



Smart Space Introduction & Application Guide



VISION

Cyberport aspires to be the hub for
digital technology, creating a
key economic driver for Hong Kong



2,000+ Cyberport Community Members

(900+ onsite & ~1,100 offsite companies)

Application



Fintech



Smart Living/
Smart City



Digital
Entertainment

Technology



AI & Big Data



Blockchain



Cybersecurity

Unicorns



Licensed Virtual Banks



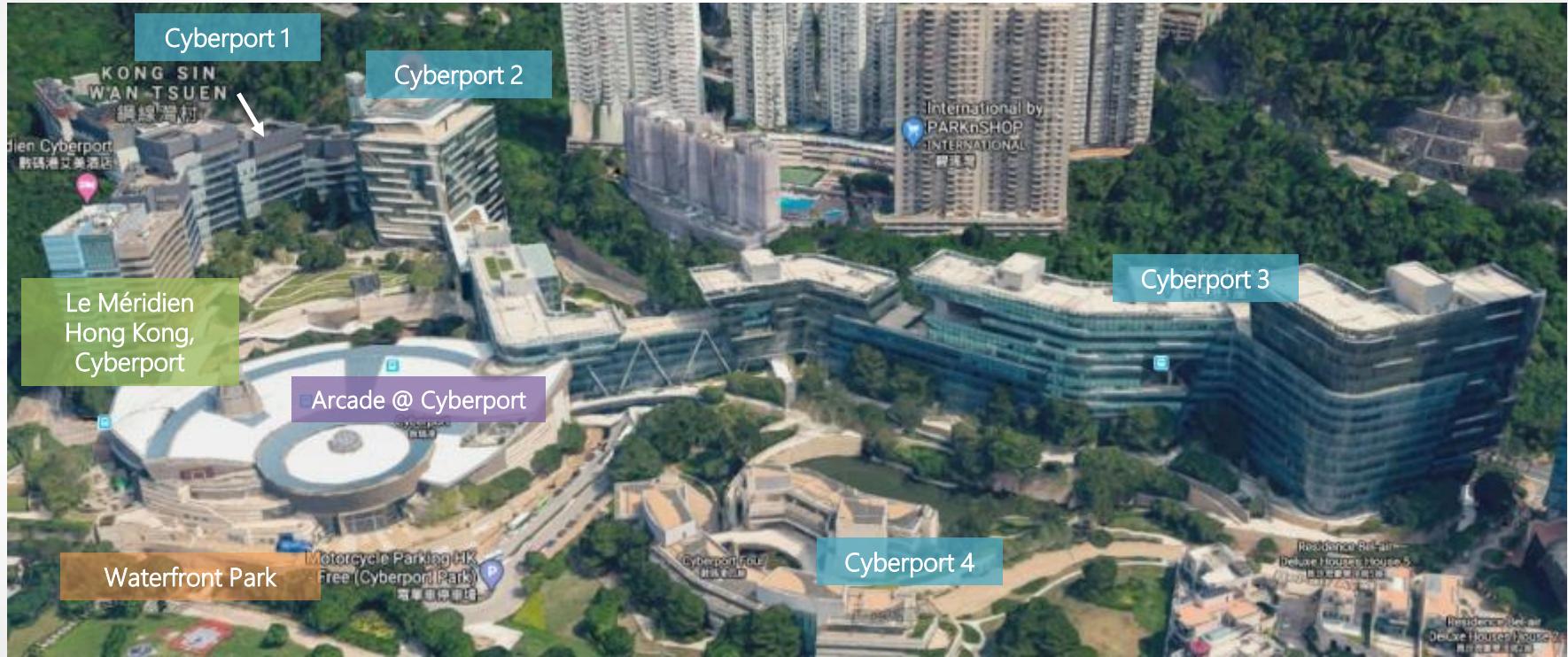
Licensed Virtual Insurers



Licensed Virtual Asset Trading Platform



Campus Overview



The information herein provide is for reference purpose only and is subject to change without further notice

Cyberport Smart Space (Co-Working Space)

Smart Space is Cyberport's co-working option to cater for the needs of the fast-growing digital tech startups with flexible and scalable terms. Apart from an innovative ambience with state-of-the-art connectivity and facilities, members can also tap into the Cyberport digital tech ecosystem and meet with like-minded persons in various events like seminars, meet-ups, pitching sessions, product trials and business clinics.



