VOCATIONAL TRAINING COUNCIL

Engineering Graduate Training Scheme

Claim for Subsidy

To: Technologist Training Unit
         VTC Headquarters (Industry Partnership)

To be Completed by the Employer

     We, _____ (name of company), wish to apply for subsidies in respect of the following *graduate/sandwich trainee receiving practical training under the Engineering Graduate Training Scheme:

Name of Trainee: _____   HKID No: _____

Subsidy Period (dd/mm/yyyy to dd/mm/yyyy)	Subsidy Claimed (HK$)	No. of days of *paid/unpaid leave (Please specify the nature of leave)
to		
to		
to		
to		
Total subsidy claimed		

     We certify that the above details are true and correct. We declare that we have not received any subsidy from other funding schemes in respect of the above-named trainee undertaking the HKIE Scheme "A" training. We also confirm that the above-named trainee was not employed on Government sites as Assistant Resident Engineer with salaries reimbursed by Government during this claim period.

_____
Name (in Block Letters)

_____
Signature

_____
Position

_____
Date

_____
Company Chop

*Delete where inappropriate.

To Be Completed by the Trainee

     This is to confirm that I have received the following salaries from the company. I also confirm that I was receiving full-time training under the Engineering Graduate Training Scheme during these months. I agree that the VTC may use my personal data provided in this form for processing the subsidy claim other than for direct marketing purpose. In accordance with the Personal Data (Privacy) Ordinance, I understand that I have the right:
(a) to check whether VTC holds my 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.

Month	Salary Received (HK$)

_____
Signature

_____
Name (in Block Letters)

_____
Date

For Official Use
I certify that:
     (i)   the above-named trainee is an approved trainee under the Engineering Graduate Training Scheme; and

     (ii)   other details in the claim form are factual.

_____
Signature
for SAED(HQIP)

For Finance and Supplies Division Use

Details checked: Payment effected:

by _____   on _____

date _____   vide payment voucher no. _____