

(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. This Form together with all documents required for reimbursement shall be submitted **within three months** after the applicant’s completion of the corresponding in-house training as prescribed in the training plan under Section C(iii) of the Application Form (Form 1).
 - (2) The courses attended should be the same as the ones planned according to the training plan submitted under Section C(i) of the Application Form (Form 1).
 - (3) Documentary proof(s) to certify applicant’s employment issued by the nominating company (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).
 - (4) The completed Reimbursement Application Form, together with all the documents requested under Section B, 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 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.