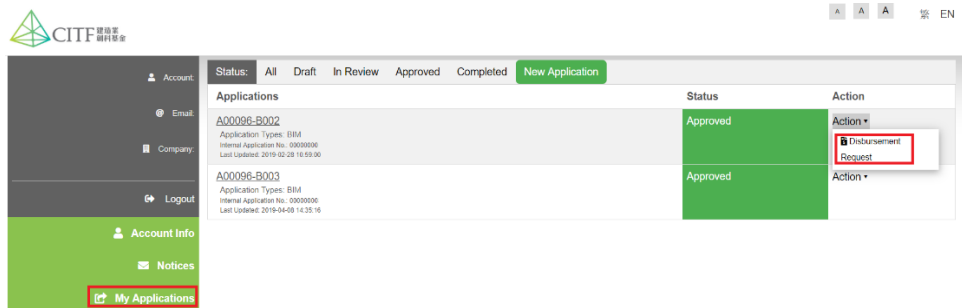


Disbursement Request and Completion Report Preparation

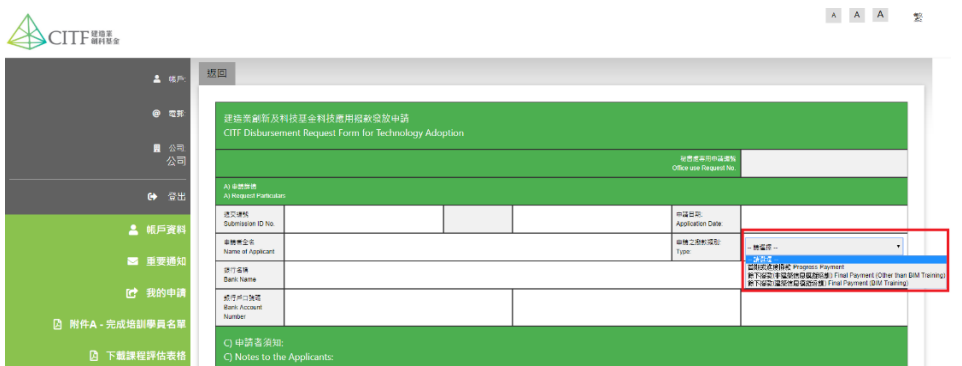
1. Disbursement Request Submission via the CITF Application Portal ('Portal')
 - a) Submit the Disbursement Request Form (might accept progress payment) with the required supporting documents, listed in MD01, via the Portal.
 - b) Four steps Disbursement Request procedures:
 - i. Step 1 – Go to My Application to Submit Disbursement Request



- ii. Step 2 – Select New Application of Disbursement Request



- iii. Step 3 – Select Payment Type in Disbursement Request Form



iv. Step 4 – Fill in and Submit the Disbursement Request Form


項目編號	批准通知書參考編號	批准之項目	批准金額 (港幣)	申請金額 (港幣)	採購單	發票/收據	採購/收入記錄	參加培訓學員/參加學員名單及佐證	課程評估表、課程證書、課程評估結果、培訓報告、培訓材料	課程評估結果/課程完成證書/培訓報告、課程/培訓材料	經審核財務報告
Item No.	Approval Letter Reference No.	Item Marked in Letter	Approved Amount (HK\$)	Claimed Amount (HK\$)	Purchase order	Invoice and Receipts	Invoice/Income Record	Participant Name List with supporting proof	Course Assessment Result/Completion Certificates/Training Report, Course/Training Materials for Sharing	Course Assessment Result/Completion Certificates/Training Report, Course/Training Materials for Sharing	Audited Financial Report
1											
2											
3											

2. Completion Report Preparation

- a) Successful Applicant of the CITF must ensure that all procurements for goods are carried out in an unbiased and fair manner and must comply with CITF Procurement Procedures (refer to CITF ‘Terms and Conditions’ – 10.3 or ‘Important Notes MD01’).
- b) Successful Applicant must ensure that all the fields (if applicable), listed in the Completion Report (please refer to Annex 1), have to be completed by the Auditor and all documents required must be submitted within 9 months upon the completion of the Approved Project.
- c) Auditors of the Approved Project must comply with the items set in the ‘Notes for Auditors of CITF Approved Projects’ (please refer to Annex 2).

3. Documents Submission

- a) Submit the required ORIGINAL supporting documents according to the ‘Notes to the Applicants’ in the Disbursement Request Form to the CITF Secretariat at the specified address: 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong.
- b) Keep copy of the submitted documents for own record.
- c) Please contact Mr. Raymond Leung at Tel: 2100 9654 should you have further enquiries.