Maritime and Aviation Training Fund (MATF)

Professional Training on Smart and Green Logistics Scheme (PTSGLS)

Application Form for Course Providers

**Notes for Course Provider:**

1. Please read the Guide to Course Providers for Pre-approved Courses (“the Guide to Course Providers and the Guide to Applicants for Refund of Course Fee (with Application Form) (“the Guide to Applicants”) for PTSGLS carefully before completing the application form. Both Guide to Course Providers and Guide to Applicants can be downloaded from the PTSGLS website at [https://ptsgls.hkpc.org](https://ptsls.hkpc.org).
2. Please use attachments if the space provided for a particular item is insufficient.
3. Please note that the information provided in this application form may be made available for public information at the PTSGLS website after approval is given.
4. The completed application form together with copies of the required supporting documents set out in paragraph 2.1.5 of the Guide to Course Providers and the Appendix of this application form should be submitted to the Secretariat via email ([ptsgls\_sec@hkpc.org](mailto:ptsls_sec@hkpc.org)). Submission of application by other means not prescribed above will not be accepted.
5. For enquiries about the application, please contact the Secretariat at (852) 2788 6077 or via email ([ptsgls\_sec@hkpc.org](mailto:ptsls_sec@hkpc.org)).

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| Section A – Basic Information of the Course Provider |

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| **1.** | **Course Provider Information** | | | | | | |
|  | Name in English: | | |  | | | |
|  | Name in Chinese: | | |  | | | |
|  | Year of Establishment: | | |  | | | |
|  | Brief introduction of the Course Provider  *(Aims and logistics-related works)*: | | |  | | | |
|  | Registered address: | | |  | | | |
|  | Correspondence address: *(if different from above)* | | |  | | | |
|  | Tel no.: | | |  | Fax no.: | |  |
|  | Email address: | | |  | Website: | |  |
|  | Ordinance under which the Course Provider is established or registered (if applicable): | | |  | | | |
|  | Business Registration no. / other Registration no.  (if applicable): | | |  | | | |
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| **2.** | **Previous Applications to the PTSGLS** | | | | | | |
|  |  | First submission | | | | | |
|  |  | Our organisation has previously applied for the PTSGLS: | | | | | |
|  |  |  | the application was not approved *(Please go to Section B)* | | | | |
|  |  |  | the application was approved | | | | |
|  | *(Please put a “√ ” in the appropriate box.)* | | | | | | |
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|  | The three latest applications within previous three years are listed below: | | | | | | |
|  | **Course Title** | | | | | **Date / Period of Course** | |
| i. |  | | | | |  | |
| ii. |  | | | | |  | |
| iii. |  | | | | |  | |

**Note**: In case of joint application, each of the joint Course Provider(s) shall fill in the above section by using supplementary sheets.

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| Section B – Proposed Course Details | | | | | |
| 1. | Course Title | | | | |
|  | English: | |  | | |
|  | Chinese: | |  | | |
|  |  | |  | | |
| **2.** | **Course Duration** | | DD/MM/YYYY − DD/MM/YYYY ( weeks or months) | | |
|  |  | |  | | |
| **3.** | **Course Venue** | |  | | |
|  |  | |  | | |
| **4.** | **Target Participants** (details of qualification requirement, work experience, etc., if any) | |  | | |
|  |  | |  | | |
| **5.** | **Estimated class size** | |  | | |
|  |  | |  | | |
| **6.** | **Course fee**\* **per participant (HK$/person)**  *(*\**Course fee should exclude charges such as registration fee, lunch/refreshment fee, late charge, fee of changing course/examination, etc.)* | |  | | |
|  |  | |  | | |
| **7.** | **Course Objective(s)** | | | | |
|  | Please state the objective(s) of the proposed course in less than 100 words. The description should be in clear and concise terms and in point form. | | | | |
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| **8.** | **Relevance of Curriculum** | | | | |
|  | The curriculum of the proposed course is related to the latest professional, technical knowledge and practical skills in advanced logistics practices in any of the following areas: | | | | |
|  |  | Smart Logistics | |  | Digitalisation |
|  |  | AI / Big Data Analytics | |  | Robotics / Automation Technology |
|  |  | Cybersecurity | |  | Environmental, Social and Governance (ESG) |
|  |  | Others (Please specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) | | | |
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| **9.** | **Details of the Course**  (Please enclose supporting documents for reference, including but not limited to course pamphlet, sample of teaching materials, etc.) |

