

(Official Use Only)

Date of Receipt

28 March 2014

**SME Development Fund/  
Dedicated Fund on Branding, Upgrading and Domestic Sales  
(Organisation Support Programme)**

**Final Report of Approved Project**

**This report is for (please put "✓" in either one box only):**

☒ SDF Final Report

☐ BUD Fund (Organisation Support Programme) Final Report

Project ref. no. : D11 004 006  
Project title : To cope with global business environment changes  
by exploring and realizing a New Vision for the  
Horological Industry: A Guidebook for Hong Kong  
Horological SMEs  
Period covered : From 1 July 2012 to 31 Dec 2013  
(dd/mm/yy) (dd/mm/yy)

**Important Notes**

1. To facilitate the evaluation of projects, a grantee of the SME Development Fund (SDF) or the Dedicated Fund on Branding, Upgrading and Domestic Sales (the BUD Fund) (Organisation Support Programme) has to submit a final report with the audited accounts 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. The grantee is required to carry out the project strictly in accordance with the project agreement including the approved project proposal and all instructions and requirements as given by DGTI. 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. If there is insufficient space for the information, please give details on a separate sheet to be attached to the report.
4. The completed final report has to be submitted in both hard and soft copies (preferably in MS Word format) to the Secretariat.
5. The information provided by the grantee under items 1.1 - 1.7, 2.1 - 2.3 and 2.5 - 2.6 of this final report will be put on the SDF/BUD Fund (Organisation Support Programme) website. If the grantee 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 Secretariat.

**(Version: 10/2012)**

## 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

To cope with global business environment changes by exploring and realizing a New Vision for the Horological Industry: A Guidebook for Hong Kong Horological SMEs

### 1.2 Project Summary (in not more than 150 words)

This project aims to develop a roadmap for the Hong Kong's horological industry through a comprehensive study namely "Three Prospects: New Attitude, New Technology and New Market".

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

To identify difficulties and threats facing by the Hong Kong Horological Industry, to explore New Prospects in Attitude, Technology and Market, and to strengthen the industries linkage between Hong Kong and the rest of Asia so as to realize a new vision for the industry and to develop a roadmap for Hong Kong SMEs. By achieving these objectives, the project can help the Hong Kong Horological Industry to cope with the recent changes in global business environment.

### 1.4 Grantee /Collaborating/Implementation Organisation Agent

Grantee : The Federation of Hong Kong Watch Trades and Industries Limited  
Collaborating Organisation(s) : Nil  
Implementation Agent(s) : Hong Kong Productivity Council

### 1.5 Key Personnel

	<u>Name</u>	<u>Company/Organisation</u>	<u>Tel No. &amp; Fax No.</u>
Project Co-ordinator	Mr. Geoffrey KAO	The Federation of Hong Kong Watch Trades & Industries Ltd.	2523 3232/ 2868 4485
Deputy Project Co-ordinator	Mr. LEUNG Kin Shing, Ricky	Hong Kong Productivity Council	2788 6372/ 2788 6196

### 1.6 Project Period

	<u>Commencement Date</u> (day/month/year)	<u>Completion Date</u> (day/month/year)	<u>Project Duration</u> (No. of months)
As stated in project agreement	01/07/2012	31/12/2013	18 months
Revised (if applicable)			

## 1.7 Methodology Employed

Phases	Steps	Deliverables	Implementation Plan
Phase I Exploring	Step 1	Survey on Hong Kong Horological Industry	1) Prepare the questionnaire; 2) Send Survey to both Corporate Members and Personal Members;
		Analysis of survey result	3) Chase survey respondents with target number at 100; 4) Analysis of survey result;
		Prepare report	5) Prepare the survey report.
	Step 2	A half-day Seminar at HKPC	1) Present survey result; 2) Invite speakers from HK to conduct 3 presentations for tackling the difficulties identified in Step 1; 3) Organize a forum with participants from Experts, Students, Researchers, and Company Executives in HK.
Phase II Realizing	Step 3	Guidebook Writing	1) To conduct interviews to 9 companies for learning their experience on implementing the three New Prospects; 2) To collect and recap related materials and key achievement during the Pre-conference Seminar and the 19 <sup>th</sup> AHTIPC; 3) To develop a Road Map for Hong Kong Horological Industry; 4) To edit the Guidebook which contains the three points above;
	Step 4	Website Building	1) To build a website as a source of video and e-guidebook sharing for this SDF funding project.
		A half-day Book Launching Ceremony at HKPC	1) Hold a guidebook launching ceremony; 2) Presenting project outcomes to the industry with target number of participants at 200.
		Three Practical Experience Sharing Workshops at HKPC	Hold three half-day practical Experience Sharing Workshops respectively on: 1) Solution on New Attitude; 2) Solution on New Materials and Technology; 3) Solution on New Market.

