

海運及空運人才培訓基金
專業培訓課程及考試費用發還計劃（海運）申請書
Application Form for Professional Training and Examination Refund Scheme (Maritime)
under the Maritime and Aviation Training Fund (MATF)

申請人須知
Notes for Applicants

一般須知 General Information

1. 「專業培訓課程及考試費用發還計劃」（「計劃」）旨在鼓勵有志投身海運或航空業的人士和現職人士，包括本地船舶船員，修讀由各院校、專業或業界團體提供的課程和參加專業考試，以提升技能及獲得專業資格。計劃下的成功申請人在完成經核准的課程或通過相關專業考試後，可獲發還 80% 的費用。
The objective of the “Professional Training and Examination Refund Scheme” (the “Scheme”) is to incentivise those interested to join, as well as already working in, the maritime or aviation sector, including local vessel seafarers, to attend courses and sit for examinations that are offered by various education institutions, professional or trade bodies to raise their competency and acquire professional qualifications. Under the Scheme, successful applicants will be refunded 80% of the fees after completing the pre-approved courses or passing the relevant professional examinations.
2. 本計劃之「經核准的課程／考試名單」會上載至「海運及空運人才培訓基金」（「基金」）的網站 (<https://www.tlb.gov.hk/matf/tc/maritime/proters.html>)，並適時作出更新。有關個別課程／考試的最新資訊，請與舉辦課程／考試的相關機構聯絡。
The “Pre-approved Courses/Examinations List” of the Scheme is uploaded to the website of the Maritime and Aviation Training Fund (“MATF”) (<https://www.tlb.gov.hk/matf/eng/maritime/proters.html>), and will be updated from time to time. For the latest information about the individual pre-approved course(s)/examination(s), please contact the corresponding course provider(s) / examination authority(ies).

申請資格 Eligibility

3. 申請必須以**個人名義**提出，並不接受公司／團體的申請。就每宗申請：
 - (a) 申請人必須 -
 - (i) 為香港居民及可在香港合法受僱；及
 - (ii) 在提交申請時，全職受聘於在香港營運的組織／公司及從事與海運有關的工作；及
 - (b) 申請人修讀或參加任何一個於本計劃經核准的課程或考試，並成功達到舉辦課程機構的要求或通過考試；及
 - (c) 申請人必須從未就同一項課程／考試獲任何其他補助或資助。

Applications must be made by **individuals**. Applications from companies/organisations will not be accepted. For each application,

- (a) the applicant must:
 - (i) be a **Hong Kong resident** and **lawfully employable in Hong Kong**; and
 - (ii) be in **full-time employment** and perform **maritime-related job duties** in an organisation/company operating in Hong Kong **at the time of application submission**; and
- (b) the applicant has enrolled in or taken one of the **pre-approved** courses or examinations under the Scheme, and has **completed the course(s) to the satisfaction of the course provider(s) or passed the examination(s)**; and
- (c) the applicant has **NOT** been granted any other forms of subsidy or financial assistance for the relevant course(s)/examination(s).

資助形式、金額及款項發放安排 Format, Level of Support and Payment Arrangement

4. 每名成功的申請人可獲發還相關經核准的課程／考試之費用的**80%**，上限為30,000港元。申請人只可獲發還已支付的經核准的課程／考試之學費或考試費，任何其他費用，如註冊費、行政費、逾期罰款及更改課程／考試的費用等，均不會獲發還。
Each successful applicant will be refunded **80%** of the fee of the relevant pre-approved course(s)/examination(s), subject to a ceiling of HK\$30,000. **Only the fees for enrolling in or taking the pre-approved course(s)/examination(s) can be refunded.** Any other charges, such as registration fees, administration fees, late charges and fees of changing courses/examinations are not eligible for refund.
5. 每名人士可就多於一項經核准的課程／考試申請費用發還，計劃下每人上限為**30,000港元**。
Each individual can apply for fee refund for more than one pre-approved course/examination, **up to a ceiling of HK\$30,000 per person** under the Scheme.

