

**Maritime and Aviation Training Fund  
Professional Training on  
Smart and Green Logistics Scheme  
(PTSGLS)**

**Guide to Applicants  
for Refund of Course Fee  
(with Application Form)**

**Effective from 4 October 2024**

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## **1. GENERAL**

### **1.1 Background**

- 1.1.1 The Government of the Hong Kong Special Administrative Region (the Government) has attached great importance to the sustainable development of the logistics industry. Under the Action Plan on Modern Logistics Development promulgated in October 2023, it is the Government’s target to accelerate the high-quality development of logistics industry and develop Hong Kong into a sustainable international smart logistics hub focusing on high-value goods and the e-commerce markets.
- 1.1.2 The logistics industry has been evolving rapidly over the past decades with the booming of e-commerce and the increasing importance of sustainable development. With a view to helping the logistics sector to nurture more professional talents and to encourage in-service practitioners to equip themselves with up-to-date knowledge to support the industry to upgrade and transform itself towards the direction of green and smart, the Government launched the Professional Training on Smart and Green Logistics Scheme (PTSGLS, the Scheme) on 8 January 2024 under the Maritime and Aviation Training Fund (MATF)<sup>1</sup>. The Scheme has been enhanced with effect from 4 October 2024 to, amongst others, include courses that operate on a self-financing basis with a view to providing more diversified course options to logistics industry practitioners<sup>2</sup>.
- 1.1.3 The Scheme is overseen by a Steering Committee of the PTSGLS under the Subcommittee on Industry Development (hereafter referred to as the “Steering Committee”) of the Hong Kong Logistics Development Council<sup>3</sup> (hereafter referred to as “LOGSCOUNCIL”). The Steering Committee will assess the applications for inclusion of new training courses on List of Pre-approved Courses under the Scheme.
- 1.1.4 The Government has engaged Hong Kong Productivity Council (HKPC) as the implementation partner of the Scheme to provide Secretariat support (“the Secretariat”). This Guide to Applicants for Refund of Course Fees (hereafter referred to as “Guide to Applicants”) sets out the details of the Scheme.

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<sup>1</sup> The Government established the MATF in 2014 to support the manpower development of aviation and maritime industries, so as to enhance Hong Kong’s competitiveness as an international maritime centre as well as an aviation and logistics hub. In supporting the sustainable development of logistics industry, as announced in the 2023-2024 Budget, the Government has injected \$200 million to the MATF to provide more dedicated funding support to strengthen manpower development and promotional efforts of the logistics industry, in addition to enhancements to other training schemes and initiatives relating to aviation and maritime industries.

<sup>2</sup> Include new joiners of the logistics sector, i.e. those who newly enter the logistics industry of Hong Kong within four months after completion of the relevant courses.

<sup>3</sup> Established in December 2001, the LOGSCOUNCIL is a forum for the Government and industry stakeholders to advise on initiatives to promote the development of the logistics industry in Hong Kong. The LOGSCOUNCIL is chaired by the Secretary for Transport and Logistics, with non-official members who are stakeholders from a wide spectrum with diverse expertise and knowledge from the supply chain sector.

## 1.2 Objective of the Scheme

The Scheme provides funding support to logistics industry practitioners to join the industry to attend local training courses organised by eligible organisations, trade associations, professional bodies and education/training institutes in or related to the logistics sector in Hong Kong with the aim to encourage industry training and development on –

- **Smart logistics** in terms of the adoption of logistics technology and smart solutions for the sustainable development of modern logistics industry, especially the provision of high-end and high value-added logistics services; and
- **Green logistics** in terms of enhancing the awareness and understanding of environmental protection and sustainable development as well as adoption of relevant practices for the logistics industry.

## 1.3 Scope of the Scheme

1.3.1 The Scheme covers training courses directly related to smart and green logistics and the related technologies to be conducted in Hong Kong whose curriculum should include but may not be limited to:

- (a) latest professional, technical knowledge and practical skills in advanced logistics practices, such as those in relation to e-logistics, special cargo handling, digitalisation, blockchain, artificial intelligence, big data analytics, robotics and automation technology, cybersecurity, environmental, social and governance (ESG), etc.; or
- (b) other logistics-specific topics that can be identified in standards, manuals or guidelines established by professional bodies, trade associations or other relevant organisations in the logistics industry.

