



THE MARITIME AND AVIATION
TRAINING FUND
海運及空運人才培訓基金

**Maritime and Aviation Training Fund (MATF)
Professional Training and Examination Refund Scheme (ProTERS) (Maritime)
Application Form for Course Provider / Examination Authority**

Notes

1. Course provider / examination authority should read the “*Notes for Applicant*” and make reference to the “*Explanatory Notes to the Assessment Criteria of maritime-related courses / examinations*” before completing the application form. The Government reserves the right to approve and review the application.
2. Course provider / examination authority must sign and return the completed application form to MATF, Transport and Logistics Bureau by e-mail (matf@tlb.gov.hk) or by post (MATF Secretariat, 20/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Hong Kong).

Part A: Information on Course Provider / Examination Authority	
Name of Course Provider / Examination Authority	(Chinese) (English)
Address	
Telephone Number	
Email Address	
Website	
Nature of Organisation <i>(Please tick the appropriate box)</i>	<input type="checkbox"/> Government <input type="checkbox"/> University <input type="checkbox"/> Other Educational or Training Institution <input type="checkbox"/> Professional Body <input type="checkbox"/> Industrial Organisation <input type="checkbox"/> Trade Union <input type="checkbox"/> Others <i>(please specify)</i> : _____

<p>Business Registration Number</p> <p><i>(Please submit a copy of Business Registration Certificate showing the registered address)</i></p>	
<p>Course Director / Person in Charge</p>	<p>Name:</p> <p>Position:</p> <p>Telephone No.:</p> <p>Email Address:</p>
<p>Main Contact Person</p>	<p>Name:</p> <p>Position:</p> <p>Telephone No.:</p> <p>Email Address:</p>
<p>Brief Introduction of Course Provider / Examination Authority</p> <p><i>(Including but not limited to establishment year, professional or academic standing, number of instructors, teaching experience of instructors, number of courses provided, participants, achievements, etc.)</i></p>	

Part B: Course / Examination Proposal

Course / Examination Title	
Nature of Course / Examination <i>(Please tick the appropriate box)</i>	<input type="checkbox"/> Seafaring (Deck / Engineer) <input type="checkbox"/> Ship Management / Operations <input type="checkbox"/> Ship Broking / Chartering <input type="checkbox"/> Ship Surveying <input type="checkbox"/> Container Terminal Operations <input type="checkbox"/> Marine Insurance <input type="checkbox"/> Ship Finance <input type="checkbox"/> Maritime Law / Arbitration <input type="checkbox"/> Ship Repairing <input type="checkbox"/> Maritime Public Services <input type="checkbox"/> Others <i>(please specify)</i> : _____
Course / Examination Objective	
Mode of Teaching / Examination <i>(Please tick the appropriate box)</i>	<input type="checkbox"/> Classroom <input type="checkbox"/> Online <input type="checkbox"/> Hybrid (e.g. Classroom + Online) <input type="checkbox"/> Others <i>(please specify)</i> : _____

<p>Venue of Teaching / Examination</p>	
<p>Course / Examination Fee* (HK\$)</p> <p><i>(Please specify if in other currencies)</i></p> <p><i>(*Course / examination fee should exclude charges such as registration fee, lunch / refreshment fee, administration fee, late charge, fee of changing course / examination, etc.)</i></p>	
<p>Contact Hour and Duration of Course / Examination</p>	
<p>Target Commencement Date of the Upcoming Course / Examination</p>	
<p>Frequency of Course / Examination per Year</p>	

<p>Course / Examination Outline and Syllabus</p> <p><i>(Please specify the maritime-related elements / topics and provide sample of teaching materials)</i></p>	
<p>Course Attendance Requirement</p>	
<p>Course / Examination Assessment Method</p>	
<p>Course Completion / Examination Passing Requirement</p>	
<p>Target Participants</p>	
<p>Course Class Size / Examination Quota</p>	

<p>Number of Hong Kong participants in the past three years</p> <p><i>(Please also provide total number of participants if the course / examination covers non-Hong Kong participants)</i></p>	
<p>Academic / professional qualifications and appointment criteria of course instructor / trainer</p>	
<p>Documentary proof (e.g. payment receipt, certificate, transcript, letter) issued by course provider / examination authority certifying that a participant has completed the course or passed the examination</p> <p><i>(Please provide a sample of documentary proof)</i></p>	

Quality assurance mechanism
for the course / examination

*(Please refer to point 5 of the
Explanatory Notes)*

Justifications on how the
course / examination will help
to enhance the competency of
in-service practitioners and/or
address the manpower or
development needs of the
maritime sector of Hong
Kong

<p>Whether the course / examination is included in other publicly funded financial assistance scheme (e.g. Continuing Education Fund (CEF))</p>	<p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes (<i>please specify</i>):</p> <hr/>
<p>Channel of publicising the course / examination</p>	
<p>Other relevant details course provider / examination authority considers it necessary for MATF Secretariat to consider the application</p>	

Part C: Declaration by Course Provider / Examination Authority

I, on behalf of, _____, declare that
(Name of Course Provider / Examination Authority)

the particulars entered in this application form and supplementary proof provided (if applicable) are true and accurate.

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 course provider / examination authority 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 course provider / examination authority 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 course provider / examination authority may be liable to prosecution, upon the occurrence of any of the following events:
- the course provider / examination authority 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 inclusion of the course / examination in Part B under ProTERS is contrary to the interest of national security; or
 - the Government reasonably believes that any of the events mentioned above is about to occur.

Signature of Course Director / Person in Charge

Name in BLOCK Letters

Stamp of Course Provider / Examination
Authority

Position in Course Provider / Examination
Authority

Date

Notes for Applicant

Review Mechanism

- (1) Approved course / examination is subject to a review mechanism by MATF Secretariat. The assessment to be conducted during periodic reviews will cover but not limited to the following:
 - (i) updated information of the course / examination;
 - (ii) course schedule and attendance record / rate;
 - (iii) professional qualification / recognition obtained by the course provider / examination authority;
 - (iv) feedback provided by the ProTERS applicants;
 - (v) onsite inspection, online inspection (for online-course / examinations) or surprise visit will be arranged if needed; and
 - (vi) any other information / action as deemed necessary.

Course provider / examination authority will be notified of detailed arrangements upon commencement of a review. The MATF Secretariat may take actions as deemed appropriate if irregularity of approved course / examination is found in the course of a review.

Administrative and Control Measures

- (2) The MATF Secretariat will take administrative and control measures on an on-going basis, for example, cross-checking with course provider / examination authority to verify the validity of reimbursement claims, updating of course / examination information, etc.

Record Keeping

- (3) To enable the MATF Secretariat to conduct reviews and take on-going administrative and control measures, course provider / examination authority is required to keep full and complete records and documents of an approved course / examination and the participants who may claim under ProTERS for **at least three years**. These records include but not limited to:
 - (i) participants' enrollment record (including full name and Hong Kong Identity Card (HKIC) number of participants, payment record, etc.);

- (ii) participants' attendance record (including full name and HKIC number of participants, attendance rate, etc.);
- (iii) assessment on participants (including examination result, marked assignment, course completion record, etc.);
- (iv) promotion / publicity materials for the approved course / examination (including brochure / leaflet, website, social media platform, etc.);
- (v) quality assurance mechanism for the approved course / examination (including internal review schedule, course evaluation, etc.);
- (vi) course / examination materials for the approved course / examination (including course / examination materials for instructors and participants, etc.);
and
- (vii) instructor's qualification for the approved course / examination (including appointment criteria of course instructor, record of instructor's qualification, etc.)

Item :