## 1.8 Sources of Funding (HK\$)

			<u>% of Total Project Expenditure</u>
Amount of grant:	:	\$1,205,460	( 90 %)
Contribution from grantee and sponsorship from other sources, if any	:	\$133,940	( 10 %)



## 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.)

- 1) Conduct Associations Meeting and 100 Questionnaire Survey to analyze the horological Industries problems in Hong Kong
- 2) Hold the Project Kick-off Ceremony for the Project
- 3) Conduct 12 Company Interviews to consolidate success and failure cases by their solid experience
- 4) Publish the "Hong Kong Horological Industry Guidebook" and hold the Book Launching Ceremony
- 5) Hold the "Cases and Experience Sharing Session"
- 6) Develop the websites to introduce Hong Kong Horological Industry development

### 2.2 Actual Benefits to SMEs/Enterprises

(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 / enterprises in general or SMEs / enterprises in specific sectors / assist Hong Kong enterprises in general or in specific sectors in developing brands, upgrading and restructuring business operations, and promoting domestic sales in the Mainland, in not more than 400 words.)

#### Direct beneficiaries:

- About 2,000 Hong Kong SMEs who have production line investment in the PRD or have retail business investment in Hong Kong;
- About 5,000 Hong Kong SMEs who receive the guidebook or participate in this project.

**About 7,000 practitioners in the Horological Industry in total.**

#### Indirect beneficiaries:

- Over 10,000 HKSMEs benefited from viewing the e-version of the <Guidebook>;
- Over 10,000 HKSMEs benefited from reading the press release and internet reporting;

**Over 10,000 HKSMEs in total.**

#### Achieving Sustainability:

- The "Hong Kong Horological Industry Guide Book" provides an integrated and comprehensive framework in HK Horological Industry especially on three prospects including New Attitude, New Technology and New Market for HKSMEs to take reference of in regard to sustain on horological industry business. The "Guide Book" provides various real corporate examples and operational strategies that will still be applicable in a foreseeable future despite of the rapidly-changing business environment.

### 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.)

Milestone (as set out in the approved project proposal appended to the project agreement)	Original target completion date	Revised target completion date (if applicable)	Status (C/D/N) #
Received 107 responses from the project questionnaire survey and interview with	1-Aug-2012		C
(a) Trade associations and academic institutes			
(b) Completion of the Survey Report	15-Aug-2012		C
Success in holding a kick-off Seminar with	7-Sep-2012		C
(c) 100 participants			
Interviewing with invited speakers and gurus on 19 <sup>th</sup> Asian Horological Trade and	31-Jan-2013	25-Oct-2012	C
(d) Industry Promotion Conference			
(e) Success in conducting company interviews	31-Mar-2013		C

(f)	Success in developing a roadmap for the Horological Industry	31-Mar-2013		C
(g)	Completion of guidebook editing and printing with 5,000 copies	31-July-2013	15-Aug-2013	C
(h)	Completion of website construction	31-July-2013	1-Dec-2013	C
(i)	Success in holding the guidebook launching ceremony	29-Aug-2013		C
(j)	Success in holding the three practical Experience Sharing Workshops	1-Dec-2013	1-Feb-2013, 21-Mar-2013, 16-May-2013	C

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

Item 2.3 (g) Tried to make the guidebook more perfectly, so more time was needed to edit it.

Item 2.3 (h) As the guidebook schedule deferred, the website schedule is adjusted too.

