



HUMAN RESOURCE DEVELOPMENT COUNCIL

HRDC, 4th Floor, NG Tower, Ebene Cybercity. Tel No: 454 4009. Fax No: 454 6220/6260

Website: www.hrdc.mu

FORM G3

APPLICATION FOR GRANT PAYMENT

Name of Enterprise:..... SN.....

Address:.....Tel:.....

E-mail address (For all future correspondences from HRDC):

Course Title:.....

Course Duration: From..... To:.....

Bank Details: Bank Name..... Account Name:.....

Account Number:.....

EMPLOYEE DETAILS

No	Surname	First Names	Sex M/F	Position Held in Company	National Identity Card No.
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

(Please make additional copies if necessary)

DECLARATIONS

We declare that the facts stated in this application and the accompanying information are true and correct to the best of our knowledge and that we have not withheld/distorted any material fact. We understand that if we obtain the grant by false or misleading statements, the HRDC may, at its discretion,

1. Withdraw the grant and recover immediately from us any amount of the grant that may have been disbursed and
2. Take any other action deemed necessary.

.....
<i>Signature</i>	<i>Designation</i>
.....
<i>Name</i>	<i>Date</i>

Documents to be Submitted

1. Certificate of Attendance or Letter of attestation	
2. Invoice and Receipt of Course Fees	
3. Invoice and Receipt of Air Ticket	
4. Bank advice if payment is effected in foreign currency	
5. Attendance Sheet of Trainees with respective NIC Number (for In-Ho Training only)	
6. Evidence of all relevant expenses : trainers’ fees, course materials, etc (For In-House Training only)	

Please note that all sections of the application must be completed and accompanied with the above documents or else your application would not be considered.