



海運及空運人才培訓基金
專業培訓課程及考試費用發還申請書

**Application Form for Professional Training and Examination Refund
under the Maritime and Aviation Training Fund**

申請人須知
Notes for Applicants

一般須知 General Information

1. 運輸及房屋局（運房局）於2014年4月1日推出「海運及空運人才培訓基金」（基金），加強支持海運和航空業界的人才培訓。基金的其中一項措施為「專業培訓課程及考試費用發還計劃」（計劃），旨在鼓勵於海運和航空業工作的現職人士，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 Transport and Housing Bureau (THB) launched the Maritime and Aviation Training Fund (MATF) on 1 April 2014 to support the manpower training of the maritime and aviation industries. One of the initiatives under MATF is the Professional Training and Examination Refund Scheme (the Scheme). The objective of the Scheme is to incentivize those already working in the maritime and aviation sectors, including local vessel seafarers, to attend course(s) and sit for examinations(s) that are being offered by various education institutions, professional or trade bodies to raise their professionalism and competency, and encourage them to acquire relevant professional qualification(s). Under the Scheme, successful applicants will be refunded 80% of the fees for completing pre-approved courses/examinations.
2. 經核准的課程／考試名單會適時作出檢討。有關經核准的課程／考試名單的資料，請瀏覽基金的網頁 <http://www.matf.gov.hk>。
The list of approved courses/examinations will be updated from time to time. For more information about the pre-approved courses/examinations, please refer to MATF's website <http://www.matf.gov.hk>.

符合資格的申請人 Persons who are eligible to apply

3. 申請人必須以個人名義提出，並不接受公司／團體的申請。就每項申請：
 - (a) 申請人必須 -
 - (i) 為香港居民及可在香港合法受僱；及
 - (ii) 在課程／考試期間及提出本申請時，受聘於在香港營運的組織／公司及全職從事與海運或空運有關的工作；
 - (b) 申請人於2014年1月11日或之後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
 - (c) 申請人必須從未就同一項課程／考試獲任何其他政府補助或資助。

Application should be made by individuals. Application from company/organization will not be accepted. For each application,

- (a) the applicant must be :
 - (i) a resident of the HKSAR and lawfully employable in Hong Kong; and
 - (ii) in full-time employment in the maritime or aviation sector with an organization/company in Hong Kong during the time when taking the pre-approved course/examination and at the time of application;
- (b) the applicant has enrolled in or taken one of the pre-approved courses or examinations on or after 11 January 2014, and has completed the course to the satisfaction of the course provider or passed the examination; and
- (c) the applicant has not been granted any other forms of government subsidy or financial assistance for the relevant pre-approved course/examination.

形式及金額 Format and level of support

4. 每名成功申請人可獲發還有關經核准課程／考試費用的80%或上限18,000港元（以數額較小者為準）。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\$18,000 (whichever is less) for the pre-approved course/examination. Only the fees for enrolling in the pre-approved course(s) or taking pre-approved examination(s) can be refunded. Any other charges, such as registration fees, administration fees, late charges and change of course fee charges are not eligible for refund.

5. 每名人士可就多於一項課程／考試申請發還費用，上限為每人18,000港元。
Each individual may apply for fee refund for more than one pre-approved course/examination, up to a ceiling of \$18,000 per person under the Scheme.
6. 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.

款項發放安排 Payment method

7. 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

8. 申請人必須於完成課程／通過考試後4個月內提出申請。填妥的申請表須郵寄至香港添美道2號政府總部東翼20樓運輸及房屋局海運及空運人才培訓基金。逾時的申請將不獲受理。
Applicants should complete and submit the application form **by post** to the Maritime and Aviation Training Fund, Transport and Housing Bureau at 20/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Hong Kong **within four months** after completing the course / passing the examination. Late application will not be accepted.
9. 運房局會於收到申請書後兩星期內將認收回條寄回給申請者。如申請者在兩星期內仍未收到回條，請發電郵至 matf@thb.gov.hk 或致電基金熱線 3509 7261 查詢。
Acknowledgement of receipt will be sent to an applicant within two weeks upon receipt of the application. If the acknowledgement is not received within two weeks, an applicant should send an email to matf@thb.gov.hk or call the MATF hotline at 3509 7261 for enquiries.
10. 申請人可用一張申請表提出一項或以上的課程／考試費用的申請。
Applicants can complete one application form for one or more course(s) / examination(s) for refund.
11. 申請人必須填妥申請表上的A至E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需於申請書上簽署。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-E), 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.
12. 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；
 - (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) 學費／考試費的收據（收據上必須顯示申請人的姓名）；及
 - (d) 證明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香港身份證上的姓名相同）。

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

 - (a) the applicant's Hong Kong Identity Card;
 - (b) documentary proof (e.g. certificate, transcript, letter) issued by the course/examination provider certifying that the applicant has completed the course to the satisfaction of the provider or passed the relevant examination;
 - (c) the receipt of course/examination fee payment (with name of applicant shown); and
 - (d) document issued by the bank showing the number and name of holder of the bank account to which the refund will be credited to, 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 Hong Kong Identity Card).
13. 在有需要時，運房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.
14. 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。
All documents submitted for the application (including the application form and the supporting documents) are not returnable. Applicants are advised to **retain copies** for their own reference.

