|  |  |
| --- | --- |
| **For Official Use by HKPC Only** | |
| **Date of Receipt:** |  |
| **Date of full set of documents/ information ready:** |  |
| **Application No.:** |  |
| **Total Project Cost:** | **$** |
| **Funding Sought:** | **$** |
| **Initial Payment** | **Personal Guarantee** |



**Dedicated Fund on Branding, Upgrading and Domestic Sales (BUD Fund)**

**(FTA Programme)[[1]](#footnote-1)**

**Type (i) Project[[2]](#footnote-2)**

**Application Form**

|  |
| --- |
| 1. **Applicant Enterprise Information** |
| |  |  |  | | --- | --- | --- | |  |  | | | Name of the Applicant Enterprise (English): |  | | Name of the Applicant Enterprise (Chinese): |  | | Date of Establishment: | (DD/MM/YYYY) | | Business Registration No.: |  | | Website(s) of the Applicant (if any): |  | | Address: | This address is the actual office location of the applicant.  This address is for registration purpose only, the actual office location is： | | No. of Employees in Hong Kong (HK)[[3]](#footnote-3): | Full Time: Part Time: |  |  |  |  |  | | --- | --- | --- | --- | | Is Applicant Enterprise a listed company or planned to be a listed company in the coming year? | | | Yes[[4]](#footnote-4)  No | | Form of Business  (Please select in the appropriate box below) | | | Name  (Hong Kong Identity Card / Passport No.) | |  | Sole Proprietorship | Owner |  | |  | Partnership | All Partners |  | |  | Limited  Company\* | Individuals holding ≥ 30% shares |  | | \* If there is no individual with shareholding of 30% or more, please provide the name(s) and the relevant information of the director(s)[[5]](#footnote-5). | | | | | |

|  |
| --- |
| **II.** **Overview of Applicant Enterprise** |
|  |
| Products/Services provided:  Existing core market(s):  HK  Mainland  Asia  America  Europe  Australia  Others:  Other relevant information (e.g., award, certification, qualification, etc.): |

|  |
| --- |
| **III. Project Information** |
|  |
| Reasons for planning to develop business in the FTA market(s):  Develop the FTA market(s) with new sales channels/enhance market penetration and promote overall sales  Target market(s):  Establish production base in the FTA market(s), reduce production costs/enhance production quality and quantity.  Target production base: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Others（Please specify）：  The objectives defined for the “Holistic Business Plan”:  “Holistic Business Plan” covers:  (i) Business type(s)  (ii) Product(s)/service(s)  (If the applicant enterprise does not own the right of the relevant product/service and only acts as the agent, please specify the end date of the existing agent agreement and provide relevant documentary proof. In addition, if there is any information regarding the agreement or arrangement with the product/service owner(s) following the expiration of the existing agreement, please provide the relevant information).  (iii) Core market(s)  (iv) Focus of research |

**Implementation Plan (The project should be completed within 24 months.)**

|  |  |  |  |
| --- | --- | --- | --- |
| Commencement Date (DD/MM/YYYY) | Completion Date (DD/MM/YYYY) | Key Measure[[6]](#footnote-6) | Implementation Location |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Expected Project Deliverables**

|  |  |
| --- | --- |
| Please list the expected project deliverables of the service provider after completion of the project (examples include certain content of a written report and data analysis) and their estimated lifespan. Applicant enterprise can attach the service requirements and expected deliverables as specified in the quotation invitation documents for service provider to develop the “Holistic Business Plan” as supplementary information. | |
| Expected Project Deliverable | Estimate Lifespan |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Other information in support of this Application**

|  |
| --- |
|  |

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| --- |
| **IV. Project Expenditure** |

(All expenditure items must be expensed during the period of the project commencement date to project completion date. The expenses which were already paid before project commencement date should not be included. Certain individual expenditure items are subject to budget caps and certain measures of particular categories are non-fundable items. Please refer to paragraph 5.3 and Annexes 3 and 4 of the Guide to Application for details applicable to “Type (i) Project Application”.)

