



「中小企業市場推廣基金」- 資助申請

SME Export Marketing Fund – Application for Funding Support

- (1) 在填寫本表格前，請先細閱申請指引。Please read the Guide to Application carefully before completing this form.
- (2) 請用正楷及阿拉伯數字填寫本表格。如有空位不足的情況，可自行以紙張補充填寫。Please complete this form in block letters and Arabic numbers. If the space provided is not enough, please use additional paper to supplement.
- (3) 請在標示「」之欄位選擇適當選項並於方格內填上「」號。Please fill in with “” in the appropriate option(s) marked with “”.
- (4) 請將填妥的申請表格連同有關的證明文件，以郵寄或親身送遞方式送交工業貿易署（工貿署）「中小企業市場推廣基金」科（地址：香港九龍城協調道3號工業貿易大樓13樓1301室）或投遞至設於工業貿易大樓地下詢問處旁的「中小企業市場推廣基金」文件收集箱。申請企業亦可以網上電子表格遞交申請，詳情請參閱申請指引。The duly completed application form, together with the supporting documents may be submitted to the SME Export Marketing Fund (EMF) Branch of the Trade and Industry Department (TID) by post or in person (Address: Room 1301, 13/F, Trade and Industry Tower, 3 Concorde Road, Kowloon City, Hong Kong) or deposited in the EMF Drop-in Box located next to the Enquiry Counter on G/F of the Trade and Industry Tower. Applications may also be submitted through online e-Form. Please refer to the Guide to Application for details.

甲部 Section A – 申請類別 Type of Application

首期撥款 Initial Payment

或 OR

實報實銷 Reimbursement

乙部 Section B – 申請企業資料 Particulars of the Applicant Enterprise

商業登記號碼 Business Registration No. :

1234 5678

公司名稱 Name of Enterprise :

香港貿易有限公司 Hong Kong Trading Limited

地址 Address :

香港九龍城協調道3號13樓 13/F, 3 Concorde Road, Kowloon City, Hong Kong

電話 Tel. :

2398 1111

此等聯絡資料將用作日後本署與貴公司就本申請聯絡之用，請確保正確無誤。These contact information will be used for future communication with your company regarding this application. Please ensure they are correct.

電郵 Email :

enquiry@hk\_trading.com

傳真 Fax :

2398 2222

通訊語言 Language of Correspondence :

中文 Chinese

英文 English

公司聯絡人姓名全寫 Full Name of Contact Person of the Enterprise :

鍾兆其 Chung Siu Kei

職位 Position Held :

董事 Director

電話 Tel. :

9876 5432

在港僱用人數（包括東主、合夥人及股東在內）No. of Persons Employed in Hong Kong (proprietors, partners and shareholders included) : 10

業務性質及行業 Type of Business and Industry

製造業 Manufacturing –

- |  |  |  |   |   |
|--|--|--|---|---|
| <input type="checkbox"/> 化學及生物科技<br>Chemical and Biotechnology | <input type="checkbox"/> 電器 Electrical Appliances      | <input type="checkbox"/> 電子 Electronics              | <input type="checkbox"/> 環保產業<br>Environmental Industries       | <input type="checkbox"/> 飲食製造 Food and Beverage |
| <input type="checkbox"/> 鞋履 Footwear                           | <input type="checkbox"/> 工業機械 Industrial Machinery     | <input type="checkbox"/> 珠寶首飾 Jewellery              | <input type="checkbox"/> 醫療及光學裝置<br>Medical and Optical Devices | <input type="checkbox"/> 金屬製品 Metal Products    |
| <input type="checkbox"/> 塑膠 Plastics                           | <input type="checkbox"/> 印刷及出版 Printing and Publishing | <input type="checkbox"/> 紡織及製衣 Textiles and Clothing | <input type="checkbox"/> 玩具 Toys                                | <input type="checkbox"/> 鐘錶 Watches and Clocks  |
| <input type="checkbox"/> 其他 Others (請註明 Please Specify)        |  |  |   |   |