1.3.2 All pre-approved courses must be conducted in Hong Kong. Nevertheless, the Steering Committee may consider granting approval, on a case by case basis, to refund a certain part(s) of a training module(s) conducted outside Hong Kong, if any.

1.3.3. The training courses could be conducted either online or through physical attendance in the form of, including but not limited to, short course, certification programme, seminar, webinar or online self-learning programme

## 1.4 Refund Amount and Principles

1.4.1 Each successful applicant will be refunded **80%** of their course fees, **subject to a maximum amount of HK\$30,000**, for the pre-approved courses.

1.4.2 Each individual may apply for course fee refund for more than one pre-

- approved course, **up to a cumulative cap of HK\$30,000 per person**, under the Scheme.
- 1.4.3 The course for refund application must be completed within or after the month of its first issue on the “List of Pre-approved Courses” which will be updated from time to time. For more information on the pre-approved courses, please refer to the website of the Scheme ([ptsxls.hkpc.org](https://ptsxls.hkpc.org)).
- 1.4.4 An applicant must take a pre-approved course(s) within the Validity Period for the Approved Course as listed on the “List of Pre-approved Courses” in order to qualify for application for refund.
- 1.4.5 Applicants are required to submit their applications **within 4 months** after completing the pre-approved course(s) to the satisfaction of the course provider(s).
- 1.4.6 Only the fees for enrolling in the pre-approved course(s) can be refunded. Any other charges, such as registration fees, administration fees, late charges and change of course fee charges are not eligible for refund.
- 1.4.7 The course fees of all pre-approved courses under the Scheme are in Hong Kong Dollars. The fees provided are for reference only. Course providers may make adjustments without prior notice. For any enquiries related to the latest course fees, please contact the relevant course provider(s).
- 1.4.8 All refunds made under this Scheme will be in Hong Kong Dollars. If a course provider accepts payment only in a currency other than Hong Kong Dollars, for the purpose of calculating the refund amount, the Secretariat will convert the fee at mid-market rate (i.e. mid-point between the opening selling and buying TT rates) released by the Hong Kong Association (“HKAB”) of Banks on 1 April of the year preceding the course commencement date (e.g. mid-market rate released by the HKAB on 1 April 2024 will be used for assessment for course commence from 1 April 2024 to 31 March 2025). Under no circumstances may the applicant claim for any loss arising from exchange rate differences from the Government.
- 1.4.9 Refunds will be granted on a first-come-first-served basis, until funding for the Scheme has been fully expended. If there are no remaining funds available at the time an applicant submits an application, the application concerned may not be approved for refund even if it meets the eligibility criteria. This limitation applies to all provisions in this guide.
- 1.4.10 Payment(s) will be made to a successful applicant by direct credit to the bank account nominated by the applicant. The applicant must be the **sole holder** of the account. Only **a Hong Kong dollar savings or current account** is accepted.
- 1.4.11 If an applicant does not have a valid bank account of his/her own, he/she must open one before submitting his/her application. If an applicant is under the age

of 18 and does not have a valid bank account of his/her own, please note that not all banks currently provide bank account service to persons under the age of 18. He/she should make his/her own enquiries with individual banks on their services and the related terms and conditions, including service charge, if any, and the processing time required, and make his/her own decision in choosing which bank to open his/her own valid bank account. Not being able to open a bank account on time before submitting an application will not be accepted as the reason for requesting late submission of application.

- 1.4.12 Applicants who have received/would receive other subsidies or financial assistance for the same pre-approved course(s) will not be eligible for refund under the Scheme. Applicants have to declare in their application(s) that they have not received such other sources of funding support and are not applying for such funding support at the time of application under the Scheme.

