- 1) Points to Note
- 2) Section A Particulars of the Applicant Enterprise
- 3) Section B Particulars of the Promotion Activity
- Section C Expenditure 4) Items for which Grant is being Applied for
- 5) Section D Other Information
- 6) Section E Language of Correspondence
- Section F Return of the 7) Originals of Supporting Documents Submitted
- 8) Supporting Documents
- 9) Declaration
- 10) Review, Confirm and Sign the Declaration
- 11) Acknowledgement

General FAQs @



#### **Points to Note**

#### **Prepare for the Application**

Click to read the relevant information before starting.

- 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" g, "Online Application Demo" g, or contact "SME Export Marketing Fund Branch" of the Trade and Industry Department (TID) @

#### **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
- 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

- Digi-Sign Organisational ID-Cert Class 2
- <u>Digi-Sign Organisational ID-Cert Class 5</u>
- 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 TIDE 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)

    | Payment | Paym

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

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

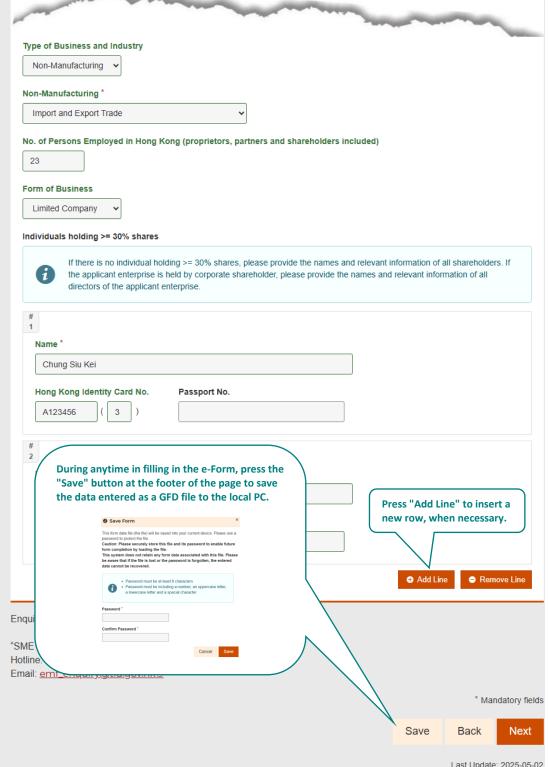
Email: emf\_enquiry@tid.gov.hk@

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

Support	warketing rund - Application for runding					
_	Guide to Application @   FAQs @   Online Application Demo @					
1) Points to Note	Section A – Particulars  Click to make reference to "Guide to					
2) Section A – Particulars of the Applicant Enterprise	Please select one of the following: *  Application" and "FAQs" at the top navigation bar whenever you have queries during the form filling process.					
3) Section B – Particulars of the Promotion Activity	Types of Application *					
Section C – Expenditure 4) Items for which Grant is being Applied for	<ul> <li>☐ Initial Payment</li> <li>☐ Final Payment</li> <li>⑥ Reimbursement</li> <li>☐ Special Arrangements/Facilitation Measures (Reimbursement of Other Expenses)</li> </ul>					
5) Section D – Other Information	Initial Payment cum Final Payment  Initial Payment: For application submitted before the commencement date of the promotion activity					
6) Section E – Language of Correspondence	<ul> <li>Final Payment: For applicant enterprise who has received grant of sinitial payment for the promotion activity and application submitted after the completion date of the activity</li> <li>Reimbursement: For application submitted after the completion date of the promotion activity</li> </ul>					
Section F – Return of the 7) Originals of Supporting Documents Submitted	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					
8) Supporting Documents	Business Registration No.*  Fill out the particulars according to the					
9) Declaration	instructions of the e-Form.					
10) Review, Confirm and Sign the Declaration	<ul> <li>Business Registration No. is the first 8 digits of the Certificate No. on the Business/Branch Registration Certificate.         Please refer to the <u>website of Inland Revenue Department</u> for the specimen of valid Business/Branch Registration Certificate.     </li> <li>Please ensure applicant enterprise holds a valid Business Registration Certificate.</li> </ul>					
11) Acknowledgement	Name of Enterprise *					
General FAOs &	Hong Kong Trading Limited					
ocholar PAQS B	Address					
	13/F, Concorde Road, Kowloon City					
	Tel. Fax					
	23981234 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					