非製造業 Non-Manufacturing –

- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> 廣告、銷售及市場推廣<br>Advertisement, Sales & Marketing | <input type="checkbox"/> 銀行、保險及其他金融服務<br>Banking, Insurance and Other Financial Services                    |   |  |
| <input type="checkbox"/> 建造 Construction                                | <input type="checkbox"/> 創意行業<br>Creative Industries  | <input type="checkbox"/> 教育服務<br>Education Services     | <input type="checkbox"/> 工程<br>Engineering                             |
| <input type="checkbox"/> 電影及娛樂<br>Film and Entertainment                | <input checked="" type="checkbox"/> 進出口貿易<br>Import and Export Trade  | <input type="checkbox"/> 資訊科技<br>Information Technology | <input type="checkbox"/> 醫療服務<br>Medical Services                      |
| <input type="checkbox"/> 個人護理服務<br>Personal Care Service                | <input type="checkbox"/> 專業服務(包括法律及會計服務)<br>Professional Services (including legal and accounting services) |   |  |
| <input type="checkbox"/> 地產<br>Real Estate                              | <input type="checkbox"/> 食肆及酒店<br>Restaurants and Hotels  | <input type="checkbox"/> 電訊<br>Telecommunications       | <input type="checkbox"/> 檢測及認證服務<br>Testing and certification services |
| <input type="checkbox"/> 旅遊<br>Tourism                                  | <input type="checkbox"/> 運輸及物流<br>Transportation and Logistics  | <input type="checkbox"/> 批發及零售<br>Wholesale and Retail  |  |

其他 Others (請註明 Please Specify)

**企業形式 Form of Business**

		姓名 Name	香港身份證/護照號碼^ Hong Kong Identity Card/Passport No.^
<input type="checkbox"/>	獨資企業 Sole Proprietorship	東主 Owner	
<input type="checkbox"/>	合夥企業 Partnership	所有合夥人 All Partners	
<input checked="" type="checkbox"/>	有限公司* Limited Company *	持有 ≥ 30% 股權人士 Individuals Holding ≥ 30% Shares	鍾兆其 Chung Siu Kei A123456(0) 邵其業 Siu Kei Yip B654321(0)

\* 如無個人持股量 ≥ 30%，請提供全部股東的姓名及資料。如申請企業由持股公司持有，請提供申請企業全部董事的姓名及資料。 If there is no individual holding ≥ 30% shares, please provide the names and relevant information of all shareholders. If the applicant enterprise is held by corporate shareholder, please provide the names and relevant information of all directors of the applicant enterprise.

^ 請刪除不適用者 Please delete as appropriate.

**丙部 Section C – 推廣活動資料 Particulars of the Promotion Activity**

每份申請只供申報一項推廣活動。 Each application should cover claims for only one promotion activity.

**(i) 只適用於展覽會的申請 (須以參展商身份參與)  
For Application regarding Exhibition only (Must participate as an exhibitor)**

展覽會模式 Mode of Exhibition :  實體 Physical  網上 Online  混合展覽模式(實體+網上) Hybrid (Physical + Online)

展覽會名稱 Name of Exhibition : \_\_\_\_\_

主辦機構 Organiser : \_\_\_\_\_

舉行日期 Commencement and Completion Dates : \_\_\_\_\_ 至 \_\_\_\_\_ to \_\_\_\_\_

(如屬混合展覽模式，舉行日期須涵蓋實體及網上展覽會的整段活動日期。  
For hybrid mode of exhibition, please fill in the entire exhibition period covering both the physical and online parts.)

實體展覽會舉行地點 (城市/國家)  
Place of the Physical Exhibition (City/Country) /

網上展覽會的域名 Domain Name of the Online Exhibition : \_\_\_\_\_

**(1) 實體展位參展或網上參展 Physical Booth Exhibitor or Online Exhibitor :**

參展代表姓名全寫 Full Name of Representatives to the Activity :	參展代表職位 Position Held by Representatives to the Activity :
1.	
2.	
3.	