## **2. ELIGIBILITY**

### **2.1 Eligibility of Applicants**

- 2.1.1 Applications for refunds under the Scheme must be made by individuals. Applications from companies/organisations will not be accepted. For each application for refund under the Scheme –

(a) the applicant must:

- (i) be a Hong Kong resident and lawfully employable in Hong Kong;
- (ii) be in **full-time employment in the logistics sector** with an organisation/company in Hong Kong<sup>4</sup> **at the time of application**; and

(b) the applicant has enrolled in or taken one of the pre-approved courses, and has **completed the course to the satisfaction of the course provider**; and

(c) the applicant has **NOT** been granted any other forms of subsidy or financial assistance for the relevant course(s).

- 2.1.2 The Secretariat reserves the rights to request additional documentary evidence/explanation on the application form/information submitted from the applicants for assessing their eligibility and to determine whether the applicants concerned are eligible for applying for refund under the Scheme.

- 2.1.3 The Steering Committee reserves at all times the right to determine whether an applicant is eligible for applying for refund under the Scheme.

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<sup>4</sup> It covers full-time employees who either (1) work in an organisation/company in the logistics sector; or (2) perform logistics-related job duties in an organisation/company operating in Hong Kong.

### 3. APPLICATION

#### 3.1 Procedures for Application

- 3.1.1 Applicants must complete and submit the application form at **Annex** (“Application Form”) within **four months** after completing a pre-approved course. The completed application form together with copies of the required supporting documents set out in paragraph 3.1.6 should be submitted to the Secretariat via email ([ptsxls\\_sec@hkpc.org](mailto:ptsxls_sec@hkpc.org)). Submission of application by means not prescribed above will not be accepted. Late applications will not be processed.
- 3.1.2 An acknowledgement of receipt will be emailed to the applicant within two weeks upon receipt of the application. If such acknowledgement is not received within two weeks after submission of an application, the applicant concerned should email to [ptsxls\\_sec@hkpc.org](mailto:ptsxls_sec@hkpc.org) or call the Secretariat hotline at 2788 6077 for enquiry.
- 3.1.3 Applicants should complete all parts of the Application Form (**Section A to E**), sign the Application Form and submit the printed Application Form together with copies of the required supporting documents set out in paragraph 3.1.6. For applicants aged under 18, signature of their parents or guardians is required. Incomplete Application Forms will not be processed.
- 3.1.4 Applicants should download the application documents from the website of the Scheme ([ptsxls.hkpc.org](http://ptsxls.hkpc.org)). The Application Form is available in English and Chinese and may be completed in either language. No application fee will be charged.
- 3.1.5 Applicants may complete one Application Form for one or more courses for refund.
- 3.1.6 **A copy** of each of the following documents are required to be submitted for an application:
- (A) The applicant’s Hong Kong Identity (“HKID”) Card (Please see paragraph 3.1.9);
  - (B) Document issued by the bank showing the number and name of holder of the bank account to which the refund will be credited to, such as the front page of bank passbook/statement of bank account/automatic teller machine card (name of the account holder must be the same as that in the applicant’s HKID Card);
  - (C) Documentary proof(s) (e.g. certificate, transcript, letter) issued by the relevant course provider(s) certifying that the applicant has completed the course to the satisfaction of the course provider;

- (D) Official payment receipt(s) of course fee payment (with the name of applicant and the course(s) shown) issued by the relevant course provider(s);
  - (E) Documentary proof(s) to certify the applicant's employment issued by a relevant organisation/company of the logistics sector in Hong Kong (employment contract, business card and staff card are not accepted), the proof(s) must contain the following information (Example is at Appendix (I)) –
    - (i) Name of applicant's company and company stamp;
    - (ii) Applicant's name (same as that shown on HKID Card) and HKID number;
    - (iii) Applicant's full-time employment period (including the start day and last day of work, the period must cover the date of application);
    - (iv) Applicant's job title and job duties (must be logistics-related)
    - (v) Company's authorised person's signature, and job title (e.g. staff of Human Resources Department or direct supervisor); and
    - (vi) Issue date of the documentary proof issued by the employer (valid document issued within the last month from the application date would also be accepted);
- 3.1.7 Applicants may be required to verify the information submitted and to provide additional information necessary for processing the applications further. Applicants should keep the original of the supporting documents submitted (e.g. tuition fee receipts, proof of course completion, result slip of examination, etc.). The application would be considered withdrawn if the information/documentary proof/clarification requested by the Secretariat is not provided within 14 calendar days under normal circumstances.
- 3.1.8 All documents submitted for the application (including the Application Form and the supporting documents) will not be returned. Applicants are advised to retain copies for their own reference.
- 3.1.9 Applicants may choose to visit to the Secretariat of the Scheme, HKPC at HKPC Building, 78 Tat Chee Avenue, Kowloon, Hong Kong, in person during normal office hour and produce their HKID Cards for checking, in lieu of submission of a copy of the HKID Card.
- 3.1.10 Applicants are responsible for completing the Application Form fully and truthfully and providing all necessary documentary proof.
- 3.1.11 Applicants may write to the Secretariat to withdraw an application at any time before the refund is disbursed.

