

(Official Use Only)
Date of Receipt 20 DEC 2011

(Last revised on 14 Mar 2012)

SME Development Fund Final Report of Approved Project

(covering from 21 May 2010 to
20 September 2011)

Project Title : The Road of Development of SMEs – The Present
(Reference No.) and Future

(Reference No. D09 004 004)

Period covered : From 21 May 2010 to 20 September 2011
(dd/mm/yy) (dd/mm/yy)

Important Notes

1. To facilitate the evaluation of projects, a recipient organisation of the SME Development Fund (SDF) has to submit a final report with the audited accounts^{Note} to the Director-General of Trade and Industry (DGTI). The final report has to be submitted within 3 months upon completion of the project.
2. Please note that an approved project is required to be carried out strictly in accordance with its cashflow projection and its application proposal appended to the project agreement. ANY modification, amendment or addition to the project, including, among other things, any change to the project period, project scope, budget or cashflow projection, replacement of the project coordinator or the deputy project coordinator, will require PRIOR WRITTEN APPROVAL from the DGTI.
3. All sections of this report have to be properly filled in. Please insert "N.A." if the information sought is not applicable or not available.
4. If there is insufficient space for the information, please give details on a separate sheet to be attached to the report.
5. The completed final report has to be submitted in both hard and soft copies (preferably in MS Word format) to the SDF Secretariat. Soft copy of the final report is available from the website of the SDF at <http://www.smefund.tid.gov.hk/eng/sdf/download.html>.
6. The information provided by the recipient organisation under items 1.1 to 1.7, 2.1 to 2.2 and 2.5 to 2.6 of this final report will be put on the website at <http://www.smefund.tid.gov.hk>. If the organisation does not wish certain information to be released, please forward its request and justifications under item 4 (Information for Public Access on the Web) of this final report for consideration by the SDF Secretariat.

(Version: 08/2011)

^{Note} The audited accounts should comprise Statement of Income and Expenditure, Balance Sheet, Notes to the Accounts and Auditors' Report. Please refer to paragraph 4.5.1 of the "Guide to SME Development Fund" for details.

1. Project Details

Please mark with "*" if any of the following project details is different from that in the project proposal appended to the project agreement.

1.1 Project Reference and Title "*" "

The Road to Sustainable Development of Hong Kong SMEs – The Present and Future

1.2 Project Summary (in not more than 150 words)

This year-long research project was a collaboration between The Hong Kong Chinese Importers' and Exporters' Association (HKCIEA) and the Institute for Enterprise Development (IED), School of Business, Hong Kong Baptist University (HKBU), to explore the issue facing SMEs. The research project includes:

- (1) a self-administered questionnaire survey of SMEs in Hong Kong to generate some quantitative data. Finally, a total of 272 questionnaires returned. Research findings were released at the press conference and printed in one research report and four sector booklets (bilingual). It aimed at providing SMEs of respective sectors a better understanding of their operating and business environment.
- (2) case studies of three successful SMEs to share their experiences and insights on their companies' success in maintaining their competitive advantage.
- (3) six public seminars/ forums for SME representatives to exchange ideas and express their views.

1.3 Project Objective(s) (in not more than 80 words)

The main objectives of this project are to assess how Hong Kong SMEs are coping in the turbulent economic environment, what are the challenges they face, what do they see of their future and most importantly, what can be done to provide the necessary support for their sustainable development.

1.4 Recipient/Collaborating/Implementation Organisation

Recipient Organisation	:	The Hong Kong Chinese Importers' & Exporters' Association
Collaborating Organisation(s)	:	School of Business, Hong Kong Baptist University
		Institute for Enterprise Development, School of Business,
Implementation Agent(s)	:	Hong Kong Baptist University

1.5 Key Personnel

	<u>Name</u>	<u>Company/Organisation</u>	<u>Tel No. & Fax No.</u>
Project Co-ordinator	: <u>Mr. Michael HUI</u>	<u>The Hong Kong Chinese Importers' & Exporters' Association</u>	<u>Tel: 2544-8474</u> <u>Fax: 2581-4979</u>
Vice Project Co-ordinator & Project Consultant	: <u>Dr. NG Ying Chu</u>	<u>Hong Kong Baptist University</u>	<u>Tel: 3411-7555</u> <u>Fax: 3411-5588</u>
Project Consultant	: <u>Prof. Stephen CHEUNG</u>	<u>Hong Kong Baptist University</u>	<u>Tel: 3411-7520</u> <u>Fax: 3411-5580</u>

