

SME Export Marketing Fund – Application for Funding Support

1) Points to Note

2) Section A – Particulars of the Applicant Enterprise

3) Section B – Particulars of the Promotion Activity

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

5) Section D – Other Information

6) Section E – Language of Correspondence

7) Section F – Return of the Originals of Supporting Documents Submitted

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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 \(TID\)](#).

Click to read the relevant information before starting.

Application Process

Time Required: Around 10 mins

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

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 uploaded exceeds the respective limit, 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

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

I Want To

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

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

This form data file (the file) will be saved into your current device. Please use a password to protect the file.
Caution: Please securely store this file and its password to enable future form completion by loading the file.
This system does not retain any form data associated with this file. Please be aware that if the file is lost or the password is forgotten, the entered data cannot be recovered.

- Password must be at least 8 characters
- Password must be including a number, an uppercase letter, a lowercase letter and a special character

Password *

Confirm Password *

Cancel Save

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

+ Add Line

- Remove Line

Enquiry

"SME

Hotline

Email: eml@sme.gov.hk

* Mandatory fields

Save

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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 *

2025 Guangzhou Trading Exhibition

Organiser *

International Exhibition Limited

Commencement and Completion Dates

From *

2025-04-19

To *

2025-04-23

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

#

1

Full Name of Representatives to the Activity *

Chung Siu Kei

Position Held by Representatives to the Activity *

Director

#

2

Full Name of Representatives to the Activity *

Wong Wan Hang

Position Held by Representatives to the Activity *

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)

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

Please fill in the actual expenditure.

Special Attention :

The applicant enterprise must ensure the expenditure declared below is the actual expenditure (for reimbursement application)/estimated actual expenditure (for initial payment application), and has EXCLUDED refunds or any form of benefits or offers which could constitute a refund (including but not limited to discount, promotion rebate) (a) related to the promotion activity; or (b) received within six months before or after the promotion activity, the applicant enterprise or its proprietor/partners/shareholder(s)/director(s) has received from:

- i. the organiser/co-organiser/operator/service provider of (A) and (B) below and/or a related company of any of the aforesaid; and/or
- ii. an organisation/party of or involved in (A) and (B) below:
 - (A) the promotion activity covered by the application (including media partners and sponsors); and
 - (B) services related to the promotion activity covered by the application (e.g. construction of booth).

(Please refer to paragraphs 7 and 27 of the Guide to Application).

Please provide all information on any form of benefits or offers which may be considered by the TID as refund.

The applicant enterprise must make the declaration on the relevant declared amount under “Confirmation of the Declared Amount” below.

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	CNY - Yuan Renminbi
Amount	500

[Add Line](#)

Confirmation of the Declared Amounts

This applicant enterprise hereby declares as follows in relation to refund or any form of benefits or offers received and/or expected to be received by the applicant enterprise or its proprietor/partners/shareholder(s)/director(s) as mentioned under "Special Attention" above in this Section (**regardless of whether the applicant enterprise considers those as refund**): *

- ☐ This applicant enterprise confirms that the declared amount in Section C only includes the actual expenditure (for reimbursement application)/estimated actual expenditure (for initial payment application), excluding all refunds and any form of benefits or offers. This applicant enterprise has provided relevant information and/or supporting documents together with this application.
- ☒ This applicant enterprise is not certain whether the benefits or offers received and/or expected to be received constitute a refund. This applicant enterprise has provided relevant information and/or supporting documents together with this application for the TID to determine whether the relevant amount shall be deducted from the declared expenditure.
- ☐ This applicant enterprise has not received and would not receive any form of such benefits or offers (regardless of whether the applicant enterprise considers those as refund).

The applicant enterprise shall notify the TID of any changes after the submission of this application which may result in changes in the above confirmation of the declared amounts.

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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

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Section E – Language of Correspondence

Language of Correspondence *

☒ English ☐ Chinese

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7) Section F – Return of the Originals of Supporting Documents Submitted

Section F – Return of the Originals of Supporting Documents Submitted

Return of the Originals of Supporting Documents Submitted *

- ☐ This applicant enterprise requests the return of the submitted original documents.
(The TID will arrange the return of original documents by ordinary post together with the cheque for approved funding (if approved). Please note that the relevant process may take time.)
- ☒ This applicant enterprise does **NOT** request for the return of the submitted original documents.
(The TID will arrange the issuance of cheque for approved funding (if approved) by ordinary post as soon as possible.)

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
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Supporting Documents

A copy of a [valid Business Registration Certificate](#) of the applicant enterprise * [BR.pdf \(97.2 KB\)](#) **Please refer to [EMF Website](#) for the other supporting documents required. *** [HKID.pdf \(97.2 KB\)](#)  [NAR1.pdf \(97.2 KB\)](#)  [Contracts.pdf \(97.2 KB\)](#)  [Invoices.pdf \(97.2 KB\)](#)  [Receipts.pdf \(97.2 KB\)](#) 

Choose files or drag the files here
Accept file format: JPG, JPEG, PNG, PDF, DOC, DOCX
Total size up to 8 MB
(Could not load more files)

This e-Form supports 10 attachments at a maximum file size of 8 MB. 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.

