

Application Form for Training Programme Subsidy Scheme under Travel Industry Training Fund (for Tourist Guides)

<p>1. Before completing this form (a total of 3 pages), please read <i>“the Guide to Application for Training Programme Subsidy Scheme under Travel Industry Training Fund (for Tourist Guides)”</i> (which can be downloaded from the website of the Travel Industry Council of Hong Kong (“TIC”): https://cutt.ly/tgcpd_e.)</p> <p>2. Please complete the form in BLOCK LETTERS.</p> <p>3. For any enquiries, please call 2969 8155 or 29698143.</p>	
<u>For official use only</u>	
Date of receipt: _____	
Application ref no.: _____	
Items to be subsidised: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C _____	
Total amount to be granted: <u>HK\$</u> _____	

Section A Particulars of the Applicant

**Name as printed on the HKID card.*

Name in Chinese*: _____ Name in English*: _____

Tourist Guide Pass no.: TG _____ Mobile no.: _____

HKID card no.: _____ Email address: _____

Section B Particulars of the Training Activities

Items of the “Continuing Professional Development Scheme for Tourist Guides” (Note 1)	Training activities under application for a subsidy (Note 2) <i>(Please put a “✓” in the appropriate box(es) and refer to Section D of this form for the supporting documents required)</i>
(A) Consolidation and updating of knowledge	<input type="checkbox"/> Having passed the “Knowledge on Hong Kong” Quiz held by the TIC Date of quiz : _____ Fee (Note 3): <u>HK\$100</u> <input type="checkbox"/> Having attended the “Knowledge on Hong Kong” Workshop Organiser : _____ Completion date : _____ Fee (Note 3): <u>HK\$</u>
(B) Professional ethics	<input type="checkbox"/> Having attended the talk organised by the TIC Date of talk : _____ Fee (Note 3): <u>HK\$50</u> <input type="checkbox"/> Having attended the talk, seminar or workshop organised by another organisation Organiser : _____ Completion date : _____ Fee (Note 3): <u>HK\$</u>

(C) Self-selected courses *(Please state the courses in the chronological order of their completion dates and use separate sheet(s) if the space provided in this application form is insufficient.)*

Course 1:	Course name: _____ Fee (Note 3): <u>HK\$</u> Organised by: _____ Completion date: _____
Course 2:	Course name: _____ Fee (Note 3): <u>HK\$</u> Organised by: _____ Completion date: _____
Course 3:	Course name: _____ Fee (Note 3): <u>HK\$</u> Organised by: _____ Completion date: _____

Course 4:	Course name: _____ Organised by: _____	Fee ^(Note 3) : HK\$ _____ Completion date: _____
Course 5:	Course name: _____ Organised by: _____	Fee ^(Note 3) : HK\$ _____ Completion date: _____
Course 6:	Course name: _____ Organised by: _____	Fee ^(Note 3) : HK\$ _____ Completion date: _____

Section C Amount of Subsidy Applied for

- Total amount of subsidy applied for ^(Note 4) : HK\$ _____
- Whether funding support from any other source(s) for the fee of the training activity(ies) listed in Section B of this form has been or will be received: (*Please put a “✓” in the appropriate box.*)
 - Yes Source of funding : _____
Amount received/will be received : HK\$ _____
 - No

Note 1: Details about the requirements of the Continuing Professional Development Scheme for Tourist Guides (“CPD Scheme”) can be found at the TIC’s website (www.tichk.org).

Note 2: Only those training activities, including but not limited to courses, talks, seminars, workshops and “Knowledge on Hong Kong” Quiz, completed at a fee by tourist guides for fulfilling the requirements of the CPD Scheme for future renewal of their Tourist Guide Passes are eligible for the tourist guides to apply for the subsidy under the Training Programme Subsidy Scheme (“Subsidy Scheme”).

Note 3: Unless otherwise specified, the fee of a training activity in this application form refers to the actual fee paid by a tourist guide as evident in the receipt for the payment of the fee of the training activity. Any amount of the fee which has been or will be subsidised or sponsored by any source other than the Subsidy Scheme, and any deducted amount, irrespective of reasons including but not limited to a discount, early bird registration, etc., are **EXCLUDED** from the amount of the subsidy under application by the tourist guide. Other fees such as travel expenses and board and lodging fees are **NOT** reimbursable.