1.6 Project Period

	<u>Commencement Date</u>	<u>Completion Date (day/month/year)</u>	<u>Project Duration (No. of months)</u>
As stated in project agreement	<u>21 May 2010</u>	<u>20 May 2011</u>	<u>12 months</u>
Revised (if applicable)	<u>21 May 2010</u>	<u>20 September 2011</u>	<u>16 months</u>

1.7 Methodology Employed

Through data collection by means of survey, in-depth interviews with SME owners/ managers, case studies, and organizing public seminars between May 2010 and May 2011, the present project has achieved the objectives outlined.

1.8 Sources of Funding (HK\$)

		<u>% of Total Project Expenditure</u>
Amount of SDF grant:	: \$785,000.00	(88.6 %)
Contribution from recipient organisation and sponsorship from other sources	: \$101,000.00	(11.4 %)

2. Summary of Project Results

2.1 Project Deliverables

Please list out the targeted project deliverables as stated in the project proposal appended to the project agreement and provide details of actual result achieved, including beneficiaries, for each of them.

Targeted project deliverables as stated in the project proposal appended to the project:

- (1) The findings of the project will be published as a report (which will include the write-up of 2 to 3 successful SME cases). Around 300 copies of the report will be distributed to all members of the Association and government departments.
- (2) The findings of the project will be analyzed by industry (3 to 4 industries) and compiled into booklets/leaflets. A total of 12,000 such booklets/leaflets will be produced and disseminated to SMEs, the media, and the public.
- (3) The full report will be available on-line on the web-site of the Association, allowing free downloading by the public.
- (4) Five to Six seminars/public forums will be organized together with the School of Business, Hong Kong Baptist University, providing a platform for idea exchange and experience sharing among SMEs, academia and government officials for the benefit of the future development of SMEs.

Actual result achieved:

- (1) The findings and recommendations of the project were released at a press conference held on 25 March 2011 at Hong Kong Convention and Exhibition Centre as well as published as a research report (bilingual). A total of 300 copies of research report were distributed to all members of the Association, government departments and media. Apart from collecting quantitative data, three enterprises were interviewed so as to gain some in-depth understanding of the challenges facing SMEs. Their cases were also presented in the research report (*see Appendix 1*).

- (2) Four sectors of the SMEs were surveyed; namely, Import and Export Trade, Import and Export Trade cum Manufacturing, Manufacturing and Services. The findings of the project were analyzed and compiled into 4 booklets (bilingual). A total of 12,000 such booklets (see Note 1) were produced and disseminated to SMEs, the media, and the public (*see Appendix 2*).
- (3) The research report is available on-line on the web-site of the Association, allowing free downloading by the public.
- (4) Under this research project, six seminars on current issues such as Hong Kong and China economic integration, RMB exchange, The Twelve Five-year Plan, market penetration in China, marketing strategies and sustainable development of SMEs were organized from June 2010 to May 2011. These seminars served as a platform for SMEs managers/owners and scholars exchanging ideas on concerned issues and business strategies for SMEs development. All seminars were well received with a total number of 475 participants.

<u>Date/ Period</u>	<u>Description</u>	<u>No. of beneficiaries</u> (Please specify whether they are SMEs or not)
21 June 2010	Topic: 香港與內地經濟融合及營商環境的轉變 Venue: 九龍塘聯福道 34 號香港浸會大學(逸夫校園) 永隆銀行商學大樓 2 樓 204 室(WLB204) Time: 晚上 6 時至 7 時 30 分 Speakers: Mr. TSE Kwok Leung (謝國樑先生) Head of Economics and Strategies Planning Department Bank of China (Hong Kong) Professor TSANG Shu-ki (曾澍基教授) Senior Research Fellow, Institute for Enterprise Development, HKBU	80 SMEs
14 Dec 2010	Topic: 人民幣離岸市場對香港中小企的機遇 Venue: 香港德輔道中 287-291 號長達大廈 7 樓 香港中華出入口商會 Time: 晚上 7 時至 8 時 Speaker: Mr. Nicholas KWAN (關家明先生) Regional Head of Economic Research NEA Standard Chartered Bank (Hong Kong) Limited	50 SMEs
11 Jan 2011	Topic: 從內地「十二、五」規劃看國策的轉變和香港出入口機遇 Venue: 九龍塘聯福道 34 號香港浸會大學(逸夫校園) 永隆銀行商學大樓 6 樓 602 室(WLB602) Time: 晚上 7 時至 8 時 Speaker:	55 SMEs