演講代表姓名全寫及職位 (只供申領演講報名費的展位參展商填寫) Full Name and Position of Speaker (For Booth Exhibitor claiming Participation Fee for Speaking Session only) : \_\_\_\_\_

**(2) 其他實體參展模式 Other Forms of Physical Participation :**

- 陳列櫃 Showcase  桌面展位 Table-top Display  人體模型/服裝衣架 Mannequin/Garment Rack
- 其他 Others (請註明 Please Specify) \_\_\_\_\_

**(3) 實體展覽會場地廣告/其他宣傳形式 Form of On-site Advertisement/Other Promotion in Physical Exhibition :**

- 垂掛橫額 Hanging Banner  海報 Poster  場地宣傳貼紙 On-site Promotional Sticker  流動廣告吉祥物 Mascot
- 電子資料屏幕廣告 Advertisement on Electronic Panel
- 靜態展示 Static Display  動態展示 Dynamic Display  
Hyperlink 網址 (請註明 Please Specify): \_\_\_\_\_
- 展覽會場刊內刊登廣告 Advertisement in Exhibition Catalogue
- 印刷版 Printed Version  電子版 Electronic Version  
Hyperlink 網址 (請註明 Please Specify): \_\_\_\_\_
- 印製宣傳刊物/單張 Printing of brochures/leaflets  其他 Others (請註明 Please Specify): \_\_\_\_\_

**(4) 網上展覽會網頁廣告形式 Form of Advertisement on Website of Online Exhibition :**

- 網頁橫額 Banner  彈出式廣告 Pop-up Advertisement
- 網上展覽會場刊內刊登廣告 Advertisement in Online Exhibition Catalogue
- 其他 Others (請註明 Please Specify) \_\_\_\_\_

**(ii) 只適用於商貿考察團的申請 For Application regarding Business Mission Only :**

商貿考察團模式 Mode of Business Mission :  實體 Physical  網上 Online

商貿考察團名稱 Name of Business Mission : \_\_\_\_\_

主辦機構 Organiser : \_\_\_\_\_

舉行日期 Commencement and Completion Dates : \_\_\_\_\_ 至 \_\_\_\_\_  
to \_\_\_\_\_

考察地點 (城市/國家) Destination of Mission (City/Country) : \_\_\_\_\_

參與活動代表姓名全寫 Full Name of Representatives to the Activity :	參與活動代表職位 Position Held by Representatives to the Activity :
1.	
2.	
3.	

**(iii) 只適用於貿易刊物廣告的申請 For Application regarding Advertisement on Trade Publication Only :**

貿易刊物名稱 Name of Trade Publication : \_\_\_\_\_

出版商名稱 Name of Publisher : \_\_\_\_\_

貿易刊物出版日期 Issue Date of Trade Publication : \_\_\_\_\_

**(iv) 只適用於電子平台/媒介的申請 For Application regarding Electronic Platform/Media Only :**

電子平台/媒介的名稱及域名 Name and Domain Name of the Electronic Platform/Media : \_\_\_\_\_

電子平台/媒介的營運機構 Operator of the Electronic Platform/Media : \_\_\_\_\_

出口推廣活動類別 Type of Export Promotion Activity :  
 廣告 Advertisement  上載產品資料 Product Information Listing  關鍵字搜尋 Keyword Search  建立或優化網上商店 Setting Up or Enhancing Online Shop

出口推廣活動日期 Period of the Export Promotion Activity : \_\_\_\_\_ 至 \_\_\_\_\_  
to \_\_\_\_\_

**(v) 只適用於建立或優化申請企業所擁有的公司網站/流動應用程式的申請 For Application regarding Setting up or Enhancing Applicant Enterprise's Corporate Website/Mobile Application Only :**

申請項目 Application Item :  
 網站 Corporate Website  流動應用程式 Mobile Application  建立 Setting Up  優化 Enhancement

網站域名/流動應用程式名稱 Domain Name of Website/Name of Mobile Application : <http://www.hongkongtradingltd.com>

