



**Reply Slip**  
**for**  
**Overdue Disbursement Request**

To : CITF Secretariat  
Email : [citf@cic.hk](mailto:citf@cic.hk)  
Deadline :

Submission ID :

The status of procurement of technologies / attending training courses are as follows:

Approved Item	Target Purchase Order Date (dd/mm/yy)	Target Delivery/ Course Commencement Date (dd/mm/yy)

The Purchase Order/ delivery/ course commencement date cannot be provided for the following reason(s):

.....

For the abovementioned reason(s), we hereby apply for extension of disbursement request submission until: \_\_\_\_\_ (dd/mm/yy).

Signature and Company

Stamp:

\_\_\_\_\_

Name of Contact Person:

\_\_\_\_\_

Position:

\_\_\_\_\_

Date:

\_\_\_\_\_