The 11 Smart Space in Pokfulam campus span across a total floor area of over 170,000 sq. ft.

Smart Space 8 in Tsuen Wan has been established in 2018 and accommodate approximately 142 start-ups.

Smart Space PropTech in Fanling is established by Cyberport and Hong Kong Housing Society in 2023. It is the Hong Kong's first real estate technology co-working space in Northern metropolitan.



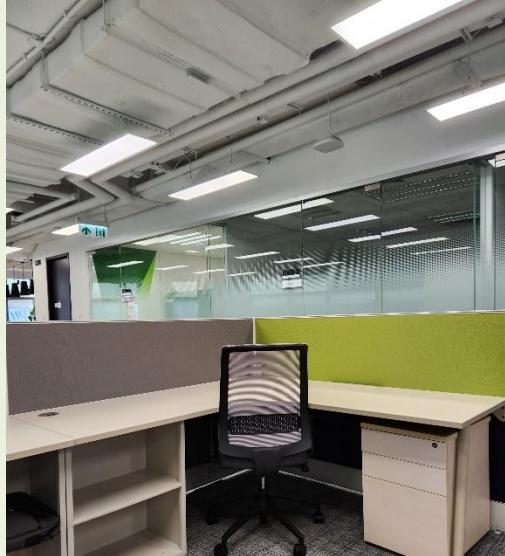
Smart-Space

Accommodation options

1) Flexi-Space (Hot Desk)



2) Designated Workstation



3) Private Room from 2-20 seats



HK\$1,100 /seat/month

HK\$2,000 + /seat/month

HK\$5,800 up/room/month

Following services are provided:



Cyberport Support
Scheme¹



Smart Space
Flexi-Pass²



Nursery Room³



Shower Room⁴



Gym Room⁵



Mailbox



Locker



Wi-Fi Access



Meeting Room⁶



24 Hours Access



Venue Facilities⁷

1: Latest news will be notified by email. For details, please visit: https://www.cyberport.hk/zh_tw/about_cyberport/cyberport_entrepreneurs

2: Flexi-Space only.

3: It is located at Smart-Space IT Street in Cyberport.

4: Smart-Space Cyberport and Smart-Space PropTech only.

5: 3 hours / session / day.

6: Max. no. booking sessions per day : 4 x 30 mins / session, up to 2 hours; additional booking session is subject to availability.

7: Subject to extra charges and availability. For details, please visit: https://www.cyberport.hk/en/bookings/venue_booking

Cyberport Smart Space Application Guide

Smart Space Lease Management Portal

Smart-Space - Home Page
(<https://ss.cyberport.hk>)

My Account



- Click "My Account"

Smart-Space

Cyberport pioneered co-working space in Hong Kong when it launched the first Smart-Space in 2009. The eleven Smart-Spaces at our campus in Pokfulam span across a total floor area of over 170,000 sq. ft. All Smart-Space users are backed by Cyberport's full range of entrepreneurial support and services that are designed to springboard start-ups to success.

In addition, Cyberport opened its first satellite co-working space, Smart-Space 6, in Tsuen Wan in 2018. It is located in the CDW Building in Tsuen Wan covering an area of approximately 20,000 square feet and can accommodate approximately 142 start-ups.

In 2023, Cyberport and the Housing Society cooperated to establish Hong Kong's first real estate technology co-working space, Smart-Space PropTech in Fa Yip. Smart-Space PropTech covers an area of approximately 7,000 square feet and can accommodate approximately 70 start-ups. Smart-Space PropTech kick-starts the development of real estate technology in the northern metropolitan area and injects new impetus into promoting Hong Kong as a smart city.

