

Maritime and Aviation Training Fund Maritime Services Traineeship Scheme – Legal Application Form

Application No.

LE-202 -

(For office use only)

Section A

Particulars of Applicant

Name of Law Firm/Barrister
("the Applicant") (Notes 2 & 3) : _____

Business Registration No./Hong Kong Identity Card No./

Other Business Proof (please specify) No. : _____

Year of Establishment/Practice : (1) In Hong Kong _____

(2) Overseas _____

No. of Partners (if applicable) : (1) In Hong Kong _____
(state also number of partners who practise maritime law)

(2) Overseas _____

No. of Employees (if applicable) : (1) Lawyers and legal services staff _____

(2) Support staff _____

No. of Years of Corporate/Practice Experience in Maritime Aspects : _____

Scope of Shipping Practice (please tick all boxes that are applicable) :

- | | | |
|--|---|---|
| <input type="checkbox"/> Admiralty | <input type="checkbox"/> Dry shipping | <input type="checkbox"/> Marine insurance |
| <input type="checkbox"/> Maritime restructuring and insolvency | <input type="checkbox"/> Port and Terminal | |
| <input type="checkbox"/> Ship finance and leasing | <input type="checkbox"/> Ship sale and purchase | |
| <input type="checkbox"/> Shipbuilding and ship repair | <input type="checkbox"/> Shipping related company and corporate | |
| <input type="checkbox"/> Others (please specify) : _____ | | |

Award/accolade received in the last five years by or supplementary information on the Applicant:

(1) Law Firm/Barrister Wise : _____

(2) Individual Partner Wise (if applicable) : _____

Correspondence Address : _____

Telephone No. : _____ Fax No. : _____

E-mail Address : _____ Website : _____

Contact Person (*Note 5*)

Full Name : _____	Position : _____
Telephone No. : _____	E-mail Address : _____

Section B

Particulars of Training Programme

1. Please provide an overview of the training programme, covering the framework, structure, major features, monitoring mechanism, maintaining training record, standard of completion and expected level of attainment.

2. Please indicate basic skills in which the trainee(s) will be trained under the programme (please tick in appropriate boxes) :

- | | | |
|---------------------------------------|---|---|
| <input type="checkbox"/> Advocacy | <input type="checkbox"/> Communication | <input type="checkbox"/> Drafting and Legal Writing |
| <input type="checkbox"/> Interviewing | <input type="checkbox"/> Legal Research | <input type="checkbox"/> Negotiation |

3. Please select at least three of the following legal practice areas in which the trainee(s) will be trained under the programme (please tick in appropriate boxes) :

- | | | |
|--|--|--|
| <input type="checkbox"/> Banking | <input type="checkbox"/> Commercial | <input type="checkbox"/> Company and Corporate |
| <input type="checkbox"/> Criminal Litigation | <input type="checkbox"/> Dispute Resolution (Civil Litigation, Arbitration, Mediation) | |
| <input type="checkbox"/> Insolvency | <input type="checkbox"/> International Law | |

4. Please indicate the scope of shipping practice in which the trainee(s) will be trained under the programme (please tick in appropriate boxes and estimate percentage of time to be spent) :

- ☐ Admiralty (____ %)
 ☐ Dry shipping (____ %)
- ☐ Marine insurance (____ %)
 ☐ Maritime restructuring and insolvency (____ %)
- ☐ Port and Terminal (____ %)
 ☐ Ship finance and leasing (____ %)
- ☐ Ship sale and purchase (____ %)
 ☐ Shipbuilding and ship repair (____ %)
- ☐ Shipping related company and corporate (____ %)
- ☐ Others (please specify) : _____ (____ %)

5. Please indicate external training of no less than 12 hours per year in maritime-related aspects covered by the programme :

Title of Course/Activity	Organiser/Trainer	Duration and Frequency

6. Please provide a brief account of the evaluation, audit and review mechanisms of the training programme.

7. Particulars of Trainee(s) (Note 6):

(1) Trainee No. 1

Name : _____ Age : _____

Hong Kong Identity Card No. : _____ Academic Qualifications : _____

Professional Qualifications (if any) : _____

Name of Trainer : _____

Date of Commencement of Training : _____

Monthly Salary : _____

(2) Trainee No. 2

Name : _____ Age : _____

Hong Kong Identity Card No. : _____ Academic Qualifications : _____

Professional Qualifications (if any) : _____

Name of Trainer : _____

Date of Commencement of Training : _____

Monthly Salary : _____

8. Particulars of Trainer (Law firm applicant only)

(1) Trainer No. 1

Name of trainer : _____

Position in firm : _____

Qualifications (academic and professional) obtained : _____

No. of years of practice experience in maritime aspects : (1) In Hong Kong _____

(2) Overseas _____

Scope of shipping practice : _____

Award/accolade received in the last five years, public office appointment or supplementary information :

(2) Trainer No. 2

Name of trainer : _____

Position in firm : _____

Qualifications (academic and professional) obtained : _____

No. of years of practice experience in maritime aspects : (1) In Hong Kong _____

(2) Overseas _____

Scope of shipping practice : _____

Award/accolade received in the last five years, public office appointment or supplementary information :

9. Please enclose detailed training programme with sufficient information on:
- (a) the structure, methodology, approach and quality in delivering the programme, such as coverage of training fields, progression schedule and quality assurance mechanism;
 - (b) the relevancy, usefulness, quality and attainment level of each training course, service or activity with respect to maritime legal professions; and
 - (c) the background, experience and professional or academic standing of the personnel, institutions or bodies offering the training.