Last Update: 2025-05-02



#### SME Export Marketing Fund – Application for Funding **Support** Guide to Application @ | FAQs@ | Online Application Demo@ 1) Points to Note Section B - Particulars of the Promotion Activity 2) Section A – Particulars of the Applicant Enterprise Promotion Activity Type Exhibition Business Mission Section B – Particulars of Advertisement on Trade Publication the Promotion Activity O Setting up or Enhancing Applicant Enterprise's Corporate Website/Mobile Application Section C – Expenditure 4) Items for which Grant is being Applied for For application regarding exhibition only 5) Section D - Other Information Mode of Exhibition \* Physical 6) Section E – Language of Correspondence Online O Hybrid (Physical + Online) Section F – Return of the 7) Originals of Supporting Documents Submitted 2025 Guangzhou Trading Exhibition 8) Supporting Documents 9) Declaration International Exhibition Limited 10) Review, Confirm and Sign the Declaration 11) Acknowledgement From ' **m** 2025-04-19 2025-04-23 General FAOs @ Place of the Physical Exhibition (City/Country) Guangzhou Forms of Physical Participation \* **✓** Booth Showcase Table-top Display Mannequin/Garment Rack Representatives to the Activity Full Name of Representatives to the Activity \* Position Held by Representatives to the Activity Chung Siu Kei Full Name of Representatives to the Activity \* Position Held by Representatives to the Activity Wong Wan Hang Marketing Manager 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@ \* Mandatory fields Next Save Back

Guide to Application @ | FAQs@ | Online Application Demo@ 1) Points to Note Section C - Expenditure Items for which Grant is being Applied for 2) Section A – Particulars of the Applicant Enterprise Please fill in the actual expenditure. Special Attention : The applicant enterprise must ensure the expenditure declared below is the actual expenditure (for reimbursement 3) Section B – Particulars of the Promotion Activity 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: Section C - Expenditure i. the organiser/co-organiser/operator/service provider of (A) and (B) below and/or a related company of any of the 4) Items for which Grant is being Applied for 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 Section D - Other (B) services related to the promotion activity covered by the application (e.g. construction of booth). 5) Information (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 6) Section E – Language of Correspondence Amount" below. For application regarding exhibition only Section F - Return of the Rental Fee for Booth 7) Originals of Supporting **Documents Submitted** Currency 8) Supporting Documents CNY - Yuan Renminbi 9) Declaration Amount 20000 Review, Confirm and Sign the Declaration Construction, Set-Up and Design Fee of Booth, Transportation Fee for Components of Booth and Exhibits (Not for Sales 11) Acknowledgement General FAOs 18 Currency HKD - Hong Kong Dollar 5000 Add Line On-site Advertisement/Other Promotion Fees Form of On-site Advertisement/Other Promotion in Physical Exhibition Printing of brochures/leaflets Currency