Cyberport is an innovative digital community over 2,000 tech companies, and Smart-Space is home to nearly 700 local and international companies that represent a diversity of businesses and technologies, culture and talents. This dynamic and energetic community is the perfect hub for digital innovators to be inspired, share ideas, collaborate and create impact to our society.

Input Licence Particulars

Step 1 – Sign up an account

Enter below info and click “REGISTER”

1. First Name
2. Last Name
3. Email address
4. Mobile Number (Optional)

The image shows a registration page for Smart-Space Cyberport. At the top left is the logo "Smart-Space Cyberport". At the top right are links for "Home", "Subscribe Now", "Cart", "Contact Us", and "My Account". Below these are two forms: a "Login" form on the left and a "Register" form on the right. The "Login" form has a text input for "Email/Mobile Number *". The "Register" form has fields for "First Name", "Last Name", "Username *", "Email *", and "Mobile Number (Optional) +852". A note at the bottom states: "Your personal data will be used to support your experience throughout this website, to manage access to your account, and for other purposes described in our [privacy policy](#)". A "REGISTER" button is at the bottom of the register form.

Smart Space Lease Management Portal

Step 2

- Click “Subscribe Now”



The screenshot shows the Smart-Space Cyberport website. At the top right, there is a button labeled "Subscribe Now" with a blue arrow pointing towards it. The main content area features a large image of a modern office space with a pool table. Overlaid on this image is a search interface with fields for "Smart-Space", "Type of Space", and "No. of seat", and a "Search" button. Below the search interface, the text "Searching For The Best Places?" is displayed. The footer contains information about Cyberport's co-working spaces and its collaboration with the Housing Society to establish Smart-Space PropTech.

Smart-Space

Cyberport pioneered co-working space in Hong Kong when it launched the first Smart-Space in 2009. The eleven Smart-Spaces at our campus in Pokfulam span across a total floor area of over 170,000 sq. ft. All Smart-Space users are backed by Cyberport's full range of entrepreneurial support and services that are designed to springboard start-ups to success.

In addition, Cyberport opened its first satellite co-working space, **Smart-Space 8**, in Tsuen Wan in 2018. It is located in the CDW Building in Tsuen Wan covering an area of approximately 20,000 square feet and can accommodate approximately 142 start-ups.

In 2023, Cyberport and the Housing Society cooperated to establish Hong Kong's first real estate technology co-working space, **Smart-Space PropTech** in Fanling. **Smart-Space PropTech** covers an area of approximately 7,000 square feet and can accommodate approximately 70 start-ups. Smart-Space PropTech kick-starts the development of real estate technology in the northern metropolitan area and injects new impetus into promoting Hong Kong as a smart city.

Cyberport is an innovative digital community over 2,000 tech companies, and Smart-Space is home to nearly 700 local and international companies that represent a diversity of businesses and technologies, culture and talents. This dynamic and energetic community is the perfect hub for digital innovators to be inspired, share ideas, collaborate and create.

Input Licence Particulars

Step 3 - Select Zone:

1. Smart-Space 1 (Cyberport)
2. Smart-Space 2 (Cyberport)
3. Smart-Space 3C_L8 (Cyberport)
4. Smart-Space 3C_L9 (Cyberport)
5. Smart-Space 3F (Cyberport)
6. Smart-Space Digital Entertainment (Cyberport)
7. Smart-Space FinTech (Cyberport)
8. Smart-Space FinTech 1 (Cyberport)
9. Smart-Space FinTech 2 (Cyberport)
10. Smart-Space IT Street (Cyberport)
11. Smart-Space Smart Living (Cyberport)
12. Smart-Space PropTech (Fanling)
13. Smart-Space 8 (Tsuen Wan)

The screenshot shows the Smart-Space Cyberport website interface. At the top, there is a navigation bar with links for Home, Subscribe Now, Cart, Contact Us, and My Account. Below the navigation is a large image of a modern office space with large windows, a long white table, and several colorful chairs. A search bar at the top right includes filters for 'Smart-Space', 'Type of Space', 'No. of seat', and a 'Search' button.

