**Application Form for the**

**Development Fund for the Travel Industry (Training Activities)**

**(for Staff Member of Travel Agent)**

Please read the Application Guide to the Development Fund for the Travel Industry (Training Activities) (which can be downloaded from the [website of the Travel Industry Council of Hong Kong (TIC)](http://www.tichk.org/public/website/en/industry_subsidy_scheme/development_fund/training_activities/html)) before completing this application form. For enquiries, please call the Secretariat at 2969 8157.

**Applicant must submit the completed application form before class commencement**.

**Section A – Particulars of the Applicant Travel Agent**

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| Company Name and Travel Agent’s Licence No:  |
| TIC membership number:  | Name of Contact Person:  |
| Tel of Contact Person:  | Email of Contact Person:  |
|  |  |

**Section B – Particulars of the Training Activity**

|  |  |
| --- | --- |
| Name of Training Activity: |   |
| Name of Organiser: |   |
| Is the training activity to be held entirely or partly in Hong Kong? (Note 1) | * Yes □ No
 |
| Is the training activity to be held entirely online? (Note 1) | * Yes □ No
 |
|  Commencement Date (yyyy-mm-dd):  | Completion Date: (yyyy-mm-dd):  |
|  |

Note 1: No training activities held entirely outside Hong Kong or entirely online are eligible.

**Section C – Staff Members Nominated by the Applicant Travel Agent to Participate in the Training Activity**

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Name of Staff Members | Job Title | No. of Years in the Industry |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |

**Section D – Amount of Subsidy under Application**

|  |  |
| --- | --- |
|  Fee per participant (Note 2): $ |  × No. of participants: = Total cost: $  |
|  Amount of subsidy under application = Total fee: $ × 70% = $  |
|  |

Note 2: Each travel agent will be subsidised with a maximum of 70% of the fee of a training activity for its nominated staff members if its application for subsidy for the training activity is successful provided that the fee of the training activity per person is not less than HK$500. Each travel agent is subject to a subsidy ceiling of HK$30,000 per year, with no limits on the number of staff members eligible for nomination, and the frequency of subsidy and the amount of subsidy for which each staff member is eligible.

**Section E – Declaration**

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|  I hereby declare that: 1. I have carefully read the Guide to Application for the Development Fund for the Travel Industry (Training Activities) and agree to comply with all the terms and conditions therein;
2. all information provided in this application form is true and accurate;
3. the applicant travel agent and the nominated staff members have not received any other subsidy for the above training activity;
4. the applicant travel agent and the nominated staff members will not apply, during the process of application and after approval of the application for subsidy under the Development Fund, for any other subsidy for the above training activity;
5. the applicant travel agent undertakes to repay in full to the Travel Industry Council of Hong Kong all the disbursed subsidy granted under the Development Fund for the Travel Industry (Training Activities), with interest, within the time specified in the notification given by the Airport Authority Hong Kong or the Secretariat, in the event that any information provided herein is found to be false, invalid or inaccurate; and
6. the applicant travel agent acknowledges that the Airport Authority Hong Kong reserves the right to take any actions deemed appropriate, including termination of the funding agreement and instituting legal actions, against the applicant travel agent for providing false, invalid or inaccurate information in support of this application.
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| Signature:  | Name:  | Title:  |
| (Note 3) | Company Stamp:  | Date:  |
| Company Name:  |
|  |  |  |

Note 3: The signatory must be of a managerial grade or above working for the applicant travel agent.

**Other Important Matters:**

1. The applicant travel agent must nominate its own staff members (including its employees and self-employed persons) for subsidy under the Development Fund.
2. The applicant travel agent must complete and submit the application form before signing up for the training activity concerned.
3. No language courses, and diploma and bachelor’s or higher degree courses will be subsidised by the Development Fund.
4. No courses, examinations, seminars, workshops, talks, etc which have received subsidy from sources other than the Development Fund will be subsidised by the Development Fund.
5. The applicant travel agent can submit the duly completed and signed application form to the Travel Industry Council of Hong Kong, Rooms 1706-09, Fortress Tower, 250 King’s Road, North Point, Hong Kong by post, with the envelope marked “Application for the Development Fund for the Travel Industry (Training Activities)”.
6. The applicant travel agent can also send a soft copy of the completed application form (in MS Word format) to the Secretariat by email: Dfund@tichk.org.
7. Please use separate sheets if the space provided for a particular item is insufficient.

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|  |  |  |
| Official Use Only | Date of Receipt (yyyy-mm-dd):  | Ref. No. : |
| □ Course □ Examination □ Course and Examination □ Seminar □ Workshop □ Talk □ Others |