|  |  |
| --- | --- |
| Expenditure Item | Details of Expense |
| 1. Fee to Engage Qualified Service Provider (for developing holistic business plan)[[7]](#footnote-7) | Numbers of Consultant x man-day/man-hour  (days/hours#) x daily/hourly# salary HK$ /person  = HK$  (# Please delete as appropriate) |
| Subtotal (A) | HK$ |
| 1. Other direct expenses | Content：  Location: HK/Others (Please specify)  Details of the expenses:  Detail #1: HK$  Detail #2: HK$  Reasons of the Expenses and remarks： |
| Subtotal (B) | HK$ |
| 1. Estimated External Audit Fee[[8]](#footnote-8) | HK$ |
| (C1)Estimated External Audit Fee to be Funded [[9]](#footnote-9)( Maximum funding HK$10,000 per audit) | HK$ |
| 1. Total Project Cost (HK$)   (D)=(A)+(B)+(C) | HK$ |
| 1. Amount of Funding Sought (HK$)   (E)=((A+B) x 50%)+(C1) | HK$ |
| 1. Applicant’s Contribution in Cash (HK$)   (F)=(D)-(E) | HK$ |

|  |
| --- |
| **V. Options for Funding Payment** |

|  |  |
| --- | --- |
| **Initial Payment** | |
| **Required**  An applicant opting for receiving initial payment for their approved project may be required to provide personal guarantee by appointing a guarantor to sign a separate personal guarantee agreement.  An applicant will be required to provide personal guarantee if the aggregate amount of initial payment already and to be disbursed/committed exceeds $1 million. The applicant will be required to sign a separate personal guarantee agreement when signing the funding agreement and before receiving the initial payment.  The guarantor signing the personal guarantee agreement should normally be a natural person and a major shareholder (i.e. with shareholding of 30% or more) or the owner of the applicant. | **Not required** |
| **For details of funding arrangements and financial management, including the personal guarantee arrangement, please refer to paragraph 5 of the Guide to Application (FTA Programme)[[10]](#footnote-10).** | |

|  |
| --- |
| **VI. Particulars of the Service Provider (for development of holistic business plan)**  The qualification requirements to be met by the service provider for implementing “Type (i) Project Application” are set out in paragraph 2.2 of the Guide to Application.) |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Please put a “√” in the box or filled it with black colour (if applicable) | | | | | | | | | | | |
| 1. 1. | Name of the Service Provider intended to be engaged: |  | | | | | | | (English) | | |
|  |  | | | | | | | (Chinese) | | |
|  | Business Registration No. in Hong Kong/FTA market(s): |  | | | | | | | | | |
| 1. 3. | Address of the Service Provider: |  | | | | | | | | | |
| 1. 4. | Telephone: |  | | | | | | | | | |
| 1. 5. | Email Address: |  | | | | | | | | | |
| 1. 6. | Website (if any): |  | | | | | | | | | |
| 1. 8. | Year of Establishment: |  | | | | | | | | | |
| 1. 9. | No. of Employees in Hong Kong/FTA market(s): | Full Time: | | |  | | Part Time: | | |  | |
| 1. 10. | Name of the Project-in-charge: |  | | | | | | | | | |
|  |  |  |  | | |  | |  | | |  |
| 1. 11. | Consultancy experience of the Project-in-charge:  (Please enclose the curriculum vitae of the project-in-charge according to the format at the Appendix) |  | Branding | | | Experience | |  | | | Years |
|  | Upgrading & Restructuring | | | Experience | |  | | | Years |
|  |  | Promoting Sales  Sales | | | Experience | |  | | | Years |
|  |  | Others | |  | | Experience | |  | | | Years |

1. Engagement of the qualified service provider for the development of holistic business plan must adhere to the procurement procedures set out in paragraph 5.7 of the Guide to Application. The Applicant shall keep the written quotations and other relevant information properly in accordance with paragraph 5.4 of the Guide to Application.

Written quotations have been received from the following service providers:

|  |  |
| --- | --- |
| Name of Service Provider | Quotation |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

If the applicant does not intend to select the lowest bid among the written quotations received or fail to meet the minimum number of written quotations according to the procurement procedures prescribed in paragraph 5.7 of the Guide to Application, full justifications must be given below.

