

ICAO-FIATA Dangerous Good by Air Training Course
(OPEN FOR HAFFA & NON-HAFFA MEMBERS)

ENROLMENT FORM

(Please complete and TYPE all the fields in English)

** Circle the appropriate one*

Class Code : Class D Class Date : 15, 22, 29 Aug & 12 Sep 2013 (1st Choice ^{Note 1})

: Class E : 2, 16, 23, 30 Oct 2013 (2nd Choice ^{Note 2})

Name of Company : ABC Logistics (HK) Co., Ltd

Name of Attendee : Mr. / Ms.* Chan Tai Man (HKID Name to be printed on the Certificate)

Position : Operation Manager

Contact Person : Ho Siu Ming

Telephone No. : 22334455

Email Address ^{Note 3} : taiman@abc.com.hk

HAFFA Member ^{Note 4} : Yes / No*

Payment Details : Cheque made payable to "HAFFA" (with name of attendee and class code marked on the back)

Amount: ^{Note 4&5} HK\$ 2,600 (HAFFA Member) / HK\$ 2,800 (Non-HAFFA Member) *

Additional HK\$ 550 for an ICAO DG Manual (Optional)

^{Note 6} Company-Sponsored (NOT entitled to VTC Subsidy) Self-Finance

Cheque No: 123456 Date: 15 Jul 2013 Banker: HSBC

I declare that all information supplied above is true, complete and accurate. I understand the course details and the policy/remarks being posted on the HAFFA Website. I agree to abide all course regulations set by HAFFA for the subject programme, failing to observe such rules shall result my application in default.

Signature with Company Chop ^{Note 4}



Name: Chan Tai Man

Title : Operation Manager

Remark 備註:

Please send to HAFFA the completed enrolment form (in original signature and company chop) together with the cheque payment. Personal cheque is also acceptable. Kindly use separate form or cheque for each application per class. Email, fax and phone registration is not acceptable. HAFFA reserves the right to accept your application or not.

1. If the 1st Choice is not available, we will automatically transfer you to your 2nd Choice, along with phone notification. We will return the cheque to you automatically if your 2nd Choice is also not available.
2. Please put down your 2nd Choice or else we will return the cheque to you automatically if the 1st Choice is not available.
3. Letter of Acceptance with course details will be sent out by EMAIL Only to your assigned email address within 3 working days after the enrolment deadline. Should you do not receive by then, please contact the HAFFA Secretariat immediately before the date of course. Otherwise, we assume you have received it and NO refund will be made for any absentee in this case. For cancellation/amendment after receiving the Letter of Acceptance, please refer to HAFFA Website.
4. Kindly check under Member Name List on the HAFFA website <http://www.haffa.com.hk> to confirm if you are a HAFFA member. For HAFFA member, Name of Company and the Company Chop must be the same Member Company Name as listed in the current HAFFA Member Directory. In case they are not the same, please apply for the Member Company Name Change separately.
5. Please add HK\$550 to the total amount of course fee if you need an ICAO DG Manual.
6. Please note that **company-sponsored applicant is NOT ELIGIBLE for the partial reimbursement of course fee**. Hence, it is NOT required to return the attached "VTC Partial Reimbursement of Course Fee Form". For Self-Financed application, if you wish to apply for VTC subsidy, please also complete the attached "VTC Partial Reimbursement of Course Fee Form" and submit the form along with this course enrolment form. The form is also available on HAFFA Website.



申請發還部份學費表格 Application for Partial Reimbursement of Course Fee Form

課程名稱 Programme Name : ICAO-FIATA Dangerous Goods by Air Training Course
 課程名稱及編號 Course title and code : Leave it blank
 主辦單位名稱 Name of Organizer : Hongkong Association Freight Forwarding and Logistics Ltd
 修讀期 Duration : Leave it blank 至 to Leave it blank 學費 Course fee : 港幣\$ Leave it blank 元
 英文姓名 Mr/Mrs/Miss/Ms : Chan Tai Man
 中文姓名 : 陳大文 先生/女士 香港身份證號碼 HKID No. : A 1 2 3 4 5 6 7
 公司名稱 Name of firm : ABC Logistics (HK) Co., Ltd
 公司電話 Telephone of work place : 22334455 圖文傳真 Fax : 22337788
 公司地址 Address of firm : 6/F, Kwai Chung Ind. Bldg., Tai Lin Pai Road, Kwai Chung, N. T.

職位及所屬部門/組別 Position and Department/Section : Operation Manager, Operation Department
 住址 Home address : G/F, Lot House, 901 Zebra Crossing Road, Luk Keng, N. T.

電郵 e mail address : taiman@abc.com.hk
 其他聯絡電話 Other contact telephone : 98765432

發還學費申請 Application For Refund of Course Fee

請在適當空格內填上「✓」號 Please tick or put 'X' in the appropriate box

- 學費由公司支付。請將有關款項發還予公司。 Fees paid by company and refund if any to be made to the company
 學費由參加者自付。請將有關款項發還予參加者。 Self-financing and refund if any to be made to the participant

本部分由申請人的僱主填寫 The following to be completed by applicant's employer :

茲證明上述申請人現為本公司僱員，其負責的職務與所報讀的課程內容有關。 This is to certify that the above applicant is currently an employee of the company and his/her duty is related to the course that he/she attends.


推薦人員 Recommending Officer : Ho Siu Ming

職銜及所屬部門 Title and department : HR Manager, HR Department

日期 Date : 16 July 2013


 公司印鑑及認可簽署
 Employer's chop with authorized signature

本人聲明在此報名表所提供的資料完整真確，並同意可按照貴局個人資料政策作有關用途。 I declare that the data I filled in this application form are accurate and I consent that the data can be used in accordance with the Council's policy on personal data.

日期 Date : 16 July 2013 申請人簽署 Signature of applicant : 

物流貨運業訓練委員會所批核課程。每一項課程須用一張申請表。參加者必須達到課程的評核要求，方可獲得指定退款。不論自費或公費報讀均須有僱主證明。申請人於同一課程可獲得其他公帑資助本申請則無效。職業訓練局保留權利，接受或拒絕申請。 This form is to be used for endorsed courses of the Transport Logistics Training Board. Please use separate form for each application and ensure that all columns of the form are completed. The granting of reimbursement is subject to satisfactory completion of the course according to course requirements. Employer's certification is required irrespective of whether the applicant is self-financing or company financed. The application is considered void if the applicant is eligible for other public-funded reimbursement of the course fee. The Vocational Training Council reserves the right to accept or reject any application.