覆查就海運及空運人才培訓基金而提出的各種活動申請；(b) 關乎追討付款（如有的話）的各種活動；及(c) 統計與研究用途。

Organisation applying for the funding is obliged to supply information pertaining to individuals, as required in the application form. If an organisation fails to comply with these requirements, TLB may not be able to process its application. TLB will use the personal data provided in the application form for the purposes of (a) activities relating to the processing and counter-checking of an application under the MATF; (b) activities relating to the recovery of payments, if any; and (c) statistics and research.

14. 申請書上填報的個人資料以及其他補充資料，可為上文第13段所述的目的，或在法律授權或規定作出披露的情況下，向特區政府的決策局／部門披露。

The personal data that is provided in the application form and other supplementary information may be disclosed to Government policy bureaux/departments for the purposes mentioned in clause 13 above or where such disclosure is authorized and required by law.

15. 如有需要，運輸及物流局會為上文第13段所述的目的，聯絡其他政府部門及組織，以核實申請書上的資料。

If necessary, TLB will contact other government departments and organisations to verify the data provided in the application form with those held by them for the purposes mentioned in clause 13 above.

16. 根據《個人資料（私隱）條例》（第486章）第18及22條以及附表1第6原則，申請機構有權要求查閱和改正申請書上的個人資料。

In accordance with sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of Hong Kong), organisation applying for the funding has the right to request access to and correction of the personal data supplied in the application form.

17. 申請機構如欲查詢或要求改正申請書上的個人資料，請以書面方式向運輸及物流局提出，地址如下：
香港添美道2號
政府總部東翼20樓
運輸及物流局
海運及空運人才培訓基金

Enquiries concerning the personal data provided in the application form and requests for the correction of such data should be made in writing to TLB. The address is –
Maritime and Aviation Training Fund
Transport and Logistics Bureau
20/F, East Wing, Central Government Offices
2 Tim Mei Avenue, Hong Kong

查詢 Enquiries

18. 如有任何查詢，請發電郵至 matf@tlb.gov.hk 或致電基金熱線 3509 7261。

For enquiries, please send email to matf@tlb.gov.hk or call the MATF hotline at 3509 7261.

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海運及空運人才培訓基金
海運推廣計劃撥款申請書

**Maritime Promotion Project Funding Application Form
under the Maritime and Aviation Training Fund**

申請編號
Application No.

(只供辦事處填寫 Official use only)

A 部 Section A

申請機構的基本資料 Basic Information of Organisation Applying for the Funding

機構名稱

Name of Organisation

聯絡地址

Correspondence Address

聯絡電話 Contact Phone No.

(i) 申請機構獲授權人*

Authorised Person of Organisation Applying for the Funding*

中文姓名

English Name

職位 Position

聯絡電話 Contact Phone No.

電郵地址 Email Address

(ii) 撥款申請聯絡人^

Contact Person of Funding Application^

中文姓名

English Name

職位 Position

聯絡電話 Contact Phone No.

電郵地址 Email Address

* 獲授權人指代表機構申請海運推廣計劃撥款並簽署申請書的人，若撥款申請獲得批准，日後與此申請有關的文件，均須由此人簽署。

The authorised person is the representative of the organisation applying for the Maritime Promotion Project Funding who will sign the application form. If the funding application is approved, all documents related to this application MUST be signed by the authorised person.

^ 撥款申請聯絡人和申請機構獲授權人不可以是同一人。

The contact person of funding application and authorised person of organisation applying for the funding cannot be the same person.

(iii) 海運推廣計劃撥款申請記錄

Record of Maritime Promotion Project Funding Applications

- 本機構首次申請撥款 This is the first time for our organisation to apply for the funding
- 本機構曾申請撥款 Our organisation has previously applied for the funding
- 但申請不獲批准 but the application was not approved (請移往 B 部) (Please move to Section B)
- 並獲得批准 and the application was approved

(請在適當方格內加上“✓”號。) (Please insert a “✓” in the appropriate box.)

在過去三年內，最近期的三次申請，資料如下：

The three latest applications within previous three years are listed below:

| | 計劃名稱 Name of Project | 計劃日期 / 計劃期 Date / Period of Project | 獲批金額 Approved Amount |
|----|-------------------------|--|-------------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |

B 部 Section B

建議海運推廣計劃的資料 Details of Proposed Maritime Promotion Project

計劃名稱 Name of Project

目的 Purpose

| | 計劃下的活動名稱^ Name of Activity under the Project^ | 活動日期 / 活動期 Date / Period of Activity | 舉辦地點 Venue / Location | 對象 Target Participants | 預計參與人數 Expected No. of Participants | 申請撥款金額 Amount of Funding Applied |
|---|---|--|-----------------------------|------------------------------|---|--|
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| 申請撥款總金額： | | | | | | |
| Total Amount of Funding Applied: | | | | | | |

^ 申請機構必須填寫建議計劃下的每項活動資料。

Organisation applying for the funding MUST fill in the details of all activities under the proposed project.

