



培訓成績記錄申請表
Training Performance Record Application Form

TR/084

學員姓名 Student Name:	(中文 in Chinese)	
	(英文/葡文 in Eng/Port)	
身份證類別 ID Type:	<input type="radio"/> 認別證 BI <input type="radio"/> 居民證 BIR <input type="radio"/> 其他 Other:	
	身份證號碼 ID No.:	
聯絡電話 Contact Tel:		
課程名稱 Course Title:		
上課日期 Course Dates:	(年/月 Year/Mth)	課程編號 Course Code:

<input type="radio"/> 1.	申請培訓成績記錄(TR/055) Applying for Training Performance Record (TR/055)
<input type="radio"/> 2.	申請其他修讀證明書 (請列明所需資料) Applying for Other Training Testimonial (please indicate the information required):
申請原因 Reason:	
申請數量 Number of Copies:	
領取方式 Method of Collection:	
<input type="checkbox"/>	本人會親身到CPTTM(申請地點)領取記錄/證明書 I will come personally to CPTTM (where the application was submitted) to collect the Record/Testimonial.
<input type="checkbox"/>	請直接寄往 Please directly mail to the address : (每份記錄/證明書須繳付MOP20行政費 An administrative fee of MOP20 is required for each copy of Record/Testimonial)
<input type="checkbox"/>	請直接傳真往 Please directly fax to:

請注意 Please Note:

- 仍有拖欠CPTTM 費用者之申請將不獲處理，已繳之行政費用將不獲退還。
Application will not be processed for students who have outstanding fees or charges with CPTTM, the administrative fee paid will not be refunded.
- 學員須於下方簽署確認所提供之資料為正確無誤。此等資料僅作CPTTM內部記錄及行政用途。
The student is required to sign below to confirm that the above information provided is accurate and correct. Such information will be used for CPTTM's internal processing and records only.
- 在正常情況下，培訓成績記錄/修讀證明書可於十四個工作天後發出。所有記錄須於發出後一個月內領取，逾期不予發放。若出現特殊情況，CPTTM將有專人聯絡學員。
Under normal circumstances, the student can collect the Record of Training Performance after 14 working days. The Record will only be kept in file for a month from the date of issue and CPTTM will not issue any overdue Record. CPTTM will contact the student regarding the status of application if there is any exceptional situation.
- CPTTM 並不負責任何傳真或郵遞時的遺失或損毀。
CPTTM is not responsible for any loss or damage of the Record/Testimonial during the fax or postal delivery.

學員簽名 Student Signature	收件人簽名 Received By
日期 Date: _____	收據編號 Receipt No.: _____ 日期 Date: _____

(此欄由 CPTTM 註冊處填寫 For CPTTM Registry Only)		培訓協調員覆核 Review by TR Coordinator	學員簽收 Received by Student : 日期 Date: _____
請填寫適用欄位。 Please fill in as applicable	處理人 Handled by:	(連同TR/055 或證明書 TR/055 or Testimonial incl.)	
<input type="radio"/> 信函編號 Letter No.: _____ <input type="radio"/> 其他 Others : _____	日期 Date: _____	日期 Date: _____ 編號 NO. _____	