

Maritime and Aviation Training Fund Maritime Services Traineeship Scheme – Legal Progress Report on Traineeship

Application No.

LE-202 -

(For office use only)

(I) Particulars of Traineeship

Name of Law Firm/Barrister (“the Applicant”) : _____

Name of Trainee : _____

Name of Trainer (Law firm applicant only) : _____

Training Period : From _____ (DD/MM/YY) to _____ (DD/MM/YY)

Corresponding Disbursement Application (please ‘√’ as appropriate) :

☐ 1st ☐ 2nd ☐ 3rd ☐ 4th ☐ ___ claim (for Law Firm)

☐ 1st ☐ 2nd ☐ ___ claim (for Barrister)

(II) Training Progress

(Please complete below with reference to Section B: Particulars of Training Programme in the Application Form (Form 1) submitted by the Applicant)

(a) Internal Training (please ‘√’ as appropriate)

<u>Scope of Shipping Practice</u>	<u>Basic Skills Trained</u>	<u>No. of Hours</u> <u>(Percentage of training</u> <u>completed)</u>
<input type="checkbox"/> Admiralty	_____	_____ (____ %)

<input type="checkbox"/> Dry shipping	_____	_____ (____ %)

<input type="checkbox"/> Marine insurance	_____	_____ (____ %)

<input type="checkbox"/> Maritime restructuring	_____	_____ (____ %)

<u>Scope of Shipping Practice</u> and insolvency	<u>Basic Skills Trained</u>	<u>No. of Hours</u> <u>(Percentage of training</u> <u>completed)</u>
<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: _____	_____	_____ (____ %)

(b) External Training

Title of Course or Activity	Organiser or Trainer	Date and Duration

(c) Evaluation, audit and review conducted on the traineeship with findings

(III) Signature, Declaration and Consent :

I, the undersigned, is the responsible person ^{Note 1} 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 Guidance Notes for Application;
2. the Applicant has continual maritime-related businesses;
3. the Applicant consents to have the information provided in connection with this report disclosed, without further reference to the Applicant, to Government policy bureaux/departments, statutory bodies or third parties for the purposes of processing this report, 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 report, 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; and
5. the information provided in this report is true and accurate and complete. I understand that if any information provided in connection with this report is inaccurate or misleading, the application for disbursement of monthly subsidy 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

^{Note 1} The progress report 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 report.