



香港旅遊業議會  
TRAVEL INDUSTRY COUNCIL  
OF HONG KONG  
Incorporated with limited liability

**Application Guide to the  
Development Fund for the Travel Industry  
(Training Activities)**

## **1. Background**

1.1 With a view to supporting the development of the local travel industry, the Airport Authority Hong Kong (AAHK) has allocated HK\$10 million for the establishment of the Development Fund for the Travel Industry (“Development Fund”).

## **2. Objective (Training Activities)**

2.1 The objective is to enhance the overall competitiveness of the local travel industry through subsidising training activities for staff members of travel agents.

## **3. Management and Operation**

3.1 The Working Group on the Development Fund for the Travel Industry (“Working Group”) is charged with setting out details of the Development Fund, monitoring the implementation of the Development Fund and the use of funding in relation to the Development Fund, and carrying out other duties.

3.2 The Executive Office of the Travel Industry Council of Hong Kong (“TIC”) is the Secretariat of the Development Fund, responsible for promoting the Development Fund, releasing application information, handling enquiries, supporting the Vetting Committee of the Development Fund for the Travel Industry (“Vetting Committee”) in processing applications, and carrying out other duties.

## **4. Criteria for and Scope of Subsidy**

4.1 Training activities eligible for subsidy under the Development Fund must (i) be related to the travel industry; and (ii) meet the objective of the Development Fund (Training Activities).

4.2 The eligible training activities, including courses, examinations, seminars, workshops, talks, etc. must be held in Hong Kong: No training activities held entirely outside Hong Kong or entirely online are eligible.

4.3 The list of eligible courses, examinations, seminars, workshops, talks approved by the Vetting Committee can be downloaded from the website of the TIC ([www.tichk.org](http://www.tichk.org) → “Industry Subsidy and Incentive Schemes” → “Development Fund” (Training Activities)). Since the list will be reviewed by the Working Group

on a regular basis, the training activities included in it may be subject to change; and the eligibility of any courses and examinations is subject to the latest list.

- 4.4 Travel agents may also nominate their staff members to participate in courses, examinations seminars, workshops, talks not included in the list given at Annex 1, in which case the Vetting Committee will vet their eligibility on a case-by-case basis. Travel agents are advised to take note of when to submit their applications as their staff members may not have sufficient time to sign up for the training activities concerned if case-by-case vetting is required (see paragraphs 9.4-9.6). Any courses, examinations and seminars, workshops, or talks vetted and approved by the Vetting Committee will be included in the list concerned.
- 4.5 The organisers of training activities are mainly non-profit-making / non-profit-distributing organisations, including the TIC, industry associations, tertiary institutions, professional bodies, associations / trade unions of tour escorts / tourist guides, etc.
- 4.6 No language courses, and diploma and bachelor's or higher degree courses will be subsidised by the Development Fund.
- 4.7 No courses, examinations, seminars, workshops, talks, etc which have received subsidy from sources other than the Development Fund will be subsidised by the Development Fund.

## **5. Eligibility for Application**

### 5.1 Eligible Travel Agents

- 5.1.1 All member travel agents of the TIC which have obtained and hold a valid travel agent's licence under the Travel Industry Ordinance (Cap. 634) are eligible to apply for the subsidy under the Development Fund.
- 5.1.2 The applicant travel agent must nominate its own staff members (including its employees and self-employed persons) for the subsidy under the Development Fund.
- 5.1.3 The applicant travel agent must declare in the application form that the staff members nominated for subsidy have not received any other subsidy for the

training activity concerned, and that the travel agent and the nominated staff members will not apply, during the process of application and after approval of its application for the subsidy under the Development Fund, for any other subsidy for the training activity concerned.

## 5.2 Eligible Tour Escorts / Tourist Guides

5.2.1 All licensed tour escorts / licensed tourist guides are eligible to apply for the subsidy under the Development Fund.

