

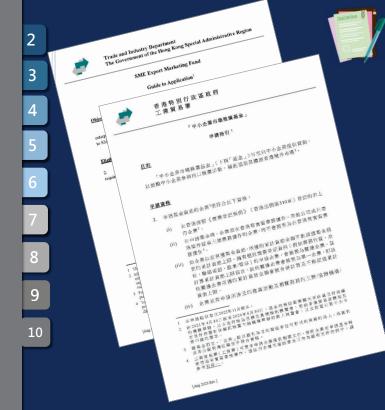
(March 2024 Rev.)





確保申請順利的十個注意事項 10 Tips for Smooth Application





詳細閱讀申請指引 Read Guide to Application in Detail

- 細閱申請指引及文件要求
- 集中了解相關推廣活動的部分
- 確保活動的安排細節符合資助要求
- 確保文件載有所需資料
- Read the Guide and the documentary requirements in detail
- Focus on understanding the parts related to your promotion activity
- Ensure arrangement of the promotion activity meeting funding requirements
- Ensure documents contain the required information



(https://www.smefund. tid.gov.hk/tc_chi/emf/e mf_form.html)



(https://www.smefund.tid.gov.hk/english/emf_form.html)

| 有港特別行政區政府 工業貿易署 | Trade and Industry Department | Trade and Industry Region | Trade and I

公表格現代 2023 年 8 月的报公 · This Application Form supersodes the version of Aug 2023.

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填妥申請表格 <u>填妥</u>申請表格 <u>Duly Completed</u> Application Form

(https://www.smefund.tid.gov.hk/tc_chi/emf/emf_form.html) (https://www.smefund.tid.gov.hk/english/emf/emf_form.html)

• 姓名<u>全寫 Full</u> Name ✓Chan Tai Man **×**Peter Chan

(包括公司聯絡人姓名、參展代表姓名) (Including Contact Person of the Enterprise and Representatives to the Activity)

- 正確電郵地址 Correct Email Address
- 香港聯絡電話 Hong Kong Contact

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聲明

- 簽署聲明
- 蓋上公司印章
- 提交簽署人的身份證/護照副本

Declaration

- Sign the Declaration
- Apply company chop
- Submit HKID/Passport Copy of the signatory

交齊證明文件 **Submit all Supporting Documents**



- 參閱證明文件清單 確保提交足夠文件
- Refer to the list of supporting documents to ensure submission of sufficient documents

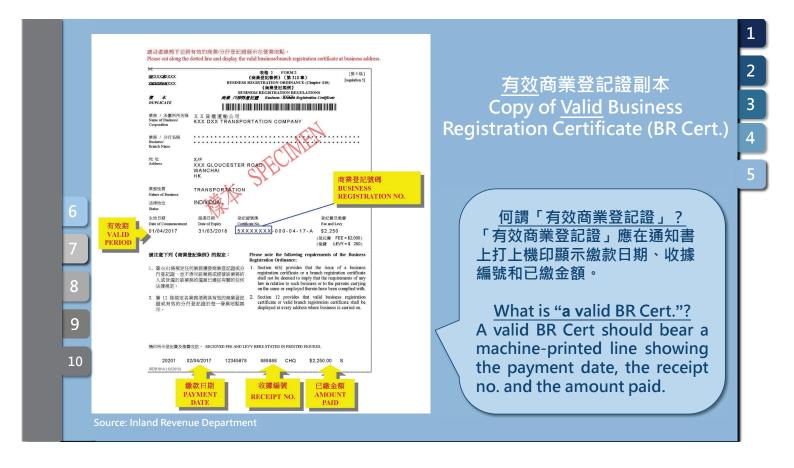




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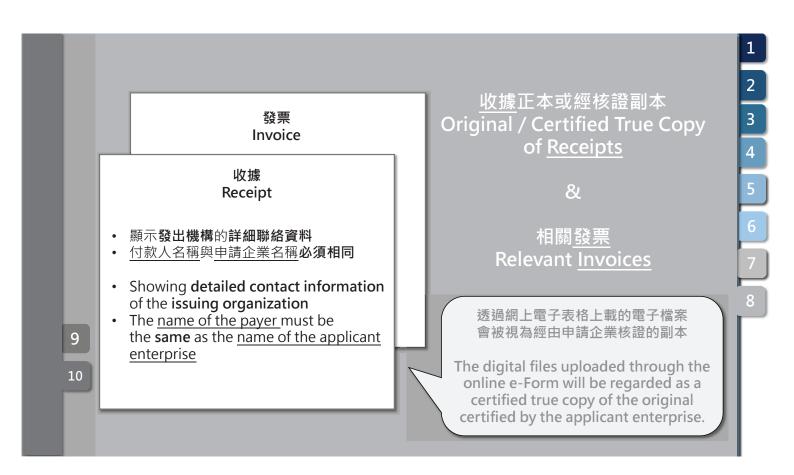
(https://www.smefund.tid.gov.hk/tc_chi/emf/emf_supporting_documents.html)







無限公司 Unlimited Company 3 税務局 商業登紀署 香港九組成物協調班5號 樣本 樣本 SPECIMEN SPECIMEN (% 5(1) %] [reg. 3(3) The second control of RRIETZ See Note 2 CHAN TXX MXX Name TRANSPORTATION 2023年1月1日 ZA12XXXX (X) CITY TWO SHATIN, NI 9 XX 貨糧運輸公司 10 wan CHAL H.K. SHOP NO.XX, X/F, MONGKOK 新りた。: * may:: 性殊/推開技術/複単性気気技術: cand number Passport number Basiness regi LIANUARY 2023 (精後頁) (Continued overleaf) (報意頁) (Continued syrrical)





- 參展商名單
- 考察團名單
- 廣告

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- 電子平台/媒介
- 公司網頁/流動應用程式
- Exhibitors' list
- Delegation list
- Advertisements
- Electronic platforms/media
- Corporate website/mobile apps



確保文件已顯示申請企業的 公司全名及香港聯絡資料

Ensure the documents showing full company name and Hong Kong contact information of the applicant enterprise

<u>準時</u>遞交申請 On-time Submission

| 申請類型 | 申請期限 |
|-------------------------------|--|
| Application Type | Application Period |
| 實報實銷 / 終期撥款 | 活動完結後60個曆日內 |
| Reimbursement / Final Payment | Within 60 calendar days after the activity |
| 首期撥款 | 活動開始前 45至120 個曆日內 |
| Initial Payment | Within 45-120 calendar days before the activity |

申請可以以下其中一種方式遞交:

Application may be submitted in **ONE** of the following ways:

- 網上電子表格 through online e-Form (https://emf.tid.gov.hk/eform)
- 郵寄 by post
- 文件收集箱 via drop-in box

• 親身遞交 in person 地址詳情請參閱基金網站 Please refer to the EMF website for detailed address.



(https://www.smefund.tid.gov.hk/tc_ chi/emf/emf_procedures.html)



(https://www.smefund.tid.gov.hk/english/emf/emf_procedures.html)



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申請資助準備妥 輕輕鬆鬆獲資助 🦭 Get funding easily with good preparation

「中小企業市場推廣基金」科

"SME Export Marketing Fund Branch" :香港九龍城協調道3號工業貿易大樓13樓1301室 地址 Address

> Room 1301, 13/F, Trade and Industry Tower, 3 Concorde Road, Kowloon City, Hong Kong

電話 Telephone no.: 2398 5127

電郵 Email : emf_enquiry@tid.gov.hk 網站 Website : https://emf.tid.gov.hk/



