

# SME Export Marketing Fund – Application for Funding Support

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## Trade and Industry Department

The Government of the Hong Kong Special Administrative Region of the People's Republic of China

### Points to Note

#### Prepare for the Application

- Please read ["Guide to Application"](#) and ["Supporting Documents Required"](#) carefully and make ready the supporting documents in the specified format (see point 2 below) before starting.
- If in doubt, please refer to ["FAQs"](#), ["Online Application Demo"](#), or contact ["SME Export Marketing Fund Branch" of the Trade and Industry Department \(TID\)](#).

#### Application Process

**Time Required:** Around 10 mins

##### 1. Fill out the particulars.

- During anytime in filling in the e-Form, you may press the "Save" button at the footer of the page to save the data entered as a GFD file to the local PC. You may upload the file to continue to fill in the form later, or retrieve the data to apply for funding support for another activity. A password will be required to protect the data to be saved. The e-Form system will not be able to open the file and import the saved data without the password.
- To use the saved data, click "Fill in a Saved Form" on this page, upload the saved data from the GFD file, enter the password, and then click the "Open" button. Once the saved data is imported into the e-Form, an applicant enterprise should check if the details are accurate and valid.

##### 2. Upload supporting documents.

- The file(s) must be in JPG, JPEG, PNG, PDF, DOC or DOCX format.
- The information contained in the file(s) must be clear and legible (resolution no less than 200dpi).
- This e-Form supports 10 attachments at a total capacity of 10MB. If the total number or size of files to be upload exceed the limits, please merge or compress the files beforehand, or upload them separately through ["Submit Supplementary Documents" function](#).

##### 3. Review and sign the declaration with "Organisational Digital Certificate" or in "Paper Form" to confirm data inputted.

If you would like to sign the declaration with Organisational Digital Certificate, a valid Organisational Digital Certificate is required for the application. The following Organisational Digital Certificates are acceptable:

- [Hongkong Post e-Cert \(Organisational\)](#)
- [Digi-Sign Organisational ID-Cert Class 2](#)
- [Digi-Sign Organisational ID-Cert Class 5](#)

##### 4. Submit the e-Form and download "Declaration for Application / Application Record".

5. If you would like to sign the declaration in "Paper Form", or for first-time application for initial payment, please print, sign with company chop and submit the following documents to ["SME Export Marketing Fund Branch" of TID](#) by post, via drop-in box or in person within one week after e-submission:

- "Declaration for Application" (on p.2 of the "Declaration for Application / Application Record" PDF file)
- "Funding Agreement for Initial Payment" (available on [EMF Website](#)) (in duplicate, for first-time application for initial payment only)

**If necessary, TID may request for digital files of better resolution or the original of the supporting documents for assessment of your application. Failure to provide the required or legible supporting documents, or the duly signed Declaration/Agreement may cause delay in the processing of your application.**

See ["Online Application Demo"](#)

### Confirmation of Successful Submission

TID will conduct a preliminary check on your e-submission and send you a "Notification of Receipt of Application" containing the application number by email upon receipt of your complete and valid Application with the required supporting documents.

### Data Encryption

The data you submitted and uploaded with this website is encrypted before transmission. A lock icon displayed in your web browser address bar indicates a secure mode where communications between browser and government's web server are encrypted.

### Enquiry

"SME Export Marketing Fund Branch" of TID  
Hotline: (852) 2398 5127  
Email: [emf\\_enquiry@tid.gov.hk](mailto:emf_enquiry@tid.gov.hk)

I Want To

- ☐ Start Filling in a New Form  
☒ Fill in a Saved Form

Click to read the relevant information before starting.

Read the Application Process and the requirements on the supporting documents.

Choose "Start Filling in a New Form" if you do not have a Saved Form.

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## Section A – Particulars of the Applicant Enterprise

Please select one of the following: \*

- ☒ Submit a new application  
☐ Submit supplementary documents

Types of Application \*

- ☐ Initial Payment  
☐ Final Payment  
☒ Reimbursement  
☐ Special Arrangements/Facilitation Measures (Reimbursement of Other Expenses)

Click to make reference to "Guide to Application" and "FAQs" at the top navigation bar whenever you have queries during the form filling process.