|  |
| --- |
|  |

|  |
| --- |
| **VII. Other Information of the Project** |

|  |  |  |  |
| --- | --- | --- | --- |
| Project Coordinator and Position: | Name (English):  Name (Chinese):  Position: \_  Company/Organisation[[11]](#footnote-11):  \_ | Tel No.:  Fax No.:  Email Address: | |
| Deputy Project Coordinator and Position: | Name (English):  Name (Chinese):  Position: \_  Company/Organisation11: | Tel No.:  Fax No.:  Email Address: | |
| Please indicate whether Applicant Enterprise has applied/is applying for financial support under the BUD Fund (including the Mainland and Free Trade Agreement (FTA) Programmes). | Yes ( Mainland Programme;  FTA Programme)  Status of Application(s):  Approved  Application No. 1: \_\_\_\_\_\_\_\_, Initial payment applied HK$\_\_\_\_\_\_\_, Approved Funding Amount HK$\_\_\_\_;  Application No. 2: \_\_\_\_\_\_\_\_, Initial payment applied HK$\_\_\_\_\_\_\_, Approved Funding Amount HK$\_\_\_\_;  Application No. 3: \_\_\_\_\_\_\_\_, Initial payment applied HK$\_\_\_\_\_\_\_, Approved Funding Amount HK$\_\_\_\_;  Rejected (Application No.: )  Under processing (Application No.: )  Withdrawn (Application No.: ) | | No |
| Please indicate whether Applicant Enterprise has applied/is applying/plans to apply for other funding programme provided by the HKSAR Government/ relevant authorities of the FTA market(s) or other non-governmental organisation in Hong Kong or other areas for carrying out the same project measures in the proposed project[[12]](#footnote-12)? | Yes  Name of organisation providing the funding scheme/source and its Area:  Name of the funding scheme and its Area:    Status of Application(s):  Approved (Application No.: ) (Please specify the Approved Funding Amount HK$/Other Currencies: )  Rejected (Application No.: )  Under processing (Application No.: )  Withdrawn (Application No.: ) | | No |

|  |
| --- |
| **VIII. Declaration & Signature by the Applicant** |

I, on behalf of , declare that:

1. the Applicant has read the Guide to Application for the FTA Programme and agree to follow the provisions set out in the Guide to Application;
2. all factual information provided in this Application as well as the accompanying information are true and accurate and reflect the status of affairs as at the date of submission. The Applicant understands that any wilful provision of false information or withholding of any material information relating to this Application will affect the outcome of this Application. The Applicant undertakes to inform HKPC immediately in writing if there are any subsequent changes to the above information;
3. the Applicant is having substantive business operations in Hong Kong, is at present not a listed company and has no plan to become a listed company, in Hong Kong or any other places;
4. the service provider stated in Part VI of this Application has fully met the requirements set out in paragraph 2.2 of the Guide to Application and the relationship between the Applicant and the service provider does not constitute any conflict of interest as stated in paragraph 5.8 of the Guide to Application; and
5. agree and authorise HKPC and its authorised person to verify the information set out in Part VI of this Application with the service provider stated therein.

The Applicant authorises HKPC to handle the personal data/information provided in this Application in accordance with paragraph 7.9 of the Guide to Application. The Applicant also authorises HKPC and HKSAR Government to verify the information provided in this Application with the related Government bureaux/departments and organisations.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Authorised Signature with Company Chop |  | Name of Authorised Signatory |
|  |  |  |
| Name of Applicant |  | Position |
|  |  |  |
| Date |  |  |

|  |
| --- |
| **IX. Declaration & Signature by the Service Provider** |

I, on behalf of , declare that

1. all factual information provided in Part VI of this Application as well as the accompanying information are true and accurate and reflect the status of affairs as at the date of submission. This organisation understands that any wilful provision of false information or withholding of any material information relating to this Application will affect the outcome of the Application. This organisation undertakes to inform HKPC immediately in writing if there are any subsequent changes to the above information;
2. this organisation has fully met the requirements set out in paragraph 2.2 of the “Guide to Application for the FTA Programme (the Guide to Application) and the relationship between the Applicant and this organisation does not constitute any conflict of interest as stated in paragraph 5.8 of the Guide to Application); and
3. agree and authorise HKPC and its authorised person to verify the information set out in Part VI of this Application with the clients as listed out therein.

This organisation authorises HKPC to handle the personal data/information provided in this Application in accordance with paragraph 7.9 of the Guide to Application.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Authorised Signature with Organisation Chop |  | Name of Authorised Signatory |
|  |  |  |
| Name of Organisation |  | Position |
|  |  |  |
| Date |  |  |

The information provided will be used for processing your application under the FTA Programme. It may be disclosed to assessors, members of the Programme Management Committee of the FTA Programme or relevant government bureaux/departments for the purpose of vetting your application. You have the rights of access to or correction of your personal data provided in this form. If you wish to exercise such rights, please contact HKPC.

|  |
| --- |
| **Curriculum Vitae of Project-in-charge of Service Provider (Part VI)** |