The main content area displays a list of available zones under the heading 'Smart-Space Cyberport':

- Smart-Space 1 (Cyberport)
- Smart-Space 2 (Cyberport)
- Smart-Space 3C_L8 (Cyberport) (Selected)
- Smart-Space 3F (Cyberport)

Below this, four workstation options are shown with their respective prices:

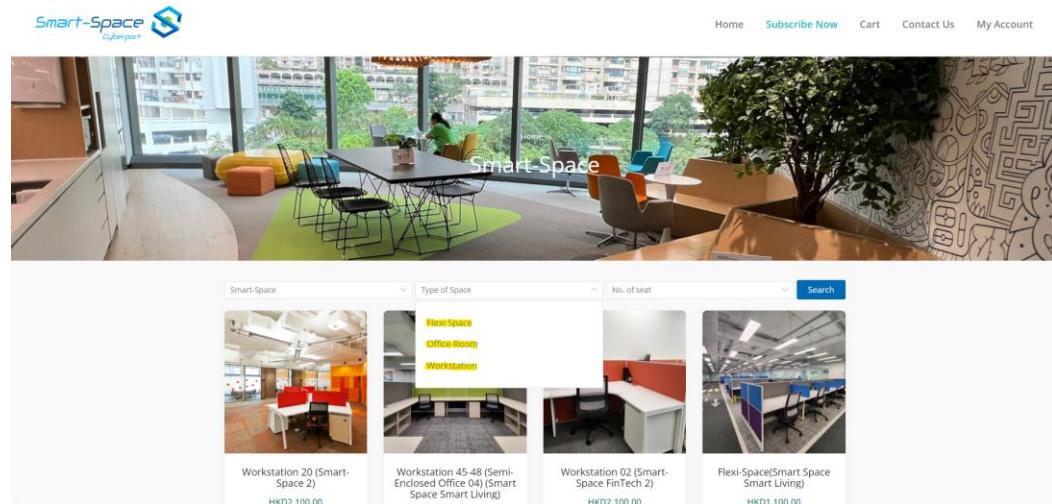
- Workstation 20 (Smart-Space 2) HKD 1111.11
- Workstation 45-48 (Semi-Enclosed Office 04) (Smart-Space Smart Living) HKD 1111.11
- Workstation 02 (Smart-Space FinTech 2) HKD 1111.11
- Flexi-Space(Smart Space Smart Living) HKD 1111.11

Input Licence Particulars

Step 4 - Type of Space:

1. Office Room

- Private room for 2 pax and up to 20 pax



The screenshot shows the Smart-Space Cyberport website interface. At the top, there is a navigation bar with links for Home, Subscribe Now, Cart, Contact Us, and My Account. Below the navigation is a large image of a modern office space with large windows, green seating, and a whiteboard wall. Underneath this image is a search interface. The search interface includes fields for 'Smart.Space' (placeholder), 'Type of Space' (dropdown menu with 'Hot Space', 'Office Room', and 'Workstation' selected), 'No. of seat' (placeholder), and a 'Search' button. Below the search interface are four thumbnail images of different office spaces, each with a title and price:

- Workstation 20 (Smart-Space 2) HKD2.100.00
- Workstation 45-48 (Semi-Enclosed Office 04) (Smart Space Smart Living) HKD2.100.00
- Workstation 02 (Smart-Space FinTech 2) HKD2.100.00
- Flexi-Space(Smart Space Smart Living) HKD1.100.00

2. Workstation

- Single desk with mailbox and locker provided

3. Flexi-Space (hot desk)

- Single desk with mailbox and locker provided

Input Licence Particulars

Step 5 - Number of Seats



Home Subscribe Now Cart Contact Us My Account



Smart-Spa... Smart-Space Smart Living (Cyberport) Type of Space Office Room No. of seat Search