Note 4: Each tourist guide is subject to a subsidy ceiling of HK\$1,000, and will be subsidised on a reimbursement basis.

Section D List of Supporting Documents Required

The following documents should be attached to the application form:

- The **original and photocopy# of the receipt and proof of attendance** of the “Knowledge on Hong Kong” Workshop issued by an organisation recognised by the TIC
- The **original and photocopy# of the receipt and proof of attendance** of the talk, seminar or workshop relating to professional ethics recognised by the TIC
- The **original and photocopy# of the receipt(s) and proof of attendance** of the “Self-selected Course(s)”

Important notes:

- If the training activity(ies) is/are organised by the TIC, submission of documentary proof is NOT required.*
- Applicants who submit the application in person are required to present both the original and photocopy of the supporting documents. Those who submit the application by post are required to attach only the photocopy of the supporting documents, and the original copies must be presented to the Secretariat for checking before collecting the subsidy. All the original documents will be returned to the applicants immediately after checking.*

Section E Important Matters

Please put a “✓” in the appropriate box.

I have read, understood and accepted points 1 to 6 listed below:

1. An applicant must complete and submit the application form, together with documentary proof¹ showing that:
 - (a) the training activity(ies) under application meet(s) the requirements of the CPD Scheme;
 - (b) the training activity(ies) has/have been completed (e.g. the attendance certificate issued by the training institute); and
 - (c) payment has been made by the applicant for the training activity(ies) (e.g. the official receipt of payment for the training activity(ies)).
2. Applications for a subsidy by tourist guides must be submitted within the concession period (i.e. **28 October 2019 to 31 March 2022**) to the Travel Industry Council of Hong Kong, Training Programme Subsidy Scheme Secretariat, Rooms 1706-09, Fortress Tower, 250 King’s Road, North Point, Hong Kong. If an application is made by post, please mark on the envelope “Application for the Training Programme Subsidy Scheme (for Tourist Guides)”. Applications which are late or fail to include the required information or documents by **31 March 2022** will **NOT** be further processed. The stamp-chopped dates on the envelopes will be taken as the receipt dates of applications. Each applicant should ensure that a correct address is clearly printed or written on the envelope, and that sufficient postage is affixed before posting, to avoid unsuccessful delivery of his/her application. Any underpaid mail items will be returned or disposed of by the Hongkong Post, where appropriate.
3. Throughout the one-year concession period, each tourist guide can only submit **ONE** application for a subsidy, which may include one or more than one training activity that he/she has completed for fulfilling the requirements of the CPD Scheme.
4. The Secretariat may seek clarification, supplementary information and/or supporting document(s) from the applicant, if necessary. The Secretariat reserves the right to **NOT** further process the application if the applicant fails to provide the required clarification, supplementary information and/or supporting document(s).
5. Information provided in this application will be used for processing the application, statistics, subsidy disbursement and other related purposes. Such information may be disclosed to other government agencies or third parties if such disclosure is necessary for processing the application, statistics, subsidy disbursement and other related purposes, or where the disclosure is authorised or required by law.
6. For correction of or access to personal data contained in this application form, please contact the Secretariat by email (training@tichk.org).

Section F Declaration

I hereby declare that:

1. I have carefully read the “Guide to Application for the Training Programme Subsidy Scheme under the Travel Industry Training Fund (for Tourist Guides)” and agree to comply with all the terms and conditions therein;
2. all information provided in this application form is true and accurate;
3. I have not received any subsidy or sponsorship from any source other than the Subsidy Scheme for the amount of the fee of any training activity under application for a subsidy as listed in Section B of this application form; nor will I apply for any subsidy or sponsorship from any other source when the application is being processed or after the application is approved;
4. I undertake to repay in full to the TIC all the disbursed subsidy under the Subsidy Scheme, with interest (if any), within the time specified in the notification given by the Government or the Secretariat in the event that any information or document provided in relation to this application is found to be false, invalid or inaccurate; and
5. I acknowledge that the Government and the Secretariat reserve the right to take any action deemed appropriate, including but not limited to instituting legal action, against me for providing any false, invalid or inaccurate information or document in support of this application.

Applicant’s
name: _____

Applicant’s
signature: _____

Date: _____

¹ If the training activity(ies) is/are organised by the TIC, submission of documentary proof is **NOT** required.