

Human Resource Development Fund Reimbursement Form

Issue no: 4

1. Employer Details

VAT Registration No:

Company Name:

Postal Address:

Physical Address

.....

Telephone No: E-mail:

Contact Person(s):1.

Cellphone No: E-mail:

Contact Person(s):2.

Cellphone No: E-mail:

2. Particulars of Training

Title of the course/programme:

Name of Training Institution:

Duration of Training: From: To:
(dd/mm/yyyy) (dd/mm/yyyy)

Total learning hours:

Place of Training (Venue):

.....

.....

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5. Particulars of Trainees

Please give details of employees trained as per table below and maintain attendance register sequence:

No.	Surname	First Name(s)	Omang No.	Gender	Cellphone Number(s)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

(NB: For trainees more than ten (10) attach the list on the excel spreadsheet. You are advised that we do sampling to select which trainees' documents to submit and therefore employers shall email the list of trainees prior to submission of claims).

6. Declaration: (To be completed by authorized Company Representatives)

We, the undersigned state that.

- i. The information contained in this application is, to the best of our knowledge, true and accurate.
- ii. We have not withheld/ distorted any material facts.

Name of Processing Officer:

Signature: Date:

Name of Supervisor/Manager.....

Signature: Date:

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7 CHECK LIST

Attach and arrange Documents as per the checklist:

	Required Documents	Attached? (Tick, by client)	FOR OFFICIAL USE ONLY
1	Completed Reimbursement Claim Form Issue No.4		
2	Copies of valid BQA Accreditation Certificate for the ETP		
3	Copies of valid BQA accreditation letter/HRDC Letter of Recognition clearly showing programme(s) being claimed for		
4	Copy of Pre-Approval Letter from HRDC for training sourced outside Botswana or training of non- citizen employee(s)		
5	Invoices accompanied by bank proof of payment signed and stamped by the bank showing the payer, payee and amount paid, pay slips accompanied by salary spreadsheet with company logo or stamp		
6	Certified copies of records of attendance register signed by each trainee for the duration of training.		
7	Original Certified copies of Certificates/ Transcript or Progress Report with the name of the Programme written as it appears in Accreditation/Recognition letter attached to their original certified Copies of valid Omang.		
8	Banking Details Form (<i>If not submitted before or change in banking details</i>)		
9	Others (<i>Specify</i>) (<i>Note that HRDC may request for additional documents if necessary</i>)		

Date Application Received:

Date Application Checked:

Application Checked by: