

Digital Transformation Support Pilot Programme 數碼轉型支援先導計劃 (DTSP)
- Training Sponsorship Scheme 培訓資助計劃

For Internal Use Only
只供內部填寫
Application No.:
申請編號:

Reimbursement Form 實報實銷表格

- (1) 在填寫本實報實銷表格前，請先細閱《數碼轉型支援先導計劃 - 培訓資助計劃申請指引及須知》(文件編號: ENC.RF.071)。
Please read the "Digital Transformation Support Pilot Programme – Training Sponsorship Scheme Guides and Notes for the Applicants" (Doc Ref: ENC.RF.072) carefully before completing this Reimbursement Form.
- (2) 請用正楷及阿拉伯數字填寫本表格。如有空位不足的情況，可自行以紙張補充填寫。Please complete this Reimbursement Form in block letters and Arabic numbers. If the space provided is not enough, please use additional paper to supplement.
- (3) 請在標示「☐」之欄位選擇適當選項並於方格內填上「☒」號。Please fill in with "☒" in the appropriate option(s) marked with "☐".
- (4) 申請商會必須在培訓項目完成後 20 個工作日內，並在相應的實報實銷截止日期前（即是 2024 年 5 月 10 日，2024 年 8 月 9 日，2024 年 11 月 8 日，2025 年 2 月 7 日和 2025 年 5 月 2 日），向 dtraining@cyberport.hk 提交本實報實銷表格，以及丁部及戊部中列出的證明文件。Applicants shall submit this Reimbursement Form with to dtraining@cyberport.hk with **all required supporting documents listed in Part D and Part E within 20 working days** after the completion of the Training Programme(s), and **on or before the respective reimbursement submission deadlines** (i.e. 10 May 2024, 9 August 2024, 8 November 2024, 7 February 2025 and 2 May 2025).

甲部 Part A - 申請商會詳情 Particulars of the Applicant

| | | | |
|--|--|--------------------|--|
| 商會名稱 Name of Trade Association 如同商業登記證的名稱 as shown on the Business Registration Certificate | | | |
| 商業登記號碼 Business Registration Number of the Trade Association 如同商業登記證的號碼 as shown on the Business Registration Certificate | | | |
| 聯絡人 Contact Person | | 職稱 Job Title | |
| 聯絡電話 Telephone No. | | 電郵地址 Email Address | |

乙部 Part B - 申請商會銀行戶口 Bank Account of the Applicant

* 此銀行戶口將會用作數碼轉型支援先導計劃 - 培訓資助計劃審批委員會所審批的培訓資助實報實銷款項的銀行轉賬用途。This bank account will be used for bank transfer of vetted training sponsorship reimbursement amount by Vetting Committee of DTSP – Training Sponsorship Scheme.

| | |
|---|--|
| 賬戶持有人名稱 Name of Account Holder 如同甲部的商會名稱 same as the Name of Trade Association in Part A | |
| 銀行名稱 Bank Name | |
| 銀行編號 Bank Code | |
| 分行編號 Branch Code | |
| 銀行賬戶號碼 Bank Account Number | |
| 銀行 SWIFT 代碼 Bank SWIFT Code | |

丙部 Part C - 培訓評估回應總結 Summary of Training Survey Response

培訓項目日期 Training Programme Date(s):

已舉辦培訓課程總數 Total Number of Training Sessions conducted:

請列出培訓課程主題 Please Specify the Training Topics:

- 1) _____
- 2) _____

培訓課程模式 Training Format (請選擇並在適當的選項填上「√」號 Please √ the appropriate options):

- ☐ 面授培訓課程 Face-To-Face Training Session ☐ 網授培訓課程 Online Training Session
- ☐ 混合培訓課程 Blended Training Session (即參加者可以選擇以面授形式或網授形式參與的培訓課程 the training session in which participants to join by face-to-face and/or online format)

培訓項目參加者的總數 Total Number of Participants of Training Programme(s):

獲取回應評估的參加者的總數 Total Number of Survey Response Collected:

1. 總體評估：你對培訓課程的整體滿意度是如何？ General Evaluation: How satisfied are you with the overall training session?

| 非常好 Excellent | 很好 Very Good | 好 Good | 普通 Fair | 差 Poor |
|---------------|--------------|--------|---------|--------|
| % | % | % | % | % |