5
6
7
8
9

Workstation 20 (Smart-Space 2) HKD2.100.00	Workstation 45-48 (Semi-Enclosed Office 04) (Smart Space Smart Living) HKD2.100.00	Workstation 02 (Smart-Space FinTech 2) HKD2.100.00	Flexi-Space(Smart Space Smart Living) HKD1.100.00
---	---	---	--

Input Licence Particulars

Step 6 - Select Room / Workstation / Flexi-Space

Smart-Space Cyberport

Product Filter
3 products found
Location

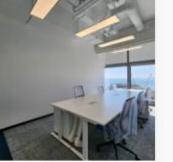
Cyberport
 Tsuen Wan
 Fanling

Type

Office Room
 Workstation
 Flexi Space

Smart-Space

Smart-Space 1 (Cyberport)
 Smart-Space 2 (Cyberport)
 Smart-Space 3C_L8 (Cyberport)
 Smart-Space 3C_L9 (Cyberport)
 Smart-Space 3F (Cyberport)
 Smart-Space 8 (Tsuen Wan)
 Smart-Space Digital Entertainment (Cyberport)
 Smart-Space FinTech (Cyberport)
 Smart-Space FinTech 1 (Cyberport)
 Smart-Space FinTech 2 (Cyberport)
 Smart-Space IT Street (Cyberport)

	Office Room 25 (Smart Space Smart Living) HKD21,300.00 Unit 608-613, Level 6, Core C, Cyberport 3	No. of seat 6
	Office Room 31 (Smart Space Smart Living) HKD16,500.00 Unit 608-613, Level 6, Core C, Cyberport 3	No. of seat 5
	Office Room 34 (Smart Space Smart Living) HKD21,600.00 Unit 608-613, Level 6, Core C, Cyberport 3	No. of seat 6

Input Licence Particulars

Step 7 – Select type of licence and licence period

Fixed Term :

- Minimum 1 month, maximum 12 months
- No early termination is allowed
- Auto renew as flexible term

The screenshot shows a website for "Smart-Space Cyberport". The top navigation bar includes links for Home, Subscribe Now, Cart, Contact Us, and My Account. The main content area displays a listing for "Office Room 34(Smart Space Smart Living)". The listing includes the following details:

- No. of Seats: 6
- Location: Cyberport
- Address: Unit 608-613, Level 6, Core C, Cyberport 3, 100 Cyberport Road, Hong Kong
- Price: HKD21,600.00
- Remarks:
 - Flexible Term: One month, subsequently auto-renewable unless either party serving 14-day termination right per clause 10 under Terms of Usage.
 - Fixed Term: Maximum period up to 12 months
- General Guidelines and Notes for Smart-Space Application

A dropdown menu titled "Choose an option" is open, showing a list of time periods from "1m" to "12m" and "Flexible Term". A "To Cart" button is visible next to the dropdown.

Flexible Term :

- Minimum 1 month
- Auto renewable
- Serving 14 working days for termination

Input Licence Particulars

Step 8 - Confirm Licence period

- Click “Apply Now”

Smart-Space Cyberport

Home / Office Room

Office Room 34(Smart Space Smart Living)

Smart-Space Smart Living (Cyberport) Category: Office Room

Terms of stay: 12m

Remarks:
Flexible Term: One month, subsequently auto-renewable unless either party serving 14-day termination right per clause 10 under Terms of Usage.
Fixed Term: Maximum period up to 12 months.

HKD21,600.00/m

No. Of Seat: 6

Location: Cyberport

Address: Unit 608-613, Level 6, Core C, Cyberport 3, 100 Cyberport Road, Hong Kong

HKD21,600.00

[S](#) [f](#)



Input Licence Particulars

Step 9 - Confirm selected room/desk

and Licence period

- Click "PROCEED TO CHECKOUT"

The screenshot shows the Smart-Space Cyberport website's shopping cart page. At the top, there are navigation links: Home, Subscribe Now, Cart, Contact Us, and My Account. The user is identified as "Howdy, Lau Alex". Below the header, there are three numbered steps: 1. SHOPPING CART, 2. CHECKOUT, and 3. ORDER STATUS.

