Engineering Graduate Training Scheme (EGTS)
Employer's Registration Form

Notes for Applicants:

I. Company should provide all the information required in this form. The information collected will be used for processing employer's registration.

II. Companies should submit the completed registration form together with a copy of the company's valid Business Registration Certificate and the supporting documents to the EGTS Secretariat by email.

Personal Information Collection Statement:

☐ I acknowledge that I have read and understood the Personal Information Collection Statement ("PICS") and VTC's Privacy Policy Statement (https://www.vtc.edu.hk/en/home/privacy.html).

Note: Please indicate "✓ " in the box

For enquiries, please contact:

EGTS Secretariat
Vocational Training Council
Address : 12/F., Billion Plaza II, 10 Cheung Yue Street,
Cheung Sha Wan, Kowloon, Hong
Email Kong : egts@vtc.edu.hk
Hotline : 3907 6878
Fax : 3748 9370

(Rev 9/2026)

Part A: Particulars of the Company

1. Company Profile:

Name of Company: _____

Address: _____

_____

Telephone No.: _____ Fax No.: _____

Email: _____

Contact Information:

Title (Mr/ Ms/ Miss/ Ir/ Dr)	**Name**	**Job Title**	**Telephone No.**	**Email**
Authorised Person/ Head of Office*				
Contact Person				

*The personnel involved in Scheme "A" Training / EGTS

2. Nature of business activities:

_____

_____

_____

3. Sector of the company (please ☑ as appropriate):

☐ Manufacturing ☐ Services ☐ Utilities

4. Description of previous experience in training, if any:

_____

_____

_____

5. Organisation of company (use a separate sheet to indicate position of training section / staff):

_____

_____

_____

6. Number of full-time employees:

	Number		Number
Professional Engineers (MHKIE / FHKIE)		Craftsmen / Apprentice	
		Non-skilled Workers	
Technicians		Others / Supporting Staff	

7. Proposed number of graduate trainees to be trained at any one time:

Discipline	Number

8. Proposed starting salary for each graduate trainee:
Graduate trainee: HK$_____ per month

9. Proposed _____ engineering training programme:
(use a separate sheet for each training programme submitted)

Department / Section	**Training Programme**	**Weeks**
	Total in weeks	

10. Training Staff

Those Supervising Training	Name	Academic & Professional Qualification	Remarks
Head of Office			
Engineering Supervisor*			
Training Tutors			
* If the engineering supervisor is not engaged in full-time employment in the company, please provide the name of his/her full-time employer and his/her position in the company.			

Part B: Declaration

We declare that the information provided on this registration form and the supporting document(s) enclosed are true and correct.

Company Chop

Signature: _____

Name (In Block Letters): _____

Position: _____

Date: _____

Personal Information Collection Statement

Vocational Training Council ("VTC", "we" or "us") respects your personal data privacy and is committed to complying with the Personal Data (Privacy) Ordinance (Cap. 486) ("PD(P)O") and the Data Protection Principles.

This Personal Information Collection Statement ("PICS") explains how the VTC collects, uses, processes, and transfers your personal data. "Personal data" refers to information relating to a living individual that identifies them (directly or indirectly) and is practicable to access or process. Please read this PICS in conjunction with VTC Privacy Policy Statement (https://www.vtc.edu.hk/en/home/privacy.html).

1. Purpose of Collection and Use

We may collect personal data such as contact person(s)'s name(s), his/ her office phone number(s) and fax number(s), his/ her email address(es) and office address(es), training staff's name(s) and his/ her academic and professional qualifications, and other information relevant to the purpose of collection.

Your personal data is collected for the following purposes and any directly related purposes:

(a) processing the registration of employer and the allocation of training places under the Engineering Graduate Training Scheme (EGTS);
(b) processing the subsidy claims if the registration is approved, and checking duplicate applications under other local public funding schemes (where applicable);
(c) allowing the EGTS Secretariat to have access to the information contained in, and the progress of, your registration (where applicable);
(d) administrative and record-keeping purposes, including storage of information in the EGTS System;
(e) conducting quality assurance, surveys and review, statistical analysis, and research; and
(f) compliance with legal or regulatory requirements.

Unless otherwise indicated, provision of the requested personal data is obligatory. Failure to provide the requested personal data may result in VTC not being able to process the employer's registration, handle your request, or provide the relevant services.

2. Accuracy and Retention of Personal Data

VTC has certain procedures in place to maintain personal data at a reasonable level of accuracy, completeness and relevancy for the purpose for which the personal data is to be used. VTC aims to keep your data accurate and up-to-date. However, we rely on you to disclose all material information to us and to inform us of any errors or changes in such information.

VTC will retain the personal data for so long as is necessary to enable it to fulfill the original

purpose (or a directly related purpose) of collection, or any other purpose to which you have consented. Personal data which is no longer required will be destroyed, unless their continued retention is required to satisfy legal, regulatory or accounting requirements or to protect the VTC's interest.

3. Data Transfer & Disclosure

VTC undertakes to keep your personal data confidential. Any third party to whom your personal data is disclosed and/or transferred is under an obligation to keep it confidential and to only use it for the purposes described in (1).

VTC may disclose or transfer your personal data to the following classes of persons:

- member institutions and/ or institutes of VTC;
- government departments or regulatory bodies for verification and/or audit purposes; and
- any other parties as required or authorised by law.

4. Protection Measures

VTC takes appropriate steps to protect your personal data from unauthorised access, use, loss, alteration or disclosure. Access to your personal data is strictly limited to authorised personnel only.

5. Access and Correction of Personal Data

In accordance with the PD(P)O, you have the right:

(a) to check whether VTC holds your personal data;
(b) to request a copy of such data; and
(c) to require VTC to correct any of the personal data which is inaccurate.

If you would like to make a data access request, please complete the Data Access Request Form (OPS003) and send it by mail or email to:

Data Privacy Officer
Vocational Training Council
13/F., VTC Tower, 27 Wood Road, Wanchai, Hong Kong
E-mail: vtcprivacy@vtc.edu.hk

We will take reasonable steps to verify your identity before granting access or making corrections to your personal data to protect your privacy and identity. VTC reserves the right to charge a fee for the processing of data access request in accordance with the PD(P)O.

6. Governing Language & Jurisdiction

The English version of this PICS shall prevail in case of discrepancy. Any claims shall be governed by the laws of the Hong Kong Special Administrative Region.