

Checklist for Incubatees Reimbursement

1 Internship Staffing

1st Claim

- a/ Application for Financial Assistance - Internship form (ENC.SF.142 EF 10-12-11)
- b/ Employment contract
- c/ Employees' transcript / certification
- d/ Employees' resume
- e/ ID Card
- f/ Salary Increment Letter (if any)
- g/ Cheque copies or autopay bank statement of salary paid in each month
- h/ Monthly MPF Contribution Statement which can show individual contribution & a grand total contribution of the company
- i/ Cheque copy for the monthly MPF contribution of the company
- j/ Bank statement to show the presented cheque including salary paid and MPF contribution
- k/ Documents to provide the internship from internship programmes offered by recognized local or overseas tertiary institutions (if any)

2nd to 6th Claims

- a/ Application for Financial Assistance - Internship form (ENC.SF.142 EF 10-12-11)
- b/ Salary Increment Letter (if any)
- c/ Cheque copies or autopay bank statement of salary paid in each month
- d/ Proof of MPF contribution and cheque copy for the MPF total contribution
- e/ Bank statement to show the presented cheque including salary paid and MPF contribution

Remarks:

- If the employees resign in any stages, the incubatees have to provide the employee resignation letter and present in the last claim of the resigned employee.

2 Marketing

a/ Exhibition

- i) Special Event Request Form (if any)
- ii) Confirmation of Special Event Request Form by BDM and SM (if any)
- iii) Application for Financial Assistance - Training, Marketing & Professional Services form (ENC.SF.141 EF 10-12-11)
- iv) Invoices + Receipts of all approved items spent
- v) Booth photos to prove the participation of the incubatees
- vi) Event Pass
- vii) Business Name card of the participants
- viii) Exchange Rate Table of HKAB (for non-HKD payment)
- iv) Credit card statement (if paid by credit card) / Cheque copy and bank statement (if paid by cheque) / ATM receipt (if paid by ATM)

b/ Printing flyer, leaflet & Production of Souvenir & Web

- i) Special Event Request Form (if any)
- ii) Confirmation of Special Event Request Form by BDM and SM (if any)
- iii) Application for Financial Assistance - Training, Marketing & Professional Services form (ENC.SF.141 EF 10-12-11)
- iv) Invoices + Receipts of all approved items spent
- v) Flyer or leaflet samples
- vi) Photos of souvenirs
- vii) Quotation comparison (if >\$5,000, detail refer to Guidelines for the Incubatees)
- viii) Exchange Rate Table of HKAB (for non-HKD payment)
- iv) Credit card statement (if paid by credit card) / Cheque copy and bank statement (if paid by cheque) / ATM receipt (if paid by ATM)

c/ Online Marketing Service / Internet Advertisement

- i) Special Event Request Form (if any)
- ii) Confirmation of Special Event Request Form by BDM and SM (if any)
- iii) Application for Financial Assistance - Training, Marketing & Professional Services form (ENC.SF.141 EF 10-12-11)
- iv) Invoices + Receipts of all approved items spent
- v) Web advertising samples
- vi) List of advertising dates
- vii) Exchange Rate Table of HKAB (for non-HKD payment)
- viii) Credit card statement (if paid by credit card) / Cheque copy and bank statement (if paid by cheque) / ATM receipt (if paid by ATM)

d/ Other promotion & marketing Expenses

- i) Special Event Request Form (if any)
- ii) Confirmation of Special Event Request Form by BDM and SM (if any)
- iii) Application for Financial Assistance - Training, Marketing & Professional Services form (ENC.SF.141 EF 10-12-11)
- iv) Invoices + Receipts of all approved items spent
- v) Quotation comparison (if >\$5,000, detail refer to Guidelines for the Incubatees)
- vi) Exchange Rate Table of HKAB (for non-HKD payment)
- vii) Credit card statement (if paid by credit card) / Cheque copy and bank statement (if paid by cheque) / ATM receipt (if paid by ATM)

Remarks:

- Exchange rate table from HKAB (<http://www.hkab.org.hk/ExchangeRateDisplayAction.do>)
the date of Exchange rate should be based on the date of receipt/payment, so different date should have different exchange rate.
Use your own exchange rate if you paid in any way that the bank has helped you to exchange into HKD
Placement of advertisement such as advertisement on print and online marketing service; and the maximum amount for which is capped at \$50,000 per incubatee during the entire incubation period.

3 Professional Services

- a/ Special Event Request Form (if any)
- b/ Confirmation of Special Event Request Form by BDM and SM (if any)
- c/ Application for Financial Assistance - Training, Marketing & Professional Services form (ENC.SF.141 EF 10-12-11)
- d/ Invoices + Receipts of all approved items spent
- e/ Quotation comparison (if >\$5,000, detail refer to Guidelines for the Incubatees)
- f/ Exchange Rate Table of HKAB (for non-HKD payment)
- g/ Confirmation letter from legal firm proving the service completion for preparing the Patent and Trademarks application
- h/ Credit card statement (if paid by credit card) / Cheque copy and bank statement (if paid by cheque) / ATM receipt (if paid by ATM)
- i/ Service Report (if any)

4 Training

- a/ Special Event Request Form (if any)
- b/ Confirmation of Special Event Request Form by BDM and SM (if any)
- c/ Application for Financial Assistance - Training, Marketing & Professional Services form (ENC.SF.141 EF 10-12-11)
- d/ air ticket - invoice showing name of passengers, flight number & flight date + receipt + itinerary + boarding pass
- e/ hotel - invoice + receipt with incubatees' name or incubatees' company name and check in & check out date
- f/ Receipts for overseas/ local transportation (including airport to hotel/ exhibition centre and hotel/ exhibition centre to airport)
- g/ Business Name card of the participants
- h/ Exchange Rate Table of HKAB (for non-HKD payment)
- i/ Quotation comparison for air ticket and hotel accommodation (if >\$5,000, detail refer to Guidelines for the Incubatees)
- j/ Credit card statement (if paid by credit card) / Cheque copy and bank statement (if paid by cheque) / ATM receipt (if paid by ATM)
- k/ Certificate of the course (if any)

5 Equipment and Service at the Technology Centre

- a/ Invoice
- b/ Receipt
- c/ Signed Quotation
- d/ Application for Financial Assistance – Technology Centre (ENC.SF.140 EF 10-12-11)
- e/ Credit card statement (if paid by credit card) / Cheque copy and bank statement (if paid by cheque) / ATM receipt (if paid by ATM)