2. 講者的知識和表現 Trainers' Knowledge and Performance

| | 非常好 Excellent | 很好 Very Good | 好 Good | 普通 Fair | 差 Poor |
|---|---------------|--------------|--------|---------|--------|
| 演講的質素及全面性 Quality and comprehensiveness of presentation | % | % | % | % | % |
| 內容清晰及培訓方式容易明白 The content and the training delivery are clear and easy to understand | % | % | % | % | % |
| 講者的整體評分 Overall rating to the trainers | % | % | % | % | % |

3. 培訓課程內容和相關性 Training Content and Relevance

| | 非常好 Excellent | 很好 Very Good | 好 Good | 普通 Fair | 差 Poor |
|---|---------------|--------------|--------|---------|--------|
| 培訓課程切合你的需要/期望 The training session meets your needs/ expectations | % | % | % | % | % |
| 培訓課程內容對你工作環境有用處 The training session content is useful in your workplace | % | % | % | % | % |
| 培訓課程內容的整體評分 Overall quality of training session content | % | % | % | % | % |

4. 學習的反思 Reflection on Learning

| | 非常同意 Strongly Agree | 同意 Agree | 中立 Neutral | 不同意 Disagree | 非常不同意 Strongly Disagree |
|--|------------------------|-------------|---------------|-----------------|----------------------------|
| 培訓課程增加你對數碼轉型的認識 / 知識 The training session increases your understanding/ knowledge in digital transformation | % | % | % | % | % |
| 培訓課程刺激及啟發你對數碼轉型的興趣 The training session stimulates and inspires your interest in digital transformation | % | % | % | % | % |
| 培訓課程提供對數碼轉型有價值的知識 This training session provides worthwhile knowledge in digital transformation | % | % | % | % | % |

丁部 Part D - 培訓項目完成報告及證明文件清單 Post-Training Programme Report and Supporting Documents Checklist

* 請提供以下所須的證明文件，連同本實報實銷表格，以處理已獲批准培訓資助金額的實報實銷。Please submit the **following required supporting documents** together with this Reimbursement Form to process the reimbursement of the approved training sponsorship amount.

☐ 相片（面授培訓課程）Photos (Face-to-face Training Session) / 截圖（網授培訓課程）Screenshots (Online Training Session)

☐ 出席記錄列表 Attendant List

- ☐ 出席者總人數 Total Number of Attendees
- ☐ 出席者名字 Attendees' Names
- ☐ 出席者性別 Attendees' Gender
- ☐ 出席者職稱 Attendees' Job Titles
- ☐ 出席者公司名稱 Attendees' Company Names
- ☐ 出席者的出席時間和離席時間 Attendees' Sign In and Sign Out Timestamps
- ☐ 出席者在培訓項目的出席時數 Attendees' Time Spent in the Training Programme(s)

☐ 關於數碼轉型支援先導計劃銜接的相片（面授培訓課程）/ 截圖（網授培訓課程）
Photos (Face-to-face Training Session)/ Screenshots (Online Training Session) of DTSP Program Engagement

☐ 培訓課程綱要 Training Session Rundown

- ☐ 日期 Date
- ☐ 開始時間和完成時間 Start and Finish Time
- ☐ 地點 Venue
- ☐ 形式 Format
- ☐ 講者，連同其個人簡介 Trainer(s), with Their Biographies
- ☐ 主題，連同內容簡要 Topic, with the Brief Content

☐ 宣傳渠道 Promotion Channels

- ☐ 網站 / 登記表格的截圖 Screenshots of Website/ Registration Form
- ☐ 海報的截圖 Screenshots of Poster
- ☐ 社交媒體貼文的截圖 Screenshots of Social Media Post
- ☐ 傳單的截圖 Screenshots of Leaflet
- ☐ 小冊子的截圖 Screenshots of Brochure
- ☐ 會員通訊的截圖 Screenshots of Newsletter
- ☐ 橫額的截圖 Screenshots of Banner
- ☐ 其他 Others (如有，請列出 Please Specify, if any : _____)

☐ 上傳到數碼港學院網站供公眾免費觀看一年的剪輯後的網授培訓課程的培訓錄影及演示文件 (已獲取講者書面同意) Edited video recoding(s) of the Online Training Session(s) and presentation materials shall be provided to HKCMCL for public access at Cyberport Academy Smart Learning Portal free-of-charge for one calendar year (with Written Consent of Tainer(s))

☐ Other 其他 (如有，請列出 Please Specify, if any : _____)

戊部 Part E - 實際開支明細 Breakdown of Actual Costs

*請提交實際支出相關的發票及收據以作為以下開支項目的所須證明文件。Please submit the relevant **invoice(s) and receipt(s)** of actual expenses as required supporting documents for costs items listed below.

