

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

申請人須知
Notes for Applicants

一般須知 General Information

- 「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 for completing pre-approved courses or passing relevant professional examinations.
- 「海運及空運人才培訓基金」（「基金」）的網站 www.matf.gov.hk 載有「已核准的課程／考試名單」，並會適時作出更新。有關個別課程／考試的最新資料，請聯絡各舉辦課程／考試機構。
“Pre-approved Courses/Examinations List” is uploaded on the website of Maritime and Aviation Training Fund (“MATF”) www.matf.gov.hk, and will be updated from time to time. For more information about individual pre-approved courses/examinations, please approach the respective course providers / examination authorities.

符合資格的申請人 Persons who are Eligible to Apply

- 申請人必須以**個人名義**提出，並不接受公司／團體的申請。就每宗申請：
 - 申請人必須 -
 - 為香港居民及可在香港合法受僱；及
 - 在提出本申請時，受聘於在香港營運的組織／公司及全職從事與海運有關的工作；及
 - 申請人修讀或參加任何一個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
 - 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 company/organisation will not be accepted. For each application,

- the applicant must:
 - be a Hong Kong resident and lawfully employable in Hong Kong; and
 - be in **full-time employment in the maritime sector** with an organisation/company in Hong Kong **at the time of application**; and
- the applicant has enrolled in or taken one of the pre-approved courses or examinations, and has **completed the course to the satisfaction of the course provider or passed the examination**; and
- the applicant has **NOT** been granted any other forms of subsidy or financial assistance for the relevant course/examination.

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

- 每名成功申請人可獲發還有關經核准課程／考試費用的 **80%**，**上限為30,000港元**。申請人只可獲發還已支付的經核准課程／考試的學費及考試費，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 their fees, **subject to a maximum of HK\$30,000**, for the pre-approved courses/examinations. Only the fees for enrolling in the pre-approved courses or taking pre-approved examinations 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.
- 每名人士可就多於一項課程／考試申請發還費用，計劃下**每人上限為30,000港元**。
Each individual may 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參與的課程／考試。
Refund application is applicable to courses/examinations attended in Hong Kong only.
7. 申請費用發還的課程／考試必須於首次納入「已核准的課程／考試名單」的月份內或之後完成／通過才符合申請資格。
The course/examination for refund application must be completed/passed within or after the month of its first issue on the “Pre-approved Courses/Examinations List”.
8. 除另有註明外，在「已核准的課程／考試名單」上所列的學費／考試費用以港元為單位。所列的費用只供參考，舉辦課程／考試機構可作調整而不作另行通知。如欲查詢最新的學費／考試費，請與有關機構聯絡。
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 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課程時已享有70%的學費優惠，在本計劃下可獲發還金額(如批准)為**全額學費的10%**。
If the applicant was charged at 30% recovery rate at the time of enrolling in Maritime Services Training Institute’s course, he/she is entitled to a refund of **10% of the full fee** under this Scheme.
11. 費用會按先到先得方式發還，直至計劃已沒有可供運用的款項。
Refunds will be granted on a first-come-first-served basis, until funding for the Scheme has been expended.
12. 發還的款項會直接存入成功申請人指定接收款項的銀行帳戶。
Payment will be made to the successful applicant by direct credit to the bank account nominated by the applicant.

申請手續 Procedures for Application

13. 申請人必須於**完成課程／通過考試後四個月內**提出申請。填妥的申請書須**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或**電郵**至 matf@tlb.gov.hk。郵資不足的信件將不獲接收。逾時的申請將**不獲**受理。
Applicants must complete and submit the application form **within four months after completing the course / passing the examination**, whichever is applicable. Application forms must be submitted **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; or **by email** to matf@tlb.gov.hk . Mail items bearing insufficient postage will be rejected. Late applications **will not** be processed.
14. 運輸及物流局會於收到申請書後兩星期內將認收回條寄回或電郵給申請人。如申請人在兩星期內仍未收到回條，請發送電郵至 matf@tlb.gov.hk 或致電基金熱線 3509 7261 查詢。
Acknowledgement of receipt will be sent or emailed to the applicant within two weeks upon receipt of the application. If the acknowledgement is not received within two weeks, the applicant should email to matf@tlb.gov.hk or call the MATF hotline at 3509 7261 for enquiry.
15. 申請人可用一份申請書提出一項或以上的課程／考試費用的發還申請。
Applicants may complete one application form for one or more courses/examinations for refund.
16. 申請人必須填妥申請書上的A至F部，並在申請書上簽署。未滿18歲的申請人的父母或監護人亦須於申請書上簽署。申請人如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 (Sections A-F), 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，證明申請人已達到課程要求或通過考試的文件（如證書、成績單或信件）；
 - (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) 供發還款項的帳戶的銀行名稱、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) 由在香港營運的海運業組織／公司發出的申請人任職證明文件（**不接受**僱傭合約及員工證），文件上須清楚顯示 —
 - (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) 申請人全職受僱期，受僱日期必須涵蓋申請費用發還的日期；
 - (iv) 申請人全職受僱的職位及工作內容（須與海運有關的工作）；
 - (v) 受僱公司的授權人士（如人力資源部職員或直屬上司）的姓名、職位及簽署；及
 - (vi) 簽發日期（在申請日前三個月內發出的有效文件也可接受）。

