

「中小企業市場推廣基金」
遞交申請時需具備的文件清單

- (1) 填妥的申請表格正本
- (2) 有效的商業登記證副本
- (3) 簽署申請表格人士的身份證/護照副本
- (4) 申請資助項目的**收據正本和副本**以及相關的發票、合同及報價單等副本
- (5) 填妥的附加聲明書**正本** (只適用於商業登記中有分行的申請企業)
- (6) 商業登記冊內資料的核證或電子摘錄 [即商業登記署的 Form 1(a)]及/或公司註冊處的周年申報表 (即 Form AR1)

如以參展商或考察團成員身份提交申請，須另加 (7)-(9)項文件：

- (7) 出口推廣活動及主辦機構概況說明或小冊子 (須能顯示主辦機構名稱、活動名稱及資料和舉行日期等)
- (8) 完成參與活動的證明 (例如：考察團成員名單、附詳細資料的參展商名錄 (資料須能清楚顯示參展商為本港的申請企業) 能顯示參展商名稱和攤位編號的相片、參展商入場證及東主/本港僱員參展時的交通 (機票或登機證) 和住宿證明 (訂房/入住酒店單據) 等)
- (9) 參與活動代表為東主/僱員的證明 (例如：由強制性公積金中介人發出的記錄)

如申請企業在貿易刊物刊登廣告，須另加 (10)項文件：

- (10) 刊登有關廣告的貿易刊物**正本**

以上資料僅供參考。工業貿易署在任何時候，均保留權利，要求申請企業提供額外資料及其他證明文件，以核實有關申請。

工業貿易署
二〇〇八年三月

SME Export Marketing Fund
Checklist of Documents Required for Submitting Applications

- (1) **Original** of the completed application form
- (2) A copy of valid Business Registration (BR) Certificate
- (3) A copy of the Hong Kong Identity Card or Passport of the person signing the application form
- (4) **Original and copy of receipts** of the declared fundable items as well as copy of the relevant invoices, contracts and quotations, etc
- (5) **Original** of the complete Additional Declaration Form (only applicable if the applicant's BR has more than one branch)
- (6) Certified Extract/Electronic Extract of Information on the Business Register [i.e. Forms 1(a) of the BR] and/or Annual Return of the Companies Registry (i.e. Form AR1)

For applicants who are exhibitors of trade fairs/ exhibitions or delegation members of business missions, items (7)-(9) are also required:

- (7) Brochures or pamphlets containing details of the activity and the organiser (name of the organiser, activity name and details, date of the activity, etc must be clearly shown)
- (8) Proof of applicant's complete participation of the activity [e.g. delegation list, fair directory with exhibitor's information to indicate that the exhibitor is the applicant itself, photo of booth showing the exhibitor name and booth number, exhibitor badge and/or travelling (air tickets or boarding pass), accommodation proof (hotel booking records or charge records) of employers/local employees participating in the activity, etc]
- (9) Status proof of employers/local employees attending the activity [e.g. Mandatory Provident Fund records issued by the trustees]

For applicants who have advertised in trade publications, item (10) is also required:

- (10) **Original copy** of the trade publication containing the advertisement

The above is for reference only. The Department reserves at all times the absolute right to require the applicant to submit additional documentary proof to substantiate its application.

Trade and Industry Department
March 2008