C 部 Section C

建議海運推廣計劃的開支預算 Estimated Budget of Proposed Maritime Promotion Project

計劃下的活動名稱 Name of activity under the project _____

| 此欄由申請機構填寫 This column is completed by the organisation applying for the funding | | | | | 只供辦事處填寫 Official use only | | |
|---|------------|---------------------|--------------|--------------------|--|---|---------------|
| | 項目 Item | 單價 Unit Price | 數量 Volume | 總額 Total Amount | 申請撥款金額 Amount of Funding Applied | 獲批撥款金額 Amount of Funding Approved | 備註 Remarks |
| I | | | | | | | |
| II | | | | | | | |
| III | | | | | | | |
| IV | | | | | | | |
| V | | | | | | | |
| 本活動總額 Total amount of this activity | | | | | | | |
| <input type="checkbox"/> 此活動獲得批准 This activity is approved <input type="checkbox"/> 此活動不獲批准 This activity is not approved (只供辦事處填寫 Official use only) | | | | | | | |

計劃下的活動名稱 Name of activity under the project _____

| 此欄由申請機構填寫 This column is completed by the organisation applying for the funding | | | | | 只供辦事處填寫 Official use only | | |
|---|------------|---------------------|--------------|--------------------|--|---|---------------|
| | 項目 Item | 單價 Unit Price | 數量 Volume | 總額 Total Amount | 申請撥款金額 Amount of Funding Applied | 獲批撥款金額 Amount of Funding Approved | 備註 Remarks |
| I | | | | | | | |
| II | | | | | | | |
| III | | | | | | | |
| IV | | | | | | | |
| V | | | | | | | |
| 本活動總額 Total amount of this activity | | | | | | | |
| <input type="checkbox"/> 此活動獲得批准 This activity is approved <input type="checkbox"/> 此活動不獲批准 This activity is not approved (只供辦事處填寫 Official use only) | | | | | | | |

計劃下的活動名稱 Name of activity under the project _____

| 此欄由申請機構填寫 This column is completed by the organisation applying for the funding | | | | | 只供辦事處填寫 Official use only | | |
|---|------------|---------------------|--------------|--------------------|--|---|---------------|
| | 項目 Item | 單價 Unit Price | 數量 Volume | 總額 Total Amount | 申請撥款金額 Amount of Funding Applied | 獲批撥款金額 Amount of Funding Approved | 備註 Remarks |
| I | | | | | | | |
| II | | | | | | | |
| III | | | | | | | |
| IV | | | | | | | |
| V | | | | | | | |
| 本活動總額 Total amount of this activity | | | | | | | |
| <input type="checkbox"/> 此活動獲得批准 This activity is approved <input type="checkbox"/> 此活動不獲批准 This activity is not approved (只供辦事處填寫 Official use only) | | | | | | | |

計劃下的活動名稱 Name of activity under the project _____

| 此欄由申請機構填寫 This column is completed by the organisation applying for the funding | | | | | 只供辦事處填寫 Official use only | | |
|---|------------|---------------------|--------------|--------------------|--|---|---------------|
| | 項目 Item | 單價 Unit Price | 數量 Volume | 總額 Total Amount | 申請撥款金額 Amount of Funding Applied | 獲批撥款金額 Amount of Funding Approved | 備註 Remarks |
| I | | | | | | | |
| II | | | | | | | |
| III | | | | | | | |
| IV | | | | | | | |
| V | | | | | | | |
| 本活動總額 Total amount of this activity | | | | | | | |
| <input type="checkbox"/> 此活動獲得批准 This activity is approved <input type="checkbox"/> 此活動不獲批准 This activity is not approved (只供辦事處填寫 Official use only) | | | | | | | |

^ 如上列欄位不敷應用，請自行複印此頁填寫。

If the columns above are insufficient, please photocopy this page for completion.

D 部 Section D

其他資料 Other Information

如有其他與建議推廣計劃有關的資料，並應在審批撥款申請時加以考慮，請在下方列出：

Please specify below all other information which is relevant for consideration in the assessment of the funding application for the proposed promotion project.

