



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 (航空)
申請書

**Maritime and Aviation Training Fund
Professional Training and Examination Refund Scheme (Aviation)
Application Form**

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），旨在鼓勵有志投身航空業的人士和現職人士，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 interested to join or already working in the aviation sector, 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／公司及全職從事與航空有關的工作；
 - (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 aviation sector with an organization/company in Hong Kong 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G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-G), 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（請參看第14點）；
 - (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）；
 - (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）；
 - (e) 由在香港營運的航空業組織／公司發出的申請人受聘證明文件；及
 - (f) 課程／考試評估。

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

- (a) the applicant's Hong Kong Identity Card (Please see point 14);
 - (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);
 - (e) document to certify the applicant's employment issued by an organization/company of the aviation industry in Hong Kong; and
 - (f) Course/ examination evaluation.
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。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樓運輸及房屋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，代替提交香港身分證副本。
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. Applicants may choose to visit 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, in person during normal office hour and produce their Hong Kong Identity Cards for checking, in lieu of submission of a copy of the Hong Kong Identity Card.

個人資料收集 Personal Data Collection

15. 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 responsible for completing the application form fully and truthfully and providing all necessary documentary proof. 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/organizations, 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、特區政府的決策局／部門／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 policy bureaux/departments/ organizations to verify the data provided in the application with those held by them for the purposes mentioned in point 15 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. 申請人如欲查詢所提供的個人資料或要求更正有關資料，請以書面方式向運房局提出，地址如下：
香港添美道2號
政府總部東翼20樓
運輸及房屋局
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 THB. The address is –
Maritime and Aviation Training Fund
Transport and Housing Bureau
20/F, East Wing, Central Government Offices
2 Tim Mei Avenue, Hong Kong

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.



**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 (航空)
申請書**

**Maritime and Aviation Training Fund
Professional Training and Examination Refund
Application Form**

申請編號
Application No.

(只供辦事處填寫 Office use only)

**A 部 Section A
個人資料 Personal Particulars**

英文姓名
Name in English 姓氏 Surname _____ 名字 Given names _____

中文姓名
Name in Chinese _____

香港身分證號碼
Hong Kong Identity Card Number _____ ()

通訊地址
Correspondence Address _____

聯絡電話
Contact Telephone Number _____ 電郵地址
E-mail Address _____

接收發還費用的銀行帳戶
Bank Account for
refund to be credited

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**B 部 Section B
現時受僱資料 Current Employment Information**

公司名稱
Company Name _____ 辦公室電話
Office Telephone Number _____

辦公室地址
Office Address _____

現時職位
Current Position _____ 現時職位任職年數
Year(s) of service in current position _____ 年
Year(s) _____ 月
Month(s) _____

工作性質 Job Nature	空運 Air Cargo	<input type="checkbox"/>	航空公司 Airlines	<input type="checkbox"/>	飛機維修 Aircraft Maintenance	<input type="checkbox"/>
	地勤服務 Ground Handling Services	<input type="checkbox"/>	地勤支援服務 Ground Support Equipment Services	<input type="checkbox"/>	航空配餐 Aircraft Catering	<input type="checkbox"/>
	航空保安 Aviation Security	<input type="checkbox"/>	航空燃料 Aviation Fuelling	<input type="checkbox"/>	商用航空 Business Aviation	<input type="checkbox"/>
	交通管制服務 Air Traffic Control	<input type="checkbox"/>	航空管理機構 Aviation Regulatory Bodies	<input type="checkbox"/>	和航空有關的教育工作 Aviation-related Education	<input type="checkbox"/>
	其他(請註明) Others (Please specify)	<input type="checkbox"/>	_____			

(請在適當方格內加上“√”號。)(Please insert a “√”in the appropriate box.)

(* 請刪去不適用的資料。)(*Please delete as appropriate.)

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 or 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 or 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 or 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 or 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 課程／考試評估 Course/Examination Evaluation

請申請人就每個申請發還課程／考試填寫載於附件的評估表格。如申請發還多於一項課程／考試的費用，請自行複印表格。如申請人未能填妥評估表格，申請將不獲受理。

Please complete the evaluation form at Annex for each course/examination to be reimbursed. Please make copy of the evaluation form when you apply the reimbursement for more than one course/ examination. Your application will not be considered if you fail to complete the evaluation form.