6. 費用發還申請只適用於在香港舉辦或在香港以線上模式參與的課程／考試（指定課程／考試除外）。
Refund application is applicable to the courses/examinations **held in Hong Kong** or **attended in Hong Kong via online mode** only, except for designated courses/examinations.
7. 申請人所完成／通過的課程／考試必須於首次被納入本計劃下之「經核准的課程／考試名單」的月份內或之後完成／通過，才符合申請資格。
The course(s)/examination(s) for refund application must be completed/passed within or after the month of its first issue on the “Pre-approved Courses/Examinations List” under the Scheme.
8. 除另有註明外，在「經核准的課程／考試名單」上所列的學費／考試費以港元為單位。所列的費用只供參考，舉辦課程／考試機構可自行調整而不作另行通知。如欲查詢最新的學費／考試費，請與相關機構聯絡。
Unless otherwise specified, the course/examination fees quoted on the “Pre-approved Courses/Examinations List” are in **Hong Kong Dollars**. The fees quoted are for reference only, course providers / examination authorities may make adjustments without prior notice. For any enquires related to the latest course/examination fees, please contact the relevant organisations.
9. 在本計劃下，所有學費／考試費用發還將以港元發放。如舉辦課程／考試的機構只接受以港元以外的貨幣繳交學費／考試費，運輸及物流局在計算發還金額時，會以香港銀行公會在課程／考試前一個4月1日所發布的中間匯率（即貨幣賣出價和電匯買入價的中間數）折算為港元計算。在任何情況下，申請人不可就匯率差額向運輸及物流局提出索償。
All refund made under this Scheme will be in **Hong Kong Dollars**. If a course provider / examination authority accepts payment only in currency other than Hong Kong Dollars, for the purpose of calculating the refund amount, Transport and Logistics Bureau (“TLB”) will convert the fee to Hong Kong Dollars at mid-market rate (i.e. mid-point between the opening selling and buying TT rates) released by the Hong Kong Association of Banks on 1 April preceding the course/examination. Under no circumstances the applicant can claim TLB for any loss arising from exchange differences.
10. 如申請人在報讀海事訓練學院的課程時已享有70%的學費優惠，他／她在本計劃下可獲發還的金額（如批准）將為該課程之全額學費的10%。
If the applicant received a 70% discount on the course fee at the time of enrolling in the course offered by the Maritime Services Training Institute (MSTI), he/she will be entitled to a refund of **10% of the full fee** of that course under this Scheme.
11. 費用會以先到先得的方式發還，直至計劃已沒有可供運用的款項為止。
Refunds will be granted on a first-come-first-served basis until the funding for the Scheme has been expended.
12. 發還的款項會直接存入成功的申請人所指定的接收款項之銀行帳戶。
Payment will be made to the successful applicant by direct credit to the bank account specified by the applicant.

申請手續 Application Procedures

13. 申請人必須於完成課程／通過考試後四個月內提交申請，並填妥 (i) 申請書 連同 (ii) 所需文件的副本，透過以下任何一個方式遞交：
- **eMATF 網上申請平台** (<https://e-service.matf.gov.hk>)
 - **郵寄** (為確保郵件準時送達，請為郵件附上足夠郵資，逾時的申請將不獲受理。)
地址：香港添馬添美道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秘書處
 - **電郵** 至 matf@tlb.gov.hk

Applicant must submit the application(s) **within four months** after completing the course(s) / passing the examination(s), whichever is applicable. (i) Application form and (ii) copies of the required documents must be submitted via **one** of the following channels:

- **eMATF Online Application Platform** (<https://e-service.matf.gov.hk>)
- **By post** (For effective and timely delivery of the mail items, please ensure sufficient postage before posting. Late application will not be accepted.)
Address: Maritime and Aviation Training Fund Secretariat
Transport and Logistics Bureau
20/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong
- **By email** to matf@tlb.gov.hk