## **4. RESULT AND PAYMENT ARRANGEMENT**

### **4.1 Assessment Timetable**

The actual processing time will depend on completeness and clarity of the information provided by the applicant. The Secretariat will complete the processing of a valid application and notify the applicant after the receipt of a completed application accompanied by all necessary documentary proof and clarification as requested by the Secretariat. Applicants are reminded to submit the required documents as detailed in this Guide to Applicants in a complete manner to the Secretariat. Failure to do so may cause delay in the processing of their applications.

### **4.2 Disbursement of Refunds**

4.2.1 Refund will be made by direct credit to the designated bank account nominated by an applicant for receipt of the reimbursement. The name of the applicant on the account must be exactly the same as the name on the HKID Card. Credit card accounts, fixed deposit accounts, foreign currency accounts and loans accounts are not acceptable for direct credit of reimbursement.

4.2.2 If an applicant fails to comply with the terms and conditions stipulated in the Application Form and this Guide to Applicants, the Secretariat may withhold disbursement of any part of funding support to the applicant and/or request the return of the disbursed funding in full or in part from the applicant. Under such circumstance, the Secretariat will inform the applicant of the decision and its reason.

4.2.3 An applicant is not entitled to charge any interest or claim any compensation or relief of whatsoever nature against the Secretariat for any payment made on a reimbursement basis or in the event of any withholding of payment for any reason whatsoever.

4.2.4 Applicants who wish to change their bank accounts for receiving refunds should notify the Secretariat of their new account numbers immediately together with a copy of the first page of the bank passbooks concerned and the page showing the latest entries; the bank ATM cards concerned; or the bank statements which bear their names and the bank account numbers concerned.

## **5. ADMINISTRATIVE HIGHLIGHTS**

### **5.1 Terms and Conditions**

The terms and conditions listed in the Application Form and this Guide to Applicants are considered legally binding between an applicant and the Secretariat. An applicant is required to comply with all the terms and conditions stipulated in the Application Form, this Guide to Applicants and the instructions and correspondences issued by the

Secretariat from time to time in respect of the application(s) made by the applicant, the pre-approved course(s) concerned and/or the Scheme. The Secretariat reserves the right to consider lapsing an approval decision in respect of an application in case the applicant concerned fails to comply with the aforementioned terms and conditions without the prior approval of the Secretariat and/or reasonable justifications deemed acceptable by the Secretariat.

## **5.2 Suspension or Termination of Funding Support**

- 5.2.1 Any applicant who knowingly or wilfully makes a false statement, misrepresents or conceals any information in order to obtain refund under the Scheme by deception commits a criminal offence and is liable on conviction to imprisonment.
- 5.2.2 The Secretariat reserves the right to suspend or rescind a refund for the course fee paid by an applicant for a pre-approved course for which the application concerned under the Scheme has been approved. Circumstances which warrant suspension or rescindment of refund provision may include but not be limited to false, inaccurate or incomplete statement or representation contained in the application, failure to submit supporting document within the stipulated deadlines as requested by the Secretariat or provide response to clarifications to the satisfaction of the Secretariat, non-compliance with the terms and conditions of the Scheme, or if the Secretariat sees fit to suspend or terminate the application in public interest. The applicant may have to return all/part of the refund disbursed in respect of these pre-approved courses together with all administrative, legal and other related costs and payments to the Government via the Secretariat.
- 5.2.3 Once an application is rejected or rescinded, the applicant concerned will not be entitled to the receipt of refund under the Scheme and any course fee incurred in relation to the pre-approved course will be solely borne by the applicant.