私隱 Privacy

15. 申請人有責任向運房局提供申請書所要求的關於其個人的資料。運房局會根據個人資料私隱專員所發出的《身分證號碼及其他身分代號實務守則》第 3.2.1.2 條，要求申請人提供其香港身分證副本。如申請人未能遵照上述要求，運房局可能無法處理其申請。對於申請書上填報的個人資料，運房局將作下列用途：(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 obliged to supply information pertaining to their personal data, as required in the application. In accordance with section 3.2.1.2 of the Code of Practice on the Identity Card Number and the Personal Identifiers issued by the Privacy Commissioner for Personal Data, applicants are requested to furnish a copy of their Hong Kong Identity Card. If an applicant fails to comply with these requirements, THB may not be able to process his/her application. THB 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.
16. 申請表上填報的個人資料以及其他補充資料，可為上文第15段所述的目的，或在法律授權或規定作出披露的情況下，向特區政府的政策局／部門，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, course providers/examination authorities and employer for the purposes mentioned in point 14 above or where such disclosure is authorized and required by law.
17. 如有需要，運房局會為上文第15段所述的目的，聯絡舉辦課程／考試機構、僱主、其他政府部門及組織，以核實申請書上的資料。
- If necessary, THB will contact the course providers/examination authorities, employer, other government departments and organizations to verify the data provided in the application with those held by them for the purposes mentioned in point 14 above.
18. 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.
19. 如欲查詢或要求改正申請書上的個人資料，請以書面方式向運房局提出。
- Enquiries concerning the personal data provided in the applications and requests for the correction of such data should be made in writing to THB.

查詢 Enquiries

20. 如有任何查詢，請發電郵至 matf@thb.gov.hk 或致電基金熱線 3509 7261。
- For enquiries, please send email to matf@thb.gov.hk or call the MATF hotline at 3509 7261.

C 部 Section C

申請發還課程／考試費用的資料 Information on Course/Examination fee to be reimbursed

(a)

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)

Examination Date (D/M/Y)

實際由申請人繳付的學費／考試費

Actual Tuition / Examination Fees paid by the Applicant

(b)

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)

Examination Date (D/M/Y)

實際由申請人繳付的學費／考試費

Actual Tuition / Examination Fees paid by the Applicant

(c)

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)

Examination Date (D/M/Y)

實際由申請人繳付的學費／考試費

Actual Tuition / Examination Fees paid by the Applicant

(d)

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)

Examination Date (D/M/Y)

實際由申請人繳付的學費／考試費

Actual Tuition / Examination Fees paid by the Applicant

D 部 Section D

提交的文件或證書副本 Copies of Document/Certificate submitted

- 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/examination provider certifying that the applicant has completed the course to the satisfaction of the provider or passed the relevant examination
- 學費／考試費的收據（收據上必須顯示申請人的姓名）
Receipt(s) of course/examination fee payment (with name of applicant shown)
- 證明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 to, 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 Hong Kong Identity Card)

E 部 Section E

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特別行政區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 resident of the HKSAR 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：本人在這份申請表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 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% 或上限 18,000 港元（以數額較小者為準）。本人聲明，本人從未就 C 部所示的課程／考試獲得任何其他政府補助或資助。
I would like to apply for a refund of 80% of the actual tuition/examination fees paid by me as listed in Section C above, subject to a maximum of HK\$18,000 (whichever is less). I declare that I have not been granted any other form of government subsidy or financial assistance for the course(s)/examination(s).

本人同意，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。
I agree that the bank's acknowledgement to the Government will be sufficient discharge in lieu of acknowledgement by me.

本人明白，運輸及房屋局（以下簡稱“運房局”）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，運房局對違法者可循法律程序追究法律責任。
I am aware that the Transport and Housing Bureau (THB) will rely on the information provided by me to determine my eligibility for reimbursement of fees under the Maritime and Aviation Training Fund and to assess the amount of reimbursement 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.

本人同意申報表中所填報的每一項課程／考試的機構及僱主向運房局提供本人的個人資料，以便運房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 THB for the purpose of processing my application or verifying the information provided in this application.

本人明白，運房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。本人承諾在運房局提出要求時，將本人多收的款項歸還香港特別行政區政府。
I understand that THB has the right to review my application and adjust my entitlements for reimbursement if necessary. I undertake to refund to the Government of the Hong Kong Special Administrative Region any overpayment made to me upon demand.

申請人簽署

Signature of
Applicant

日期

Date

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)

父母或監護人姓名

Full name of Parent or Guardian

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

認收回條

ACKNOWLEDGEMENT OF RECEIPT

我們已收到及正處理你的申請。若我們接納／拒絕你的申請，會另行發信通知。

Your application for refund has been received and is now being processed. If it is decided to approve / reject your application, another letter will be sent to you.

申請編號

(只供辦事處填寫)

Application No. _____

(Office use only)

姓名

Name

地址Address

(請填上你的姓名和地址)

(Please fill in your name and address)

姓名

Name

地址Address

(請填上你的姓名和地址)

(Please fill in your name and address)