Maritime and Aviation Training Fund (MATF)

Professional Training on Smart and Green Logistics Scheme (PTSGLS)

Application Form for Approval of Training Courses

**Notes for Applicant Organisation:**

1. Please read the Guide to Application for PTSGLS carefully before completing the application form. The Guide to Application can be downloaded from the PTSGLS website at [https://ptsgls.hkpc.org](https://ptsls.hkpc.org).
2. Please note that the information of this application form may be made available for public information at the PTSGLS website after funding approval is given.
3. The completed application form and supporting document shall be submitted to the Secretariat via email ([ptsgls\_sec@hkpc.org](mailto:ptsls_sec@hkpc.org)).
4. 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 (hereafter referred to as “Applicant Organisation”) |

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| **1.** | **Application Organisation Information** | | | | | | | |
|  | Name in English: | | |  | | | | |
|  | Name in Chinese: | | |  | | | | |
|  | Year of Establishment: | | |  | | | | |
|  | Brief introduction of the Applicant Organisation  *(Aims and logistics-related works)*: | | |  | | | | |
|  | Registered address: | | |  | | | | |
|  | Correspondence address: *(if different from above)* | | |  | | | | |
|  | Tel no.: | | |  | | Fax no.: | |  |
|  | Email address: | | |  | | Website: | |  |
|  | Ordinance under which the Applicant Organisation is established or registered (if applicable): | | |  | | | | |
|  | Business Registration no. / other Registration no.  (if applicable): | | |  | | | | |
|  |  | | |  | | | | |
| **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.)* | | | | | | | |
|  |  | | | | | | | |
|  | The three latest applications within previous three years are listed as below: | | | | | | | |
|  | **Course Title** | | | | **Date / Period of Course** | | **Approved Amount (HK$)** | |
| i. |  | | | |  | |  | |
| ii. |  | | | |  | |  | |
| iii. |  | | | |  | |  | |

**Note**: In case of joint application, each of the joint Applicant Organisation(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)** | |  | | |
|  |  | |  | | |
| **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.) | | | | |

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| **Module/Subject(s)** | **Description of the Module/Subject** | **Duration of the Module/Subject** | **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.** | **Model 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 experiences, 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 issued by the Applicant Organisation to certify that the participant has successfully completed the course to the satisfaction of the Applicant Organisation** |  | | | |
|  |  | (e.g. certificate of completion, diploma, transcript, letter of attendance, etc.) | | | |
| **17.** | **Quality assurance mechanism for the course** |  | | | |
|  |  |  | | | |
| **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 |
|  |  |  | | | |
| **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 – Estimated Budget Plan |

| **Expenditure Category** | **Expenditure Item** | **Unit Cost**  **(HK$)** | **Quantity** | **Total Amount (HK$)** |
| --- | --- | --- | --- | --- |
| 1. Manpower | ***Example:***   1. *Course instructor* | *500 / hour* | *100 hours* | *50,000* |
| (1) |  |  |  |
| (2) |  |  |  |
| (3) |  |  |  |
| *Subtotal:* | | | |  |
| 1. Additional equipment | ***Example:***   1. *Rental of RFID reader for educational use* | *1,000* | *1 unit* | *1,000* |
| (1) |  |  |  |
| (2) |  |  |  |
| (3) |  |  |  |
| *Subtotal:* | | | |  |
| 1. Other direct costs | ***Example:***   1. *Design and print promotional leaflets* 2. *External audit fees* | *7*  *10,000* | *100 sheets*  *1* | *700*  *10,000* |
| (1) |  |  |  |
| (2) |  |  |  |
| (3) |  |  |  |
| *Subtotal:* | | | |  |

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| --- | --- |
|  | **Total Amount (HK$)** |
| 1. Total Estimated Cost for the Training Course/Initiative: |  |
| 1. Sponsorship from Other Sources (if any):   *(Please specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)* |  |
| 1. Total Cost Eligible for Funding Support:   (C = A-B) |  |
| 1. Estimated Course Fee per Participant: (Calculation based on item C) |  |
| 1. Estimated Number of Participants: |  |
| 1. Funding Sought:   (C\*80%\*E) |  |

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| Section E – 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 : |  |
| Positon: |  |
| Tel no.: |  |
| Email Address: |  |

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

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

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| Section F – Other information |

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| Please indicate whether the Applicant Organisation has received / has applied / is applying / plans to apply for other funding support provided by the HKSAR Government for carrying out the same training courses/initiatives in the proposal[[1]](#footnote-2)? |  | Yes |  | No |
| Title of the training courses/initiatives: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Name of the funding scheme/source:  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Status of Application(s):  Approved (Application No.: \_\_\_\_\_\_\_\_\_\_\_\_)  (Please specify the Approved Funding Amount HK$/Other Currencies: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**)  Rejected (Application No.: \_\_\_\_\_\_\_\_\_\_\_\_\_)  Under processing (Application No.: \_\_\_\_\_\_)  Withdrawn (Application No.: \_\_\_\_\_\_\_\_\_\_\_) |  |
| Please indicate whether the Applicant Organisation has received / has applied / is applying / plans to apply for any donations and/or sponsorships from other non-HKSAR Government sources for carrying out the same training courses/initiatives in the proposal[[2]](#footnote-3)? |  | Yes |  | No |
| Title of the training courses/initiatives: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Name of the funding scheme/source:  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Status of Application(s):  Approved (Application No.: \_\_\_\_\_\_\_\_\_\_\_\_)  (Please specify the Approved Funding Amount HK$/Other Currencies: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**)  Rejected (Application No.: \_\_\_\_\_\_\_\_\_\_\_\_\_)  Under processing (Application No.: \_\_\_\_\_\_)  Withdrawn (Application No.: \_\_\_\_\_\_\_\_\_\_\_) |  |