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

- (a) applicant's Hong Kong Identity ("HKID") Card (Please see paragraph 19);
 - (b) documentary proof(s) (e.g. certificate, transcript, letter) issued by the course provider / examination authority certifying that the applicant has completed the course to the satisfaction of the course provider or passed the relevant examination;
 - (c) official payment receipt(s) of the course/examination fee payment (with names of applicant and course/examination shown) issued by the course provider / examination authority;
 - (d) document issued by the bank showing the number and name of holder of the bank account to which the refund will be credited, such as the front page of bank passbook / statement of bank account / automatic teller machine card (name of the account holder must be the same as that on the applicant's HKID Card); and
 - (e) documentary proof(s) to certify the applicant's employment issued by an organisation/company of the maritime sector in Hong Kong (employment contract and staff card are **not** accepted), the proof(s) must contain the following information –
 - (i) Name of applicant's company and company stamp;
 - (ii) Applicant's name (same as that shown on HKID card) and HKID number;
 - (iii) Applicant's full-time employment period, which must cover the date of application for refund;
 - (iv) Applicant's full-time job title and job duties (must be maritime-related);
 - (v) Company's authorised person's name, job title and signature (e.g. staff of Human Resources Department or direct supervisor); and
 - (vi) 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，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, Transport and Logistics Bureau at 20/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, 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，向特區政府的決策局／部門／組織，舉辦課程／考試機構以及僱主披露。

The personal data and other supplementary information that are provided in the application may be disclosed to Government policy bureaux/departments/organisations, course providers / examination authorities and employer 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，聯絡舉辦課程／考試機構、僱主、特區政府的決策局／部門／組織，以核實申請書上的資料。

If necessary, TLB will contact the course providers / examination authorities, employer, other government policy bureaux/departments/organisations 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 applications 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

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

For any enquiries, please send an 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.

C 部 Section C 申請發還課程／考試費用的資料 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[^]

舉辦課程 / 考試的機構名稱

Name of Course Provider / Examination Authority

課程 / 考試的名稱

Course / Examination Title

課程開課及完成日期 (日/月/年)

Course Period (D/M/Y)

由

from

至

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

(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[^]

舉辦課程 / 考試的機構名稱

Name of Course Provider / Examination Authority

課程 / 考試的名稱

Course / Examination Title

課程開課及完成日期 (日/月/年)

Course Period (D/M/Y)

由

from

至

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

(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[^]

舉辦課程 / 考試的機構名稱

Name of Course Provider / Examination Authority

課程 / 考試的名稱

Course / Examination Title

課程開課及完成日期 (日/月/年)

Course Period (D/M/Y)

由

from

至

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

(d) 第四項完成的課程／通過的考試 4th Course Completed / Examination Passed

課程 / 考試編號[^]

MATF Course / Examination Code[^]

舉辦課程 / 考試的機構名稱

Name of Course Provider / Examination Authority

課程 / 考試的名稱

Course / Examination Title

課程開課及完成日期 (日/月/年)

Course Period (D/M/Y)

由

from

至

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

[^] 請參閱「專業培訓課程及考試費用發還計劃 (海運) - 已核准的課程／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 聲明書 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)

Parent or Guardian's Signature
(for applicants aged under 18)

申請日期

(日/月/年)

Date of Application

(DD/MM/YYYY)

父母或監護人姓名

Full Name of Parent or Guardian

E 部 Section E

遞交申請書前，請備妥以下文件或證書。

Before submitting the application form, please prepare the following copies of the documents / certificate.

- 填妥及已簽署的申請書
Completed application form with signature
- 香港身份證 Hong Kong Identity Card
- 由舉辦課程／考試機構發出的文件，證明申請人已達到課程要求或通過考試（如證書、成績單或信件）
Documentary proof(s) (e.g. certificate, transcript, letter) issued by the course provider / examination authority certifying that the applicant has completed the course to the satisfaction of the course provider or passed the relevant examination
- 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）
Official payment receipt(s) of the course/examination fee payment (with names of applicant and course/examination shown) issued by the course provider / examination authority
- 供發還款項的帳戶的銀行名稱、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）
Document issued by the bank showing the number and name of holder of the bank account to which the refund will be credited, such as the front page of bank passbook / statement of bank account / automatic teller machine card (name of the account holder must be the same as that in the applicant's Hong Kong Identity Card)
- 由在香港營運的海運業組織／公司發出的申請人任職證明文件（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）
Document to certify the applicant's employment issued by an organisation/company of the maritime sector in Hong Kong (valid document issued within the last month from the application date would also be accepted, but employment contract and staff card are not accepted)

F 部 Section F 通訊地址 Correspondence Address

姓名 Name	_____	(請填上你的姓名和通訊地址)
通訊地址 Correspondence Address	_____ _____ _____ _____	(Please fill in your name and correspondence address)