| **Module/Subject(s)** | **Description of the Module/Subject** | **Duration of the Module/Subject** | **Commencement Date of Training** |
| --- | --- | --- | --- |
| *Example:*  *Application of ESG concepts in operation of logistics companies* | *Detail description of module content* | *12 weeks* | *2024.01.08 - 2024.03.25* |
| (1) |  |  |  |
| (2) |  |  |  |
| (3) |  |  |  |
| (4) |  |  |  |
| (5) |  |  |  |
| Total training hours: | | |  |

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| **10.** | **Mode of Delivery** |  |
|  |  | (e.g. face-to-face classes, online classes, etc. ) |
| **11.** | **Assessment Methods** |  |
|  |  | (e.g. examination, assignment, attendance, etc. ) |
| **12.** | **Completion requirements** |  |
|  |  | (e.g. passing score of examination/assignment, attendance rate, etc.) |
| **13.** | **Frequency of the course to be held** |  |
|  |  | (e.g. once per week for 12 weeks, etc.) |
| **14.** | **Biography of instructor(s)/speaker(s)** |  |
|  |  | (i.e. name, positions held, expertise, qualification, work experience, appointment criteria, etc.) |
| **15.** | **Qualification(s) to be awarded to participants at course completion** |  |
|  |  | (Please supplement if the granted qualification is recognised by any professional body.) |
| **16.** | **Type of documentary proof to be issued by the Course Provider to certify that the participant has successfully completed the course to the satisfaction of the Course Provider** |  |
|  | *(Please provide a sample of documentary proof)* | (e.g. certificate of completion, diploma, transcript, letter of attendance, etc.) |

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| **17.** | **Quality assurance mechanism for the course[[1]](#footnote-2)** |  | | | |
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| **18.** | **Notable advantages of the proposed course** |  | | | |
|  |  | (Please elaborate on how the proposed course will help to enhance the competency of in-service practitioners and/or address the manpower/ development needs of the logistics sector in the areas of modern, smart and green logistics.) | | | |
| **19.** | **Is this course included in other publicly funded financial assistance scheme (e.g. CEF)?** |  | Yes  (Please specify:\_\_\_\_\_\_\_) |  | No |
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| **20.** | **Other relevant details of the proposed course in support of this application** |  | | | |

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| Section C – Publicity Plan |
| Please provide details of publicity plan for open registration of the course (including publicity channels, timing, arrangements etc.), and after completion of the course (e.g. no. of practitioners attended the course, details of qualifications attained by individual participants, if any). |
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| Section D – Contact Information |

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| **Course Coordinator** | |
| (If application is approved, the contact information provided below will be shown on the PTSGLS website for public information.) | |
| Name in English: |  |
| Name in Chinese : |  |
| Position: |  |
| Tel no.: |  |
| Email Address: |  |

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| **Authorised Person of the Course Provider** | |
| Name in English: |  |
| Name in Chinese : |  |
| Position: |  |
| Nationality: |  |
| HKID (only Prefix and the first 4 digits) or Passport No.: |  |

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| **Other Authorised Person(s) of the Course Provider** | |
| (Please provide any other Authorised Person(s) authorised by the Course Provider for signing course completion documentation for course participants applying for refund of course fee from PTSGLS, if different from the above) | |
| Name in English: |  |
| Name in Chinese : |  |
| Position: |  |
| Nationality: |  |
| HKID Card (only Prefix and the first 4 digits) or Passport No.: |  |

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| Section E – Other information |