14. 運輸及物流局會於收到申請書後兩星期內將認收信函電郵或郵寄至申請人。如申請人於兩星期內仍未收到相關電郵／信函，請電郵至 matf@tlb.gov.hk 或致電基金熱線 3509 7261 查詢。
Letter of Acknowledgement will be sent to applicant by email or post within two weeks upon receipt of the application form. If the relevant email/letter is not received within two weeks, applicant should email to matf@tlb.gov.hk or call the MATF hotline at 3509 7261 for enquiries.
15. 申請人可用一份申請書提出一項或以上的課程／考試費用發還申請。
Applicants may complete one application form for one or more course/examination fee refund applications.
16. 申請人須填妥申請書上的所有部分，並在申請書上簽署。如申請人未滿18歲，其父母或監護人亦須於申請書上簽署。如申請人未能提供全部所需的資料，申請將不獲受理。
Applicants should complete all parts of the application form, and sign the application form as required. For applicants aged under 18, signature of their parent or guardian is required. Incomplete application forms will not be processed.
17. 申請人於遞交申請書時，應夾附下列文件的**副本**：
- (a) 申請人的香港身份證（請參看第19段）；
 - (b) 由舉辦課程／考試機構發出的文件（如證書、成績單或信件），證明申請人已達到課程要求或通過考試；
 - (c) 由舉辦課程／考試機構發出的學費／考試費的收據（收據上必須顯示申請人的姓名及課程／考試名稱）；
 - (d) 顯示供款項發還的帳戶之銀行名稱、帳戶持有人的姓名及帳戶號碼的證明文件，例如存摺首頁／月結單首頁／提款卡（帳戶持有人的姓名必須與申請人的香港身份證上的姓名相同）；及
 - (e) 由在香港營運的組織／公司發出的申請人在職證明文件（**不接受僱傭合約及員工證**），文件上必須清楚顯示 —
 - (i) 僱主公司名稱及公司印章；
 - (ii) 申請人姓名（必須與香港身份證上的姓名相同）及香港身份證號碼；
 - (iii) 申請人的全職受僱期，受僱期必須涵蓋申請費用發還的日期；
 - (iv) 申請人的職位名稱及職責（**須與海運有關的工作**）；
 - (v) 公司授權人士（如人力資源部職員或直屬上司）的姓名、職位名稱及簽署；及
 - (vi) 文件簽發日期（在申請日前一個月內發出的有效文件也可接受）。

When submitting the application form, the applicant should attach **a copy** of each of the following -

- (a) applicant's Hong Kong Identity Card (Please see paragraph 19);
 - (b) documentary proof(s) (e.g. certificate, transcript, letter) issued by the course provider(s) / examination authority(ies) certifying that the applicant has completed the course(s) to the satisfaction of the course provider(s) or passed the examination(s);
 - (c) official payment receipt(s) of the course/examination fee payment (with the full name of the applicant and course/examination title shown) issued by the course provider(s) / examination authority(ies);
 - (d) document(s) issued by the bank showing the bank name, name of the account holder and account no. of the bank account to which the refund will be credited, such as the front page of the bank passbook / bank statement / automatic teller machine card (the name of the account holder must be same as that on applicant's HKID Card); and
 - (e) documentary proof(s) to certify applicant's employment issued by an organisation/company operating in Hong Kong (employment contract and staff card are **not** accepted), the proof(s) must contain the following information –
 - (i) Company name of applicant's employer and company stamp;
 - (ii) Applicant's name (same as that shown on the HKID Card) and HKID Card number;
 - (iii) Applicant's full-time employment period, which must cover the date of application for refund;
 - (iv) Applicant's job title and job duties (**must be maritime-related**);
 - (v) Name of company's authorised person (e.g. staff of Human Resources Department or immediate supervisor), job title and signature; and
 - (vi) Document issue date (valid document issued within the last month from the date of application would also be accepted).
18. 在有需要時，運輸及物流局會要求申請人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。
Applicants may be required to verify the information submitted and to provide additional information necessary for processing the applications further.
19. 所有已遞交的申請書及證明文件副本概不退還。申請人應**自備副本**，以作參考。申請人可選擇於辦公時間內親身到香港添馬添美道 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秘書處，提供其香港身份證正本供職員核實有關資料，代替提交香港身份證副本。
All documents submitted for the application (including application form and supporting documents) will not be returned. Applicants are advised to **retain copies** for their own reference. Applicants may choose to visit the Maritime and Aviation Training Fund Secretariat, Transport and Logistics Bureau at 20/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong, in person during normal office hours and produce their HKID Cards for checking, in lieu of submission of a copy of HKID Card.