In the center, a message box indicates that "Office Room 34(Smart Space Smart Living)" has been added to the cart. A "Continue Shopping" link is also present.

The shopping cart table lists the product details:

PRODUCT	PRICE	SKU	SUBTOTAL
Office Room 34(Smart Space Smart Living) Terms of stay: 12m Remove	HKD21,600.00/m	SSSL-RM34-12	HKD21,600.00

Below the cart table, there is a "CLEAR SHOPPING CART" button.

To the right, a "CART TOTALS" summary table shows:

Subtotal	HKD21,600.00
TOTAL	HKD21,600.00

At the bottom of the page, there are two buttons: "PROCEED TO CHECKOUT" and "CONTINUE SHOPPING".

At the very bottom, there is a "Remarks:" section with the following text:

- Newly available spaces will be updated on Smart-Space Leasing Management Portal (LMS) 10 am every Monday (and postpone to the next workday if it falls into a public holiday)
- When there is more than one applicant for the same space, allocation will be on a first-come-first-serve basis based on the completion of the Application and payment
- To foster a vibrant community, Smart-Space users are required to attain minimum 30% utilization rate each month, failing which the licensee shall have the right to terminate the

Input Licence Particulars

Step 10 - Fill the form

* Required Field

1. Company Name
2. Contact Person
3. Surname
4. Given Name
5. Gender
6. Email
7. Mobile Number
8. Target Move In Date
9. Date of Business Registration
10. Business Registration Number
11. Date of Incorporation
12. Country/Region of Origin – Founder
13. Country/Region of Origin – Company
14. Numbers of Employee
15. Company achievements
16. Business Nature
17. Business Type
18. Key Technology Focus

BILLING DETAILS		YOUR ORDER	
Applicant *		Office Room 34(Smart Space Smart Living) x1 (HKD21,600.00m)	
<input checked="" type="radio"/> New Applicant <input type="radio"/> Renewal Applicant		HKD21,600.00	
Company Name *		Terms of stay: 12m	
<input type="text"/>		Subtotal HKD21,600.00	
Contact Person *	Surname *	TOTAL HKD21,600.00	
Mr	<input type="text"/>		
Given Name *			
<input type="text"/>			
Gender *	Male		
<input type="text"/>			
Email *			
<input type="text"/>			
Mobile Number *			
<input type="text"/> +852			
Target Move In Date *			
<input type="text"/> 01/05/2024			
Date of Business Registration *			
<input type="text"/> 28/05/2024			
Business Registration Number *			
<input type="text"/>			
Date of Incorporation *			
<input type="text"/> 31/05/2024			
Certificate of Incorporation No.			
<input type="text"/>			
Country/Region of Origin - Founder			
<input type="text"/>			
<input type="checkbox"/> I will acknowledgement to submit later in 3 months grace period time *			
On behalf of the company, I declare that to the best of my knowledge, the company has not been involved in any violation of the National Security Law nor it has been involved in any criminal offence or litigation case.			
<input type="checkbox"/> I have read and agree to the website terms and conditions *			
<input type="button" value="PLACE ORDER"/>			

Upload Company documents

Step 11 - Upload documents and remarks

1. Certificate of Incorporation
2. BR supporting document

The screenshot shows a web-based application form for Cyberport Startup Alumni. At the top, there is a question "Cyberport Startup Alumni?" with a dropdown menu showing "Yes (Please provide supporting and upload in the attachment)". Below this is a field labeled "Key Technology Focus *". A red-bordered box highlights a text input field for "Please elaborate if your business is technology-oriented (at least 30 words)". The next section is titled "Order Notes" with a large text input field. Following this are three file upload fields: "Certificate of Incorporation *", "BR supporting document *", and "Cyberport Alumni (Supporting doc)". Each of these has a "CHOOSE FILE" button. Below these is a section for "Other supporting document (NFCI/NARI for company / Business plan for Young Entrepreneur)" with another "CHOOSE FILE" button. At the bottom, there is a "Remarks:" section containing a list of terms and conditions, a note about guidelines, and a "Please check out General Guidelines and Notes for Smart-Space Application before application." link. On the right side of the remarks section is a circular arrow icon.