25 Mar 2011	<p>Dr. CHENG Yuk Shing (鄭毓盛博士) Department of Economics, HKBU</p> <p>Topic: 探討企業如何持續發展</p> <p>Venue: 香港會議展覽中心(舊翼)會議室 S426-S427</p> <p>Time: 下午 3 時至 5 時</p> <p>Speakers: Mr. CHEUNG Chung-fu (張仲夫先生) Director of Acctron Company Limited Mr. CHONG Shing-hum (莊成鑫先生) President of HKCIEA and Director General Manager of Wah Gar (Holdings) Company Limited Mr. HAN Ping (韓兵先生) Vice President of Long Far Herbal Medicine Mfg. (HK) Limited Mr. LEUNG Lun (梁麟先生) Chairman of Lung Cheong International Holdings Limited</p>	150 SMEs
28 Apr 2011	<p>Topic: 市場策略：平靚正</p> <p>Venue: 九龍塘聯福道 34 號香港浸會大學(逸夫校園) 林護國際會議中心伍宜孫博士演講廳(NAB109)</p> <p>Time: 晚上 7 時至 8 時 15 分</p> <p>Speaker: Mr. Samuel CHENG (鄭雋鍵先生) Regional Board Member, The Chartered Institute of Marketing (HK)</p>	50 SMEs
18 May 2011	<p>Topic: 中小企如何進入內銷市場</p> <p>Venue: 九龍塘聯福道 34 號香港浸會大學(逸夫校園) 永隆銀行商學大樓 6 樓 602 室(WLB602)</p> <p>Time: 晚上 7 時至 8 時 30 分</p> <p>Speaker: Mr. Ricky LEUNG (梁建誠先生) Principal Consultant, Business Management Division, Hong Kong Productivity Council</p>	60 SMEs
Total no. of beneficiaries - no. of SMEs		445
no. of companies which are <u>not</u> SMEs		30

Note 1: Total Number of Booklets: 12,000 copies

1. 4 sectors x 2,500 copies (in Chinese) = 10,000
2. 4 sectors x 500 copies (in English) = 2,000

2.2 Actual Benefits to SMEs

Please indicate *in clear, specific, tangible and quantifiable terms* the benefits of the project and its contribution to enhancing the competitiveness of Hong Kong's SMEs in general or SMEs in specific sectors, in not more than 400 words.

(1) Questionnaire Survey and Publications

The questionnaire survey of SMEs in Hong Kong generated some quantitative data, which allowed SMEs in the Import and Export Trade Sector, Import and Export Trade cum Manufacturing Sector, Manufacturing Sector and Services Sector a better understanding of their operating and business environment, e.g., the impact of external factors and the opportunities available, the adoption of various business strategies, the role of good corporate governance. This

also provided input for SMEs to formulate strategies for their future development. Research findings and recommendations were released at the press conference and compiled into one research report and four sector booklets in Chinese and English. These publications are disseminated free of charge to SMEs, government department, media and general public. The research report can also be downloaded from the Association website.

In these printed materials, recommendations on government policies, financing, China market, creation of Hong Kong City, international markets, brand development, as well as human capital training and development are suggested after due consideration of the examples from other countries, findings of the questionnaire survey, in-depth interview with SME owner-managers and input from Hong Kong SMEs participants open forums and seminars conducted during the course of this project. These recommendations will help SMEs in planning their future strategies and maintaining their sustainable development.

(2) Case Studies

In order to gain some in-depth understanding of the challenges facing SMEs, three enterprises were interviewed to share their critical success factors. These cases were documented in the research report. The CEO of these three enterprises were also invited to a panel discussion at the press conference.

(3) Seminars

Six seminars included topics in current issues were arranged. These seminars provided opportunities for SMEs to exchange ideas and share experiences as well as to develop public policies and shape business practices in SMEs. Their inputs were presented in the research report and provided insights for the policy-makers in developing new policies.

