



LAM CONSTRUCTION GROUP
華益（林氏）集團

Declaration Form
協議書

I hereby confirm my participation in (course name) _____

_____ during the period from _____ to _____. I understand that I will only be reimbursed the amount of HK\$ _____ upon successful completion of the abovementioned course, and on production of the * certificate of pass examination result or * attendance record showing a minimum of 70% attendance plus * the receipt for fees paid.

In the event that I should leave the Company within the six months from the date of application for reimbursement, I shall reimburse the Company with the full fees incurred, I hereby authorise the Company to deduct at any time the fees paid on my behalf from my salary or payments due to me, and should the fund be insufficient to cover the total amount, I agree to make up the balance with cash or my personal cheque.

* tick where appropriate

Name : _____ Signature : _____

Date : _____

本人將由____年____月____日至____年____月____日，參加_____課程。本人明白完成課程後需提交 * 考試合格之成績證明，*不少於七成之出席證明及 * 學費收據正本，予人力資源及行政部報銷學費津貼港幣\$_____。

倘若本人於完成課程後六個月內離職（以人力資源及行政部收訖報銷申請文件起計），本人授權華益（林氏）集團於本人之薪金中扣除已報銷之學費津貼。如薪金不足以扣除報銷之金額，本人同意以現金或有效個人支票支付此金額。

*請在適當方格內加上✓號

姓名 : _____ 簽署 : _____

日期 : _____