個人資料收集 Personal Data Collection

20. 申請人有責任詳盡及真確地填妥申請書及提交所需文件。運輸及物流局會根據個人資料私隱專員所發出的《身份證號碼及其他身份代號實務守則》，要求申請人提供其香港身份證副本。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。Applicants are responsible for completing the application form fully and truthfully and providing all necessary documentary proof. In accordance with the Code of Practice on the Identity Card Number and Other Personal Identifiers issued by the Privacy Commissioner for Personal Data, applicants are requested to furnish a copy of their HKID Card. If an applicant fails to comply with these requirements, TLB may not be able to process his/her application. TLB will use the personal data provided in the applications 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.
21. 申請書上填報的個人資料以及其他補充資料，可為上文第20段所述的目的，或在法律授權及／或規定作出披露的情況下，向特區政府的相關決策局／部門／組織、舉辦相關課程／考試的機構以及相關僱主披露。The personal data and other supplementary information that are provided in the application may be disclosed to the relevant Government policy bureau(x)/department(s)/organisation(s), the relevant course provider(s)/examination authority(ies) and the relevant employer(s) for the purposes mentioned in paragraph 20 above or where such disclosure is authorised and/or required by law.
22. 如有需要，運輸及物流局會為上文第20段所述的目的，聯絡舉辦相關課程／考試的機構、相關僱主及特區政府的相關決策局／部門／組織，以核實申請書上的資料。If necessary, TLB will contact the relevant course provider(s)/examination authority(ies), employer(s), and government policy bureau(x)/department(s)/organisation(s) to verify the data provided in the application with those held by them for the purposes mentioned in paragraph 20 above.
23. 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，申請人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), applicants have the right to request access to and correction of the personal data supplied in their applications.
24. 申請人如欲查詢所提供的個人資料或要求更正有關資料，請以書面方式向運輸及物流局提出，地址如下：
香港添馬添美道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秘書處
Enquiries concerning the personal data provided in the applications and requests for the correction of such data should be made in writing to TLB. The address is –
Maritime and Aviation Training Fund Secretariat
Transport and Logistics Bureau
20/F, East Wing, Central Government Offices
2 Tim Mei Avenue, Tamar, Hong Kong

查詢 Enquiries

25. 如有任何查詢，請電郵至 matf@tlb.gov.hk 或致電基金熱線 3509 7261。
For any enquiries, please email to matf@tlb.gov.hk or call the MATF hotline at 3509 7261.

其他 Others

26. 本《申請人須知》及申請書的中文文本和英文文本如有抵觸或歧異之處，概以英文文本為準。
In the event of any conflict or discrepancy arising from the Chinese and English versions of this “Notes for Applicants” and the application form, the English version shall prevail.

海運及空運人才培訓基金
專業培訓課程及考試費用發還計劃（海運）申請書
Maritime and Aviation Training Fund (MATF)
Professional Training and Examination Refund Scheme (Maritime)
Application Form

注意：請於任何塗改處旁加簽作實。

Note: Please sign next to any alteration(s) made on the form.

申請編號

Application No.

(只供辦事處填寫 Office use only)

A 部 Section A 個人資料 Personal Particulars

英文姓名（須與香港身份證及銀行帳戶的姓名相同）

Name in English (same as that shown on your HKID

Card and Bank Account)

(姓氏 Surname)

(名字 Given Names)

中文姓名（須與香港身份證及銀行帳戶的姓名相同）(如適用)

Name in Chinese (same as that shown on your HKID Card and Bank Account) (if applicable)

香港身份證號碼 Hong Kong Identity Card Number

通訊地址[^]

Correspondence Address[^]

室

Flat/Room

層

Floor

座

Block/Tower

[^]請確保此通訊地址正確無誤，以便接收與費用發還相關的信件。
Please ensure that this correspondence address is accurate for receiving letters related to the refund.