## **5.3 Safeguarding National Security**

By submitting an application to the Scheme, the applicant shall acknowledge the following:

- (a) the Government reserves the right to disqualify an application on the grounds that the applicant concerned has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion of the applicant from future applications is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety;

- (b) even after an application is approved, the Government may immediately withdraw or cancel the relevant approval, and the applicant concerned shall repay the Government all the monies received from the application. The Government reserves the right to recover such monies by civil action and he/she may be liable to prosecution, upon the occurrence of any of the following events
  - (i) the applicant has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
  - (ii) the continued disbursement to the applicant is contrary to the interest of national security; or
  - (iii) the Government reasonably believes that any of the events mentioned above is about to occur.

#### **5.4 Handling of Information**

- 5.4.1 The Secretariat is committed to ensuring that all personal data submitted under various applications are handled in accordance with the relevant provisions of the Personal Data (Privacy) Ordinance (Cap. 486) (“PDPO”). In this regard, the personal data provided in relation to applications made under the Scheme will be used by the Government, the Secretariat or their authorised agents for the purposes of:
  - (A) activities relating to the processing and authentication of applications under the Scheme;
  - (B) activities relating to the recovery of payments, if any; and
  - (C) statistics and research.
- 5.4.2 The personal data and other supplementary information that are provided in the application may be disclosed to Government policy bureaux/departments/organisations, course providers and employer for the purposes mentioned in paragraph 5.4.1 above or where such disclosure is authorised and/or required by law.
- 5.4.3 If necessary, the Secretariat will contact the relevant course provider(s), relevant employer(s) and other relevant government policy bureaux/departments/organisations to verify the information provided in the applications with that held by them for the purposes mentioned in paragraph 5.4.1.
- 5.4.4 Applicants/data subjects whose personal data are collected by the Secretariat may request access to them under the PDPO. In accordance with the Code of

Practice on the Identity Card Number and Other Personal Identifiers issued by the Privacy Commissioner for Personal Data, applicants are requested to furnish a copy of their HKID Card. If an applicant fails to comply with these requirements, the Secretariat may not be able to process his/her application. A charge will be made to cover the cost of photocopying the data supplied. In addition, if the data subject considers that the data supplied to the Secretariat is inaccurate, a request for correction of the personal data may be made in writing after a data access request has been made. Requests for access to personal data submitted under various applications under the Scheme can be made in writing to the Secretariat by returning the completed Data Access Request Form (No. OPS003 issued by the Privacy Commissioner).

### **5.5 Fraud prevention measures**

The Secretariat of PTSGLS will sample check the employment status, and/or relevant course attendance records, etc., to verify the information submitted by an applicant. Applicants shall ensure that the information they provide is complete and accurate. Any person who to his/her knowledge supplies false or misleading information or is subsequently found to have failed to meet the relevant requirements as stipulated above and in this Guide to Applicants, without prejudice to any powers, rights, remedies and claims that the Government may have hereunder or in law, the Government shall be entitled to reject or disqualify this application immediately, or as the case may be, terminate immediately the provision of course fee refund under the Scheme to the applicant and require the applicant to repay to the Secretariat forthwith upon demand all moneys provided to the applicant and any associated administration fee incurred by the Secretariat. Obtaining benefits for oneself or another by furnishing false or misleading information may constitute a criminal offence and the offender may be liable to criminal prosecution.