建立或優化項目的服務供應商 Service Provider for Setting Up or Enhancing the Website/Mobile Application : 良好往績資訊科技有限公司  
Good Track Record IT Company Ltd

建立或優化項目的日期 Project Period for Setting Up or Enhancing the Website/Mobile Application : 20 / 12 / 2023 至 19 / 03 / 2024  
to

該網站/流動應用程式如何協助申請企業作出口推廣?  
How does the Website/Mobile Application Facilitate the Applicant Enterprise in Export Promotion?  
 網站上展示出本公司不同的產品介紹及照片, 以及本公司的聯絡資料, 以方便海外客戶瀏覽及查詢

網站/流動應用程式目標訪客的地區分佈 Geographical Distribution of Target Visitors of the Website/Mobile Application : 中國內地 Mainland China: 70%  
其他 Other: 30%

網站/流動應用程式的優化措施 (如適用) Enhancement Measures to the Website/Mobile Application (if applicable) :  
 交付貨品的安排 (如適用) Product Delivery Arrangements (if applicable) : 收款後以船運出貨  
 收款安排 (如適用) Payment Receiving Arrangements (if applicable) : 經銀行匯款

**丁部 Section D – 預計或實際開支項目 Estimated or Actual Expenditure Items**

申報首期撥款請填寫預計開支。Please fill in the estimated expenditure for initial payment application.

申報實報實銷請填寫實際開支。Please fill in the actual expenditure for reimbursement application.

項目 Items

金額 Amount

**(i) 只適用於展覽會的申請（須以參展商身份參與）  
For Application regarding Exhibition only (Must participate as an exhibitor) :**

*實體展位參展 Physical Booth Exhibition*

- 展位租賃費 Rental Fee for Booth \_\_\_\_\_
- 展位建築、設置及設計費，展位組件和展品（非作出售用途）運輸費用、展位擺設租賃費  
Construction, Set-Up and Design Fee of Booth, Transportation Fee for Booth Components and Exhibits (Not for Sales Purpose), Booth Furniture Rental Fee  
(請提供每個項目的開支。Please provide the expenses of each item.) \_\_\_\_\_
- 展覽會場地廣告/其他宣傳費 On-site Advertisement/Other Promotion Fees  
(請提供每個項目的開支。Please provide the expenses of each item.) \_\_\_\_\_
- 演講報名費 Participation Fee for Speaking Session \_\_\_\_\_
- 交通費 Travelling Expenses \_\_\_\_\_
- 住宿費 Accommodation Expenses \_\_\_\_\_

*其他實體參展模式 Other Forms of Physical Participation*

- 其他參展模式租賃費 Rental Fee for Other Forms of Participation \_\_\_\_\_
- 展覽會場地廣告/其他宣傳費 On-site Advertisement/Other Promotion Fees  
(請提供每個項目的開支。Please provide the expenses of each item.) \_\_\_\_\_

*網上參展 Online Exhibition*

- 網上展覽會參加費用 Participation Fee for Online Exhibition  
(包括商貿配對活動及演講報名費 Including Fee for Business Matching and Speaking Session) \_\_\_\_\_
- 虛擬展位設計費用 Design Fee of Virtual Booth \_\_\_\_\_
- 網上展覽會網頁廣告費 Advertisement Fees on Website of Online Exhibition  
(請提供每個項目的開支。Please provide the expenses of each item.) \_\_\_\_\_

**(ii) 只適用於商貿考察團的申請 For Application regarding Business Mission Only :**

- 商貿考察團團費 Participation Fee for Business Mission \_\_\_\_\_
- 實體商貿考察團 Physical business mission -*
- 交通費 Travelling Expenses \_\_\_\_\_
  - 住宿費 Accommodation Expenses \_\_\_\_\_

