

Maritime and Aviation Training Fund
Maritime Services Traineeship Scheme – Marine Insurance
Registration of Trainee (Note 1)

Name of Insurance Company/Broker Firm
("the Applicant") (Note 2) : _____

Section A Particulars of Trainee(s)

Particulars of Trainee(s) (*please attach additional sheets if insufficient space below*) (Note 3):

(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 : _____

Year(s) of full-time working experience in an insurance company/broker firm¹: _____

(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 : _____

Year(s) of full-time working experience in an insurance company/broker firm¹: _____

¹ A person who joins an insurance company or an insurance broker firm as a trainee, or a person with less than two years of full-time working experience in an insurance company or an insurance broker firm, and is recruited to be trained in marine insurance field is considered eligible as a trainee for the purpose of Maritime Services Traineeship Scheme.

Section B Signature, Declaration and Consent

I, the undersigned, am the authorised person (*Note 4*) 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 any 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 registration 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 authorised person, being a director, the company secretary and/or such other authorised persons of the Applicant:

Signature of Authorised 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 insurance company or broker firm Applicant in the application approved by the Working Group on Maritime Services Traineeship Scheme.
- (3) Nominated trainee(s) must be directly employed by the insurance company or broker firm Applicant. Please provide the information of trainees on additional sheet(s) if more than two trainees are nominated.
- (4) The application must be signed by an authorised person, being a director, the company secretary and/or such other authorised persons of the Applicant who is accountable for providing the information in connection with this application.
- (5) The completed Form 2 should be submitted to the Secretariat **by hand or by post**. The address of the Secretariat is –

Secretariat of Maritime and Aviation Training Fund
(Attn: Maritime Services Traineeship Scheme – Marine Insurance)
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 this Form 2, 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 –

Secretariat of 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.