## **6. ENQUIRIES**

Enquiries regarding the Scheme can be addressed to HKPC, the Secretariat of the Professional Training on Smart and Green Logistics Scheme:

Address: HKPC Building, 78 Tat Chee Avenue, Kowloon, Hong Kong  
Telephone: (852) 2788 6077  
Fax: (852) 3187 4535  
E-mail: [ptsgls\\_sec@hkpc.org](mailto:ptsgls_sec@hkpc.org)  
Website: [ptsgls.hkpc.org](http://ptsgls.hkpc.org)

**Secretariat of the Professional Training on Smart and Green Logistics Scheme  
May 2025**

**Appendix (I) – Samples of Certification of Employment**

**COMPANY LETTERHEAD**

<< Date (DD/MM/YYYY) >> *(Note for Applicants: Valid document issued within the last month from the date of sending out the application is accepted.)*

Dear Sir / Madam,

**Certification of Employment**

This is to certify that << Applicant's Name (as shown on HKID card) >>, holder of Hong Kong Identity Card No.: << HKID number >>, is employed by << Name of Applicant's company >> on full-time basis since << start date of the employment period >>. << His/Her >> current position with the Company is << job title >> and << his/her >> main job duties include the following:

- XXX
- XXX
- XXX
- XXX

Yours faithfully,  
For and on behalf of  
<< Company name >>



<< Authorised person's signature >>  
<< Authorised person's name >>  
<< Authorised person's job title >>

*(\*Authorised person can be staff of Human Resources Department or applicant's direct supervisor)*

## Annex – Application Form

### Maritime and Aviation Training Fund (MATF) Professional Training on Smart and Green Logistics Scheme (PTSGLS) Application Form for Refund of Course Fee

#### General Notes:

1. Please read the **Guide to Applicants for Refund of Course Fee under the PTSGLS** and **Appendix of this application form** carefully before submitting the application. The Guide to Applicants can be downloaded from the PTSGLS website at <https://ptscls.hkpc.org>.
2. The completed application form (including the Evaluation Form in Section E) and supporting document shall be submitted to the Secretariat via email ([ptscls\\_sec@hkpc.org](mailto:ptscls_sec@hkpc.org)).
3. For enquiries about the application, please contact the Secretariat at (852) 2788 6077 or via email ([ptscls\\_sec@hkpc.org](mailto:ptscls_sec@hkpc.org)).
4. Please sign next to any alteration(s) made on the form.

#### Section A – Information of the Participant (hereafter referred to as “Applicant”)

##### 1. Personal Particulars

Name in English:

(same as that shown on your  
HKID Card and Bank Account)

\_\_\_\_\_ (Surname)

\_\_\_\_\_ (Given Names)

Name in Chinese:

(same as that shown on your  
HKID Card and Bank Account  
(if applicable))

\_\_\_\_\_ (Surname)

\_\_\_\_\_ (Given Names)

Hong Kong Identity Card  
No.: \_\_\_\_\_ ( )

Correspondence Address:

(Please ensure that this  
correspondence address is  
accurate for receiving letters  
related to the refund)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email address\*:

\_\_\_\_\_

*\*Important information related to this application would be sent to the personal email address provided above.*

Local Mobile Phone No.:

\_\_\_\_\_

##### 2. Bank Account Information

Bank Account for refund  
to be credited:

\_\_\_\_\_

Name of Bank:

\_\_\_\_\_

Name of Account Holder:

\_\_\_\_\_

### Section B – Employment Information of Applicant

#### 3. Current Employment

Name of Current Employer: \_\_\_\_\_

Current Position: \_\_\_\_\_

Year / Month of Joining: \_\_\_\_\_ Years      Months

Job Nature:  Supply Chain Operation and Management       International Freight Forwarding       Warehouse and Distribution Centre  
(Please insert a “√” in the appropriate box(es).)       Transportation and Distribution       E-commerce and Order Fulfilment  
 Others (Please specify \_\_\_\_\_)

Section C – Information on Course Fee to be Refunded				
Course Code <sup>^</sup>	Course Title (Please specify Subject or Module, if any.)	Course Duration	Certificate Issue Date	Actual Course Fee paid by the Applicant
<i>Example:</i> PTSGLS-	<i>Introduction to Modern and Green Logistics</i>	<i>01.05.2024 - 30.06.2024</i>	<i>05.07.2024</i>	<i>HK\$10,000</i>
(1)				
(2)				
(3)				
(4)				
(5)				
<b>Total Course Fee:</b>				<b>HK\$</b>

<sup>^</sup>Please refer to the “List of Pre-approved Courses” of the PTSGLS.