2.3 Milestones (in chronological order)

Please indicate if the milestone is completed (C), deferred (D) or not achieved (N). If it is deferred, please indicate the revised completion date. For those milestones which are deferred or not achieved, please also provide the reasons under item 2.4.

	<u>Milestone</u> (as set out in the project proposal appended to the project agreement)	<u>Original target completion date</u>	<u>Revised target completion date</u> (if applicable)	<u>Status[j1]</u> (C/D/N) #
(a)	Preliminary preparation	May/Mid-June 2010		C
(b)	Focus group meetings to determine the content of questionnaires and seminars	June 2010		C
(c)	Distribution of questionnaires/ Data collection	July - Sept 2010		C
(d)	Data analysis/Case studies writing	Oct - Nov 2010		C
(e)	Report Writing	Oct - Nov 2010	Oct 2010 – June 2011	C

(f)	Printing of reports/ brochures and leaflets	Dec 2010 - Jan 2011	Sept 2011	C
(g)	Announcement of the project results through conference and public seminars	Feb to May 2011		C

2.4 Reasons for Deferring or Not Achieving certain Milestones, if any.

e.g. Item 2.3 (e) Time for report writing was under estimated

e.g. Item 2.3 (f) Owing to the extended report writing time, the printing of reports/brochures and leaflets were delayed accordingly.

2.5 Marketing/Dissemination Activities (in chronological order)

Please provide details of all completed and on-going promotional and/or dissemination activities for each of the project deliverables. Such activities may include advertisements, seminars, workshops, etc.

<u>Date/ Period</u>	<u>Description</u>	<u>No. of beneficiaries</u> (Please specify whether they are SMEs or not)
21 June 2010	Topic: 香港與內地經濟融合及營商環境的轉變 Speakers: Mr. TSE Kwok Leung (謝國樑先生) Head of Economics and Strategies Planning Department Bank of China (Hong Kong) Professor TSANG Shu-ki (曾澍基教授) Senior Research Fellow, Institute for Enterprise Development, HKBU	80 SMEs
14 Dec 2010	Topic: 人民幣離岸市場對香港中小企的機遇 Speaker: Mr. Nicholas KWAN (關家明先生) Regional Head of Economic Research NEA Standard Chartered Bank (Hong Kong) Limited	50 SMEs
11 Jan 2011	Topic: 從內地「十二、五」規劃看國策的轉變和香港出入口機遇 Speaker: Dr. CHENG Yuk Shing (鄭毓盛博士) Department of Economics, HKBU	55 SMEs
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28 Apr 2011	Topic: 市場策略：平靚正 Speaker: Mr. Samuel CHENG (鄭窩鍵先生) Regional Board Member, The Chartered Institute of Marketing (HK)	50 SMEs
18 May 2011	Topic: 中小企如何進入內銷市場 Speaker: Mr. Ricky LEUNG (梁建誠先生) Principal Consultant, Business Management Division, Hong Kong Productivity Council	60 SMEs

Total no. of beneficiaries - no. of SMEs	:	445
no. of companies which are <u>not</u> SMEs	:	30

For more details of these seminars, please refer to *Appendix 3*.

On March 25, a press conference for the release of the findings and recommendations of the study was held at the Hong Kong Convention and Exhibition Centre. A total of 150 participants attended the event, majority of whom are entrepreneurs from SMEs. The event was widely reported by the media. At the press conference Ms. Maria S. N. KWAN (關錫寧女士), Director-General of Trade & Industry Department gave a keynote speech before the presentation of findings by Prof. Stephen CHEUNG (張仁良教授), Dean of the School of Business, HKBU, assisted by Dr. Vivienne LUK (陸何慧薇博士) and Dr. NG Ying-chu (伍凝珠博士) of HKBU (*see Appendix 4*).

2.6 Future Plan for Promoting the Project Deliverables

In order to benefit more interested parties, the information in the research report and sector booklets would be produced in CDs for distribution and publicize widely through websites.

2.7 Problems/Outstanding Issues (if any)

NIL

2.8 Remedial Actions during the project period

NIL

2.9 Intellectual Property Rights Application (if applicable)

<u>Application Date</u>	<u>Registration Date</u>	<u>Description</u>

3. Financial Position

From 21 May 2010 To 20 September 2011
 (dd/mm/yy) (dd/mm/yy)

Please provide details of expenditure of manpower, equipment, other direct costs, and sponsorship at **Appendix**.