Initial Payment cum Final Payment

- Initial Payment: For application submitted before the commencement date of the promotion activity
- Final Payment: For applicant enterprise who has received grant of initial payment for the promotion activity and application submitted after the completion date of the activity



Reimbursement: For application submitted after the completion date of the promotion activity

Special Arrangements/Facilitation Measures (Reimbursement of Other Expenses): For applicant enterprise who has been granted pre-approval of its application under the "Special Arrangements" or has submitted its applications under the "Facilitation Measures" and application for other eligible expenses other than those covered by the "Special Arrangements"/"Facilitation Measures" submitted after the completion date of the activity

Business Registration No. \*

11223344

Fill out the particulars according to the instructions of the e-Form.



- Business Registration No. is the first 8 digits of the Certificate No. on the Business/Branch Registration Certificate. Please refer to the [website of Inland Revenue Department](#) for the specimen of valid Business/Branch Registration Certificate.
- Please ensure applicant enterprise holds a valid Business Registration Certificate.

Name of Enterprise \*

Hong Kong Trading Limited

Address

13/F, Concorde Road, Kowloon City

Tel.

23981234

Fax

23985678

Email (will be used for receiving notifications)

info.info@hktrading.com

Full Name of the Contact Person of the Enterprise

Chung Siu Kei

Position Held by the Contact Person of the Enterprise

Director

### Type of Business and Industry

Non-Manufacturing

### Non-Manufacturing \*

Import and Export Trade

### No. of Persons Employed in Hong Kong (proprietors, partners and shareholders included)

23

### Form of Business

Limited Company

### Individuals holding >= 30% shares



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.

#

1

#### Name \*

Chung Siu Kei

#### Hong Kong Identity Card No.

A123456

( 3 )

#### Passport No.

#

2

#### Name \*

During anytime in filling in the e-Form, press the "Save" button at the footer of the page to save the data entered as a GFD file to the local PC.

#### Save Form

Please provide a password to protect the form data to be saved.  
NOTE: You will not be able to open the saved data if you forget the password.

#### Password \*

#### Confirm Password \*

Cancel

Save

Press "Add Line" to insert a new row, when necessary.

+ Add Line

- Remove Line

\* Mandatory fields

Save

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[General FAQs](#)[Guide to Application](#) | [FAQs](#) | [Online Application Demo](#)

## Section B – Particulars of the Promotion Activity

### Promotion Activity Type \*

- ☒ Exhibition
- ☐ Business Mission
- ☐ Advertisement on Trade Publication
- ☐ Electronic Platform/Media
- ☐ Setting up or Enhancing Applicant Enterprise's Corporate Website/Mobile Application

## For application regarding exhibition only

### Mode of Exhibition \*

- ☒ Physical
- ☐ Online
- ☐ Hybrid (Physical + Online)

### Name of Exhibition \*

2021 Guangzhou Trading Exhibition

### Organiser \*

International Exhibition Limited

### Commencement and Completion Dates

#### From \*

2021-07-19

#### To \*

2021-07-23

### Place of the Physical Exhibition (City/Country) \*

Guangzhou

### Forms of Physical Participation \*

- ☒ Booth
- ☐ Showcase
- ☐ Table-top Display
- ☐ Mannequin/Garment Rack
- ☐ Others

### Representatives to the Activity

#	Full Name of Representatives to the Activity *	Position Held by Representatives to the Activity *
1	Chung Siu Kei	Director
2	Wong Wan Hang	Marketing Manager

[Add Line](#)[Remove Line](#)

### Full Name and position of Speaker (For Booth Exhibitor Claiming Participation Fee for Speaking Session only)

Chung Siu Kei (Director)

## Enquiry

"SME Export Marketing Fund Branch" of TID  
Hotline: (852) 2398 5127  
Email: [emf\\_enquiry@tid.gov.hk](mailto:emf_enquiry@tid.gov.hk)

\* Mandatory fields

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## Section C – Expenditure Items for which Grant is being Applied for

For application regarding exhibition only

Rental Fee for Booth

#	1
Currency	CNY - Yuan Renminbi
Amount	20000

+ Add Line

Construction, Set Up and Design Fee of Booth, Transportation Fee for Components of Booth and Exhibits (Not for Sales Purpose), Booth Furniture Rental Fee

#	1
Currency	HKD - Hong Kong Dollar
Amount	5000

+ Add Line

On-site Advertisement/Other Promotion Fees

#	1
Form of On-site Advertisement/Other Promotion in Physical Exhibition	Printing of brochures/leaflets
Currency	HKD - Hong Kong Dollar
Amount	500

+ Add Line

Participation Fee for Speaking Session

#	
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## Section D – Other Information

(This section is optional. The information provided will be used solely for statistical purposes.)

Does your enterprise have any plan to employ additional staff in the next six months, for business development relevant to this application?