大廈名稱 Name of Building

屋邨/屋苑 Estate/Court

街號及街名 No. & Name of Street

地域[#] Area[#]

☐ 香港島 Hong Kong Island

☐ 九龍 Kowloon

☐ 新界 New Territories

地區 District

個人電郵地址[@]

Personal Email Address[@]

本地流動電話號碼

Local Mobile Phone Number

[@]請確保上述提供的個人電郵地址正確無誤，本辦事處將以電郵發出與此申請有關的重要通知。 Important information related to this application would be sent to the personal email address provided above.

接收費用發還的銀行帳戶

Bank Account for refund to be credited

銀行名稱

Name of Bank

選擇收取通訊之語言版本[#]

Language Preference for Communications[#]

繁體中文

☐ Traditional Chinese

英文

☐ English

B 部 Section B 現時受僱資料 Current Employment Information

公司名稱

Company Name

職位

Position

入職年份/月份 Year / Month of Joining

(年) (YYYY)

(月) (MM)

工作性質[#]

Job Nature[#]

☐ 航海（甲板）（本地 / 內河 / 遠洋*）
Seafaring (Deck) (Local / River Trade / Ocean-going*)

☐ 航海（輪機）（本地 / 內河 / 遠洋*）
Seafaring (Engineer) (Local / River Trade / Ocean-going*)

☐ 海事保險
Marine Insurance

☐ 船隻維修
Ship Repairing

☐ 與海運相關的教育工作
Maritime-related Education

☐ 船舶管理 / 運作
Ship Management / Operations

☐ 船舶檢驗
Ship Surveying

☐ 船舶融資
Ship Finance

☐ 船務代理
Shipping Agency

☐ 漁船運作
Fishing Vessel Operations

☐ 船舶經紀 / 租賃
Ship Broking / Chartering

☐ 貨櫃碼頭運作
Container Terminal Operations

☐ 海事法律 / 仲裁
Maritime Law / Arbitration

☐ 公共服務
Public Services

☐ 其他（請註明）Others (Please specify)

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

* 請刪去不適用者。 Please delete as appropriate.

C 部 Section C 申請課程／考試費用發還的資料 Information on Course/Examination Fee to be Refunded

(a) 第一項完成的課程／通過的考試 1st Course Completed / Examination Passed

課程／考試編號⁺

MATF Course / Examination Code⁺

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舉辦課程／考試的機構名稱

Name of Course Provider / Examination Authority

課程／考試的名稱

(如有獨立單元，請註明。)

Course / Examination Title

(Please indicate the module, if any.)

課程開課及完成日期 (日/月/年)

Course Period (D/M/Y)

由 _____ 至

from _____ to _____

或 考試日期 (日/月/年)

or Examination Date (D/M/Y)

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證書簽發日期 (日/月/年)

Certificate Issue Date (D/M/Y)

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實際由申請人繳付的學費／考試費

Actual Tuition / Examination Fee paid

by the Applicant

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(b) 第二項完成的課程／通過的考試 2nd Course Completed / Examination Passed

課程／考試編號⁺

MATF Course / Examination Code⁺

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舉辦課程／考試的機構名稱

Name of Course Provider / Examination Authority

課程／考試的名稱

(如有獨立單元，請註明。)

Course / Examination Title

(Please indicate the module, if any.)

課程開課及完成日期 (日/月/年)

Course Period (D/M/Y)

由 _____ 至

from _____ to _____

或 考試日期 (日/月/年)

or Examination Date (D/M/Y)

--

證書簽發日期 (日/月/年)

Certificate Issue Date (D/M/Y)

--

實際由申請人繳付的學費／考試費

Actual Tuition / Examination Fee paid

by the Applicant

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(c) 第三項完成的課程／通過的考試 3rd Course Completed / Examination Passed

課程／考試編號⁺

MATF Course / Examination Code⁺

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舉辦課程／考試的機構名稱

Name of Course Provider / Examination Authority

課程／考試的名稱

(如有獨立單元，請註明。)

Course / Examination Title

(Please indicate the module, if any.)