*培訓資助實報實銷金額申請的上限必須等於或低於已獲批准培訓資助金額。The maximum amount of training sponsorship reimbursement amount shall be **equal to or less than the approved training sponsorship amount**.

*請留意每個已獲批准的商會可以申請的培訓資助上限為港幣 50,000。Please note that the **maximum amount of training sponsorship for each approved Trade Association is up to HKD50,000 only**.

| 開支項目 Costs Items | 實際開支 (港幣) Actual Costs (HKD) |
|--|---------------------------------|
| <input type="checkbox"/> 培訓場地租金和 / 或網授平台訂閱費用 Training Venue Rental and/or Online Training Platform Subscription | |
| <input type="checkbox"/> 宣傳費用 Promotion Costs | |
| <input type="checkbox"/> 培訓運作支出 (不包括餐飲、紀念品, 以及資本如硬體、軟件和任何其他設備的開支) Training Logistics (excluding food & beverage, souvenirs, capital costs such as hardware, software and equipment purchases) | |
| <input type="checkbox"/> 講者酬金 Trainer Honorarium (講者酬金為每小時上限港幣 890 元 honorarium to be paid to each trainer is up to HKD890 per hour) | |
| <input type="checkbox"/> 培訓項目的外判支出 Outsourcing Costs for Training Programme | |
| <input type="checkbox"/> 培訓項目的錄影、拍照、培訓錄影檔案剪輯支出 (注意: 提供獲講者授權的演示文件及網授培訓課程的錄影檔案予數碼港, 以上傳到數碼港學院網站供公眾免費觀看一年) Video Recording, Photography and Post-Training Video Editing Costs (with the written consent of the trainer(s), the presentation materials and video recordings shall be provided to HKCMCL for public access at Cyberport Academy Smart Learning Portal free-of-charge for one calendar) | |
| <input type="checkbox"/> 其他 Others (如有, 請列出 Please specify, if any: _____) | |
| Total Amount of Actual Costs (HKD) 實際開支的總金額 (港元): | |

己部 Part F - 聲明 Declaration

*必須在所有標示「☐」之欄位內填上「√」號。It is compulsory to fill in with "√" in all the options marked with "☐".

☐ 我們證實所有與本實報實銷表格關聯的資料是已核實為真實正確及證實我們沒有隱瞞相關資料。We certify that all information contained in this Reimbursement Form is certified truthful and accurate and no relevant information has been withheld.

☐ 我們同意本培訓資助實報實銷受到《數碼轉型支援先導計劃 - 培訓資助計劃申請指引及須知》(文件編號: ENC.RF.071) 的條款及細則的約束。We agree to be bound by the terms and conditions of the training sponsorship reimbursement as set out in the "DTSP - Training Sponsorship Scheme Guides and Notes for the Applicants" (Doc Ref: ENC.RF.072).

☐ 我們已閱讀香港數碼港管理有限公司的收集個人資料聲明, 包括有關使用我們的個人資料作直接促銷的用途, 並明白其內容。我們表示同意香港數碼港管理有限公司使用我們的個人資料 (主要是我們的姓名及聯絡資料) 作直接促銷服務、產品、設施、活動及其他題材 (主要與香港數碼港管理有限公司或數碼港或數碼港的合作夥伴或數碼港的商店或商戶有關, 或在數碼港提供或舉辦的服務、產品、設施、活動、事件及題材), 詳見《收集個人資料聲明》。有關私隱政策的更多信息, 請參閱數碼港的網站 http://www.cyberport.hk/en/privacy_policy。We have read the Personal Information Collection Statement of HKCMCL, including the information about the use of our personal data in direct marketing, and we understand its contents. We signify our consent for HKCMCL to use our personal data (primarily our names and contact details) in direct marketing services, products, facilities, activities and other subjects to us (primarily services, products, facilities, activities, events and subjects offered in relation to HKCMCL or Cyberport or partners of Cyberport or shops or merchants in Cyberport or offered or hosted at Cyberport) as more particularly set out in the Personal Information Collection Statement. For more on privacy policy, please refer to Cyberport website at http://www.cyberport.hk/en/privacy_policy.