Income			In HK\$
<u>Items</u>	<u>Amount as set out in the approved cashflow projection</u>	<u>Actual amount up to report period*</u>	<u>Remarks</u>
1. SDF Funding	785,000	785,000	
2. Contribution from Applicant and Sponsorship			
(a) Cash	101,000	101,000	A further \$34,000 has been contributed by the Applicant for the salary of the extended 4-month project period (21.5.2011 - 20.9.2011), which was not chargeable to SDF.
(b) Equipment			
(c) Consumables			
Subtotal:		(A) 886,000	
3. Interest Accrued		80	Further interest of \$13.39 was accrued when the account was closed. This amount will also be returned to the Government.
4. Income generated from the project (Please specify)			
Subtotal:		(B) 80	
Expenditure			
5. Manpower		102,000	Covering salary and gratuity for the 11-month period (21.6.2010 - 20.5.2011). Salary for the extended 4-month project period (21.5.2011 - 20.9.2011), amounting to \$34,000, was contributed by the Applicant.
6. Equipment			
7. Other direct costs		707,466.65	
Subtotal:	(D) 886,000	(C) 809,466.65	

Residual Funds (A) – [(C) or (D) (whichever is the less)] =	76,533.35	(E)	
Interest income and income generated from the project (B) =	80		
Interest income and income to be retained with prior written approval from DGTI (F) =	0		
Amount to be refunded to the Government (E)+(B)-(F) =	76,613.35		

(\$76,626.74 if the further interest
is included)

Prior approval from DGTI is required if :

- actual expenditure in any individual item exceeds 20% of the original budgeted expenditure for that item; or
- total expenditure exceeds the original budgeted expenditure; or
- any unbudgeted expenditure item is created; or
- budgeted expenditure is to be transferred to any unbudgeted expenditure item (such as new/revised rank of project staff, new equipment item, new consumable item, etc.)

Please mark with "*" if any of the financial details above is different from that in the project proposal appended to the project agreement.

3.1 Please provide breakdown for expenses / income incurred but not yet paid / received during project period (i.e. receivables and accrued expenses shown in the audited accounts), if applicable:

	2011
	HK\$
<u>Hong Kong Baptist University</u>	
Research project fee	90,000.00
Research project fee	30,000.00
Research project fee	29,645.15
	149,645.15
Printing brown envelopes	3,300.00
Purchasing brown envelopes	240.00
Labels	95.00
Salary for Mak Ka Fai -AUG 2011	8,500.00
Salary for Mak Ka Fai -1-20 SEP 2011	5,950.00
	14,450.00
(Remarks: These salary items during the extended project period (21.5.2011-20.9.2011) are to be paid by the Applicant and not chargeable to SDF.)	
Payment for publication of Research reports, 300 books	61,700.00

Payment for publication of Booklets, 12000 books	43,800.00
Data uploading charge for website	1,980.00
Audit fee payable to auditors - LKKC	8,000.00
Transportation	116.50
Postage for the project	28,290.00
Total Accrued Expenses	311,616.65

4. Information for Public Access on the Web

If you do not wish certain information provided under items 1.1 to 1.7, 2.1 to 2.2 and 2.5 to 2.6 to be published on the web for public access, please set out your request and provide justification under this item.

NIL

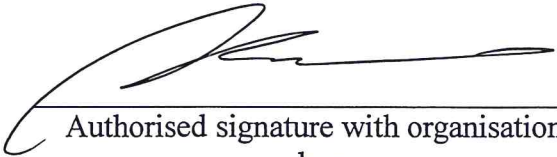
5. Additional Information

Please insert any other information you would like to add.

For Item# 6.1 Publication Expenses for report, during the time we ask for quotation, we are planning to produce the Report with 72 pages in total. Therefore, we have asked 3 companies to give us quotation. We select the lowest offer -HK\$22,300 to produce our reports. However, after we have meeting with our committee members, we discover that the draft of report (72 pages) need some modification. After we make modification of report, there are 228 pages in Total. Therefore, we decide to use the lowest offer for 72 pages report tender for producing the 228 pages reports. We believe that this company will offer us the lowest price for producing 228 pages report in compare with others. As there are increase in pages for reports, the final price rise from HK\$22,300 to HK\$61,700.

