

## Financial Practitioners FinTech Training Programme 2022

For Official Use Only

Application No.:

### Incentive Scheme - Reimbursement Form

Part A) Particulars of the Applicant			
Name of Financial Institutions /Trade Association <i>(as shown on the Business Registration)</i>			
Contact Person		Job Title	
Telephone No.		Company Email Address	
Part B) Particulars of the Actual Programme			
Name of Programme			
Date of Programme		Actual Number of participants	
Format of Programme	<input type="checkbox"/> In-Person <input type="checkbox"/> Online <input type="checkbox"/> Blended		
Part C) Actual Expenses <i>(Please attach separate sheets for breakdown, if necessary.)</i>			
Details of the Items			Actual Expenses to Claim (HK\$)
Items:			
Items:			
Items:			
Items:			
Items:			
Items:			
Items:			
Items:			
Items:			
Items:			
<b>Total Amount of Actual Expenses (HK\$):</b> <i>(The maximum amount of Incentive Subsidy for each successful application are subjected to HKCMCL approval, please refer to the previous approved amount of incentive fee)</i>			
Part D) Bank Account of the Trade Association / Financial Institution			
Name of Account Holder <i>(same as the Name of Financial Institutions/Trade Association in Part A)</i>			

Bank Name	
Bank Code	
Branch Code	
Bank Account Number	
Bank SWIFT Code	

**Part E) Supporting Documents Checklist**

Have you attached the following?

a) Post-programme reports (including but not limited to event photos/screen captures, working schedule/rundown/curriculum, evaluation methods, media report, programme survey, attendance record including attendees' name, company, job title, sign in and sign out, or stay duration)	<input type="checkbox"/>
b) Trainer(s) fee /Training Programme expenses breakdown with fee invoice(s) and receipt(s) (e.g. incurred corresponding invoices and receipt(s), or individual participant programme fee invoice (if any) and / or receipt)	<input type="checkbox"/>

**Part F) Declaration and Signature**

We certify that all information contained in this application is certified truthful and accurate and that no relevant information has been withheld.

We agree to be bound by the terms and conditions of the application as set out below and on the guides and notes of Cyberport Financial Partitioners FinTech Training 2022 - Incentive Scheme (Doc Ref: CFPFF GN IS 2022).

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. By ticking the box above, 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 our website at [http://www.cyberport.hk/en/privacy\\_policy](http://www.cyberport.hk/en/privacy_policy).

Submission Date	
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**Part G) Terms and Conditions of Application**

1. This Reimbursement Form together with ALL required supporting documents must be submitted within 30 working days after the completion of the programme. All submitted information for reimbursement purpose will not be returned.
2. The applicant's name must be shown on the invoices and receipts as the payer. Documents failed to prove the applicant as the payer are not acceptable for reimbursement purpose.
3. Payment will be made within 60 working days upon satisfactory receipt of ALL required documents from the applicant.
4. HKCMCL reserves the right to obtain further and additional information from the applicant in relation to the reimbursement and payment.
5. These terms and conditions may be amended or supplemented by HKCMCL at any time without prior notice.

**For the Use of HKCMCL**

**Part H)** (To be certified by the Cyberport Academy team)

Name:	Signature:	Date:
<b>Approved Amount by Vetting Team (HK\$):</b>		
<b>Confirmed Amount of Reimbursement (HK\$):</b>		

<b>Part I</b> (To be approved by Senior Manager or above)		
Remarks :		
Name:	Signature:	Date: