

**SME Export Marketing Fund**  
**Necessary Supporting Documents for Application**

**Promotion Activity: Business missions outside Hong Kong**

To apply for funding support for **business missions outside Hong Kong**, applicant enterprise must submit the following:

*Application for reimbursement OR Application for final payment*

- ☐ 1. **Information pertaining to the business missions**  
Including name of the organiser, activity name, date of the activity, final itinerary/programme, etc.
- ☐ 2. **Delegation list**  
Showing clearly the full company name of the applicant enterprise, booth/stand number and Hong Kong contact information
- ☐ 3. **Records and photos of business matching sessions or business meetings**  
Showing clearly the full name of applicant enterprise and participating representatives
- ☐ 4. **Name cards of overseas buyers/officials/business contacts collected during the matching sessions or business meetings**
- ☐ 5. **Finalised agenda of the one-on-one business matching sessions with overseas buyers issued by the organiser (if applicable)**
- ☐ 6. **Evidence showing that participant(s) is/are eligible representative(s) (i.e. the proprietor/partners/shareholders and/or Hong Kong-based salaried employees of the applicant enterprise)**  
e.g. Mandatory Provident Fund (MPF) records of the month when the activity is conducted, employment contract, salary payment record, and Employer's Return of Remuneration and Pensions for the Inland Revenue Department
- ☐ 7. **Evidence to substantiate the applicant enterprise's full participation in the activity**  
e.g. travelling and accommodation proofs of eligible representative(s)

Supporting documents applicable to individual expenditure item:

- ☐ 8. *(if applicable)* **Travelling expenses of the eligible representative(s):**  
Itinerary issued by transport operator/service provider (such as airline, travel agency, railway company, ferry company, etc.) to the applicant enterprise/eligible representatives concerned (with contact details of the operator/service provider) and other relevant supporting information as required (such as boarding passes, train tickets, travel records of the eligible representatives concerned, information of cabin class of the flight, etc.)
- ☐ 9. *(if applicable)* **Accommodation expenses of the eligible representative(s):**  
A copy of hotel voucher/guest folio/booking record (showing clearly the address and telephone/fax number of the hotel/accommodation, guest name(s) which should be the same as those listed on identity documents or passports, number of room(s) occupied, check in/out dates and room rates, information of hotel ratings and/or room type, etc.)

Application for **initial payment**

- ☐ 10. Item 1 of the above (i.e. information pertaining to the business missions)

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.*
- (iv) *Please click [here](#) for the necessary supporting documents for associated video/product shooting and editing services.*