Yes

No. of additional staff to be employed \*

5

From which of the following channels has your enterprise learned about EMF?

☒ TID Website

☒ TID Poster Advertisement

☐ TID Promotion Leaflet

☒ TID Seminar / Seminar Staff's Introduction

☐ TID Exhibition Staff's Introduction

☐ Industrial and Trade Organisations Website

☐ Industrial and Trade Organisations Email Promotion

☐ Industrial and Trade Organisations Member Newsletter

☐ Friends / Relatives / Business Partners' Introduction

☐ Radio Advertisement

☐ TV Advertisement

☒ Organiser / Operator of Export Activity / Platform

☐ Other Website

☐ Other Channel

## Enquiry

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Email: [emf\\_enquiry@tid.gov.hk](mailto:emf_enquiry@tid.gov.hk)

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## Section E – Language of Correspondence

Language of Correspondence \*

☒ English ☐ Chinese

Enquiry

"SME Export Marketing Fund Branch" of TID

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Email: [emf\\_enquiry@tid.gov.hk](mailto:emf_enquiry@tid.gov.hk)

\* Mandatory fields

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### Supporting Documents

Please refer to [EMF Website](#) for the supporting documents required. \*

[BR.pdf \(1.8 MB\)](#)

[HKID.pdf \(1.8 MB\)](#)

[NAR1.pdf \(1.8 MB\)](#)

[Contracts.pdf \(1.8 MB\)](#)

[Invoices.pdf \(1.8 MB\)](#)

[Receipts.pdf \(9.0 KB\)](#)



Choose files or drag them here  
Accept file format: JPG, JPEG, PNG, PDF, DOC, DOCX  
Total size up to 10 MB  
(Could choose up to 10 files)

This e-Form supports 10 attachments at a total capacity of 10MB. If the total number or size of files to be upload exceed the limits, please merge or compress the files beforehand, or upload them separately through "Submit Supplementary Documents" function.

If the total number or size of files to be upload exceed the limits, please merge or compress the files beforehand, or upload them separately through "Submit Supplementary Documents" function.

Please confirm all required [supporting documents](#).

☒ A copy of a valid Business Register

☒ Certified Extract/Electronic Extract from the Companies Registry; or full copy of the Companies Registry.

☒ A copy of a valid Hong Kong Identity Card of the applicant enterprise.

☒ Each receipt in relation to payment of the relevant invoice (copy of each of the relevant invoice and the original copy of the invoice). The name of the payee must be the applicant enterprise.

☒ Other required documents for the application.

The information contained in the file(s) must be clear and legible. Digital files of better resolution or the original documents may cause delay in the processing of the application.

Enquiry

"SME Export Marketing Fund Branch"  
Hotline: (852) 2398 5127  
Email: [emf\\_enquiry@tid.gov.hk](mailto:emf_enquiry@tid.gov.hk)

To apply through online e-Form, you should prepare the supporting document in accordance with the following requirements and upload the files in this page:

1. The file(s) must be in JPG, JPEG, PNG, PDF, DOC or DOCX format.
2. The information contained in the file(s) must be clear and legible (resolution no less than 200dpi).
3. This e-Form supports 10 attachments at a total capacity of 10MB. If the total number or size of files to be upload exceed the limits, please merge or compress the files beforehand, or upload them separately through "Submit Supplementary Documents" function.

If necessary, the Trade and Industry Department may request for digital files of better resolution or the original of the supporting documents for assessment of your application.

\* Mandatory fields

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## Declaration

On behalf of the Applicant as specified in Section A, I, as the  \* 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 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 HKSARG any payment made by 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 direct grant from local public funding 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.

**Full Name (As stated in the Hong Kong Identity Card or passport) \***

Chung Siu Kei

**Position \***

Director

**HK Identity Card No.**

A123456

( 3 )

**Passport No.**

Enquiry

"SME Export Marketing Fund Branch" of TID  
Hotline: (852) 2398 5127  
Email: [emf\\_enquiry@tid.gov.hk](mailto:emf_enquiry@tid.gov.hk)

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Please check the following information before submission. You may go back to make changes as needed. Once digital signature is applied, the signature has to be removed before you could make any amendments to a signed e-Form.

## Section A – Particulars of the Applicant Enterprise

Please select one of the following:

Submit a new application

### Types of Application

Reimbursement

Initial Payment cum Final Payment

- Initial Payment: For application submitted
- Final Payment: For application submitted



Reimbursement: For application submitted

Special Arrangements/Facilitation Measures

granted pre-approval of its application under the "Special Arrangements" or has submitted its applications under the "Facilitation Measures" and application for other eligible expenses other than those covered by the "Special Arrangements"/"Facilitation Measures" submitted after the completion date of the activity

Verify the data on the page of "Review, Confirm and Sign the Declaration". Click "Back" to go back to make changes as needed.

