******Maritime and Aviation Training Fund (MATF)
Maritime and Aviation Internship Scheme (Aviation)**

**Procedural Flowchart for Participating Companies**

|  |  |  |
| --- | --- | --- |
| **Time** | **Procedures** | **Action Party** |
| **At least two months** before the commencement of the internship | * Submission of *Registration Form for* *Intern Positions*

MATF\_IN\_F1 | Companies |
| In **about two weeks’ time** after the specified deadline/ receipt of applications | * Confirmation emails will be sent to companies
 | MATF |
| **Before commencement**of internship | * Recruitment
* Submission of *Summary of Applications Received from Institutions*

MATF\_IN\_F2 | Companies |
| **During internship** | * + Submission of table of *Information on Interns* MATF\_IN\_F3
	+ Release student interns for activities to be organised by the MATF
 | Companies |
| **Within 14 days** after completion of internship | * + Submission of *Reimbursement* Application with required documents

MATF\_IN\_F4, F5 & F6Proof of Honorarium Paid to Interns (e.g. salary slip) | Companies |
| **After completion** of internship | * Approval letters will be sent to companies
* Cheque of reimbursement will be followed within 4 weeks
 | MATF |

**Documents to be summited / collected by participating companies**

|  |  |  |
| --- | --- | --- |
| **File Name** | **Form** | **File for Download** |
| MATF\_IN\_F1 | Registration Form for Intern Positions |  |
| MATF\_IN\_F2 | Summary of Applications Received from Institutions |  |
| MATF\_IN\_F3 | Information on Interns |  |
| MATF\_IN\_F4 | Application Form for Reimbursement |  |
| MATF\_IN\_F5 | Certification of Internship |  |
| MATF\_IN\_F6 | Intern’s Evaluation Form |  |