



**Maritime and Aviation Training Fund  
Application for Local Vessel Trade Training Incentive Scheme**

**Notes to Applicant**

**General Information**

1. The Transport and Logistics Bureau 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 Local Vessel Trade Training Incentive Scheme (the Scheme). Under the Scheme, an eligible applicant may receive incentives of not more than HK\$30,000. The Scheme is administered by Marine Department (MD).
2. The objective of the Scheme is to encourage the new joiners who have completed the approved training courses under the Scheme and are employed in the local vessel trade industry to obtain their first professional qualification as a local coxswain or engine operator by financial incentive. The list of approved training courses was suggested by the tripartite representatives from the government, the industry and training institutes and it will be reviewed as and when necessary. The list is on the website of MD, i.e. <http://www.mardep.gov.hk>.

**Format and level of support**

3. A successful applicant during their employment period will be provided with a monthly incentive of HK\$2,500 for 12 months with a total of HK\$30,000, in which, HK\$12,000 will be provided to the applicant who successfully passes the examination and obtains a Local Coxswain or Engine Operator Grade 3 Certificate.
4. The incentive under the Scheme will be provided monthly in equal amount and will be automatically transferred into the successful applicant's bank account as provided in the Application Form monthly.
5. The monthly incentive will be provided in the first ten working days of each month. It will not be provided if an applicant has not worked for a whole month. An applicant has to inform MD immediately in writing if his/her employment contract is terminated during the period obtaining the incentive. The applicant will no longer be eligible for the Scheme even he/she is employed in the local vessel industry again. <sup>Note</sup>
6. A one-off HK\$12,000 of the total of HK\$30,000 incentive will be provided in 4 to 6 weeks upon the receipt of written notice from the applicant of his/her successful passing the examination and obtaining of Local Coxswain or Engine Operator Grade 3 Certificate.
7. The incentive will be granted on a first-come-first-served basis until funding for the Scheme has been expended. At the same time, incentives under the Scheme will only be granted to each applicant once.  
*(Note: For example, if an applicant is eligible for the monthly incentive under the Scheme on the 10th of May 2014, the incentive would start from June and the first release would be in July. If an applicant resigned on the 20th of Oct, the monthly incentive for October would not be given.)*

**Persons who are eligible to apply**

8. (a) The applicant must –
  - (i) be a resident of the HKSAR and lawfully employable in Hong Kong;
  - (ii) not be in possession of any Local Coxswain / Engine Operator Grade 3 Certificate;
  - (iii) be employed as a full-time deck/engine room rating by a company<sup>1</sup> that operates local licensed vessel(s)<sup>2</sup> (“local shipping company”) on/after 11 Jan 2014. A list of relevant major local shipping companies has been uploaded to the website of MD<sup>3</sup>;
  - (iv) not be employed by any local shipping company on/after 11 Jan 2011 other than his/her existing employer; and
  - (v) completed<sup>4</sup> an approved training courses<sup>5</sup>.
- (b) To apply for the HK\$12,000 incentive, an applicant must successfully pass the examination and obtain a Local Coxswain/Engine Operator Grade 3 Certificate.
- (c) An applicant must not receive double benefits irrespective of the source of funding when they are receiving the incentive under the Scheme, i.e. they should not receive any other form of financial assistance in encouraging employment in any industry or take part in any form of wage subsidy encouragement for acquiring a Coxswain Grade 3 Certificate or Engine Operator

<sup>1</sup> The company must be holding a valid Business Registration Document.

<sup>2</sup> Except Pleasure Vessels.

<sup>3</sup> The list of major shipping companies on the MD website may not be exhaustive. For enquiry, please contact MD (Tel: 2852 3069).

<sup>4</sup> “Completed” means the applicant has reached the standard required by the training institute.

<sup>5</sup> Applicant who is attending or has applied for or is enrolled in the approved training course and fulfilled all other requirements stipulated in paragraph 8(a)(i)-(iv), (b) and (c) may also apply, but the incentive will only be released after he has completed the approved training course and started to work in a local shipping company.

Grade 3 Certificate.

### **Incentive Arrangement**

9. If requested by MD, an applicant shall provide the proof of being continuously employed by their existing employer on the 5th and 11th month under the Scheme. Failing which, the incentive being provided to the applicant will be suspended.

### **Application Procedures for Monthly Incentive**

10. Applicants should submit their applications within four months after being employed by a local shipping company and completion of the approved training course, whichever is the latest. Late application will not be accepted.
11. Applicants should submit their Application Form in person during office hours to the River Trade and Local Examination Section, Marine Department at Room 303, 3/F., Harbour Building, 38 Pier Road, Central, Hong Kong.
12. Applicants should complete sections (1) to (8) of the Application Form, sign the form and attach the documents stipulated in paragraph 13 below. Application forms of applicants below the age of 18 must be signed by their parents or guardians. Applications will not be accepted if applicants fail to provide all the required information.
13. In submitting the application form, applicants should attach a copy of each of the following:
  - (a) Hong Kong Identity Card;
  - (b) Employment Contract of the employment as a full-time deck/engine room rating in a local shipping company on/after 11 January 2014;
  - (c) Documentary proof of completion of approval training course;
  - (d) Business Registration Document of the employing local shipping company; and
  - (e) The first page of the bank passbook or monthly bank statement with the applicant's name, bank's name and account number (name of the account holder must be the same as the name on the Hong Kong Identity Card).Applicants should also produce the original of item (a) to (c) for on-site verification by the staff of MD.
14. MD may request the applicants to explain the information submitted and to provide supplementary information for processing the applications.
15. All documents submitted, including the application form and copies of the supporting documents, shall not be returned. Applicants are advised to retain copies for their own reference.