CNY - Yuan Renminbi

Amount

#### **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.

#### Enquiry

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

Email: emf\_enquiry@tid.gov.hk@

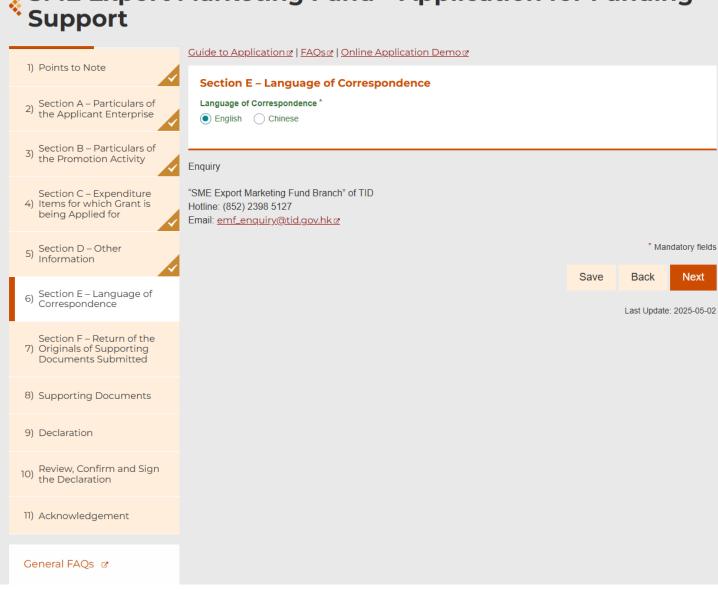
\* Mandatory fields

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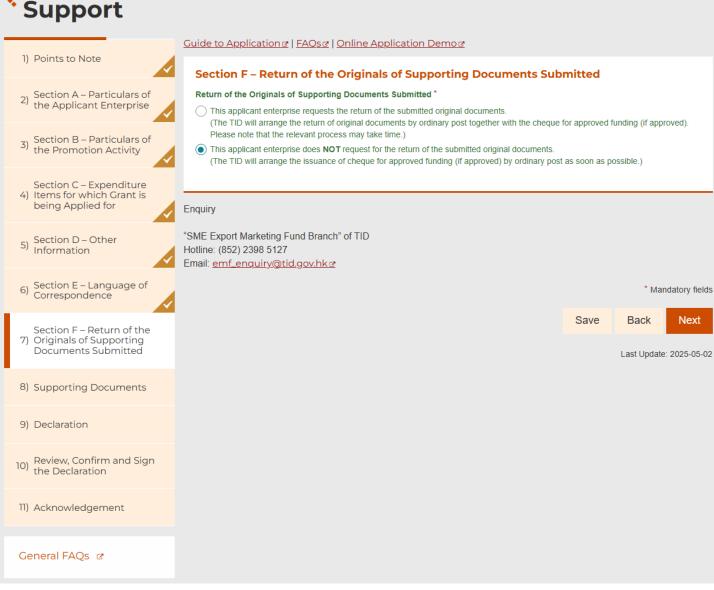
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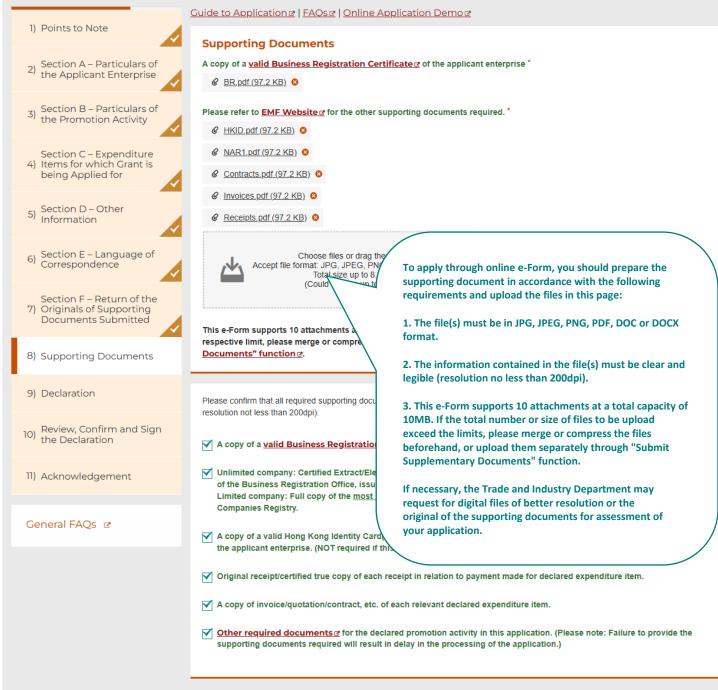
	Guide to Application   FAOs   Online Application Demo
1) Points to Note	Section D - Other Information
2) Section A – Particulars of the Applicant Enterprise	(This section is optional. The information provided will be used solely for statistical purposes.)
3) Section B – Particulars of the Promotion Activity	Does your enterprise have any plan to employ additional staff in the next six months, for business development relevant to this application?  Yes
Section C – Expenditure 4) Items for which Grant is being Applied for	No. of additional staff to be employed *
5) Section D – Other Information	From which of the following channels has your enterprise learned about EMF?  ID Website
6) Section E – Language of Correspondence	✓ TID Poster Advertisement  ☐ TID Promotion Leaflet
Section F – Return of the 7) Originals of Supporting Documents Submitted	✓ TID Seminar / Seminar Staff's Introduction  ☐ TID Exhibition Staff's Introduction
8) Supporting Documents	☐ Industrial and Trade Organisations Website ☐ Industrial and Trade Organisations Email Promotion
9) Declaration	Industrial and Trade Organisations Member Newsletter
10) Review, Confirm and Sign the Declaration	Friends / Relatives / Business Partners' Introduction  Radio Advertisement
11) Acknowledgement	TV Advertisement Organiser / Operator of Export Activity / Platform
General FAQs &	Other Website  Other Channel
	Enquiry  "SME Export Marketing Fund Branch" of TID  Hotline: (852) 2398 5127
	Email: emf_enquiry@tid.gov.hk@
	* Mandatory fields
	Save Back Next