課程開課及完成日期 (日/月/年)

Course Period (D/M/Y)

由 _____ 至

from _____ to _____

或 考試日期 (日/月/年)

or Examination Date (D/M/Y)

--

證書簽發日期 (日/月/年)

Certificate Issue Date (D/M/Y)

--

實際由申請人繳付的學費／考試費

Actual Tuition / Examination Fee paid

by the Applicant

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⁺ 請參閱「專業培訓課程及考試費用發還計劃（海運）- 經核准的課程／考試名單」。

Please refer to the "Pre-approved Courses/Examinations List" of the "Professional Training and Examination Refund Scheme (Maritime)".

D 部 Section D 課程評估 Course Evaluation

請先回答下列你對 C 部已完成之課程（如有）的評估，你的寶貴意見將有助本基金檢視計劃下經核准的課程。如你已完成修讀超過兩項課程，請使用並填寫額外表格。

Your valuable feedback on the **course(s) attended** (if any) in Section C will help MATF evaluate the pre-approved courses under the Scheme, please answer and select as appropriate before moving on to the next section. Please use separate sheets if you have completed more than two courses.

	課程名稱 (1) Course Title (1): 	課程名稱 (2) Course Title (2): (如適用 if applicable)
1. 此課程的內容組織良好並易於理解。 The content of this course was well-organised and easy to understand.	☐ Strongly agree 十分同意 ☐ Agree 同意 ☐ Disagree 不同意 ☐ Strongly disagree 十分不同意	☐ Strongly agree 十分同意 ☐ Agree 同意 ☐ Disagree 不同意 ☐ Strongly disagree 十分不同意
2. 此課程的導師具備相關資格、準備充分、對所涵蓋的課題有深入的了解。 The instructor(s) of this course was qualified, well-prepared and knowledgeable about the topics covered.	☐ Strongly agree 十分同意 ☐ Agree 同意 ☐ Disagree 不同意 ☐ Strongly disagree 十分不同意	☐ Strongly agree 十分同意 ☐ Agree 同意 ☐ Disagree 不同意 ☐ Strongly disagree 十分不同意
3. 課程教材實用、充足，與授課內容有良好的整合。 The course materials were useful, sufficient and well-integrated with the lectures.	☐ Strongly agree 十分同意 ☐ Agree 同意 ☐ Disagree 不同意 ☐ Strongly disagree 十分不同意	☐ Strongly agree 十分同意 ☐ Agree 同意 ☐ Disagree 不同意 ☐ Strongly disagree 十分不同意
4. 此課程有效提升我對海運業的知識、技能及專業水平。 This course effectively enhanced my knowledge, skills and professional level in the maritime industry.	☐ Strongly agree 十分同意 ☐ Agree 同意 ☐ Disagree 不同意 ☐ Strongly disagree 十分不同意	☐ Strongly agree 十分同意 ☐ Agree 同意 ☐ Disagree 不同意 ☐ Strongly disagree 十分不同意
5. 完成此課程後，我更有決心留在海運業發展並作出貢獻。 After completing this course, I became more determined to stay in and contribute to the maritime industry.	☐ Strongly agree 十分同意 ☐ Agree 同意 ☐ Disagree 不同意 ☐ Strongly disagree 十分不同意	☐ Strongly agree 十分同意 ☐ Agree 同意 ☐ Disagree 不同意 ☐ Strongly disagree 十分不同意
6. 整體來說，我對此課程感到滿意。 Overall, I am satisfied with this course.	☐ Strongly agree 十分同意 ☐ Agree 同意 ☐ Disagree 不同意 ☐ Strongly disagree 十分不同意	☐ Strongly agree 十分同意 ☐ Agree 同意 ☐ Disagree 不同意 ☐ Strongly disagree 十分不同意