5.2.2 The applicant licensed tour escort / licensed tourist guide must declare in the application form that the applicant has not received any other subsidy for the training activity concerned and that the applicant will not apply, during the process of application and after approval of the application for the subsidy under the Development Fund, for any other subsidy for the training activity concerned.

## 6. **Amount of Subsidy and Year of Subsidy**

6.1 Each travel agent will be subsidised with a maximum of 70% of the fee of a training activity for its nominated staff members if its application for subsidy for the training activity is successful and the fee of the training activity per person is not less than HK\$500.

6.2 Each travel agent is subject to a subsidy ceiling of HK\$30,000 per year, with no limits on the number of staff members eligible for nomination, and the frequency of subsidy grants and the amount of subsidy for which each staff member is eligible.

6.3 The first year of subsidy is to commence from the day when the Development Fund is launched until 31 December of the following year; and subsequent years of subsidy are to commence from 1 January of each year until 31 December of the same year.

## 7. **Application Procedures**

7.1 Applications for subsidy for training activities may be made throughout the year

except for those applications for the first year of subsidy, which must be made on or after 1 January 2018.

- 7.2 The applicant travel agent must complete and submit the application form before its nominated staff members sign up for the training activity concerned. The application form and the application guide can be downloaded from the website of the TIC ([www.tichk.org](http://www.tichk.org) → “Industry Subsidy Schemes and Incentive Schemes” → “Development Fund (Training Activities)”).
- 7.3 The applicant travel agent must submit the duly completed and signed application form to the Travel Industry Council of Hong Kong, Rooms 1706-09, Fortress Tower, 250 King’s Road, North Point, Hong Kong by post, with the envelope marked “Application for the Development Fund for the Travel Industry (Training Activities)”.
- 7.4 The applicant travel agent must also send a soft copy of the completed application form (in MS Word format) to the Secretariat by email: [Dfund@tichk.org](mailto:Dfund@tichk.org).
- 7.5 The applicant travel agent must maintain a valid email account for communication with the Secretariat.

## **8. Withdrawal**

- 8.1 The applicant travel agent can write to the Secretariat to withdraw its application, but such withdrawal is irrevocable.

## **9. Vetting Procedures**

- 9.1 The Vetting Committee will authorise the Secretariat to vet and approve straightforward applications.
- 9.2 Upon receipt of an application, the Secretariat will assign its person(s)-in-charge (who must be of a managerial grade or above) to conduct a preliminary assessment on the eligibility of the applicant travel agent, whether the training activity is included in the lists of eligible training activities, etc, and may seek, if necessary, clarification or supplementary information from the applicant travel agent.
- 9.3 The Executive Director of the TIC will be advised by the person(s)-in-charge to

approve applications which clearly fulfil all the requirements, and to reject applications which clearly fail to fulfil all the requirements.

9.4 The applicant travel agent will be informed in writing by the Secretariat of the result of its application within one month after all the necessary documents are submitted to the Secretariat if the application clearly fulfils or clearly fails to fulfil all the requirements. If an application is declined, reasons will be provided.

9.5 An application which does not clearly fulfil or which clearly fails to fulfil all the requirements will be submitted to the Vetting Committee for consideration. The applicant travel agent will be informed in writing by the Secretariat of the vetting result within two months after all the necessary documents are submitted to the Secretariat.

9.6 The applicant travel agent is advised to take note of when to submit its application as there is no guarantee that its staff members will have sufficient time to sign up for the training activity concerned irrespective of whether the application is vetted and approved by the Secretariat or by the Vetting Committee.

9.7 Decisions of the Vetting Committee are final.

## **10. Vetting Criteria**

10.1 All applications will be considered by the Vetting Committee based on their individual merits. The main assessment criteria include:

- (i) the eligibility of the applicant travel agent;
- (ii) the training activity must satisfy the criteria for and fall within the scope of subsidy; and
- (iii) other factors that are considered relevant by the Vetting Committee.