Section C

Signature, Declaration and Consent

I, the undersigned, is the responsible person (*Note 7*) of the Applicant, hereby confirm and declare that:

- 1. I have read and understood the terms and conditions, and agreed with all the obligations and responsibilities, as set out in the Notes for Applicant in this application form and the "Guidance Notes for Application";
- 2. the Applicant accepts that Members of the Working Group on Maritime Services Traineeship Scheme or staff of the Secretariat of the Maritime and Aviation Training Fund ("the Secretariat") may conduct reasonable inspections or checking, either by appointment or without prior notice, before and after approval of this application;
- 3. the Applicant consents to have the information provided in connection with this application disclosed, without further reference to the Applicant, to Government policy bureaux/departments, statutory bodies or third parties for the purposes of processing the application, conducting research and survey, compiling statistics, meeting requirements of the law and/or performing their functions and disbursing funding and/or related purposes;
- 4. the Applicant authorises the Secretariat and the HKSAR Government to handle information provided in relation to this application, including and not limited to the disclosure of the information to other parties, in accordance with the "Guidance Notes for Application" and whenever the HKSAR Government considers appropriate;
- 5. the Applicant will inform the Secretariat of material change in the Training Programme submitted in this application in reasonable time, and understands that application for disbursement for trainee(s) whose training programme without prior endorsement by the Working Group on Maritime Services Traineeship Scheme will not be considered;
- 6. 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 Applicant 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 Applicant 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 upon the occurrence of any of the following events:

- the Applicant 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 Applicant is contrary to the interest of national security; or
 - the Government reasonably believes that any of the events mentioned above is about to occur; and
7. the information provided in this application, including on the application form and supporting documents enclosed, is true and accurate and complete. I understand that if any information provided in connection with this application is inaccurate or misleading, the application will be rejected forthwith and the HKSAR Government reserves all rights to take further action it deems appropriate.

Signed by the responsible person of the Applicant:

Signature of Responsible Person :

Full Name :

Position :

Telephone No. :

E-mail Address :

Date :

Official Organisation Stamp

Notes for Applicant

- (1) Please study the “Guidance Notes for Application” carefully before making the application.
- (2) Please state the name of the law firm applicant as that registered in Hong Kong under the Business Registration Ordinance (Cap. 310), or the name of the barrister applicant same as that shown on the Hong Kong Identity Card. Other registration, such as with The Law Society of Hong Kong or Hong Kong Bar Association, or identity proof will be subject to assessment and acceptance by the Working Group on Maritime Services Traineeship Scheme.
- (3) Disbursement will be made by way of cheque payable to the Applicant in the English name as stated in the application. Please therefore ensure that the name is correctly stated and can handle cheque payment. The Applicant will have to bear the administrative cost (if any) for any returned cheque due to error on the part of the Applicant.
- (4) Disbursement will be made subject to production of satisfactory proof of payment of salary to the trainee(s).
- (5) Please appoint a person who will be the point of contact on behalf of the Applicant with the Secretariat in relation to this application.
- (6) Nominated trainee must be directly employed by law firm applicant or personally trained by barrister applicant.
- (7) The application must be signed by the Applicant, either the barrister or a partner of the law firm, who is accountable for providing the information in connection with this application.
- (8) The original completed Application Form, together with (i) a copy of documentary proof on the name or business of the Applicant and (ii) a detailed training programme for new entrants in maritime legal professions, should be submitted to the Secretariat **by hand or post**. The address of the Secretariat is –

Secretariat of Maritime and Aviation Training Fund
(Attn: Maritime Services Traineeship Scheme – Legal)
Transport and Logistics Bureau
20/F., East Wing, Central Government Offices
2 Tim Mei Avenue, Hong Kong

Submission by email or fax will **NOT** be processed. All documents (including application form and supporting materials) submitted for the application will **NOT** be returned.

Personal Data Collection

The personal data collected in this application form and the attachment(s) (the “data”) will be used by the Working Group on Maritime Services Traineeship Scheme or the HKSAR Government for processing the application and other related purposes. The data may also be provided to other Government policy bureaux/departments, statutory bodies or third parties for the purposes of processing the application, conducting research and survey, compiling statistics, meeting requirements of the law and/or performing their functions and disbursing funding or related purposes. Failure to provide sufficient data may lead to deferment of approval or rejection of application.

By submitting this application, the Applicant confirms and undertakes that the Applicant consents to provide his/her personal information, and has obtained the consent of all the trainee(s) and trainer(s) in providing their personal information in this application for the purpose.

The Applicant has the right to request access to and correction of the data. Any such request should be made in writing to –

Maritime and Aviation Training Fund
Transport and Logistics Bureau
20/F., East Wing, Central Government Offices
2 Tim Mei Avenue, Hong Kong

For enquiries, please email to matf@tlb.gov.hk.