Once digital signature is applied, the signature has to be removed before you could make any amendments to a signed E-Form.

### Business Registration No.

11223344



- Business Registration No. is the first 8 digits of the Certificate No. on the Business/Branch Registration Certificate. Please refer to the [website of Inland Revenue Department](#) for the specimen of valid Business/Branch Registration Certificate.
- Please ensure applicant enterprise holds a valid Business Registration Certificate.

### Name of Enterprise

Hong Kong Trading Limited

### Address

13/F, Concorde Road, Kowloon City

### Tel.

23981234

### Fax

23985678

## Signing Method

### Signing Method \*

- ☐ Organisational Digital Certificate
- ☒ Sign the declaration in paper form



If you would like to sign the "Declaration for Application to the SME Export Marketing Fund" (Address: Room 1301, 13/F, Trade and Industry Department, EMF Drop-in Box located next to the Form submission. Failure to submit application.

You can sign the Declaration with Organisational Digital Certificates or in "Paper Form".

If you would like to sign the declaration with Organisational Digital Certificate, you can press "Sign Here" to upload the digital certificate file (.p12) and input the password of the file.

If you would like to sign the declaration in "Paper Form", you can download and print the "Declaration for Application / Application Record" PDF file) and submit the duly signed declaration with company chop to the SME Export Marketing Fund (EMF) Branch of the Trade and Industry Department.

## Submission Acknowledgement

Please provide your email address to receive acknowledgement.

### Email \*

info.info@hktrading.com

## Filled Form Record

After submission, an acknowledgement file in PDF format with transaction reference number and your filled information will be available for download. You may provide a password to protect that file:

### Password

\*\*\*\*\*

### Confirm Password

\*\*\*\*\*

After the submission of e-Form, you will download a "Declaration for Application/Application Record" in PDF format. You can provide a password to protect the PDF file here.

You will not be able to open the "Declaration for Application/Application Record" without the password.



Applicant enterprise may save the file to your local PC, if necessary. You may upload the file to continue to fill in the form later, or remove the data to apply for funding support for another activity. A password will be required to protect the data to be saved. The e-Form system will not be able to open the file and import the saved data without the password.

Enquiry

"SME Export Marketing Fund Branch" of TID  
Hotline: (852) 2398 5127  
Email: [emf\\_enquiry@tid.gov.hk](mailto:emf_enquiry@tid.gov.hk)

\* Mandatory fields

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Submit

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4) Section C – Expenditure Items for which Grant is being Applied for



5) Section D – Other Information



6) Section E – Language of Correspondence



7) Supporting Documents



8) Declaration



9) Review, Confirm and Sign the Declaration



10) Acknowledgement

General FAQs [↗](#)

## Submission Details

Thank you for using our e-Form service. Your submission has been received and will be forwarded to the concerned bureau, department or organisation for processing. Please quote the transaction reference number below for future communication related to this submission, including any enquiries or subsequent submission of supporting documents.

[Print / Download Declaration for Application / Application Record](#)

Submission Date and Time (YYYY-MM-DD HH:MM)

2021-08-12 19:26

Transaction Reference Number

TID0015CCCTEWZ6J

Should you have any enquiry, please contact:  
"SME Export Marketing Fund"  
Hotline: (852) 2398 5123  
Email: emf\_enquiry@tid.gov.hk

**Click here to download "Declaration for Application/Application Record".**

**If you choose to sign the declaration in "Paper Form", please download and print the "Declaration for Application" (on p.2 of the "Declaration for Application/Application Record" PDF file) and submit the duly signed declaration with company chop to the SME Export Marketing Fund (EMF) Branch of the Trade and Industry Department (TID) within one week after e-submission.**

**For first-time application for initial payment, please also submit a duly signed "Funding Agreement for Initial Payment" to EMF Branch of the TID within one week after e-submission.**

## Sign and Submit

(For applicants opted to e-submit)

Please print, sign with company chop and submit via drop-in box or in person.

- "Declaration for Application"
- "Funding Agreement for Initial Payment"

**If necessary, TID may require you to provide additional information. Failure to provide the required information may cause delay in the processing of your application.**

The address of EMF Branch is Room 1301, 13/F, Trade and Industry Tower, 3 Concorde Road, Kowloon City, Hong Kong. The EMF Drop-in Box is located next to Enquiry Counter on G/F of Trade and Industry Tower.