For Item# 6.2 Publication Expenses for booklets and leaflets, we select the company based on the quotation for Publication of reports. As the size and page of reports are much thicker than the booklets and leaflets (32 pages for booklets and leaflets Chinese Version; 36 pages for booklets and leaflets English Version), therefore, we believe that the lowest offer for producing report tender will offer us with the lowest price for producing the booklets and leaflets. We select the same company for producing the Report and Booklets finally.

Report completed by :



Authorised signature with organisation
chop

The Hong Kong Chinese Importers' &
Exporters' Association

Name of organisation

Mr. Michael HUI

Name of signatory

Vice President / Project Co-ordinator

Position

2544 8474

Tel No.

2581 4979

Fax No.

info@hkciea.org.hk

Email Address

20 December 2011

Date

SME Development Fund
Final Report of Approved Project

Project Reference No. : D09 004 004
 Period Covered : 21 May 2010 to 20 September 2011

Manpower (in chronological order)

Description (Name, post title)	Hourly/ Monthly Rate (HK\$)	No. of Hours/ Months Charged in the Report Period	Employer's Contribution to the Mandatory Provident Fund during the Report Period	Starting Date of Employment	Completion Date of Employment	Manpower cost (HK\$)
(A)	(B)	(C)				[(A) x (B)] + (C)
Senior Personnel (e.g. project managers, consultants, engineers, other professionals)						
Mr. Mak Ka Fai, Project Officer	8,075	11	4,675	20 June 2010	20 May 2011	93,500
Mr. Mak Ka Fai, Project Officer	8,075	1	425	Gratuity for the period 21.6.2010 – 20.5.2011		8,500
Other Personnel						
Subtotal:						102,000
<i>For information, the following salary during the extended project period (21.5.2011 – 20.9.2011) was contributed by the Applicant</i>						
Mr. Mak Ka Fai, Project Officer	8,075	4	1,700	21 May 2011	20 September 2011	34,000

Please indicate if the following staff recruitment procedures, in accordance with the *SME Development Fund General Guidelines on Staff Recruitment*, have been implemented.

^Yes / ~~Ne~~ 1. Staff is recruited through an open and competitive system. If not (e.g. direct appointment), please describe the recruitment process and provide reasons for not going through open recruitment :

If answer to 1. is Yes, please indicate the following:

^Yes / ~~Ne~~ 2. Job vacancies were widely advertised through media, including advertisement on the Labour Department (e.g. newspapers, websites, magazines, etc.)

^Yes / ~~Ne~~ 3. Selection interviews were conducted. If not, please advise the assessment method used:

^Yes / ~~Ne~~ 4. Proper records have been kept for applications received / assessment of candidates / recommendations of panel members.

^Please delete as appropriate.

SME Development Fund
Final Report of Approved Project

Project Reference No. : D09 004 004
 Period Covered : 21 May 2010 to 20 September 2011

A. Equipment (in chronological order)

Item#	<u>Date of Procuring or Leasing</u>	<u>Name of Equipment</u>	<u>Nature/ Function</u>	<u>Procured (P) or Leased (L)?</u>	<u>Unit Cost (HK\$)</u>	<u>Quantity</u>	<u>Total Cost (HK\$)</u>
Subtotal:							

For items meeting the requirements in paragraph 4.6 "Procurement procedures" of the SDF Guide to Application, please list details of the quotations/open tendering in Table D below.

B. Other direct costs (in chronological order)

Item#	<u>Date of Procuring</u>	<u>Item</u>	<u>Unit Cost (HK\$)</u>	<u>Quantity</u>	<u>Total Cost (HK\$)</u>
1.1 Consultancy fees for HKBU-- Research Design, analysis and report writing		First Payment for Professor CHEUNG Yan-Leung,Stepahen, and Dr. NG Ying-chu			80,000.00
	20 Sep 2011	Second Payment for Professor CHEUNG Yan- Leung,Stepahen, and Dr. NG Ying-chu			80,000.00
	13 Apr 2011	Translation fee (English to Chinese) for Booklets			24,753.00
	13 Apr 2011	English Editing Fee for Booklets			20,095.00
	20 Sep 2011	Payment for Institute of Economic Development (IED) administration support			86,532.07

