

**Engineering Graduate Training Scheme (EGTS)**



**Application for Subsidy**

Companies should submit the completed application form together with the supporting documents stated in the Notes for Applicants to the EGTS Secretariat.

Address : EGTS Secretariat  
Vocational Training Council  
30/F., Billion Plaza II, 10 Cheung Yue Street,  
Cheung Sha Wan, Kowloon, Hong Kong  
Email : egts@vtc.edu.hk  
Fax : 2904 7843

Notes for Applicants:

- I. Company should provide all the information required in this form. The information collected will be used for processing the application for subsidy. EGTS Secretariat may disclose the information of the application to the Government, statutory bodies or third parties for the purposes stated in Part D of the form. EGTS Secretariat undertakes to keep personal data provided by applicants confidential and will not use the information for direct marketing purpose.

In accordance with the Personal Data (Privacy) Ordinance, the trainee has the right:

- (a) to check whether VTC holds his / her personal data;
- (b) to request a copy of such data; and
- (c) to require VTC to correct any of the personal data which is inaccurate.

Sufficient information will need to be provided to establish identity, otherwise VTC shall refuse to comply with the request.

- II. The following documents should be attached with the application for submission:
- (a) Trainee's **Hong Kong identity card** copy;
  - (b) Documentary evidence of qualification acquired – **certificate / transcript**; and
  - (c) Proper justification in writing for non-fresh graduate within the current financial year.
- III. The EGTS Secretariat will acknowledge receipt of your application within one month after the submission of the application form; if not, the company is advised to contact the EGTS Secretariat.

**Part A: Particulars of Training Scheme (to be completed by employer)**

1. Name of company:

2. Name of contact person:

Mr / Ms

3. Telephone No.:

4. Email:

5. Pro-Act Training and Development Centres of the VTC will provide the following basic training to trainee in weekdays:

Discipline:	Building Services	Electrical	Electronics	Manufacturing, Industrial & Systems	Mechanical
Duration:	32.5 days	20 days	18.5 days	15 days	28 days

Please indicate whether the trainee requires this basic training: Yes / No

**Part B: Particulars of Trainee (to be completed by the trainee)**

1. Name of trainee:

2. Discipline in which training is to be received:

3. First date of employment (DD/MM/YYYY):

4. Date of start of training under the HKIE Scheme "A" (DD/MM/YYYY):

5. Starting monthly salary (HK\$):

6. Proper justification for recruiting trainee graduated in the preceding financial year (if applicable):

7. I declare that the details in this part are true and correct. I also agree that the VTC may use my personal data for processing this application and the purpose mentioned in paragraph 2 of Part D other than for direct marketing purpose.

Date: \_\_\_\_\_ Signature of Trainee: \_\_\_\_\_

**Part C: Terms and Conditions Governing the Payment of Subsidy  
under the Engineering Graduate Training Scheme (EGTS)**

1. The trainee must be Hong Kong permanent resident and acceptable by the Hong Kong Institution of Engineers (HKIE) for registration under Scheme “A” training.
2. Employer must ensure that the trainee keeps an HKIE Training Log Book up-to-date in accordance with the requirements of the HKIE.
3. Employer must submit the trainee's quarterly progress reports to the Working Party on Engineering Graduate Training Scheme (WP EGTS). These reports include the following taken from the trainee’s HKIE Training Log Book:
  - (a) Detailed Training Record for the Quarter;
  - (b) Monthly Report; and
  - (c) Quarterly Report.
4. Employer must submit a final training report and a copy of the Continuing Professional Development record of the trainee upon the completion of EGTS training to the WP EGTS.
5. Employer must issue a certificate of completion to the trainee upon the satisfactory completion of the trainee's EGTS training.
6. Employer must inform the WP EGTS immediately of any change in the trainee’s employment.
7. Employer must refund the VTC any over-payment of subsidies for the trainee.
8. Subsidy will not be paid for any period when the trainee is assigned to work on Government projects as an Assistant Resident Engineer with his / her salary reimbursed by the Government. Employer must inform the WP EGTS on any such assignments.
9. Subsidy will be paid in arrears upon satisfactory production of a claim form containing the confirmation of receipt of salary by the trainee and the trainee's quarterly progress report covering the subsidy period. Subsidy would be forfeited if the employer fails to submit the trainee’s completed quarterly progress report before the set deadline.
10. Subsidy would be deducted for any unpaid leave period of the trainee.
11. The WP EGTS’s representatives may interview the trainee to check on his / her progress and inspect his / her HKIE Training Log Book.
12. Subsidy may be withheld for any breach of the above terms and conditions.

**Part D: Declaration and Supporting Documents**  
**(to be completed by employer)**

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1. We wish to apply for a training subsidy for providing training to the above-named trainee.
2. We declare that we will not apply for training subsidies from any other funding schemes in respect of the above-named trainee for undertaking the HKIE Scheme “A” training. In this regard, we understand and agree that the VTC may disclose the particulars of the training scheme and the trainee for checking with the organisation(s) concerned and, in the event that there is double application of training subsidy, this application will become invalid and we may be disqualified to participate in the EGTS.
3. We declare that the details in Parts A and B above are true and correct.
4. We confirm that the trainee has completed a basic training course (where applicable) and gained educational qualifications acceptable for the Corporate Membership of the HKIE.
5. We accept the terms and conditions governing the payment of subsidy in Part C.

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Signature

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Company Chop

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Name (in Block Letters)

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Date

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Position