

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

To be completed by the Applicant

Section A Applicant's Personal Particulars

Name in English (same as that shown on your HKID Card and Bank Account)

\_\_\_\_\_ (Surname) \_\_\_\_\_ (Given Names)

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

\_\_\_\_\_

Hong Kong Identity Card Number

\_\_\_\_\_ ( )

Correspondence Address\*

Flat/Room \_\_\_\_\_ Floor \_\_\_\_\_ Block/Tower \_\_\_\_\_

Please ensure that this correspondence address is accurate for receiving letters related to the refund.

\_\_\_\_\_ Name of Building \_\_\_\_\_ Estate/Court

\_\_\_\_\_ No. & Name of Street

Area#  Hong Kong Island  Kowloon  New Territories

\_\_\_\_\_ District

Personal Email Address®

Local Mobile Phone Number

® Important information related to this application would be sent to the personal email address provided above.

Bank Account for refund to be credited

\_\_\_\_\_

Name of Bank

\_\_\_\_\_

Section B Applicant's Employment Details

Company Name

\_\_\_\_\_

Position

\_\_\_\_\_

Duration of full-time working experience in the maritime industry of the applicant (Note 2)

\_\_\_\_\_ (YYYY) \_\_\_\_\_ (MM)

Job Nature#

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Seafaring (Deck) (Local / River Trade / Ocean-going*)     | <input type="checkbox"/> Ship Management / Operations | <input type="checkbox"/> Ship Broking / Chartering     |
| <input type="checkbox"/> Seafaring (Engineer) (Local / River Trade / Ocean-going*) | <input type="checkbox"/> Ship Surveying               | <input type="checkbox"/> Container Terminal Operations |
| <input type="checkbox"/> Marine Insurance  | <input type="checkbox"/> Ship Finance                 | <input type="checkbox"/> Maritime Law / Arbitration    |
| <input type="checkbox"/> Ship Repairing  | <input type="checkbox"/> Shipping Agency              | <input type="checkbox"/> Public Services               |
| <input type="checkbox"/> Maritime-related Education                                | <input type="checkbox"/> Fishing Vessel Operations    | <input type="checkbox"/> Others (Please specify)       |

# Please insert a "✓" in the appropriate box. \* Please delete as appropriate.

**To be completed by the Applicant's employing company**

**Section C Training Programme** (*Please submit in separate sheets*)

- (i) A training plan for the Applicant (i.e. trainers to be trained), comprising course(s) selected from the pre-approved list of ProTERS and reason(s);
- (ii) The tentative commencement date and end date for the training plan for the Applicant; and
- (iii) A corresponding in-house training plan for other practitioners of the nominating company.

**[IMPORTANT]** Application without Training Programme will **NOT** be processed.

**Section D Nomination**

Name of nominating company (*Note 3*) : \_\_\_\_\_

Name and position of an authorised person from the nominating company (*Note 4*) :

\_\_\_\_\_ (Name) \_\_\_\_\_ (Position)

Business Registration No./

Other Business Proof (please specify) No. : \_\_\_\_\_

Correspondence Address : \_\_\_\_\_

\_\_\_\_\_

Telephone No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_

E-mail Address : \_\_\_\_\_ Website : \_\_\_\_\_

Contact Person of the nominating company (*Note 5*)

Full Name : \_\_\_\_\_ Position : \_\_\_\_\_

Telephone No. : \_\_\_\_\_ E-mail Address : \_\_\_\_\_

## Section E Declaration

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

**I have read and fully understood all contents of the “Guidance Notes for Application”. I declare that the information provided by me in this application form is complete and true to the best of my knowledge.**

I hereby agree that

1. The Bank's acknowledgment to the HKSAR Government will be sufficient discharge in lieu of acknowledgment by me.
2. My payment instructions on this form do not bind the HKSAR Government with regard to the manner in which payment may be made.
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 HKSAR 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.

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.

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

(i) the HKSAR Government reserves the right to disqualify the applicant 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 HKSAR Government may immediately withdraw or cancel the relevant approval, and I have to repay to the HKSAR Government all the amount received from the application and the HKSAR Government reserves the right to recover the disbursed amount by civil action, 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 HKSAR Government reasonably believes that any of the events mentioned above is about to occur.

Signature of  
Applicant

\_\_\_\_\_

Date  
(DD/MM/YYYY)

\_\_\_\_\_

## Notes for Applicant

- (1) Please study the “Guidance Notes for Application” carefully before making the application.
- (2) The Applicant must possess at least 5 years of full-time working experience in the maritime industry.
- (3) The maritime-related companies shall have an employment contractual relationship with the Applicant.
- (4) The authorised persons shall be a director, the company secretary and/or such other authorised persons of the nominating company.
- (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) The completed Application Form, together with all the documents requested under Section C, 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: Train-the-Trainers Support Scheme)  
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 Manpower Development Committee under Hong Kong Maritime and Port Development Board or the HKSAR Government for processing the application and other related purposes. The data may also be provided to other 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 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](mailto:matf@tlb.gov.hk).