**(iii) 只適用於貿易刊物廣告的申請 For Application regarding Advertisement on Trade Publication Only :**

- 貿易刊物的廣告費用 Fee for Advertising on Trade Publication \_\_\_\_\_

**(iv) 只適用於電子平台/媒介的申請 For Application regarding Electronic Platform/Media Only :**

- 廣告費用 Fee for Advertising \_\_\_\_\_
- 關鍵字搜尋費用 Fee for Keyword Search \_\_\_\_\_
- 上載產品資料費用 Fee for Product Information Listing \_\_\_\_\_
- 網上商店的建立/優化/廣告費用 Fee for Setting up/Enhancing/Advertising Online Shop \_\_\_\_\_

**(v) 只適用於建立/優化申請企業所擁有的公司網站/流動應用程式的申請 For Application regarding Setting up/Enhancing Applicant Enterprise's Corporate Website/Mobile Application Only :**

- 建立或優化公司網站/流動應用程式的費用 Fee for Setting Up/Enhancing Corporate Website/Mobile Application \$45,000 \_\_\_\_\_

**(vi) 只適用於參與於丙部所申報的推廣活動 For Participation at the Promotion Activity Declared under Section C only :**

- 視頻/產品拍攝及編輯服務費用 Fee for Video/Product Shooting and Editing Services \_\_\_\_\_

**戊部 Section E – 其他資料 Other Information**

(申請企業可選擇是否填寫本部。有關資料只供統計用。This section is optional. The information provided will be used solely for statistical purposes.)

1. 貴企業會否在未來半年增加在港的僱用人數，以推行與本申請有關的業務發展？ Does your enterprise have any plan to employ additional staff in the next six months, for business development relevant to this application?
- 會 Yes，並打算增聘人數 No. of additional staff to be employed :  人 person(s)
- 不會 No
2. 貴企業從以下哪種途徑知悉市場推廣基金？ From which of the following channels has your enterprise learned about EMF?
- 工貿署 TID
- 網頁 Website  宣傳海報 Poster Advertisement  宣傳單張 Promotion Leaflet
- 研討會/研討會職員推介 Seminar/Seminar Staff's Introduction  展覽會職員推介 Exhibition Staff's Introduction
- 工商組織 Industrial and Trade Organisations
- 網頁 Website  宣傳電郵 Email Promotion  會員通訊 Member Newsletter
- 朋友/親屬/業務往來人士推介 Friends/Relatives/Business Partners' Introduction
- 電台廣告 Radio Advertisement
- 電視廣告 TV Advertisement
- 活動/平台的主辦/營運機構 Organiser/Operator of Activity/Platform
- 其他網頁 Other Website (請註明 Please specify) : \_\_\_\_\_
- 其他途徑 Other Channel (請註明 Please specify) : \_\_\_\_\_

SAMPLE



## 聲明 Declaration

本人為申請企業的~~獨資東主/合夥人/股東/授權人士~~<sup>^</sup>，謹代表在乙部列明的申請企業作出聲明，已細閱申請指引及本申請表格內的所有說明及備註，並完全明白其內容及同意遵從和符合申請指引訂明的申請資格及使用條件。現特此聲明，本人在此申請表格所填報的各項資料以及使用電子申請表格服務上載或以郵寄、投遞或親身送遞方式送交的相關證明文件，據本人所知，均屬正確無訛。本人證實申請企業是在香港註冊的非上市企業並在香港有實質業務運作，以及申請企業並非申請涉及的推廣活動及有關服務的主辦/協辦機構/服務供應商或與主辦/協辦機構/服務供應商有關連的公司。