E 部 Section E

利益申報 Declaration of Interest

- 本機構的職員／負責人／僱用承辦商的管理層*與香港海運港口局人力資源發展委員會的成員並沒有任何聯繫。
- 本機構的職員／負責人／僱用承辦商的管理層*為香港海運港口局人力資源發展委員會的成員
_____ (委員會成員的姓名)。
- 本機構的職員／負責人／僱用承辦商的管理層* _____ (職員／負責人／僱用承辦商管理層的姓名) 與香港海運港口局人力資源發展委員會的成員 _____ (委員會成員的姓名) 為 _____ (與該委員會成員的關係) 的關係。

請在適當方格內加上“✓”號。

* 請刪去不適用的資料。

- The representative of / employee of / management of the supplier employed by* our organisation does not have any connections with the members of the Manpower Development Committee of the Hong Kong Maritime and Port Board.
- The representative of / employee of / management of the supplier employed by* our organisation is the member of the Manpower Development Committee of the Hong Kong Maritime and Port Board _____ (name of member of the Committee) .
- The representative of / employee of / management of the supplier employed by* our organisation _____ (name of representative / employee / management of the supplier) is the _____ (relationship with the member of the Committee) of the member of the Manpower Development Committee of the Hong Kong Maritime and Port Board _____ (name of member of the Committee) .

Please insert a “✓” in the appropriate box.

*Please delete as appropriate.

F 部 Section F

聲明書 Declaration

本人 _____ 已細閱《申請須知》，並完全明白所有內容。現特此聲明：本人在這份申請書內所填報的各項資料，盡本人所知，均屬詳盡而真實的資料。

I _____ have read and fully understood the “Notes for Application”. I declare that the information provided by me in this application form is complete and true to the best of my knowledge.

本機構現申請上列 B 部及 C 部所示的活動撥款。本人聲明，本機構從未就 B 部及 C 部所示的活動撥款獲得任何政府的其他補助或資助。

Our organisation would like to apply for the funding of activities listed out in Sections B and C above. I declare that our organisation has not been granted any other forms of government subsidy or financial assistance for the activities listed out in Sections B and C.

本人明白，運輸及物流局將依據本機構所提供的資料，決定本機構是否符合獲得海運推廣計劃撥款的資格，以及評估本機構可獲得的撥款金額。本人亦明白，以欺騙手段取得金錢利益而漏報資料或作出失實陳述，即屬違法，運輸及物流局對違法者可循法律程序追究法律責任。

I am aware that the Transport and Logistics Bureau (TLB) will rely on the information provided by our organisation to determine its eligibility for Maritime Promotion Project Funding and to assess the amount of funding to be offered. I also understand that any omission or misrepresentation of information with a view to obtaining pecuniary advantage by deception is an offence and is liable to legal proceedings.

本人已閱讀、明白及會遵守下列條款：

(i) 政府保留權利以申請機構曾經參與、正在參與或有理由相信申請機構曾經或正在參與可能導致或構成發生危害國家安全罪行的行為或活動為由，取消申請機構的是次申請，又或為維護國家安全，或為保障香港的公眾利益、公共道德、公共秩序或公共安全，而有必要剔除申請機構日後申請撥款的資格。

(ii) 即使有關申請已獲批准，如果出現下列任何一種情況，政府可立即撤回或取消有關批准，申請機構/本人並須退回所有就此申請已收取的款項，同時政府保留權利循民事程序追討及對申請機構/本人提出檢控：

- 申請機構曾經參與或正在參與可能會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；
- 繼續向申請機構發放資助將不利於國家安全；或
- 政府合理地相信上述任何一種情況將會發生。

I have read, understood, and undertake to comply with the following clauses:

(i) the Government reserves the right to disqualify this application on the grounds that the organisation applying for the funding has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion of the organisation applying for the funding from future applications is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety;

(ii) even after the application is approved, the Government may immediately withdraw or cancel the relevant approval, and the organisation applying for the funding / I have to repay to the Government all the monies received from the application and the Government reserves the right to recover by civil action and the organisation applying for the funding / I may be liable to prosecution, upon the occurrence of any of the following events:

- the organisation applying for the funding 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;
- the continued disbursement to the organisation applying for the funding is contrary to the interest of national security; or
- the Government reasonably believes that any of the events mentioned above is about to occur.

聯絡人簽署
Signature of
Contact Person

聯絡人姓名
Name of
Contact Person

職位
Position

日期
Date

獲授權人簽署
Signature of
Authorised Person

獲授權人姓名
Name of
Authorised Person

職位
Position

日期
Date

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| <p>申請機構印章 Seal of Organisation Applying for the Funding</p> |
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