**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 (SMEs/Enterprises*)</u> *please delete as appropriate
31-Aug-12, 1-Sep-12, 15-Dec-12 15-Jan-12	HKPC database marketing	20,000
28-Feb-13, 10-Mar-13, 1, 10-May-13 1, 15-Aug-13		
31-Aug-12 25-Jan-13, 15-Mar-13,, 19-Apr-13 9-Aug-13	HKET Advertisements X 5	Over 10,000
14-Sep-12 24-May-13 29_aug-13	HKET Supplements X 3	Over 10,000
Total no. of beneficiaries :		Over 40,000

**2.6 Future Plan for Promoting the Project Deliverables**

NA

**2.7 Problems/Outstanding Issues (if any)**

NA

**2.8 Remedial Actions during the project period**

NA

**2.9 Intellectual Property Rights Application (if applicable)**

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



<b>3. Financial Position</b>			
From	01/07/2012	To	31/12/2013
	(dd/mm/yy)		(dd/mm/yy)

(Please provide details of expenditure of manpower, equipment, other direct costs, and sponsorship at the **Appendix**. Please mark "\*" if any of the financial details above is different from that in the project proposal appended to the project agreement.)

<u>Income</u>			In HK\$
<u>Items</u>	Amount as set out in the approved <u>cashflow projection</u>	Actual amount up to <u>report period*</u>	<u>Remarks</u>
1. Funding Amount	1,205,460	1,205,460	
2. Contribution from the applicant and sponsor (if any)			
(a) Cash	0	0	
(b) In-kind	133,940	133,940	
<b>Subtotal:</b>	<b>1,339,400</b>	<b>1,339,400 (A)</b>	
3. Interest Accrued		82.31	
4. Income generated from the project (Please specify)		NA	
<b>Subtotal:</b>		<b>82.31 (B)</b>	
<u>Expenditure</u>			
5. Manpower	0	0	
6. Equipment	0	0	
7. Other direct costs	1,339,400	1,307,120.42	
<b>Subtotal:</b>	<b>1,339,400 (D)</b>	<b>1,307,120.42 (C)</b>	
<b>Residual Funds (A) – [(C) or (D) (whichever is the less)] = 32,279.58 (E)</b>			
<b>Interest income and income generated from the project (B) = 82.31</b>			
<b>Amount to be refunded to the Government (E)+(B)-(F) = 32,361.89</b>			

**Notes:**

Prior written approval from DGTI is required if:

- the actual expenditure in any individual item exceeds the original budgeted expenditure for that item by 20%; or
- total expenditure exceeds the original budgeted expenditure; or
- there is a need to create new expenditure item; or
- there is a need to transfer to new expenditure item (e.g. for new/revised rank of project staff, new equipment item, new consumable item, etc.)

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

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#### **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.)

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## 5. Additional Information

(Please provide any information not covered elsewhere in this report.)

Report completed by :

  
Authorized signature with organization  
chop

The Federation of Hong Kong Watch  
Trades and Industries Limited  
Name of organization

Mr. Geoffrey Kao  
Name of signatory

Vice Chairman  
Position

2523 3232  
Tel No.

2868 4485  
Fax No.

[gkao@enicar.com](mailto:gkao@enicar.com)  
Email Address

31 MAR 2014

Date

**SDF/BUD Fund (Organisation Support Programme)**  
**Final Report of Approved Project**

Project Reference No. : D11 004 006  
 Period Covered : 1 July 2012 to 31 Dec 2013

**A. Manpower** (in chronological order)

<u>Description</u> (Name, post title)	<u>Hourly/ Monthly Rate</u> (HK\$)	<u>No. of Hours/ Months Charged</u> in the Report Period	<u>Employer's Contribution to the Mandatory Provident Fund during the Report Period</u>	<u>Starting Date of Employment</u>	<u>Completion Date of Employment</u>	<u>Manpower cost</u> (HK\$)
	(A)	(B)	(C)			[(A) x (B)] + (C)
Senior Personnel (e.g. project managers, consultants, engineers, other professionals)						
NA						
Other Personnel						
NA						
Subtotal:						NA

Please indicate if the following staff recruitment procedures have been implemented, in accordance with the *SDF/BUD Fund (Organisation Support Programme) General Guidelines on Staff Recruitment*.

^Yes / No 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 :

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

^Yes / No 2. Job vacancies were widely advertised through media, including \_\_\_\_\_ (e.g. newspapers, websites, magazines, etc.)

^Yes / No 3. Selection interviews were conducted. If not, please advise the assessment method used:

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^Yes / No 4. Proper records have been kept for applications received / assessment of candidates / recommendations of panel members.

^Please delete as appropriate.