**Curriculum Vitae of Project-in-charge of Service Provider (Part VI)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Personal Particulars | | | | | | | | |
| Name (English): | | (Mr/Ms/Prof/Dr)# | | | | | | |
|  | | #Please delete as appropriate (First Name/Last Name) | | | | | | |
| Name (Chinese)： | |  | | | | | | |
| Position held in Company/Organisation： | | | | | |  | | |
| Company/Organisation: | | |  | | | | | |
| Office Address: | | |  | | | | | |
| Nature of Business: | | |  | | | | | |
| Tel No.： |  | | | Fax No. : |  | | Email Address: |  |

Academic/Professional Qualification (in chronological order)：

|  |  |
| --- | --- |
| Relevant Working Qualification (in chronological order)：  （Project management experience, if any, should be included）   |  | | --- | |  | |

|  |
| --- |
| **Completed consultancy projects of services provider to be engaged** |

Projects related to branding, upgrading and restructuring and/or promoting sales completed by the service provider.

(Please list out at least five completed projects)

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Client Information of the Projects** | | **Project Details** |
|  | Name of Client: |  |  |
| Contact Person & Title: |  |
| Tel. & Email: |  |
|  | Name of Client: |  |  |
| Contact Person & Title: |  |
| Tel. & Email: |  |
|  | Name of Client: |  |  |
| Contact Person & Title: |  |
| Tel. & Email: |  |
|  | Name of Client: |  |  |
| Contact Person & Title: |  |
| Tel. & Email: |  |
|  | Name of Client: |  |  |
| Contact Person & Title: |  |
| Tel. & Email: |  |

**Appendix 1 – Reference Information**

(1) Current Business Sector:

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | Manufacturing - | | | | |  | | | | |
|  | | Chemical & Biotechnology | | | Electronics | | | | Food & Beverage | | |
|  | | Industrial Machinery | | | Jewellery | | | | Watches & Clocks | | |
|  | | Printing & Publishing | | | Textile & Clothing | | | | Footwear | | |
|  | | Toys | | | Metal Products | | | | Electrical Appliances | | |
|  | | Plastics | | | Environmental Industries | | | | Medical and Optical Devices | | |
|  | | Others | |  | | | | | (Please specify) | | |
|  | | | | | | | | | | |
|  | Non-manufacturing - | | | | |  | | | | |
|  | Banking, Insurance &  other Finance Services | | | | Creative Industries (including product image and design services) | | | | | |
|  | Real Estate | | | | Construction | | | Transportation | | |
|  | Film Entertainment | | | | Telecommunication | | | Information Technology | | |
|  | Wholesale & Retail\* | | | | Restaurants | | | Tourism | | |
|  | Import & Export Trade\* | | | | Hotels | | | Logistics | | |
|  | Testing and Certification | | | | Advertisement, Sales & Marketing | | | | | |
|  | Professional Services（including legal & accounting services） | | | | | | | | |  |
|  | Others | |  | | | | | | | (Please specify) |

\*Remarks: Please specify the products from Wholesale & Retail / Import & Export Trade business sector:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Chemical & Biotechnology | | Electronics  Food & Beverage | | |
|  | Industrial Machinery | | Jewellery | Metal Products | |
|  | Printing & Publishing | | Textile & Clothing | Plastics | |
|  | Toys | | Watches & Clocks | Electrical Appliances | |
|  | Health Care Products | | Wine & Beer | Cosmetics | |
|  | Footwear | | Telecommunication Equipment | | |
|  | Others |  | | | (Please specify) |

(2) Member of Trade and Industrial Organisation:

|  |  |  |
| --- | --- | --- |
|  | Yes | Name of Trade and Industrial Organisation : **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | No |  |

1. Please indicate whether you will create new post(s) in **Hong Kong** and recruit additional staff to fill the posts for implementing the project.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | |  |
|  | Yes | Please specify the post, number and major duty of the additional staff to be recruited: | | | |
|  |  |  | | |  |
| **Post**  **in Hong Kong** | | | **Estimated Number** | **Major Duty** | **Whether the cost was included in the project expenditure stated in Part IV “Project Expenditure”?** |
|  | | |  |  |  |
|  | | |  |  |  |
|  | | |  |  |  |
|  | | |  |  |  |
|  | No | | | |  |

1. Please indicate whether you will recruit additional staff in **Hong Kong after project completion** to cater for/support the business expansion brought about by the deliverables of the proposed project?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | | |
|  | Yes | Please specify the post, number and major duty of the additional staff to be recruited: | | |
|  |  |  | | |
| **Post**  **in Hong Kong** | | | **Estimated Number** | **Major Job Duty** |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
|  | No | | | |

1. Please indicate whether the project will bring about benefits to other Hong Kong enterprises (e.g. implementation/completion of the project will increase the demand for the products/services provided by other Hong Kong enterprises or facilitate the development of other business sectors)?