	課程 (1) Course (1):	課程 (2) Course (2): (如適用 if applicable)
7. 你對此課程和/或課程提供機構有其他意見嗎？ Do you have any other comments on this course and/or course provider?	☐ 有 Yes (請說明 Please elaborate) ☐ No 沒有	☐ 有 Yes (請說明 Please elaborate) ☐ No 沒有
8. 你如何得知此課程？ How did you know about this course? (可選多項 you can choose more than one)	☐ 課程提供機構 Course Providers ☐ 工會 Trade Unions / 行業協會 Industry Associations ☐ 公司 Company (如直屬上司、同事、人力資源部 e.g. immediate supervisors, colleagues, Human Resources Department) ☐ 朋友 Friends ☐ 海運及空運人才培訓基金網頁 MATF Website ☐ 其他 Others (請列出 Please specify) 	☐ 課程提供機構 Course Providers ☐ 工會 Trade Unions / 行業協會 Industry Associations ☐ 公司 Company (如直屬上司、同事、人力資源部 e.g. immediate supervisors, colleagues, Human Resources Department) ☐ 朋友 Friends ☐ 海運及空運人才培訓基金網頁 MATF Website ☐ 其他 Others (請列出 Please specify)
9. 你為何選讀此課程？ What is the reason(s) for taking this course? (可選多項 you can choose more than one)	☐ 符合工作崗位要求 Meet the job requirements ☐ 豐富我的專業知識與技能 Enrich my professional knowledge and skills ☐ 促進我的職涯發展 Advance my career development ☐ 追求個人成就 Achieve personal fulfillment ☐ 修畢本課程可獲資助 Subsidy available upon completion of this course ☐ 其他 Others (請列出 Please specify) 	☐ 符合工作崗位要求 Meet the job requirements ☐ 豐富我的專業知識與技能 Enrich my professional knowledge and skills ☐ 促進我的職涯發展 Advance my career development ☐ 追求個人成就 Achieve personal fulfillment ☐ 修畢本課程可獲資助 Subsidy available upon completion of this course ☐ 其他 Others (請列出 Please specify)
10. 你有計劃修讀其他與海運相關的課程嗎？ Do you have any plans on taking other maritime-related course(s) soon?	☐ 有計劃 Yes (有興趣修讀的課程/課題及原因 Interested Courses/Topics and Reason(s):) ☐ 未有計劃 No (原因 Reason(s):) 	

E 部 Section E 聲明 Declaration

本人 _____ (申請人姓名), 持香港身份證號碼 _____ (____), 現特此聲明本人是香港居民及可在香港合法受僱。

I, _____ (Name of Applicant), holder of Hong Kong Identity Card No. _____ (____), hereby declare that I am a Hong Kong resident and I am lawfully employable in Hong Kong.

本人已細閱《申請人須知》，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 all contents of the “Notes for Applicants”. I declare that the information provided by me in this application form is complete and true to the best of my knowledge.

本人現申請發還上列 C 部所示的實際繳付的學費／考試費的 80%。本人聲明，本人從未就 C 部所示的課程／考試獲任何其他補助或資助，並明白本人於計劃下可獲發還款項總額上限為 30,000 港元。
I would like to apply for a refund of 80% of the actual tuition/examination fee(s) paid by me as listed in Section C above. I declare that I have not been granted any other form of subsidy or financial assistance for the course(s)/examination(s), and understand that my total refund amount under the Scheme is subject to a maximum of HK\$30,000.

本人同意

I hereby agree that

一、 銀行向政府表示收到款項的證明，足以代替本人的收款證明。

1. The Bank's acknowledgment to the Government will be sufficient discharge in lieu of acknowledgment by me.

二、 本人填報在本表格內的付款辦法指示，在付款方式方面，對政府並無約束力。

2. My payment instructions on this form do not bind the Government in regard to the manner in which payment may be made.

三、 無論屬於何等理由，倘銀行未獲足夠資料確定收款的帳戶，以致款項在未收到進一步資料之前暫停支付，政府並不負責本人因銀行帳戶未能如期收到款項所遭受的任何損失或不便。

3. Where, for any reason, insufficient details are furnished to the Bank to determine the account to be credited and the sum is held in suspense pending receipt of further information, the Government will not be responsible for any loss or inconvenience suffered by me as a result of the bank account not being credited at the normal time.