Cyberport Startup Alumni?
Yes (Please provide supporting and upload in the attachment)

Key Technology Focus *

Please elaborate if your business is technology-oriented (at least 30 words)

Order Notes

Certificate of Incorporation *

CHOOSE FILE

BR supporting document *

CHOOSE FILE

Cyberport Alumni (Supporting doc)

CHOOSE FILE

Other supporting document (NFCI/NARI for company / Business plan for Young Entrepreneur)

CHOOSE FILE

Remarks:

- Newly available spaces will be updated on Smart-Space Leasing Management Portal (LMS) 10 am every Monday (and postpone to the next workday if it falls into a public holiday)
- When there is more than one applicant for the same space, allocation will be on a first-come-first-serve basis based on the completion of the Application and payment
- To foster a vibrant community, Smart-Space users are required to attain minimum 30% utilization rate each month, failing which the licensee shall have the right to terminate the license by 14 working days' prior written notice

Please check out [General Guidelines and Notes for Smart-Space Application](#) before application.

Upload Company documents

Step 12 – Confirm amount

Step 13 - Read and Accept T&C

Step 14 - Click “PLACE ORDER”

BILLING DETAILS

Applicant *

New Applicant Renewal Applicant

Company Name *

Contact Person * Surname *

Mr

Given Name *

Gender *

Male

Job Title

Email *

Mobile Number *

+852

Target Move In Date *

01/05/2024

Date of Business Registration *

28/05/2024

Business Registration Number *

Date of incorporation *

31/05/2024

Certificate of incorporation No.

YOUR ORDER

Office Room 34(Smart Space Smart Living) x1 HKD21,600.00
(HKD21,600.00/m)

Terms of stay: 12m

Subtotal HKD21,600.00

TOTAL HKD21,600.00

FPS / Bank Deposit Payments

For amounts smaller than HK\$10,000.00, applicants can conduct FPS (49968899) and email us your payment proof via leasing@cyberport.hk

Account name - Hong Kong Cyberport Management Co. Ltd.

Bank number - 003 (Standard Chartered Bank HK Ltd)

Account number - 4471-089231-7 Swift code - SCBHKHKX

Bank address - Hong Kong Payment Centre CMS CIB 15/F Standard Chartered Tower, 388 Kwun Tong Road, Kowloon, Hong Kong

i) Please be reminded to state your account name and the remarks/description of the transaction. Otherwise, we will not be able to identify the transaction.

ii) Instruct your bank to remit the net amount required and bear the bank charge or service charge for both sides.

iii) Email us your payment proof via leasing@cyberport.hk

I will acknowledge to submit later in 3 months grace period time *

On behalf of the company, I declare that to the best of my knowledge, the company has not been involved in any violation of the National Security Law nor has it been involved in any criminal offence or litigation case.

I have read and agree to the website [Terms and conditions](#) *

PLACE ORDER

Payment

Step 15 - Payment (bank account)

- Cyberport FMO office will send confirmation email to you for application received.
- Settle the 1st licence fee payment by bank transfer or FPS
- Share the payment proof to Cyberport via email.