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | |
|  | Yes | Please indicate the sectors that may benefit from the project (more than one sectors can be chosen) | | | | | |
|  |  | | | | | | |
|  | Manufacturing - | | | |  | | |
|  | Chemical & Biotechnology | | | Electronics | | Food & Beverage | |
|  | Industrial Machinery | | | Jewellery | | Watches & Clocks | |
|  | Printing & Publishing | | | Textile & Clothing | | Footwear | |
|  | Toys | | | Metal Products | | Electrical Appliances | |
|  | Plastics | | | Environmental Industries | | Medical and Optical Devices | |
|  | Others | |  | | | (Please specify) | |
|  | | | | | | | |
|  | Non-manufacturing - | | | |  | | |
|  | Banking, Insurance &  other Finance Services | | | Creative Industries | | | |
|  | Real Estate | | | Construction | | Engineering | |
|  | Film Entertainment | | | Telecommunications | | Information Technology | |
|  | Wholesale & Retail | | | Restaurants and Hotels | | Tourism | |
|  | Import & Export Trade | | | Transportation and Logistics | | Education Services | |
|  | Testing & Certification | | | Advertisement, Sales & Marketing | | | Personal Care Services |
|  | Professional Services（including legal & accounting services） | | | | | Medical Services | |
|  | Others | |  | | | (Please specify) | |
|  | No | |  | | | | |
|  | Not sure | |  | | | | |

**Appendix 2 - Notes for Type (i) Project Application**

1. The FTA Programme of the Dedicated Fund on Branding, Upgrading and Domestic Sales (the FTA Programme) is open to application starting from 20 January 2020, subject to the funding balance available under the BUD fund.
2. All non-listed enterprises registered in Hong Kong under the Business Registration Ordinance (Cap. 310) with substantive business operations in Hong Kong are eligible to apply for the FTA Programme.
3. There are two types of eligible projects for application:

(i) **Projects that involve the engagement of qualified service providers by the applicants to develop holistic business plans in the areas of branding, upgrading and restructuring and/or sales for the applicants to enhance the enterprise’s competition and/or develop the business in the FTA market(s) (“Type (i) Project Application”); and**

(ii) Projects that involve the implementation of specific measures in the areas of branding, upgrading and restructuring and/or sales by the applicants themselves or implementation agents engaged by the applicants (“Type (ii) Project Application”) to enhance the enterprise’s competitiveness and/or develop the business in the FTA market(s).

1. Applicants for “Type (i) Project Application” and “Type (ii) Project Application” are required to complete different Application Forms and submit the relevant supporting documents. This application form can only be used for **“Type (i) Project Application”**.
2. Please study the “Guide to Application for the Dedicated Fund on Branding, Upgrading and Domestic Sales (FTA Programme) (the Guide to Application) carefully before completing the application form.
3. Please use attachments if the space provided for a particular item is insufficient.
4. Enterprises interested in applying for funding support under the FTA Programme should prepare the following documents:
   1. One hard copy of the completed Application Form and one soft copy (preferably in MS Word format);
   2. Photocopies of the Appendix 3 documents of the Application Form; and

Please submit the above documents to HKPC, the implementation partner of the BUD Fund, in person or by post.

Address: Reception, G/F, HKPC Building, 78 Tat Chee Avenue

Kowloon, Hong Kong.

For submitting application in person, please deposit your application

documents in

“The BUD Fund Application Form Collection Box”.

For details about application, please refer to the Guide to Application. The Guide to Application and Application Form can be downloaded from the website of the FTA Programme. Enquiries can be directed to HKPC by phone, by email or in person.

Address: HKPC Building, 78 Tat Chee Avenue

Kowloon, Hong Kong.

Telephone: (852) 2788 6088

Fax: (852) 3187 4525

E-mail: [bud\_sec@hkpc.org](mailto:bud_sec@hkpc.org)

Website: [www.bud.hkpc.org](http://www.bud.hkpc.org)

1. The programme is open for application all year round. The Programme Management Committee responsible for overseeing the implementation of the FTA Programme will assess the applications on a continual basis and HKPC will inform the applicants of the outcome in writing.