## **11. Avoidance of Conflicts of Interest**

11.1 To avoid conflicts of interest, members of the Vetting Committee and the Secretariat are required to declare their general pecuniary interests on appointment and annually thereafter, in addition to declaring any conflicts of interest that may

arise from any particular application. Where appropriate, the Chairman of the Vetting Committee may request the members/staff concerned to refrain from participating in the discussion and vetting of the relevant application.

11.2 The applicant travel agent must not approach members of the Vetting Committee to avoid affecting the impartiality of their advice.

## **12. Handling of Information**

12.1 The Secretariat and the AAHK are committed to ensuring that all personal data in the applications is handled in accordance with the Personal Data (Privacy) Ordinance. In this regard, the personal data provided in relation to applications made under the Development Fund will be used by the Secretariat, the AAHK or their authorised persons for activities relating to:

(i) the processing and verification of applications for subsidy, disbursement of subsidy and any refund thereof under the Development Fund; and

(ii) statistics and research (without disclosing any personal data of any person).

12.2 The personal data of its staff members that the applicant travel agent provided in its application will be kept in strict confidence but such obligations and restrictions must not apply to any disclosure which is necessary for the purposes mentioned in the paragraph above, or any disclosure which is authorised or required by law, or any disclosure which is consented by the relevant staff members of the applicant travel agent/data subjects. If necessary and with the consent of the data subject concerned, the Secretariat will contact Government departments and relevant parties to verify the personal data provided in the application with those held by them for the purposes mentioned in the paragraph above. The relevant staff members of the applicant travel agent/data subjects whose personal data is collected by the Secretariat may request access to it under the Personal Data (Privacy) Ordinance. A charge will be made to cover the cost of photocopying the data supplied. In addition, if the data subject considers that the data supplied to the Secretariat is inaccurate, a request for correction of the personal data may be made in writing after a data access request has been made. Requests for access to personal data provided in the applications under the Development Fund can be made in writing by completing the Data Access Request Form (No. OPS003) issued by the Privacy Commissioner and returning it to the Secretariat.

### **13. Prevention of Bribery**

13.1 When applying for and receiving subsidy under the Development Fund, the applicant travel agent and its staff members must observe the Prevention of Bribery Ordinance and must ensure that any of its directors, employees, agents, consultants, contractors and other personnel who are in any way involved in the application must not offer to or solicit or accept from any person any money, gifts or advantages (as defined in the Prevention of Bribery Ordinance) in relation to the application.

### **14. Disbursement of Subsidy**

14.1 The grantee travel agent will only be disbursed the subsidy when its nominated staff members have completed the training activity and the specified requirements are fulfilled.

14.2 The grantee travel agent must submit to the Secretariat within six months the following documents of proof after they have been obtained by its nominated staff members, in order for the subsidy to be disbursed:

- (i) the receipt for the payment of the fee of the training activity; and
- (ii) any one of the following:
  - (a) the certificate of completion of the eligible course (if the course has an examination, proof of passing the examination must be provided; if the course does not have an examination, proof of attendance having reached the minimum requirement of the course must be provided); or
  - (b) proof of passing the eligible examination; or
  - (c) proof of attendance at the eligible seminar, workshop, talk, etc.

14.3 Individual grantee travel agents must hold a valid travel agent's licence at the time of disbursement of the corresponding subsidies by the Secretariat on behalf of the AAHK.

## 15. Enquiries

15.1 Enquiries regarding the Development Fund (Training Activities) can be sent to:

Address: Travel Industry Council of Hong Kong  
Secretariat of the Development Fund (Training Activities)  
Rooms 1706-09, Fortress Tower, 250 King's Road, North Point, Hong Kong

Tel: (852) 2969 8157

Fax: (852) 2510 9907

Email: [Dfund@tichk.org](mailto:Dfund@tichk.org)

Website: [www.tichk.org](http://www.tichk.org) → “Industry Information” → “Industry Subsidy Schemes and Incentive Schemes” → “Development Fund (Training Activities)”