提交日期 Submission Date

庚部 Part G - 條款及細則 Terms and Conditions

1. 本實報實銷表格及**所有**必須證明文件和培訓項目完成報告，應在培訓項目完成後 **20 個工作日內**提交，並在**相對的實報實銷截止日**期前（即是 2024 年 5 月 10 日，2024 年 8 月 9 日，2024 年 11 月 8 日，2025 年 2 月 7 日和 2025 年 5 月 2 日）。所有用以培訓資助實報實銷用途的已提交的資料將不會發回。This Reimbursement Form, together with **ALL** required supporting documents and Post-Training Programme Report, shall be submitted **within 20 working days** after the completion of the Training Programme(s), and **on or before the respective reimbursement submission deadlines** (i.e. 10 May 2024, 9 August 2024, 8 November, 7 February 2025 and 2 May 2025). All submitted information for training sponsorship reimbursement purpose will not be returned.
2. 申請商會的名稱必須是發票和收據上的支付者。不能證明申請商會為支付者的文件將不會接受為培訓資助實報實銷用途。The Applicant's name (i.e. trade association name) must be shown on the invoices and receipts as the payee. Documents that failed to prove the Applicant as the payer are not eligible for training sponsorship reimbursement.
3. 在**培訓資助實報實銷審核批准後 60 個工作日內**，並在收妥**所有**申請商會提供的必須證明文件之後，已獲審批的培訓資助實報實銷款項銀行轉賬將會成功處理。Vetted training sponsorship reimbursement payment will be made **within 60 working days after training sponsorship reimbursement vetting approval** and upon satisfactory receipt of **ALL** required supporting documents from the Applicant.
4. 香港數碼港管理有限公司保留向申請商會索取有關實報實銷的額外信息的權利。HKCMCL reserves the right to obtain further and additional information from the Applicant in relation to the training sponsorship reimbursement and payment.
5. 即使實報實銷文件中有任何相反的規定，政府及香港數碼港管理有限公司保留以申請商會曾經、正在或有理由相信申請商會曾經或正在作出可能導致或構成發生危害國家安全罪行的行為或活動為由，取消其申請商會資格的權利，又或為維護國家安全，或為保障香港的公眾利益、公共道德、公共秩序或公共安全，而有必要剔除有關申請。Notwithstanding anything to the contrary in the reimbursement documents, the Government and HKCMCL reserves the right to disqualify an Applicant on the grounds that the Applicant 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 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.
6. 若出現下列任何一種情況，政府或香港數碼港管理有限公司可以立即終止對申請商會獲批的培訓資助安排：（1）申請商會曾經或正在從事可能構成或導致發生危害國家安全或不於於國家安全的行為或活動；（2）繼續履行實報實銷不利於國家安全；（3）政府或香港數碼港管理有限公司有司理由相信上述任何事情即將出現。The Government or HKCMCL may immediately terminate the sponsorship arrangement approved to the applicant upon the occurrence of any of the following events: (1) 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; (2) the continued engagement of the Applicant or the continued performance of the relevant sponsorship arrangements is contrary to the interest of national security; or (3) the Government or HKCMCL reasonably believes that any of the events mentioned above is about to occur.
7. 中英文版本如有歧異，概以英文版本為準。The English version of this Reimbursement Form shall prevail in case of any discrepancy or inconsistency between the English version and the Chinese version.
8. 香港數碼港管理有限公司有權在任何時間及沒有事前通知的情況下，修改及補充本實報實銷表格的條款及細則。These terms and conditions may be amended or supplemented by HKCMCL at any time without prior notice.

| For the Use of HKCMCL 供香港數碼港管理有限公司使用 | | |
|--|------------|-------|
| Part H) (To be certified by the Cyberport Academy team) | | |
| Approved Training Sponsorship Amount (HKD): | | |
| Approved Training Sponsorship Reimbursement Amount (HKD) by Vetting Team: | | |
| Submitted by: | Signature: | Date: |
| Part I) (To be verified by Cyberport Management - Department Head or above) | | |
| Endorsed by: | Signature: | Date: |
| Approved by: | Signature: | Date: |