**Appendix 3 - Supporting Documents Required for Application**

Please put a “√” in the box or fill it with black colour (if applicable) to indicate that copies of the relevant documents will be submitted together with this Application to HKPC.

|  |  |  |
| --- | --- | --- |
|  | Copy of the Business Registration Certificate of the Applicant | |
|  |  | |
|  | Copy of documentary proof of the shareholders of the Applicant as stated in Part I of this Application (e.g. Form 1(a) of the Business Registration Office, Annual Return of the Companies Registry (Form AR1), etc.) | |
|  |  | |
|  | Copy of documentary proof of the Applicant’s substantive business operation in Hong Kong (such as MPF contribution record, annual audited accounts, business receipts, etc. For list of acceptable documents, please refer to **Annex 2** of the Guide to Application) | |
|  | Copy of the documentary proof of the agent agreement of product(s)/service(s) (demonstration of the end date of authorisation in the agreement) | |
|  | Copy of the documentary proof of the Applicant’s annual turnover last year | |
|  | Curriculum Vitae of the key members of the project team | |
|  |  | |
|  | Copy of the Business Registration Certificate of the Service Provider | |
|  |  | |
|  | Company information of the Service Provider | |
|  |  | |
|  | Curriculum Vitae of the Project-in-charge of the Service Provider | |
|  |  | |
|  | Others: |  |
|  |  | |

1. Refers to the date on which the Hong Kong Productivity Council (HKPC) confirms the receipt of the application form and required documents. [↑](#footnote-ref-1)
2. Engaging qualified service provider to develop the holistic business plan. [↑](#footnote-ref-2)
3. The number of employees in HK shall include individual proprietors, partners and shareholders actively engaged in the work of the applicant enterprise as well as salaried employees of the enterprise, including full-time or part-time salaried personnel directly paid by the enterprise, both permanent and temporary. [↑](#footnote-ref-3)
4. Please refer to paragraph 2.1 of the application guide. Listed enterprises and enterprises having short-term plans to go listed are not eligible to apply under the programme. [↑](#footnote-ref-4)
5. Please refer to paragraph 1.5.2 of the application guide regarding provisions on funding amounts and principles applicable to applicant enterprise and its related enterprises. [↑](#footnote-ref-5)
6. For example: data collection, and visit/survey in certain area. [↑](#footnote-ref-6)
7. This is applicable to “Type (i) Project Application” for the applicant to engage a qualified service provider to develop a holistic business plan to enhance the competitiveness and furthering business development in the FTA market(s). Please state the number of consultants and man-hours or man-days required of each consultant for implementing the project, the man-hour or man-day rate and any expenses directly related to the engagement of the qualified service provider. Engagement of qualified service provider must adhere to the procurement procedures set out in paragraph 5.7 of the Guide to Application. The qualified service provider engaged for implementing the project may subcontract part of the project work to other organisation(s) but the subcontracted consultancy fee should not exceed 50% of the fee payable to the qualified service provider. [↑](#footnote-ref-7)
8. For projects not exceeding 18 months in duration, only one final audited accounts are required to be submitted. For projects over 18 months in duration, one annual audited accounts to cover the first 12 months of the project period and also one final audited accounts to cover the whole project period (i.e. two audited accounts in total) are required to be submitted. [↑](#footnote-ref-8)
9. Examples for illustration: For projects involving only one audit, if the external audit fee budgeted (B) is HK$5,000 per audit, the external audit fee to be funded (B1) should be $5,000 for one audit. If the external audit fee budgeted (B) is HK$12,000 per audit, the external audit fee to be funded (B1) should be the maximum fundable cap at HK$10,000. [↑](#footnote-ref-9)
10. Version of 1/2020. [↑](#footnote-ref-10)
11. Project coordinator and deputy project coordinator should be a staff member of the applicant company. Please refer to paragraphs 3.2.3 and 7.2 as well as Annex 6 of the Guide to Application. [↑](#footnote-ref-11)
12. Projects or individual measures in the projects that have already obtained/would obtain other sources of funding support provided by the HKSAR Government/relevant authorities of the FTA market(s) or other non-governmental organisations in Hong Kong or elsewhere will NOT be eligible for funding support under the FTA Programme. [↑](#footnote-ref-12)