Email address : leasing@cyberport.hk

Bank Account information	
Account Name	Hong Kong Cyberport Management Co. Ltd.
Bank Number	003 (Standard Chartered Bank HK Ltd)
Account Number	447-1-089231-7
Swift Code	SCBLHKHHXXX
FPS ID Code	4968889

Required information for application

1. Valid Business Registration Certificate
 - * Hong Kong registered company only
 2. Certificate of Incorporation
 - * Hong Kong registered company only
 3. Company website/ business deck
 4. 1st month license fee as advance payment

請填妥所有資料並印清，並附上簽名或蓋章在申請書上 Please sign the dotted line and display the valid business name, registration certificate or business stamp on the application form.	
 REGISTRATION CERTIFICATE REGISTRATION NUMBER: 1234567890 REGISTRATION DATE: 01/04/2011 REGISTRATION ADDRESS: 123 WANCHAI ROAD, HONG KONG REGISTRATION FEE: HKD \$450 REGISTRATION LEVY: HKD \$5	
SPECIMEN	
<p>申請人 / 申請公司 X.X. 航運有限公司 Applicant / Application Company: X.X. SEA TRANSPORTATION COMPANY LIMITED 申請人全名 ***** Applicant Name: ***** 地址 1/F, 123 WANCHAI ROAD, HONG KONG Address: 1/F, 123 WANCHAI ROAD, HONG KONG 公司類別 CORP. Category of Business: CORP. 註冊地點 香港 Place of Registration: Hong Kong 註冊號碼 BODY NUMBER: 1234567890 Registration Number: 1234567890 註冊日期 DATE OF COMMENCEMENT: 01/04/2011 Date of Commencement: 01/04/2011 註明的資本額 CAPITAL: HKD \$450,000 Capital: HKD \$450,000 註明的盈餘 SURPLUS: HKD \$0 Surplus: HKD \$0 </p>	
<p>以下列各項為申請之必需：</p> <p>Please note the following requirements of the Business Registration Ordinance:</p> <ol style="list-style-type: none"> 第 41 條規定申請人必須提交有效的註冊證明書。若沒有有效的註冊證明書，申請人不得進行任何商業活動。因此，申請人必須在申請時提交有效的註冊證明書。 第 12 條規定申請人必須在申請時提交證明其是唯一擁有該公司全部股份的個人或合夥人。因此，申請人必須在申請時提交證明其是唯一擁有該公司全部股份的個人或合夥人。 	
<p>標印所用之正體英文字樣： RECEIVED FILE AND LEVY HEA STATED IN PRINTED FIGURES.</p> <p>02/04/2011 1234567890 \$450.00</p>	



公司註冊證明書

卷之三

本人謹此聲明

於本日根據香港法例第622章《公司條例》
Is this day incorporated in Hong Kong under the Companies Ordinance
在香港成立為法團，此公司是一間
(Chapter 622 of the Laws of Hong Kong), and that this company is
有限公司。
a limited company.

本證明書於 XXXX
Issued on XXXX

Signature 香港特別行政區公司註冊處或其任何部分的商標或其 任何一個或全部的商號或名稱。 Ms Ada LL LOUNG Registrar of Companies Hong Kong Special Administrative Region
--

Thank You!



Your Springboard to Success!

Prevention of Bribery: The Applicant/Prospect shall prohibit his directors, employees, agents, and sub-contractors who are involved in the Application/Proposal from offering, soliciting or accepting any advantage as defined in the Prevention of Bribery Ordinance, Cap 201, when conducting business in connection with the Application/Proposal. The Applicant/Prospect shall take all necessary measures (including by way of a code of conduct or contractual provisions where appropriate) to ensure that his directors, employees, agents and sub-contractors are aware of the prohibitions in this clause. The Applicant/Prospect shall not and shall ensure that his agents and employees shall not give or offer any advantages as defined under the Prevention of Bribery Ordinance to any agent or employee of the HKCMCL in connection with the applications and leasing initiatives. Promptly declare and notify HKCMCL in writing of any potential or actual conflict of interests upon becoming aware of the same. "Conflict of interests" shall include, but are not limited to, any situation where the private interest of an applicant/prospect, conflict or compete, or may be expected to conflict or compete, with the role, duties and/or impartiality of such applicant/prospect.

