



### **Science & Technical Training**

Hong Kong Science & Technology Parks Corporation (HKSTP) supports tenants to gear up their staff's engineering & technical capabilities/ design's skills & professionalism by subsidizing **75% of the training fee** of **Science/ technical/ design training programs** e.g. course, workshop, seminar, conference but not degree-bearing programs.

Training programs organized by HKSTP, universities, the Institution of Vocational Education (IVE), the Vocational Training Council (VTC), the Hong Kong Productivity Council (HKPC) and the Hong Kong Institution of Engineers (HKIE) endorsed professional training course providers are pre-approved.

For reimbursement of in-house or other training programs not organized by the above listed organizations, tenants are encouraged to seek advice from HKSTP for the eligibility of the proposed reimbursement with provision of course information in advance.

**Notes:**

- 1) HKSTP will sponsor max. 75% of the fee incurred up to the limit of the TAP fund's balance in tenant's account.
- 2) Reimbursement for Science/ Technical training programs will not cover degree-bearing programs including individual modules.
- 3) **Documents needed for reimbursement:**
  - (i) This completed "Application / Reimbursement Form"
  - (ii) Original payment receipt or true copy certified by the training provider
  - (iii) Copy of attendance record/ certificate issued by the training organizer upon the completion of training

### **Application / Reimbursement Form**

To: **Industry & University Collaboration**, BDTS, HKSTP  
Office: Unit 307, IC Development Centre, HK Science Park  
Attn: Officer – TAP (Enquiry: 2629 6697 / tap@hkstp.org)

Date: \_\_\_\_\_

Company: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_ Title: \_\_\_\_\_

Training organizer: \_\_\_\_\_ (website: \_\_\_\_\_)

Course: \_\_\_\_\_ Date/ period: \_\_\_\_\_ Fee: \_\_\_\_\_

Staff Trainee (1): \_\_\_\_\_ Job Title: \_\_\_\_\_

Staff Trainee (2): \_\_\_\_\_ Job Title: \_\_\_\_\_

Staff Trainee (3): \_\_\_\_\_ Job Title: \_\_\_\_\_

Upon submission of this form, I declare that the service mentioned above has not received and will not apply for any other funding provided by the government or government appointed agent. I understand that HKSTP reserves the right to cancel my company's entitlement to the HKSTP's funding scheme and my company maybe liable to prosecution should my company fail to comply with this rule.

Signature of the Authorized Executive (With Company Chop): \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_