

To be completed by TB staff

Application Number ____ : _____
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Course Application Form – Declaration of Sponsor Information (August 2026)

(Applicable to Hong Kong Resident holding a Dependant Visa granted through sponsorship by a Hong Kong Permanent Resident, who is applying for placement-tied courses or course fee reduction of non-placement-tied courses)

Part I: To be completed by the course applicant

I am a Hong Kong resident holding a Dependant Visa granted through sponsorship by a Hong Kong Permanent Resident, and hereby declare that the following person is my sponsor:

Name of Sponsor : _____
HKID Card No. of Sponsor : _____

- 1) I declare that all information provided above is true and correct.
- 2) I understand that ERB reserves the right to spot check the status of Hong Kong eligible employee, educational attainment, study and employment status, income level and/or employment relationship (if applicable) of applicants or trainees. I undertake to provide relevant supporting documents (including “Income Proof” issued by the Inland Revenue Department) for verification upon ERB's request, and give my consent to ERB to verify the information provided by me with the concerned organisations. I also understand that, if I supply false information or do not meet the eligibility, I may be disqualified from course enrolment, course fee reduction and/or disbursement of retraining allowance, and I shall be demanded to offset the training costs, pay the course fees, and/or return the retraining allowance to ERB. ERB also reserves the right to report the cases to the Government law enforcement department(s) for fraud investigation and prosecution. In accordance with Section 25 of the Employees Retraining Ordinance, any person who is found to have committed the offence is liable to a fine at level 4; and in accordance with the Theft Ordinance (Cap. 210 of the Laws of Hong Kong), any person who obtains pecuniary advantage by deception, in benefit to himself/herself or other person, is liable on conviction to imprisonment for a maximum of 10 years.
- 3) I understand and agree that my personal data are collected and kept for all the purposes related to course application and enrolment, including but not limited to: handling of course applications, course enrolment and delivery, course fee reduction, disbursement of retraining allowances, continuous assessments and final examinations, processing of Domestic Helper Competency Cards, provision of placement follow-up services and other support services/activities, conduct of income surveillance/spot check of status of Hong Kong eligible employee, educational attainment, study status, employment status, and/or employment relationship (if applicable), verification of placement records, opinion surveys, course accreditation and re-accreditation, etc. The personal data so collected may be transferred to appointed Training Bodies and authorised person of ERB, relevant Government departments and statutory bodies, and research consultants/data analytics companies commissioned by ERB for purposes stated above.
- 4) I understand that the provision of personal data is voluntary. However, failure to provide correct and complete personal data may result in applications being considered incomplete and thus unsuccessful.
- 5) I understand that applicants or their authorised representatives have the right to request access to and/or obtain a copy of their personal data and/or to correct the personal data should the record be inaccurate. ERB may collect a fee from applicants requesting for a copy of their personal data. Applicants/trainees may send their requests for access to and/or correction of personal data to the Manager (Customer Services) of ERB. For enquiries, please call ERB hotline at 182 182.

Course Applied : _____ Date of Application : _____ (dd/mm/yyyy)
Name of Applicant : _____ HKID Card No. : _____ ()
Signature of Applicant : _____ Date of Signature : _____ (dd/mm/yyyy)

Part II: To be completed by the sponsor of the Dependant Visa of the course applicant

- 1) I understand and agree to provide a copy of my Hong Kong Permanent Identity Card to the Employees Retraining Board (ERB) and/or its appointed Training Body for the purpose of processing the application of my dependant (i.e. the course applicant referred to in Part I) for placement-tied courses or course fee reduction of non-placement-tied courses.
- 2) I hereby declare that the copy of my Hong Kong Permanent Identity Card submitted is a true copy of the original, and I confirm that the information contained therein is true and accurate.
- 3) I understand that ERB reserves the right to conduct spot checks on course applicants or trainees to verify their status as eligible employees of Hong Kong. I hereby consent to ERB verifying my sponsor status with the relevant government departments and organisations for the purpose of such checks.
- 4) I understand and agree that, after examining the copy of my Hong Kong Permanent Identity Card, ERB and/or its appointed Training Body will return it to my dependant.

Name of Sponsor : _____ HKID Card No. : _____ ()

Signature of Sponsor : _____ Date of Signature : _____ (dd/mm/yyyy)

To be completed by TB staff

Remarks: _____

Name of Staff: _____ Date of Receipt: _____ Chop of Training Body: _____