	15 Dec2011	Transportation fee for progress meetings			822.53
2.1 Consultancy fees for HKBU-- Data collection by survey	20 Jul 2010	Payment for Envelopes for questionnaires			792.00
	26,28,29 Jul 2010	Fee for posting questionnaires			1,526.40
	21 Jan 2011	Fee for posting questionnaires			3,261.00
		Photocopying of questionnaires			160.00
3.1 Consultancy fees for HKBU-- Data collection by literature search	01 Mar 2011	Payment of Honorarium to LAW Pui Man, Sally (Research Assistant)			88,000.00
	01 Mar 2011	Payment of Honorarium to LAI Mei Lin (Research Assistant)			1,500.00
		8 student helpers for research projects			12,558.00
Subtotal:					400,000.00
4.1 Consultancy fees for HKBU— 6 Public seminars-- Venue rental	21 Jun 2010	1st Seminar -Venue Booking			5,000.00
	14 Dec 2010	2nd Seminar -Venue Booking			5,000.00
	11 Jan 2011	3rd Seminar -Venue Booking			5,000.00
	25 Mar 2011	4th Seminar -Venue Booking			11,059.90
	25 Mar 2011	4th Seminar-Refreshment(Coffee with cokies, sandwiches)			9,900.00
	28 Apr 2011	5th Seminar- Venue Booking			5,000.00
	18 May 2011	6th Seminar- Venue Booking			5,000.00
4.2 Consultancy fees for HKBU— 6 Public seminars-- Technical Support	21 Jun 2010	1st Seminar-Technical Support			84.00

4.3 Consultancy fees for HKBU-- 6 Public seminars-- Promotion	21 Jun 2010	1st Seminar-Souvenir			440.00
	14 Dec 2010	2nd Seminar-Souvenir			320.00
	11 Jan 2011	3rd Seminar-Souvenir			320.00
	25 Mar 2011	4th Seminar-Souvenir			870.00
	28 Apr 2011	5th Seminar-Souvenir			350.00
	18 May 2011	6th Seminar-Souvenir			360.00
		Photo Collection Album for all seminars			338.00
		Photo Collection Album for all seminars			576.00
4.4 Consultancy fees for HKBU-- 6 Public seminars-- Photocopy	21 Jun 2010	1st Seminar-photo development			33.60
	21 Jun 2010	1st Seminar-Photocopying & Video shooting			315.00
	21 Jun 2010	1st Seminar-Photocopying			133.00
	14 Dec 2010	2nd Seminar-photo Development			12.00
	14 Dec 2010	2nd Seminar-Printing			1,100.00
	14 Dec 2010	2nd Seminar- Photocopying & Video shooting			1,700.00
	11 Jan 2011	3rd Seminar-photo Development			1,100.00
	11 Jan 2011	3rd Seminar- Photocopying & Video shooting			1,650.00
	11 Jan 2011	3rd Seminar-Printing			40.00
	25 Mar 2011	4th Seminar- Photocopying & Video shooting			4,300.00
	25 Mar 2011	4th Seminar-Printing			1,170.00
	25 Mar 2011	4th Seminar- Photocopying			60.00
	28 Apr 2011	5th Seminar-Photo Development			24.00
	28 Apr 2011	5th Seminar- Photocopying & Video shooting			1,500.00
	28 Apr 2011	5th Seminar- Photocopying			60.00
	28 Apr 2011	5th Seminar-Printing			2,520.00
	18 May 2011	6th Seminar-Photo Development			19.20
	18 May 2011	6th Seminar- Printing			1,360.00
	18 May 2011	6th Seminar-Photocopying			60.00