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.

Please confirm that all required supporting documents are submitted and the resolution not less than 200dpi):

☒ A copy of a [valid Business Registration Certificate](#) of the applicant enterprise.☒ Unlimited company: Certified Extract/Extract of the Business Registration Office, issued by the Companies Registry.
Limited company: Full copy of the [most recent annual return](#) of the company.☒ A copy of a valid Hong Kong Identity Card of the applicant enterprise. (NOT required if this is a sole proprietorship.)☒ Original receipt/certified true copy of each receipt in relation to payment made for declared expenditure item.☒ A copy of invoice/quotation/contract, etc. of each relevant declared expenditure item.☒ [Other required documents](#) for the declared promotion activity in this application. (Please note: Failure to provide the supporting documents required will result in delay in the processing of the application.)

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"SME Export Marketing Fund Branch" of TID
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* Mandatory fields

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You can either use Form filling with "iAM Smart e-ME" or type in your personal information

 Form Filling with iAM Smart

[More Info](#)[Guide to Application](#) | [FAQs](#) | [Online Application](#)

Declaration

- On behalf of the applicant enterprise as specified, I read and fully understood the Guide to Application, eligibility criteria and conditions of use as stipulated in the form as well as the accompanied supporting documents or via other means are complete and true to the facts.
- I confirm that the applicant enterprise is a non-Hong Kong, and that the applicant enterprise is not an organiser/co-organiser/service provider of the promotion activity.
- I acknowledge that no agency or employment relationship exists between the applicant enterprise and the Region (HKSARG) and the applicant enterprise shall not represent itself as an employer, employee, servant, agent or partner of the Region.
- I authorise the Trade and Industry 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 SME Export Marketing 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 Trade and Industry 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 enterprise under the SME Export Marketing Fund. I have already declared the amount of actual expenditure to the best of my knowledge and provided all relevant documents.
- I understand that the Trade and Industry Department has the right to review this application and adjust the entitlement of funding support if necessary. I and the applicant enterprise undertake to refund to the HKSARG any payment made by the HKSARG under the SME Export Marketing Fund upon demand by the Trade and Industry Department and agree that the Trade and Industry Department may take administrative measures and legal proceedings against the applicant enterprise and its connected enterprises and/or related enterprises as deemed necessary.
- I understand that if funding is received from the SME Export Marketing Fund for this application, the applicant enterprise 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 enterprise shall observe the Prevention of Bribery Ordinance (Cap. 201) and shall not offer any advantage to any person of the Trade and Industry 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 enterprise 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.

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

Chung Siu Kei

Position *

Director

HKID No.

A123456

Passport No.

(3)

If you would like to complete the declaration with "iAM Smart", you can press "Form Filling with iAM Smart" and follow the relevant instructions to complete. The fields completed with "iAM Smart" will show "Data is provided by "iAM Smart"".

HK Identity Card No.

G510562

(4)

 Data is provided by "iAM Smart".

If the Full Name and HK Identity Card No. are completed with "iAM Smart", the copy of the valid Hong Kong Identity Card or passport of the person signing the form for and on behalf of the applicant enterprise is NOT required.

Enquiry

"SME Export Marketing Fund Branch" of TID
Hotline: (852) 2398 5127
Email: 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

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.

Initial Payment cum Final Payment

- Initial 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
- Final Payment: For applicant enterprise who has received grant of final 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



- 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 in "Paper Form", you can download and print the "Declaration for Application / Application Record" (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) Drop-in Box located next to the Enquiry Form submission. Failure to submit the duly signed 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" (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.

Submission Acknowledgement

Please provide your email address to receive acknowledgement.

Email *

info.info@hktrading.com

Submitted Form Record

After submitting this form, a "Submitted Form Record" file (in PDF format) with the transaction reference number and your filled information will be available for download. You may provide a password to protect that file:



- Password must be at least 8 characters
- Password must be including a number, an uppercase letter, a lowercase letter and a special character

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 press the "Save" Button at the footer of this page to save the data as a GFD file to your local PC, if necessary. 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.

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7) Section F – Return of the Originals of Supporting Documents Submitted



8) Supporting Documents



9) Declaration



10) Review, Confirm and Sign the Declaration



11) 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)

2025-05-13 11:38

Transaction Reference Number

TID0010BC1TEHKQ6

Should you have any enquiries, please contact the SME Export Marketing Fund Branch.
Tel. no.: 2398 5127
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 Declaration

(For applicants opted to sign the declaration)

Please print, sign with company chop and submit via drop-in box or in person within one week after e-submission.

- "Declaration for Application" (p.2 of the declaration in "Paper Form" only)
- "Funding Agreement for Initial Payment" (available on [EMF Website](#)) (in duplicate and applicable to first-time application for initial payment only)

If necessary, TID may request for digital files of better resolution or the original of 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.

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.

