

SME Export Marketing Fund
Necessary Supporting Documents for Application

Promotion Activity: Setting up or enhancement of a corporate website/mobile application owned by the applicant enterprise for export promotion

To apply for funding support for **setting up or enhancement of a corporate website/mobile application owned by the applicant enterprise for export promotion**, applicant enterprise must submit the following:

Application for reimbursement OR Application for final payment

1. **Written quotations** obtained **prior** to the award of contract:
The service provider for the setting up/enhancement of the corporate website/mobile application must be an information technology company with good track record, **including** unsuccessful bidders

<u>Project Price</u>	<u>No. of Quotation(s)</u>
Below or at HK\$5,000	1
Over HK\$5,000 – HK\$50,000	<u>At least 2</u>
Over HK\$50,000 – HK\$300,000	<u>At least 3</u>
Over HK\$300,000 – HK\$1,400,000	<u>At least 5</u>
Over HK\$1,400,000	Public tender

The lowest conforming quotation should have been chosen unless otherwise justified by the applicant enterprise

2. **Contract** for the setting up/enhancement of the corporate website/mobile application showing company information of the service provider with details of the services provided and breakdown of fees charged
3. **Printouts/screenshots** of the relevant corporate webpages/corporate mobile applications (with date of printing/capture and hyperlink of the webpages concerned) showing the applicant enterprise's full company name, products and/or services provided, as well as Hong Kong contact information
If the application involves enhancement of corporate website/mobile application, relevant printouts/screenshots before the enhancement(s) are also required

4. Corporate Website: Registration details of the relevant corporate website provided by the service provider for website hosting and domain name registrant

OR

Corporate mobile applications: Details of the publisher of the relevant corporate mobile application, as well as the date of publish and areas/countries available for download on app store(s) are required

5. The final user acceptance test (UAT) report on the corporate website/mobile application endorsed by the applicant enterprise, with information on project completion date

Application for **initial payment**

6. Items 1-2 of the above

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.*