4.5 Consultancy fees for HKBU-- 6 Public seminars-- Banner & Postage	21 Jun 2010	1st Seminar-Banner			360.00
	21 Jun 2010	1st Seminar-Postage			5.20
	14 Dec 2010	2nd Seminar-Banner			430.00
	14 Dec 2010	2nd Seminar-Postage			4.40
	11 Jan 2011	3rd Seminar-Banner			348.00
	11 Jan 2011	3rd Seminar-Postage			3.00
	25 Mar 2011	4th Seminar-Banner (Backdrop)			28,480.00
	28 Apr 2011	5th Seminar-Banner			346.00
	28 Apr 2011	5th Seminar-Postage			3.70
	18 May 2011	6th Seminar-Banner			356.00
	20 Sep 2011	Payment for mailing and website upload			30,270.00
	20 Sep 2011	Printing brown envelopes			3,300.00
	20 Sep 2011	Purchasing brown envelopes			240.00
	20 Sep 2011	Purchasing labels			95.00
4.6 Consultancy fees for HKBU-- 6 Public seminars-- Miscellaneous	21 Jun 2010	1st Seminar-Student Helper			378.00
	25 Mar 2011	4th Seminar-Student Helper			10931.25
	28 Apr 2011	5th Seminar-Student Helper			210.00
	21 Jun 2010	1st Seminar-Transportation			415.63
	25 Mar 2011	4th Seminar-Transportation			599.27
	20 Sep 2011	Transportation fee for transporting documents to T&I Department			116.50
Subtotal:					143,666.65
5.1 Promotion Expenses	8 Mar 2011	Advertisement fee for Economic Daily News3/14,1/4page in color &3/29,1/2page in color			16,000.00
		Adv. Fee for WenWeiPo3/14&3/29			16,000.00
		Advertisement fee for Mingpao3/17, 1/4 page in color			8,000.00
		Advertisement fee for Hong Kong Economic Journal, 3/17			5,000.00
		Advertisement fee for Takungpao, 3/17			4,800.00
		Designing advertisement fee			500.00

Subtotal:					50,300.00
6.1 Publication Expenses-- for Report	6 Oct 2011	Publication of Research Report, 300 copies			61,700.00
6.2 Publication Expenses-- for Booklets & Leaflets	6 Oct 2011	Publication of Booklets & Leaflets, 12,000 copies			43,800.00
Subtotal:					105,500.00
7.1 Audit Fee	7 Oct 2011	Audit Fee Expense			8,000.00
Subtotal:					8,000.00
Total:					<u>707,466.65</u>

For items meeting the requirements in paragraph 4.6 "Procurement procedures" of the SDF Guide to Application, please list details of the quotations/open tendering in Table D below.

B-1. For expenses on Mainland/overseas travel, and/or provision of travel package to Mainland/overseas guests, please provide the following details:

<u>Item#</u>	<u>Travel period</u>	<u>Purpose</u>	<u>Capacity of traveler(s)</u>	<u>Amount for Air Ticket</u>	<u>Amount for Hotel</u>	<u>Place of departure & arrival</u>	<u>No. of nights for Hotel</u>

C. Sponsorship (in chronological order)

<u>Sponsor</u> (Name and address)	<u>Date of Contribution</u>	<u>Nature of contribution</u> (cash/equipment/consumables)	<u>Amount Contributed</u> (HK\$)
The Hong Kong Chinese Importers' & Exporters' Association	18 Jun 2010	Cash	101,000
Subtotal:			101,000

D. Quotations/Open Tendering details

Item#	Name of Vendors	Quotation/Tender Price (HK\$)	Selected Vendor (✓)	Remark / Reasons for Selecting the Quotation/Tender, if the lowest offer was not selected
5.1 Promotion	Find the newspaper by ourselves separately as below:			
	HKET 經濟日報	HK\$ 16,000		
	Wen Wei Pao 文匯報	HK\$ 16,000		
	Ming Pao 明報	HK\$ 8,000		
	HKEJ 信報	HK\$ 5,000		
	Ta Kung Pao 大公報	HK\$ 4,800		
	廣告設計：DT Design	HK\$ 500		
	Total Promotion Quotation:	HK\$ 50,300	✓	
	38 Advertising Associates	HK\$ 71,000		
	Red Communications Consultant Firm	HK\$ 135,100		
6.1 & 6.2 Publication	DT Design	HK\$ 22,300	✓	Please refer to P.12 –“5. Additional Information” for more information
	Cheer Shine Enterprise Co. Ltd	HK\$ 23,400		
	Asia Graphics (Hong Kong) Limited	HK\$ 37,000		
7.1 Audit Fee	Lam, Kwok, Kwan & Cheng C.P.A. Limited	HK\$ 8,000	✓	
	K.Y. Ng & Company Limited	HK\$ 9,000		
	WONG LAM LEUNG & KWOK C.P.A. LIMITED	HK\$ 9,000		