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| Section G – Declaration |

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| I, on behalf of, |  | , declare that – |
|  | *(Name of Applicant Organisation)* |  |
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1. Our organisation has read the “Guide to Application for the Professional Training on Smart and Green Logistics Scheme” (the Guide to Application) and agree to follow the provisions set out in the Guide to Application;
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 8.10 of the Guide to Application. Our organisation also authorises 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/initiatives;
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 funding support, refund of any grant plus the interest generated from the project account, and the possibility of being prosecuted;
6. Our organisation understands that it is the responsibility of an applicant organisation 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;
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/initiatives; 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/initiatives.

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |

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|  |  |  |
| Authorised signature with organisation chop |  | Name of signatory |
|  |  |  |
| Name of Applicant Organisation |  | Position |
| / / |  |  |
| Date |  |  |

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| **Appendix 1 - Notes for Application** |

1. The Professional Training on Smart and Green Logistics Scheme (PTSGLS) is open to application starting from 8 January 2024.
2. Non-profit-distributing organisations[[4]](#footnote-5), charitable professional bodies[[5]](#footnote-6) and non-government organisations in or related to the logistics sector in Hong Kong, such as professional bodies, trade and industry associations, academic and training institutions, research institutes or other industrial support organisations, are eligible to apply for the PTSGLS.
3. Applicant organisations are required to complete Application Form and submit the relevant supporting documents.
4. Please study the “Guide to Application for the Professional Training on Smart and Green Logistics Scheme” (the Guide to Application) carefully before completing the application form.
5. Please use attachments if the space provided for a particular item is insufficient.
6. The completed application form together with copies of the required supporting documents set out in paragraph 3.1.4 of the Guide to Application and Appendix 2 of the 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.

For details about application, please refer to the Guide to Application. The Guide to Application and Application Form can be downloaded from the website of the PTSGLS. Enquiries can be directed to HKPC by phone or by email.

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:ptsls_sec@hkpc.org)

Website: [ptsgls.hkpc.org](https://lppfs.hkpc.org)

1. The PTSGLS will be open for application all year round. The Subcommittee on Industry Development (SID) of the Hong Kong Logistics Development Council (LOGSCOUNCIL) responsible for overseeing the implementation of the PTSGLS will assess the applications on a continual basis and the Secretariat will inform the applicant organisation of the outcome in writing.
2. Professional Training on Smart and Green Logistics Scheme (PTSGLS), Transport and Logistics Bureau (TLB), Hong Kong Logistics Development Council (LOGSCOUNCIL) and Hong Kong Productivity Council (HKPC) intend to use the personal data provided by the applicant organisation to promote the latest development, events and training courses, etc. of the PTSGLS. If you do not agree on such use of your personal data, please indicate your objection by ticking the box below.

|  |  |
| --- | --- |
|  | I do not agree Professional Training on Smart and Green Logistics Scheme (PTSGLS), Transport and Logistics Bureau (TLB), Hong Kong Logistics Development Council (LOGSCOUNCIL) and Hong Kong Productivity Council (HKPC) to use the personal data provided in this application in any promotion and marketing activities of the PTSGLS. |

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| **Appendix 2 – 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.

|  |  |
| --- | --- |
|  | Copy of Registration Certificate of the applicant organisation  (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 applicant organisation; |
|  | Copy of other valid document proving the non-profit-making nature of the applicant organisation (if applicable); |
|  | Copy of the curriculum of the proposed course of the applicant organisation; |
|  | Copy of curriculum vitae and proof of employment of the course coordinator; |
|  | Copy of curriculum vitae, proof of qualification(s) and work experience of the course instructor / teaching staff; |
|  | Copy of reference price quotation of expenditure item(s) with value exceeding HK$100,000; |
|  | Copy of publicity materials introducing the applicant organisation’s past training courses for reference (if any) |
|  | Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

- End –

1. Training courses/initiatives in the proposal that have already obtained / would obtain other sources of funding support provided by the HKSAR Government will NOT be eligible for funding support. [↑](#footnote-ref-2)
2. For training courses/initiatives in the proposal that have already obtained / would obtain donations and/or sponsorships from other non-HKSAR Government sources, the relevant amount of funding and/or sponsorships would have to be deducted from the total approved cost. [↑](#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)
4. Non-profit-distributing organisations refer to organisations which do not distribute profits to their directors, shareholders, employees or any other persons. An applicant has to declare in the Application Form that it has not distributed any profit generated by the applicant in the past to any of its directors, shareholders, employees, or any other persons. The applicant shall provide supplementary information, such as the Articles of Associations, to prove that the organisation is nonprofit-distributing in nature. [↑](#footnote-ref-5)
5. Charitable bodies refer to those exempted from tax under section 88 of the Inland Revenue Ordinance. [↑](#footnote-ref-6)