**B. Equipment (in chronological order)**

<u>Item</u>	<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</u>  (HK\$)	<u>Quantity</u>	<u>Total Cost</u>  (HK\$)
NA							
Sub-total:							NA

**C. Other direct costs (in chronological order)**

<u>Item</u>	<u>Date of Procuring</u>	<u>Item</u>	<u>Unit Cost (HK\$)</u>	<u>Quantity</u>	<u>Total Cost (HK\$)</u>
<b>(1) Consultancy fee for HKPC</b>					
1.1 Interview with trade associations and academic institutes which related to the three prospects (Desktop research, interview, summarize, review and in-depth analysis) (budget: \$30,000)					
		NG KWOK TING TINA	378.51	50.00	18,925.50
		YIP KIN SUN	244.42	50.00	12,221.00
		LAU WUT KA ADA	137.49	17.00	2,337.33
		ZHONG GUIXIAN ALEX	137.49	16.50	2,268.59
<b>Subtotal:</b>					<b>35,752.42</b>
1.2 Survey (In-depth research on the three prospects, questionnaire design, conduct in-depth survey to companies via telephone and email, analysis survey results and prepare survey report) (budget: \$130,000)					
		KWAN SIU KI NEIL	455.73	44.00	20,052.12
		NG KWOK TING TINA	378.51	60.00	22,710.60
		YIP KIN SUN	244.42	100.00	24,442.00
		LAM YUEN MAN GLADYS	137.49	100.00	13,749.00
		LAU WUT KA ADA	137.49	200.00	27,498.00
		ZHONG GUIXIAN ALEX	137.49	200.00	27,498.00
		LAU CHIU MING TACO	90.20	200.00	18,040.00
<b>Subtotal:</b>					<b>153,989.72</b>
1.3 Seminar (Design and planning, promotion and logistics arrangement, materials compilation, feedback collection and conduct evaluation) (budget: \$40,000)					



		NG KWOK TING TINA	378.51	20.00	7,570.20
		YIP KIN SUN	244.42	20.00	4,888.40
		LAM YUEN MAN GLADYS	137.49	44.20	6,077.06
		LAU WUT KA ADA	137.49	80.00	10,999.20
		ZHONG GUIXIAN ALEX	137.49	80.00	10,999.20
		LAU CHIU MING TACO	90.20	80.00	7,216.00
Subtotal:					47,750.06
	1.4 19th AHTIPC (Interviews with industrial gurus) (budget: \$23,400)				
		NG KWOK TING TINA	378.51	30.00	11,355.30
		YIP KIN SUN	244.42	30.00	7,332.60
		LAU WUT KA ADA	137.49	33.00	4,537.17
		ZHONG GUIXIAN ALEX	137.49	33.00	4,537.17
Subtotal:					27,762.24
	1.5 Company Interview (Conduct in-depth interviews with 9 companies, consolidate key success factors of Hong Kong horological SMEs and in-depth analysis & report writing) (budget: \$120,000)				
		NG KWOK TING TINA	378.51	134.00	50,720.34
		YIP KIN SUN	244.42	150.00	36,663.00
		LAU WUT KA ADA	137.49	150.00	20,623.00
		ZHONG GUIXIAN ALEX	137.49	150.00	20,623.00
		LAU CHIU MING TACO	90.20	150.00	13,530.00
Subtotal:					142,160.34

1.6 The Guidebook (Materials compilation, articles writing and logistic arrangement for distribution) (budget: \$130,000)					
		NG KWOK TING TINA	378.51	125.00	47,313.75
		YIP KIN SUN	244.42	100.00	24,442.00
		YIP KIN SUN	244.42	110.00	26,886.20
		LAU WUT KA ADA	137.49	100.00	13,749.00
		ZHONG GUIXIAN ALEX	137.49	158.00	21,723.42
		LAU CHIU MING TACO	90.2	150.50	13,575.10
	Subtotal:				147,689.47
1.7 The Website (Website construction, content editing, uploading and maintenance) (budget: \$83,000)					
		NG KWOK TING TINA	378.51	28.50	10,787.54
		YIP KIN SUN	244.42	140.90	34,438.78
		LAU WUT KA ADA	137.49	22.40	3,079.78
		ZHONG GUIXIAN ALEX	137.49	220.00	30,247.80
		LAU CHIU MING TACO	90.2	220.00	19,844.00
	Subtotal:				98,397.90
1.8 Book Launching Ceremony (Design, planning, promotion & logistics arrangement) (budget: \$40,000)					
		KWOK YICK MING REBECCA	424.52	25.00	10,613.00
		YIP KIN SUN	244.42	138.00	33,729.96
	Subtotal:				44,342.96
1.9 Three Experience Sharing Workshops					