### **Enquiry**

16. For enquiries, please contact the River Trade and Local Examination Section, MD (Email: [sasmcrt@mardep.gov.hk](mailto:sasmcrt@mardep.gov.hk), Tel.: 2852 3069).

## **Personal Data Collection Statement**

### **Purposes of Collection**

1. The personal data provide in this form will be used by MD for the following purposes:
  - (a) processing your application in this form;
  - (b) facilitating communication between MD and yourself;
  - (c) for any other legitimate proposes as may be required, authorized or permitted by law;
  - (d) for statistical and research purposes on the condition that the resulting statistics or results will not be made available in a form which will identify the data subjects; and
  - (e) activities and matters relating to the Maritime and Aviation Training Fund.
2. It is obligatory for you to supply the personal data as required by this form. If you fail to supply the required data, your application may be refused.

### **Share of Personal Data**

3. The personal data you provided in this form may be disclosed to other Government Bureaux, Departments or related authorities for the purposes mentioned in paragraph 1 above.

### **Access to Personal Data**

4. You have the right of access and correction with respect to the personal data as provided in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

### **Enquires**

5. Enquiries concerning the personal data collected by means of this form, including its access and correction, should be addressed to:

Officer-in-charge, River Trade and Local Examination Section, Marine Department  
Room 303, 3/F, Harbour Building, 38 Pier Road, Central, Hong Kong.



## Application Form for Local Vessel Trade Training Incentive Scheme Under the Maritime and Aviation Training Fund

Please read the 'Notes to Applicant' & 'Personal Data Collection Statement' before filling this form.

Application No.

|  |                                     |
|--|-------------------------------------|
|  | ID Checked <input type="checkbox"/> |
|--|-------------------------------------|

(Official use only)

### Please fill in the form in Block Letters

#### I. Personal Particulars

|   |               |                  |  |                |              |
|---|---------------|------------------|--|----------------|--------------|
| Name in Chinese:                          |               | Name in English: |  |                |              |
| Hong Kong Identity Card No.:              | ( )           | Sex:             | <input type="checkbox"/> Male /<br><input type="checkbox"/> Female | Date of Birth: | (DD/MM/YYYY) |
| Address:                                  |               |                  |  |                |              |
| Tel. No.:                                 | (Residential) | (Mobile)         | Email Address:   |                |              |
| Name of Bank for receiving the incentive: |               |                  |  |                |              |
| Bank Account No.:                         |               |                  |  |                |              |

#### II. Academic Qualification

- Bachelor Degree or above  
 Diploma or Associate Degree or above  
 Secondary, form \_\_\_\_\_  
 Primary or below

#### III. Application Details

- I hereby apply for the monthly incentive under the Scheme for a period of 12 months.  
 I am attending / have applied for / am enrolled in the approved training course. I look forward to an approval-in-principle. I understand that the incentive for 12 months will commence upon my completion of the approved training course and starting to work with a local vessel company.

#### IV. Approved Training Courses completed\* / enrolled / being arranged to attend

|  |                             |
|--|-----------------------------|
| Name of Training Institute                             | * MSTI/Others _____         |
| Name of course   | * JGP Course / Others _____ |
| *Course Completion Date /<br>Estimated Completion Date | _____                       |

Please tick "✓" as appropriate

\* Please delete as appropriate

**V. All Employment Details since January, 2009 (including part-time jobs)**  
**(please list in chronological order)**

| Name of Employer | Full Time | Part Time | Industry | Post | Date<br>(dd/mm/yyyy) |    |
|------------------|-----------|-----------|----------|------|----------------------|----|
|                  |           |           |          |      | From                 | To |
|                  |           |           |          |      |                      |    |
|                  |           |           |          |      |                      |    |
|                  |           |           |          |      |                      |    |
|                  |           |           |          |      |                      |    |
|                  |           |           |          |      |                      |    |

**VI. Present Employment Details**

| Employer Address and Contact Person | Telephone No. | Business Registration No. |
|-------------------------------------|---------------|---------------------------|
|                                     |               |                           |

**VII. Declaration**

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.

I have read the “Notes to Applicant” & “Personal Data Collection Statement” of this application form. I understand the content stipulated therein and agree to abide by the terms and conditions set out therein for my application. I hereby declare that the above particulars are correct and true to the best of my knowledge and belief.

I am aware that MD will rely on the information provided by me to determine my eligibility for the incentive and the amount I can obtain under the Scheme. I understand that I shall bear the following consequences if I wilfully make a false statement, provide incorrect information or false employment document, or receive double benefit stipulated in the Notes to Applicant:

- (i) The benefits under the scheme will be suspended immediately;
- (ii) I have to refund all the incentives received;
- (iii) render myself liable to prosecution; and
- (iv) the Government reserves the right to recover all the incentives given to me through civil proceedings.

I will inform MD in writing immediately upon the termination of the employment contract with the company in section VI above. I will also return any overpaid incentive due to the termination of the employment contract to the Government of the Hong Kong Special Administrative Region.

I consent to the release of my personal particulars to MD by the training institute and the employer(s) provided in this application form for the processing of my application or verifying the information I have provided in this application.

I understand that MD has the right to re-assess my application and adjust the amount of incentive whenever necessary. I undertake to return in full to the Government of the Hong Kong Special Administrative Region any overpaid incentive received by me upon demand.

Signature of Applicant \_\_\_\_\_ Signature of Parent or Guardian (For applicant under age of 18) \_\_\_\_\_  
Date \_\_\_\_\_ Name of Parent or Guardian \_\_\_\_\_