## Confirmation of Successful Submission

TID will conduct a preliminary check on your e-submission and send you a "Notification of Receipt of Application" containing the application number by email upon receipt of your complete and valid Application with the required supporting documents.

Under normal circumstances, TID will complete the processing of a valid application within 30 clear working days from the date of receipt of the duly completed application accompanied by all necessary documentation.

## GovHK 香港政府一站通

Thank you for using our e-Form service. Your submission has been received and will be forwarded to the concerned bureau, department or organisation for processing. Please quote the transaction reference number below for future communication related to this submission, including any enquiries or subsequent submission of supporting documents.

2021-08-12 19:26

TID0015CCCTEWZ6I

“SME Export Marketing Fund Branch” of TID

Hotline: (852) 2398 5127

Email: [emf\\_enquiry@tid.gov.hk](mailto:emf_enquiry@tid.gov.hk)

[Jul 2021 Rev.]



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網上遞交日期及時間 Online Submission Date and Time :	2021-08-12 19:26:02
電子表格參考編號 e-Form Transaction No. :	TID0015CCCTEWZ6J
申請編號 Application No. :	
(只供內部填寫 Official Use Only)	

**甲部 Section A – 申請企業資料 Particulars of the Applicant Enterprise**

申請類別 Type of Application :	Reimbursement		
商業登記號碼 Business Registration No. :	11223344		
公司名稱 Name of Enterprise :	Hong Kong Trading Limited		
地址 Address :	13/F, Concorde Road, Kowloon City		
電話 Tel. :	23981234	傳真 Fax	23985678
電郵 Email :	info.info@hktrading.com		
公司聯絡人 Contact Person of the Enterprise :	Chung Siu Kei		
職位 Position Held :	Director	電話 Tel. :	23981233

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中小企業市場推廣基金 申請聲明 Declaration for Application for SME Export Marketing Fund

重要提醒：請列印本頁，簽署「中請聲明」，並蓋上公司印章，於遞交電子表格後一星期內以郵寄或親身送遞方式送交工業貿易署「中小企業市場推廣基金」科（地址：香港九龍城協訓道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，如你未有遞交所需的簽署聲明，你的申請會因而延誤。

**Important Reminder:** You should submit a duly signed Declaration with company chop on this page to the **SME Export Marketing Fund (EMF) Branch** of the Trade and Industry Department either by post or in person (Address: Room 1301, 13/F, Trade and Industry Tower, 3 Concorde Road, Kowloon City, Hong Kong) or deposit it in the **EMF Drop-in Box** located next to Enquiry Counter on G/F of Trade and Industry Tower, within one week after the e-Form submission. Failure to submit this duly signed Declaration may cause delay in the processing of your application.

### 聲明 Declaration

本人為申請企業之股東，謹代表在網上遞交的申請表格（電子表格參考編號 TID001SCCCTWZEWJ）甲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。本人亦在此申請表格內提供關於本人及以本申請表格之申請表格所載之個人資料，包括通訊及送遞方式遞交的相關證明文件，以作核實之用。

本人確 **If a student joining the Dedication is "Dedicated"**

**If you choose to sign the Declaration in "Paper Form", except for this page, other pages in the PDF file need not be submitted.**

**If you choose to sign the Declaration with organisational digital certificate, the field "Signature with Applicant's Company Chop" will show the information of your digital certificate used for signing.**

申請企業已於電子表格以數碼證書簽署此聲明。  
The Declaration was signed with digital certificate by the applicant enterprise

Digitally signed by CN=ORG TRIAL ONE E=org1@testing.com  
OU=0001614492 OU=11223344000000000000000000000000 OU=TESTING LIMITED  
O=Hongkong Post Trial e-Cert (Organisational) C=HK

Date: 2021-08-12 19:54:25

簽署及申請公司印章 Signature with Applicant's Company Chop

TID0015CCCTEWZ6]		11223344		Hong Kong Trading Limited	
電子表格參考編號 e-Form Transaction No.		商業登記號碼 Business Registration No.		申請企業公司名稱 Name of Applicant Enterprise	
Chung Siu Kel		Director		A123456 (3)	
姓名全寫 Full Name in Print		職位 Position Held		香港身份證/護照號碼 HK Identity Card / Passport No.	
		2021-08-12			
		日期 Date			
簽署及申請公司印章 Signature with Applicant's Company Chop					

[Jul 2021 Rev.]