	(Design, planning & implementing the workshops, promotion & logistics arrangement) (budget: \$100,000)				
		NG KWOK TING TINA	378.51	100.00	37,851.00
		YIP KIN SUN	244.42	160.00	39,107.20
		YIP KIN SUN	244.42	10.50	2,566.41
		ZHONG GUIXIAN ALEX	137.49	50.00	6,874.50
		LAU CHIU MING TACO	90.20	60.00	5,412.00
		KWOK YICK MING REBECCA	424.52	25.00	10,613.00
	Subtotal:				102,424.11
(2) Book Production (5,000 copies) (Page design, editing & typesetting and proofreading, printing & binding) (budget: \$200,000)					
A	07-Jan-13	Book Production including Page design, editing & typesetting and proofreading, printing & binding	178,000	1.00	178,000.00
	Subtotal:				178,000.00
(3) e-Book Production (budget: \$20,000)					
B	09-Jan-13	e-Book Production	23,000	1.00	23,000.00
	Subtotal:				23,000.00
(4) Marketing (Internet marketing, advertisements (5 times) and newspaper special column (3 times) ) (budget: \$230,000)					
C	13-Jul-12	Advertising - HK Economic Times on 31-Aug-12, 25-Jan-13 and 15-Mar-13	99,000	1.00	99,000
		Advertising - HK Economic Times on 19-Apr-13 and 9-Aug-13 Supplement - HK Economic Times on 14-Sep-12, 24-May-13 and 29-Aug-13 (In-kind Sponsorship)	133,940	1.00	133,940

				Subtotal:	232,940.00
	(5) Printing (Leaflets/ brochures/questionnaires) (budget: \$24,000)				
	31-Aug-12	Design & Artwork Production + CTP (Film) Output + Digital Proof + Printing of 香港鐘錶業中小企的發展指南	2,200.00	1.00	2,200.00
	24-Jul-13	Leaflet - Included design & Artwork production + CTP output + Digital Proof + Printing	2,400.00	1.00	2,400.00
				Subtotal:	4,600.00
	(6) Local travelling Expenses (budget: \$15,000)				
		MTR fare (Kowloon Tong /Chai Wan) for Interview with Memorigin on 13-Aug-12, MTR fare (Kowloon Tong /Wan Chai) on 16-Aug-12 for Alex Zhong	46.00	1.00	46.00
		MTR (Kowloon Tong / Wan Chai / Kowloon Tong) on 7-Sep-12 - Ada Lau	21.00	1.00	21.00
		MTR & Mini Bus fare (Kln Tong / Kwai Hing / Mongkok / Kln Tong) Visit Wincy Horological Ltd on 27-Sep-12, MTR fare (Kln Tong / TST) for interview with Mr Joseph CHU on 15-Oct-12, MTR fare (Kln Tong / Chai Wan) attend 19th AHTIPC for Alex Zhong	60.70	1.00	60.70
		Taxi with colleague Alex from Kln tong to client office on 9-Oct-12, MTR (Kln Tong / Tsim Sha Tsui / Kln Tong) on 15-Oct-12 for Tina Ng	40.80	1.00	40.80
		MTR Fare (Tung Chung / Centre / Kln Tong 19-Dec-12)(Tung Chung / Kwai Fong / Kln Tong 7-Jan-13)(Tung Chung / Lai Chi Kok / Kln Tong 10-Jan-13)(Kln Tong / Cheung Sha Wan / Tung Chung 18-Jan-13)(Kln Tong / Kln Bay / Kln Tong 22-Jan-13)(Kln Tong / Kwai Fong / TST / Tung Chung 4-Jan-13) - Yip Kin Sun	124.10	1.00	124.10
		MTR Fare (Kln Tong / Tsuen Wan / Kln Tong 11.3.13)(Tung Chung / Lai Chi Kok / Kln Tong 12.3.13)(Tung Chung / Kwai Fong / Kln Tong 13.3.13) - Yip Kin Sun / PE1300483	50.10	1.00	50.10



