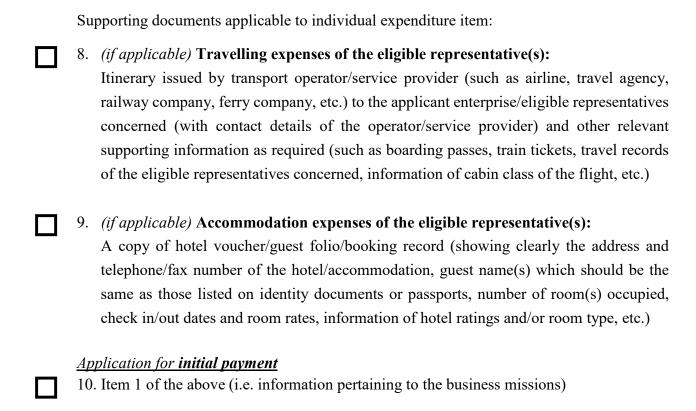
## SME Export Marketing Fund Necessary Supporting Documents for Application

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

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

	Ap	plication 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.
П	2.	Delegation list
		Showing clearly the full company name of the applicant enterprise, booth/stand number
		and Hong Kong contact information
П	3.	Records and photos of business matching sessions or business meetings
		Showing clearly the full name of applicant enterprise and participating representatives
П	4.	Name cards of overseas buyers/officials/business contacts collected during the
		matching sessions or business meetings
П	5.	Finalised agenda of the one-on-one business matching sessions with overseas buyers
		issued by the organiser (if applicable)
П	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
П	7.	Evidence to substantiate the applicant enterprise's full participation in the activity
	e.g	g. travelling and accommodation proofs of eligible representative(s)

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## 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 <u>here</u> for the necessary supporting documents for associated video/product shooting and editing services.

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