

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. Unlimited company: 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 2 years
OR
Limited company: 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

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.*