#### GOVHK香港政府一站通

## **SME Export Marketing Fund – Application for Funding** Support





Enquiry

"SME Export Marketing Fund Branch" of TID

Hotline: (852) 2398 5127

Email: emf\_enquiry@tid.gov.hk@

\* Mandatory fields







#### GOVHK香港政府一站通 SME Export Marketing Fund – Application for Funding Support You can either use Form filling with "iAM Smart e-ME" or type in your personal information Form Filling with iAM Smart 2) Section A - Particulars of the Applicant Enterprise More Info ₪ 3) Section B – Particulars of the Promotion Activity If you would like to complete the declaration with "iAM Guide to Application # | FAQs # | Online Appl Smart", you can press "Form Filling with iAM Smart" and Section C - Expenditure **Declaration** follow the relevant instructions to complete. The fields being Applied for completed with "iAM Smart" will show "Data is provided 1. On behalf of the applicant enterprise as specific by "iAM Smart"". 5) Section D – Other Information read and fully understood the Guide to Applica HK Identity Card No. eligibility criteria and conditions of use as stipu G510562 form as well as the accompanied supporting do 6) Section E – Language of Correspondence or via other means are complete and true to the Data is provided by "iAM Smart". 2. I confirm that the applicant enterprise is a non Section F – Return of the 7) Originals of Supporting Hong Kong, and that the applicant enterpris If the Full Name and HK Identity Card No. are completed organiser/co-organiser/service provider of the p Documents Submitted with "iAM Smart", the copy of the valid Hong Kong 3. I acknowledge that no agency or employme Identity Card or passport of the person signing the form 8) Supporting Documents for and on behalf of the applicant enterprise is NOT Region (HKSARG) and the applicant enterpris The applicant enterprise shall not represent its required. 9) Declaration 10) Review, Confirm and Sign the Declaration 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 5. As far as initial payment cum final payment application under the SME Export Marketing Fund is concerned (if applicable), I agree 11) Acknowledgement to be bound by the terms and conditions set out in the relevant funding agreement in submitting an application 6. I am aware that the Trade and Industry Department will rely on the information provided by me to determine the eligibility and the General FAOs 18 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 7. 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. 8 Lunderstand 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 9. 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 10. 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. Passport No. A123456

