

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

**Promotion Activity: Online business missions**

To apply for funding support for **online business missions**, 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 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. **Schedule of online business matching activities certified by organiser**  
Showing clearly the full name of applicant enterprise and participating representatives
- 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. attendance list of delegates for online business mission certified by the organiser for online business missions

*Application for initial payment*

- 8. 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.*