





APPLICATION FOR CONTINUING STUDY ALLOWANCE

持續進修津貼申請表

Guidance Notes

- 1. Applicant should submit the application form and introduction of the course to the departmental supervisor before the starting of
- 2. After the completion of course, please submit the reply slip with the invoice of the course to the Administrative & HR department.

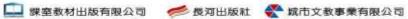
申請須知

- 1. 有意申請進修津貼的員工,必須在開課前填妥此申請表,連同課程簡介等資料,遞交至所屬部門主管。
- 2. 完成課程後,請將"領取進修資助申請表",連同課程正式收據交回人力資源及行政部以領取有關津貼金額。

第一部份:員工填寫		Reference	e No.:		
Name (Chinese)		(English)	` 0 /		
<u>員工姓名:(中)</u>			(英)		
Position (職位):		Department (部門):			
Name of the course 報讀課程名稱:					
Content of the course 課程內容簡介:					
			_		
Name of Organization 主辦機構:					
Starting Date 開課日期:		Completion Date 完成課程日期 <u>:</u>			
Course Type 上課形式:	□ Holiday 假期	□ Day time (Office Hour) 日間(上班期間)	Night time 夜間		
Place 上課地點:					
Tution Fee 學費金額:	HK\$				
Signature of Applicant (員工簽署):		Date (日期):			
	visor (第二部份:直屬主管境				
	Recommend the applicant to attend the course. 推薦此員工申請持續進修津貼 Remarks (備注):				
□ Do not reco Remarks (†		the course.不推薦此員工申請持續進修津貼			
Singature of Supervisor	(直屬主管簽署):	Signature of Deparment Head (部門主	Signature of Deparment Head (部門主管簽署):		
Date (日期):		Date (日期):	Date (日期):		







REPLY FOR THE APPLICATION OF CONTINUING STUDY ALLOWANCE

持續進修津貼申請之回覆

Official Use Only (此部份由公司	司填寫)	Referenc	Reference No.:				
To (致):							
We acknowledge receipt of your	application of Cont	inuing Study Allowand	ce dated, the nam	ne of the course is			
	, we accept /	reject your application	. The details are as followed	:			
本公司於 年 月 日	—— 收到閣下有	關持續進修津貼之申詞	淸,課程名稱爲				
現謹同意 / 不同意閣下的持續進	 修津貼申請,細則	则如下;					
☐ Allowance Amount (課程費用資助金額	į)					
□ 30%	(Amount <u>金</u> 智	預:)					
□ 40%	(Amount 金魯						
☐ 50%	Amount 金額 資資財(Amount 金額						
☐ Full 主名		识·					
		司以預先繳付形式資	助				
Reimbu	rse after the comple	tion of course					
進修員	工完成課程並取得	證書後,可向公司申請	青領取資助金額	t irom the date of approval,			
if you want to terminate the emplo	ovment within one v	was approved vear (i.e. before	. Star). you should repay th	t from the date of approval, e Company the exact			
amount of the allowance.	· ,	(o company are crace			
持續進修津貼金額共\$	已於		貼批核日期起 一年內 (即於				
單方面申請離職,便須向公司總	數回同等金額之進作	修津貼。					
I, agree and acce	pt the terms of appl	lication. Company	Approval (公司批核):				
	1 3 11 (1 3 11)						
G' 4 CA 1' 4/8 7/77							
Signature of Applicant (員工簽署	() :						
Date (日期):		Date (日其	Date (日期):				
		URSEMENT CL <i>A</i> 取持續進修資助申					
Part 1 Fill in by Applicant (第-			Referenc	e No ·			
Name (Chinese)	即仍 · 员工·货物)	(English)	receive	0 110			
員工姓名:(中)		(英)					
Position (職位):	Departme	Department (部門):					
Name of the course (報讀課程名	5稱):						
Date (修讀年期 / 學期)			(修讀結果)	Amount (課程費用)			
From (曲)	To (至)	Course (課程)	Pass/ Fail (合格 / 不合格)	(#/ 12/2/13)			
Signature of Applicant (員工簽署	月);						
 Part 2 Official Use Only (第二音	R份;公司掮宴)	<u> </u>					
To (致):	四方 公司(公司)						
· · ·	the amount of all av	vanas in III/¢	it will maid by absorbed and	nut a mari			
We accept / reject your application							
本公司接納 / 不接納閣下的持續				/ 自動過戶形式發放。			
Signature of Applicant (員工簽署): Signature of supervisor		supervisor (部門主管領	(部門主管簽署)Company Approval (公司批核):				
Date (日期): Date (日期):							