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| Please indicate whether the Course Provider has received / has applied / is applying / plans to apply for other funding support provided by the HKSAR Government for launching the same training course in the proposal[[2]](#footnote-3). |  | Yes |  | No |
| Title of the training course: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Name of the funding scheme/source:  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Status of Application(s):  Approved (Application No.: \_\_\_\_\_\_\_\_\_\_\_\_)  (Please specify the Approved Funding Amount HK$/Other Currencies: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**)  Rejected (Application No.: \_\_\_\_\_\_\_\_\_\_\_\_\_)  Under processing (Application No.: \_\_\_\_\_\_)  Withdrawn (Application No.: \_\_\_\_\_\_\_\_\_\_\_) |  |

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| Section F – Declaration |

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| I, on behalf of, |  | , declare that – |
|  | *(Name of Course Provider)* |  |
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1. Our organisation has read the Guide to Course Providers and agree to follow the provisions set out in the Guide to Course Providers;
2. Our organisation authorises the Secretariat to handle the personal data/information provided in this form and other information relating to the application in accordance with paragraph 5.6 of the Guide to Course Providers. Our organisation also authorises Hong Kong Productivity Council (HKPC) and HKSAR Government to verify the information provided in this Application with the related Government bureaux/ departments and organisations;
3. Our organisation has not received or will not receive any other government funding for the proposed training courses;
4. 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. Our organisation undertakes 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);
5. Our organisation understand that any wilful provision of false information or withholding any material information would lead to termination of the pre-approved course and the possibility of being prosecuted;
6. Our organisation understands that it is the responsibility of a course provider 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. 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;
7. Our organisation undertakes 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 carrying out the training courses; and
8. Our organisation will indemnify the Government against all losses, liabilities and claims that it may suffer, incur or subject to in relation to this application or the training courses.

I, on behalf of the organisation, agree PTSGLS, Transport and Logistics Bureau (TLB), Hong Kong Logistics Development Council (LOGSCOUNCIL) and HKPC to use the personal data provided in this application in any promotion and marketing activities of the PTSGLS.

I, on behalf of the organisation, would also like to declare that:

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|  | Our organisation is NOT owned and/or controlled by a current HKPC Council Member or his/her associate or associated person[[3]](#footnote-4) at the time of filing application. |
|  | Our organisation 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |
|  | Our organisation does NOT have any business dealing and/or collaboration with the Secretariat of the PTSGLS and HKPC at the time of filing application. |
|  | Our organisation has business dealing and/or collaboration with the Secretariat of the PTSGLS and HKPC at the time of filing application.  (Details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |

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| Authorised signature with organisation chop |  | Name of signatory |
|  |  |  |
| Name of Course Provider |  | Position |
| / / |  |  |
| Date |  |  |

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| **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 will be submitted together with this Application to the Secretariat of the PTSGLS.

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|  | Copy of Registration Certificate of the course provider  (e.g. Business Registration Certificate, Certificate of a Society issued by Hong Kong Police, Certificate of Registration for trade unions or other unions etc.); |
|  | Copy of the Certificate of Incorporation and Articles of Association of the course provider; |
|  | Curriculum of the proposed training course as sufficiently presented in its course outline, teaching materials or supplementary information, etc.; |
|  | Curriculum vitae together with copy of proof of employment of the course coordinator; |
|  | Curriculum vitae together with copy of proof of qualification(s) and work experience of the course instructors / teaching staff; |
|  | Copy of publicity materials introducing the course provider’s past training courses for reference (if any) |
|  | Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

- End –

1. Proposed training courses with education accreditation obtained, such as the Qualifications Framework accredited by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) ([www.hkqf.gov.hk](http://www.hkqf.gov.hk)), or other common quality assurance accreditation or certifications, such as ISO 9000, will be favourably considered for inclusion in the List of Pre-approved Courses under the Scheme. [↑](#footnote-ref-2)
2. If the training course in the proposal has already obtained / would obtain other sources of funding support provided by the HKSAR Government, it will NOT be eligible for registration under the Scheme [↑](#footnote-ref-3)
3. 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. [↑](#footnote-ref-4)