				Subtotal:	342.70
	(7) Venue and Logistics Expenses				
	- Venue for 2 seminars and 3 workshops in HKPC (budget: \$50,000)				
		Venue Rental Charges of 香港鐘錶業未來發展路向高峰論壇 on 7-Sep-12	4,571.00	1.00	4,571.00
		Classroom Rental on 1-Feb-13	577.50	1.00	577.50
		Classroom Rental on 21-Mar-13	495.00	1.00	495.00
				Subtotal:	5,643.50
	- Other expenses for 2 seminars and 3 workshops (e.g. venue decoration, travelling & accommodation for overseas speakers, simultaneous interpretation, souvenir and etc.) (budget: \$80,000)				
D	15-Aug-12	Wooden Backdrop, Stage Props: Silk Cover Props which includes LED Lighting on 4side & artwork, Podium Board with Artwork, Microphone Tab with Artwork	20,650.00	1.00	20,650.00
		Souvenir for Kick-off Ceremony Speaker on 29.8.12	172.80	1.00	172.80
		Pamphlet and souvenir (Horological Industry)	300.00	1.00	300.00
		Taxi Fare (Kln Tong / Wan Chai / Kln Tong) on 7-Sep-12 for Teddy Leung/Alex Zhong/Gladys Lam/Ada Lau/Taco Lau with heavy materials	276.00	1.00	276.00
		Pull Up Sign Production with design and artwork (香港鐘錶業中小企發展指南工作坊)	1,200.00	1.00	1,200.00
		2 x 3 ft Foamboard delivery to HKCEC	250.00	1.00	250.00
		Classroom Rental on 16.5.13	495.00	1.00	495.00
		Souvenirs for speaker	450.00	1.00	450.00
		Local Courier Exp Aug 13	419.50	1.00	419.50

F	29-Jul-13	Venue & Props set-up for Launching Ceremony held on 22 Aug 2013	20,000.00	1.00	20,000.00
				Subtotal:	44,213.30
	(8) Book Mailing (budget: \$7,000)				
		Local Courier Exp Nov 13	95.90	1.00	95.90
		Local Courier Exp Sep 13	1,266.60	1.00	1,266.60
		Local Courier Exp Nov 13	549.20	1.00	549.20
				Subtotal:	1,911.70
E	(9) External audit fee (budget: \$16,000)				
	31-Jan-13	Provision for audit fee	7,000	1.00	7,000.00
	31-Oct-13	Provision for audit fee	8,000	1.00	8,000.00
				Subtotal:	15,000.00
	(10) Bank Charge (budget: \$1,000)				
		Bank Charge	1,200.00	1.00	1,200.00
				Subtotal:	1,200.00
				Sub-total:	1,307,120.42

**C-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 &amp; arrival</u>	<u>No. of nights for Hotel</u>

**D. Sponsorship** (in chronological order)

<u>Sponsor</u> (Name and address)	<u>Date of Contribution</u>	<u>Nature of contribution</u> (cash/in-kind)	<u>Amount Contributed</u> (HK\$)
Hong Kong Economic Times	14 Sep 2012 – Supplement 19 Apr 2013 – Advertisement 24 May 2013 – Supplement 9 Aug 2013 - Advertisement 29 Aug 2013 - Supplement	In-kind	\$133,940
Sub-total:			133,940

**E. Quotations/Open tendering details** (Please list details of quotations/open tendering conducted for items listed in B, C and C-1 above.)

<u>Item</u>	<u>Name of Vendors</u>	<u>Quotation/Tender Price</u> (HK\$)	<u>Selected Vendor</u> (✓)	<u>Remark/Reasons for Selecting the Quotation/Tender, if the lowest offer was not selected</u>
C	Hong Kong Economic Times Ltd	99,000	✓	
	Ming Pao Newspaper Ltd.	109,395		
	ORIENTAL DAILY NEWS LTD	840,000		
D	V8 Production Ltd	20,650	✓	
	Regent Point Promotion Ltd	26,200		
	SYMA Expo Asia Limited	27,550		
A	Hong Kong Economic Times Ltd	178,000.00	✓	
	Ming Pao Newspaper Ltd.	218,000.00		
	Sing Tao Publishing Ltd.	180,000		

B	Pulse Mediatech Ltd.	23,000	✓	
	Zizsoft Ltd.	40,000		
	A-Tech Supports Company Ltd.	40,000		
E	Mazars CPA Limited	15,000	✓	
	KPMG	20,000		
	Ernst & Young	24,000		
F	思意設計(香港)有限公司	28,100		
	TG Events Ltd.	21,300		
	Globalink Exhibits Ltd.	20,000	✓	