**Financial Incentive Scheme –   
Sample of company letter to be issued by the employer certifying the eligibility of the applicant**

**[ Date ]**

Hong Kong Securities and Investment Institute

Pilot Programme to Enhance Talent Training for the Asset and Wealth Management Sector

Project Administration Team

17/F, Cambridge House, Taikoo Place

979 King's Road, Quarry Bay, Hong Kong

To whom it may concern

This is to certify that **[ First Name ] [ Last Name ]**, **[ HKID No ]**  is a full-time employee / independent insurance agent / technical representative (for broker) / contract staff of **[ Name of recruitment agency ]** as a  **[ Position ]** in **[ Department ]** of **[ Name of employer / principal / receiving company[[1]](#footnote-1) ]** as of **[ the Course Commencement Date ]**.

This is also to confirm that our company does not provide any subsidy or any other form of financial assistance for the 80% of the course fees to the abovementioned employee in taking the **[ Course Name[[2]](#footnote-2) ]** organised by **[ Name of Course Provider ]**.

If you have any questions regarding **[ his/her ]** employment / insurance agent (or broker) status, please contact our office at **[ HR office phone number ]**.

Yours sincerely

[ Signature of the person**[[3]](#footnote-3)** issuing this letter ]

[ Name and position of the person[[4]](#footnote-4)\* issuing this letter ] Company Chop

[ Company Name ]

1. *If the applicant is an outsourced contract staff.* [↑](#footnote-ref-1)
2. *If more than one course being taken, please list them all with the corresponding start dates and course provider(s) in the same letter.* [↑](#footnote-ref-2)
3. *The person signing this letter must be an authorised signatory of the company.* [↑](#footnote-ref-3)
4. [↑](#footnote-ref-4)