本人明白，運輸及物流局將依據本人所提供的資料，決定本人是否符合獲海運及空運人才培訓基金發還費用的資格，以及評估本人可獲發還的金額。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 will rely on the information provided by me to determine my eligibility for refund of fee(s) under the Maritime and Aviation Training Fund and to assess the amount of refund to be offered. I also understand that any omission / misrepresentation of information with a view to obtaining pecuniary advantage by deception is an offence and is liable to legal proceedings.

本人同意申請書中所填報的每一項課程／考試的機構及僱主向運輸及物流局提供本人的個人資料，以便運輸及物流局處理本人的申請或核實本人就這宗申請而提供的資料。

I give my consent to the course provider / examination authority of each course / examination and employer concerned to release my personal data to the Transport and Logistics Bureau for the purpose of processing my application or verifying the information provided in this application.

本人明白，運輸及物流局有權覆檢本人的申請，以及在有需要時調整本人獲發還的金額。本人承諾在運輸及物流局提出要求時，將本人多收的款項歸還香港特別行政區政府。

I understand that the Transport and Logistics Bureau has the right to review my application and adjust my entitlements for refund if necessary. I undertake to refund to the Government of the Hong Kong Special Administrative Region any overpayment made to me upon demand.

本人已閱讀、明白及會遵守下列條款：

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

(i) 政府保留權利以申請人曾經參與、正在參與或有理由相信申請人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，取消申請人的是次申請，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，而有必要剔除申請人日後申請本計劃的資格。
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) 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，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本人提出檢控：

even after the application is approved, the Government may immediately withdraw or cancel the relevant approval, and 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 I may be liable to prosecution, upon the occurrence of any of the following events:

- 申請人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於國家安全的行為或活動；

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;

- 繼續向申請人發放資助將不利於國家安全；或

the continued disbursement to the applicant is contrary to the interest of national security; or

- 政府合理地相信上述任何一種情況將會發生。

the Government reasonably believes that any of the events mentioned above is about to occur.

申請人簽署

Signature of Applicant

父母或監護人簽署

(如申請人不足 18 歲)

Signature of Parent or Guardian
(for applicants aged under 18)

日期 (日/月/年)

Date (DD/MM/YYYY)

父母或監護人姓名

Full Name of Parent or Guardian

注意：不能早於證書或成績單的簽發日期

Note: It cannot be earlier than the issue date of course certificate or result slip.

F 部 Section F 所需文件清單 Checklist of the Required Documents

在遞交申請書前，請備妥以下文件。

Before submitting the application form, please prepare the following documents.

- ☐ 已填妥及簽署的申請書
Completed application form with signature(s)
- ☐ 香港身份證副本
Copy of the Hong Kong Identity Card
- ☐ 由舉辦課程／考試機構發出的文件（如證書、成績單或信件）副本，證明申請人已達到課程要求或通過考試
Copy of the documentary proof(s) (e.g. certificate, transcript, letter) issued by the course provider(s)/examination authority(ies) certifying that the applicant has completed the course(s) to the satisfaction of the course provider(s) or passed the examination(s)
- ☐ 由舉辦課程／考試機構發出的學費／考試費收據副本（收據上必須顯示申請人的姓名及課程／考試名稱）
Copy of the official payment receipt(s) of the course/examination fee payment (with the full name of the applicant and course/examination title shown) issued by the course provider(s)/examination authority(ies)
- ☐ 顯示供款項發還的帳戶之銀行名稱、帳戶持有人的姓名及帳戶號碼的證明文件副本，如存摺首頁／月結單首頁／提款卡（帳戶持有人的姓名必須與申請人的香港身份證上的姓名相同）
Copy of the document(s) issued by the bank showing the bank name, name of the account holder and account no. of the bank account to which the refund will be credited, such as the front page of bank passbook / bank statement / automatic teller machine card (the name of the account holder must be same as that on applicant's HKID Card)
- ☐ 由在香港營運的組織／公司發出的申請人在職證明文件副本（在申請日前一個月內發出的有效文件也可接受，惟不接受僱傭合約及員工證）
Copy of the document(s) certifying applicant's employment issued by an organisation/company operating in Hong Kong (valid document(s) issued within the last month from the date of application would also be accepted, but employment contract and staff card are not accepted)