SME Export Marketing Fund
Necessary Supporting Documents for Application

Applicable to All Activities

☐ 1. Duly completed **Application Form**

☐ 2. A copy of a **valid** Business Registration Certificate of the applicant enterprise

☐ 3. <u>Unlimited company</u>: Certified Extract/Electronic Extract of Information on the Business Register, i.e. Form 1(a) or Form 1(c) of the Business Registration Office, issued within the past <u>2 years</u>
   OR
   <u>Limited company</u>: Full copy of the most recent Annual Return (i.e. Form NAR1) or Incorporation Form (i.e. NNC1) of the Companies Registry

☐ 4. A copy of the valid Hong Kong Identity Card or Passport of the person signing the Application Form for and on behalf of the applicant enterprise
   * This is **NOT** required if the online e-Form is filled with iAM Smart.

*Application for **reimbursement**   OR   Application for **final payment***

☐ 5. Original receipt/certified true copy of each receipt in relation to payment made for declared expenditure item

☐ 6. A copy of invoice/quotation/contract, etc. of each relevant declared expenditure item

*Application for **initial payment***

☐ 7. For **first-time** application for initial payment: A signed "Funding Agreement for Initial Payment" in duplicate

☐ 8. Original receipt/certified true copy of each receipt of **deposit paid** for declared expenditure items

☐ 9. A copy of booking confirmation/signed contract/invoice/quotation of each relevant declared expenditure item

Notes:
(i)   *Each application is considered on its own merits. The Trade and Industry Department may further request an applicant enterprise to submit other supplementary documents.*
(ii) *The name of the payer shown on the receipts/invoices/contracts/quotations/documents must be the same as the name of the applicant enterprise, and detailed contact information of the issuing organisation should be shown.*
(iii) *The digital files uploaded through the online e-Form will be regarded as a certified true copy of the original by the applicant enterprise.*

(May 2024)