### Section D – Declaration

I, \_\_\_\_\_ (Name of Applicant), holder of Hong Kong Identity Card No. \_\_\_\_\_ hereby declare that –

- (A) I am a Hong Kong resident and I am lawfully employable in Hong Kong.
- (B) I have read the “Guide to Applicants for Refund of Course Fee under the PTSGLS ” (the Guide to Applicants) and agree to follow the provisions set out in the Guide to Applicants;
- (C) I authorise the Secretariat to handle the personal data/information provided in this form and other information relating to the application in accordance with paragraph 5.4 of the Guide to Applicants. I also authorise Hong Kong Productivity Council (HKPC) and HKSAR Government to verify the information provided in this application with the related Government bureaux/ departments and organisations;
- (D) I give my consent to the course provider of each of the specified courses and employer concerned to release my personal data to the Secretariat for the purpose of processing my application or verifying the information provided in this application;

- (E) I have not received or will not receive any other forms of subsidy or financial assistance for the same training course(s)<sup>1</sup>;
- (F) All factual information provided in this application as well as the accompanying information are true and accurate and reflect the status of affairs as at the date of submission. I undertake to inform the Secretariat immediately if there are any subsequent changes to the above information (in particular, subsequent approval of funds by other government funding sources after this application is submitted);
- (G) I understand that any wilful provision of false information or withholding any material information would lead to termination of the funding support, and I shall refund any funding already disbursed under the Scheme in relation to this application plus the interest generated, and may be prosecuted;
- (H) I understand that it is my responsibility to complete an application form timely and truthfully and to provide all supporting documents. Any misrepresentation or omission of information may lead to rejection of the application and/or full recovery by HKSAR Government via HKPC of any grant which has been awarded. It is an offence in law to obtain property/pecuniary advantage by deception or assisting persons to obtain property/pecuniary advantage. Any person who does so may be liable to legal proceedings;
- (I) I undertake to comply with all applicable laws (including the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region), regulations and by-laws of Hong Kong in making this application; and

I would also like to declare that:

- My employer, or any company owned and/or controlled by myself, is NOT also owned and/or controlled by a current HKPC Council Member or his/her associate or associated person<sup>2</sup> at the time of filing application.
- My employer, or any company owned and/or controlled by myself, is owned and/or controlled by a current HKPC Council Member or his/her associate or associated person at the time of filing application.

(Full name of HKPC Council Member: \_\_\_\_\_)

- Myself, my employer, or any company owned and/or controlled by myself, do NOT have any business dealing and/or collaboration with the Secretariat of the PTSGLS and HKPC at the time of filing application.
- Myself, my employer, or any company owned and/or controlled by myself, have business dealing and/or collaboration with the Secretariat of the PTSGLS and HKPC at the time of filing application.

(Details: \_\_\_\_\_)

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Name of Applicant

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Name of Parent or Guardian

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<sup>1</sup> Applicants who have received/would receive other subsidies or financial assistance for the same training course(s) will NOT be eligible for refund under the PTSGLS

<sup>2</sup> For the purpose of this application, (1) "associate" of a person means: (a) a relative or partner or director of that person; or (b) a company one or more of whose directors is in common with one or more of the directors of that person. (2) "associated person" of a person means: (a) any person who has control, directly or indirectly, over that person; or (b) any person who is controlled, directly or indirectly, by that person; or (c) any person who is controlled by, or has control over, the first-mentioned person in clauses 2(a) and 2(b). (3) A person having "control" over another person means the power of that person to secure: (a) by means of the holding of shares or interests or the possession of voting power in or in relation to the second-mentioned person or any other person; or (b) by virtue of powers conferred by any constitution, memorandum or articles of association, partnership, agreement or arrangement (whether legally enforceable or not) affecting that second-mentioned person or any other person; or (c) by virtue of holding office as director in that second-mentioned person or any other person; that the affairs of that second-mentioned person are conducted in accordance with the wishes of the first-mentioned person. (4) "director" means any person occupying the position of a director by whatever name called and includes without limitation a de facto or shadow director. In the context of HKPC, it means a member of HKPC appointed under section 9 of the Hong Kong Productivity Council Ordinance (Cap. 1116) ("member of HKPC"). (5) "relative" means the spouse, parent, child, brother or sister of the relevant person, and, in deducing such a relationship, an adopted child shall be deemed to be a child both of the natural parent and the adopting parent and a step child to be a child of both the natural parent and the step parent.