本人確認，香港特別行政區政府與上述申請企業之間，不會因為與「中小企業市場推廣基金」有關連或因為該基金而產生代理或僱傭關係。申請企業不得自稱為香港特別行政區政府的僱主、僱員、傭工、代理人或合夥人，亦必須確保其僱員、傭工或代理人不會自稱為香港特別行政區政府的僱主、僱員、傭工、代理人或合夥人。本人授權工業貿易署按申請指引處理與申請有關的個人資料，包括在有需要時，聯絡其他香港特別行政區政府部門及有關人士或組織，以核實申請所提供的個人資料是否真實。就「中小企業市場推廣基金」首期撥款暨終期撥款申請而言（如適用），本人同意在遞交申請時，本人將受有關資助協議所列的條款及細則所約束。本人知道工業貿易署將根據本人所提供的資料，評定上述申請企業是否符合資格獲得「中小企業市場推廣基金」資助和所得的資助金額。本人明白工業貿易署有權覆檢此申請及在有需要時調整申請企業應得的資助額。本人及申請企業承諾如在工業貿易署要求下，願意將香港特別行政區政府在此基金下所發放的資助歸還予香港特別行政區政府，亦同意工業貿易署可按需要就歸還資助對申請企業和其關連企業及/或相關企業採取行政措施及作出起訴。本人明白如獲此基金資助，申請企業不能就同一活動的受資助開支項目申請或接受其他政府資助。本人明白本人及申請企業須遵守《防止賄賂條例》（第201章）及不應向工業貿易署任何人員提供利益以影響批核申請的結果。本人亦知道誤報或漏報資料，以欺詐手段獲得財物/金錢利益，均屬違法，可遭起訴。本人及申請企業承諾會遵守所有適用於香港的法例（包括《中華人民共和國香港特別行政區維護國家安全法》）、規例和附例。

On behalf of the Applicant as specified in Section B, I, as the ~~sole proprietor/partner/shareholder/authorised person~~<sup>^</sup> of the Applicant, have read and fully understood the Guide to Application and all explanatory notes as set out in this form. I agree to comply and fulfil the eligibility criteria and conditions of use as stipulated in the Guide to Application. I declare that the information provided by me in this form as well as the accompanied supporting documents uploaded via e-Form system or submitted by post, via drop-in box or in person are complete and true to the best of my knowledge. I confirm that the Applicant is a non-listed enterprise registered in Hong Kong and has substantive business operation in Hong Kong, and that the Applicant is not the organiser/co-organiser/service provider or a related company of the organiser/co-organiser/service provider of the promotion activity and the related services covered by the application.

I acknowledge that no agency or employment relationship between the Government of the Hong Kong Special Administrative Region (HKSARG) and the Applicant will be resulted in connection with or arising from the SME Export Marketing Fund (the Fund). The Applicant shall not represent itself and shall ensure that none of its employees, servants or agents shall represent itself as an employer, employee, servant, agent or partner of the HKSARG. I authorise the Trade and Industry Department (the Department) to handle the personal data/information provided in relation to this application in accordance with the Guide to Application, including to contact other departments of the HKSARG and relevant parties or organisations to verify the truth of personal data provided in the application where necessary. As far as initial payment cum final payment application under the Fund is concerned (if applicable), I agree to be bound by the terms and conditions set out in the relevant funding agreement in submitting an application. I am aware that the Department will rely on the information provided by me to determine the eligibility and the level of funding support to be offered to the Applicant under the Fund. I understand that the Department has the right to review this application and adjust the entitlement of funding support if necessary. I and the Applicant undertake to refund to the HKSARG any payment made by the HKSARG under the Fund upon demand by the Department and agree that the Department may take administrative measures and legal proceedings against the Applicant and its connected enterprises and/or related enterprises on refund of payment as deemed necessary. I understand that if funding is received from the Fund for this application, the Applicant shall not apply or accept other Government funding support for the same funded expenditure item(s) under the same activity. I understand that I and the Applicant shall observe the Prevention of Bribery Ordinance (Cap. 201) and shall not offer any advantage to any person of the Department with a view to influencing the approval of the application. I also understand that any omission/misrepresentation of information with a view to obtaining pecuniary advantage by deception is an offence and is liable to legal proceedings. I and the Applicant undertake to comply with all applicable laws (including the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region), regulations and by-laws of Hong Kong.

鍾兆其 CHUNG SIU KEI

姓名全寫

Full Name in Print

董事 Director

職位

Position Held

A123456(0)

香港身份證/護照號碼<sup>^</sup>

HK Identity Card / Passport No.<sup>^</sup>

簽署及申請公司印章

Signature with Applicant's Company Chop

01/11/2023

日期

Date

<sup>^</sup> 請刪除不適用者。Please delete as appropriate.