E 部 Section E 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)
- 由在香港營運的航空業組織／公司發出的申請人受聘證明文件
Document to certify the applicant's employment issued by an organization/company of the aviation industry in Hong Kong
- 課程／考試評估
Course / Examination Evaluation

F 部 Section F 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

通訊地址

Correspondence

Address

(請填上你的姓名和通訊地址)

(Please fill in your name and
correspondence address)

姓名

Name

通訊地址

Correspondence

Address

(請填上你的姓名和通訊地址)

(Please fill in your name and
correspondence address)

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 (航空)
評估表格

**Evaluation Form for
Professional Training and Examination Refund (Aviation)
under the Maritime and Aviation Training Fund**

姓名
Name

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 或 考試日期 (日／月／年)
Course Period or Examination Date (D/M/Y)

如答案旁邊設有方格，請在適當的方格內加上「✓」號。

Please tick (✓) as appropriate for answers with selection boxes provided.

**第一部分：課程/考試資料
Part I: Course/Examination details**

1. 在完成課程/考試後有沒有獲得任何專業資格?

Is (are) there any qualification(s) to be awarded upon the completion of course/ passing of examination?

有 Yes 沒有 No

如有，請列明 If yes, please specify: _____

2. 在完成課程/考試後有沒有獲頒發證書?

Is there any certificate given upon completion of the course/examination?

是 Yes 沒有 No

3. 請在下面的方框中註明課程/考試類別。(可選多於一項)

Please indicate the category of the course/examination by ticking the box below. (You can choose more than one option.)

空中交通管理 Air Traffic Management 飛機工程 Aircraft Engineering

航空公司運作 Airline Operations 機場營運 Airport Operations

航空保安 Aviation Security 法律 Legal

空運 Air Cargo 語言 Language

適航和飛機安全 Airworthiness and Aircraft Safety

其他 (請說明) Others (Please specify) : _____

第二部分: 有關課程問題
Part II: Questions for course

如修讀課程，請回答問題 4 至 16。

For course taken, please fill in question 4-16.

Strongly disagree						Strongly agree	
非常不同意						非常同意	
1	2	3	4	5	6		

4. 此課程培養了我將理論應用於航空業的能力。
 The course developed my ability to apply theory to practice in the aviation industry. 4.
5. 此課程符合我在航空業自我提升和/或專業發展方面的需求。
 The course met my need in terms of self enhancement and/or professional development in the aviation industry. 5.
6. 此課程的講師顯示了對課程主題的掌握。
 The instructor displayed mastery of the subject matter. 6.
7. 此課程組織良好清晰。
 The course was well organized and clear. 7.
8. 課程材料有用，並且有效地融入了課堂/討論中。
 The course materials were useful and well-integrated into lectures/ discussions. 8.
9. 總括來說，講師有效地教授此課程。
 Overall, the instructor taught this course effectively. 9.
10. 總括來說，我對此課程感到滿意。
 Overall, I am satisfied with the course. 10.
11. 完成此課程後，我更有決心留在航空業並為之做出貢獻。
 Upon completion of the course, I am more determined to stay in and contribute to the aviation industry. 11.
12. 此課程的工作量恰當。
 The workload was appropriate to the course. 12.
- 如果在第 12 題中選擇 3 或更低，你認為工作量
 If you choose 3 or below in question 12, you consider the workload was
太輕 too light 或 太重 too heavy
13. 您會否向有志投身航空業的人士或現職人士推薦此課程？
 Would you recommend this course to those interested to join or already working in the aviation sector?
會 Yes 否 No

14. 你最喜歡此課程的哪部分？

Which part(s) of the course did you like most in the course?

15. 此課程的哪部分需要改進？

Which part(s) of the course need to be improved?

16. 其他建議。

Other suggestion(s).

第三部分: 有關考試問題

Part III: Questions for examination

如參加考試，請回答問題 17 至 22。

For examination taken, please fill in question 17-21.

Strongly disagree					Strongly agree
非常不同意					非常同意
1	2	3	4	5	6

17. 這個考試培養了我將理論應用於航空業的能力。

The examination developed my ability to apply theory to practice in the aviation industry.

17.

18. 這個考試符合我在航空業自我提升方面的需要。

The examination met my need in terms of self enhancement in the aviation industry.

18.

19. 通過考試後，我可以進一步在航空業進行專業發展。

Upon passing the examination, I can further my professional development in the aviation industry.

19.

20. 通過考試後，我更有決心留在航空業並做出貢獻。

Upon passing the examination, I am more determined to stay in and contribute to the aviation industry.

20.

21. 您會否向有志投身航空業的人士或現職人士推薦此考試？

Would you recommend this examination to those interested to join or already working in the aviation sector?

會 Yes 否 No

22. 其他建議。

Other suggestion(s).

Thank You 謝謝