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Signature

/ /

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Date

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Parent or Guardian's Signature  
(for applicant aged under 18)

/ /

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Date

**Maritime and Aviation Training Fund (MATF)**  
**Professional Training on Smart and Green Logistics Scheme (PTSGLS)**  
**Application Form for Refund of Course Fee**

**Section E – Evaluation Form**

Name	
PTSGLS Course Code	
Name of Course Provider	
Course Title	
Course Period (D/M/Y)	

Please tick (✓) as appropriate for answers with the selection boxes provided.

**Part I: Course details**

1. Has any qualification(s) been awarded upon completion of the course?

Yes     No

If yes, please specify:

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2. Has any certificate been given upon completion of the course?

Yes     No

3. Please indicate the category of the course by ticking the box below. (You can choose more than one option.)

Smart Logistics

Digitalisation

AI / Big Data Analytics

Robotics / Automation

Cybersecurity

Technology

Environmental, Social and Governance

Others (Please specify):

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**Part II: Questions on the course taken**

	Strongly disagree			Strongly agree			N/A
	1	2	3	4	5	6	
4. The course raised my competency to apply logistics technology and/or smart solution in the logistics industry.	<input type="checkbox"/>						
5. The course enhanced my awareness and understanding of environmental protection and sustainable development.	<input type="checkbox"/>						
6. The course enhanced my competency in the adoption of relevant practices in ESG in logistics.	<input type="checkbox"/>						
7. The course met my need in terms of self enhancement and/or professional development in the logistics industry.	<input type="checkbox"/>						
8. The instructor(s) displayed mastery of the subject matter.	<input type="checkbox"/>						
9. The course was well organised and clear.	<input type="checkbox"/>						
10. The course materials were useful and well-integrated into lectures/discussions.	<input type="checkbox"/>						
11. Overall, the instructor(s) taught this course effectively.	<input type="checkbox"/>						
12. Overall, I am satisfied with the course.	<input type="checkbox"/>						
13. Upon completion of the course, I am more determined to stay in and contribute to the logistics industry.	<input type="checkbox"/>						
14. The workload of the course was appropriate.	<input type="checkbox"/>						
15. If you choose 3 or below in question 14, you consider the workload:	<input type="checkbox"/>	too light		<input type="checkbox"/>	too heavy		
16. Which part(s) of the course did you like most?							
17. Which part(s) of the course need to be improved?							
18. Other suggestion(s).							

Thank You

## Appendix – Supporting Documents Required for Application

Please put a “√” in the box or fill it with black colour (if applicable) to indicate that copies of the relevant documents are submitted together with this Application to the Secretariat of the PTSGLS.

- Completed application form (Section A to F) with signature. For applicants aged under 18, signature of their parent or guardian is required;
- HKID Card;
- Document issued by the bank showing the number and name of holder of the bank account to which the refund will be credited, such as the front page of bank passbook / statement of bank account / automatic teller machine card (name of the account holder must be the same as that in the applicant’s HKID Card);
- Documentary proof(s) (e.g. certificate, transcript, letter) issued by the relevant course provider(s) certifying that the applicant has completed the relevant course(s) to the satisfaction of the provider(s);
- Official payment receipt(s) of course fee payment (with the names of applicant and the relevant course(s) shown) issued by the relevant course provider(s);
- Document to certify the applicant’s employment issued by a relevant organisation/company of the logistics sector in Hong Kong (valid document issued within the last month from the application date would also be accepted, but employment contract and staff card are not accepted);
- Others: \_\_\_\_\_

- End -