Enquiry

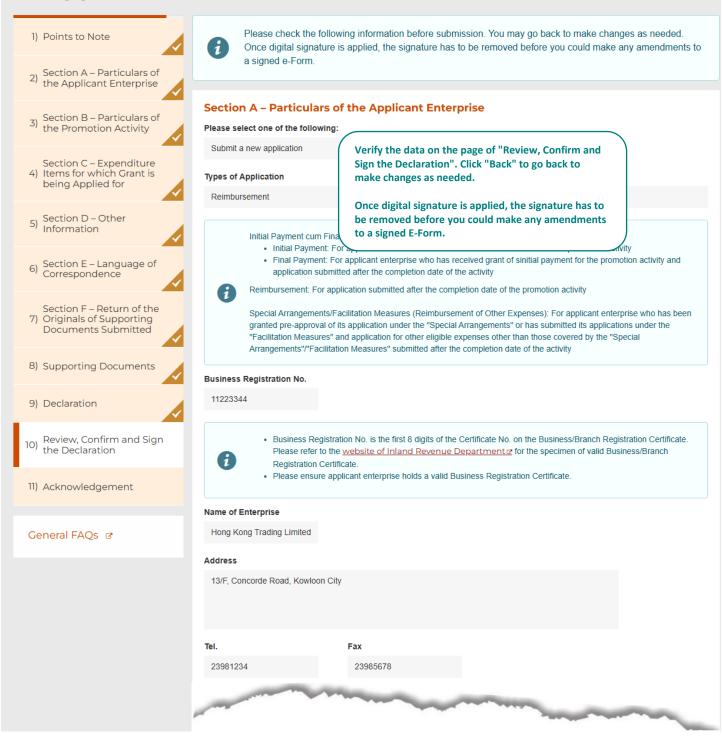
"SME Export Marketing Fund Branch" of TID Hotline: (852) 2398 5127

Email: emf\_enquiry@tid.gov.hk@

\* Mandatory fields

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Next



#### Signing Method

#### Signing Method \*

Organisational Digital Certificate





If you would like to sign the decian the "Declaration for Application / Apt to the SME Export Marketing Fund (E) (Address: Room 1301, 13/F, Trade and EMF Drop-in Box located next to the Enquirement of the Englary SME of th

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 acknowled

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 it 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.

#### Enquiry

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

Email: emf\_enquiry@tid.gov.hk@

\* Mandatory fields

Save

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Submit

1) Points to Note 2) Section A – Particulars of the Applicant Enterprise

3) Section B – Particulars of the Promotion Activity

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

Section D - Other 5) Information

6) Section E – Language of Correspondence

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

8) Supporting Documents

9) Declaration

Review, Confirm and Sign 10) 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

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 con SME Export Marketing Fund Branch Tel no: 2398 5127

Email: emf\_enquiry@tid.gov.hk

#### Sign and Submit Declaration

(For applicants opted to sign the declaratio

Please print, sign with company chop and s via drop-in box or in person within one wee

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.

Click here to download "Declaration for Application/Application

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

· "Declaration for Application" (p.2 of th declaration in "Paper Form" only)

one week after e-submission.

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 Dropin 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

#### **Acknowledgement of Form Submission**

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.

#### Submission Date and time (YYYY-MM-DD HH:MM)

2025-05-13 11:38

#### Transaction Reference Number

TID0010BC1TEHKQ6

Should you have any enquiry, please contact the respective bureau, department or organisation:

SME Export Marketing Fund Branch

Tel. no.: 2398 5127

Email: emf\_enquiry@tid.gov.hk

[May 2025 Rev.]



### 「中小企業市場推廣基金」- 申請記錄 Application Record for SME Export Marketing Fund

申請類別 Type of Application:		Reimbursement		
商業登記號碼 Business Registration No.:			12345678	lifed.
司名稱 Name of Enter	prise :			Trading Limited
址 Address :	13/F, Concorde Roa	ad, Kowloon City	A A A Sign	SIL
話 Tel.:	23981234	傳真 F	Sec. The	23985678
郵 Email :	info.info@hktrading.co	om A		
司聯絡人 Contact Pers	son of the Enterprise :	Will referre	Chung Siu	ı Kei
位 Position Held :	Director	電話 Tel. :		12345678
The same	, and the			

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

