



Trade and Industrial Organisation Support Fund (TSF) Notes for Application

1. Please read the “Guide to Application for Trade and Industrial Organisation Support Fund” and “Important Notes to Applicants” (available at https://www.smefund.tid.gov.hk/tsf/Important_Notes_to_Applicants_eng) before completing the application form.
2. This application form is available in Chinese and English and may be completed in either language. The completed form must be duly signed by the Applicant. All information provided should be concise. If the space provided is insufficient, please use additional sheets.
3. Information provided in the form will be used for processing the application and for related purposes. Such information may be disclosed to other Government departments or third parties if such disclosure is necessary for the purpose of processing the application and related purposes. You have the rights to access or correct the personal data provided in this form. If you wish to exercise such rights, please contact the TSF Secretariat.
4. Please note that the information in Section A, Section B and Section C (1) & (4) of this application form will be made available for public information on the TSF website after funding approval is given. Members of the public can copy, distribute copies, or make use of the materials available at the website for non-commercial use.
5. The following documents are required for an application. Original of the supporting documents may be required for verification by the Secretariat.
 - (A) Duly completed and signed application form, with a soft copy (in MS Word format);
 - (B) Registration documents of the Applicant (if applicable) - Business Registration Certificate, Certificate of Incorporation, Certificate of Registration of a Society, Certificate of Registration of Trade Union;
 - (C) Supplementary information, such as the Articles of Association or Constitution (if applicable), to prove that the Applicant is non-profit-distributing in nature; and
 - (D) Letters of support from collaborating organisations (if applicable).
6. The completed application form and supporting documents shall be sent to the Secretariat electronically, in person or by post (Address: 15/F, Trade and Industry Tower, 3 Concorde Road, Kowloon City, Hong Kong). If the application is submitted electronically, please send the soft copy of the application form and the supporting documents with a valid digital signature of its authorised person supported by a recognised e-cert (Organisational) to the e-mail address: tsf_apply@tid.gov.hk.
7. Please refer to the “Integrity and Corruption Prevention Guide on Managing Relationship with Public Servants” compiled by the Independent Commission Against Corruption (ICAC) which provides practical guidance on relevant legal and administrative rules and regulations governing the interactions between business operators and public servants. You should study the publication which can be downloaded from ICAC’s website (https://cpas.icac.hk/UPloadImages/InfoFile/cate_43/2016/0de0c4d3-f817-4607-9c30-a85e8d294007.pdf) and adopt the practices recommended where applicable.

(Official Use Only)

Date of Receipt

Reference No.

**Trade and Industrial Organisation Support Fund (TSF)
Application Form**

Section A – Project Overview

1. Applicant

Name in English :

Name in Chinese :

2. Implementation Agent(s) (if any)

Name in English :

Name in Chinese :

3. Project title

(in English)

(in Chinese)

Please state whether this application is a re-submission of a previously rejected application under the Trade and Industrial Organisation Support Fund. Please put "√" in the appropriate box.

☐

Yes. Reference no. of the previous application is

☐

No.

4. Project duration

Commencement date
(dd/mm/yyyy)

Completion date
(dd/mm/yyyy)

Project duration¹
(No. of months)

5. Funds applied

HK\$:

6. Beneficiaries²

(Please list out the target sector(s) that will benefit from the project and the estimated number of enterprises involved.)

Target sector(s)

Estimated number of enterprises

•

•

•

¹ Projects shall be completed in three years. If any project deliverables are intended to be operated for more than 3 years, the Applicant shall demonstrate the deliverables' sustainability after project completion and its financial viability to bear the concerned cost subsequent to the cessation of funding support.

² To ensure that resources are well spent, the number of enterprises which may benefit from the funded project will be considered in the vetting of the project.

Section B – Particulars of the Applicant

1. Applicant ³

Date of establishment: _____ Number of members : _____

Aim / Objective of the organisation : _____

Ordinance under which the organisation is established or registered : ☐ Companies Ordinance
☐ Societies Ordinance
☐ Others (please specify): _____

Address : _____

Tel no.: _____ Fax no.: _____ Email address: _____

Website : _____

2. Implementation Agent(s) ⁴ (if any)

Address : _____

Tel no. : _____ Fax no.: _____ Email address: _____

Website : _____

Please state ongoing dealings and relationship (apart from this application) between the Applicant and the Implementation Agent(s) and / or its owners (if any):

3. Collaborating Organisation(s) ⁵ (if any)

3.1 Name in English : _____

Name in Chinese : _____

Date of establishment: _____ Number of members : _____

Aim / Objective of the organisation : _____

Address : _____

Tel no. : _____ Fax no.: _____ Email address: _____

Website : _____

Role in this project : ☐ As member of the steering committee ☐ Assist in promotion
☐ Others, please specify: _____

³ The Applicant must be a non-profit-distributing organisation (e.g. a trade and industrial organisation, professional body or research institute). There should be only one Applicant, which shall be a statutory organisation or an organisation registered under the laws of the Hong Kong Special Administrative Region.

⁴ There is no limit on the number of Implementation Agents.

⁵ For-profit commercial entities and entities with political affiliations cannot act as Collaborating Organisations. There is no limit on the number of Collaborating Organisations.

3.2 Name in English : _____
 Name in Chinese : _____
 Date of establishment: _____ Number of members : _____
 Aim / Objective of the organisation : _____

 Address : _____

 Tel no. : _____ Fax no.: _____ Email address: _____
 Website : _____
 Role in this project : ☐ As member of the steering committee ☐ Assist in promotion
☐ Others, please specify: _____

3.3 Name in English : _____
 Name in Chinese : _____
 Date of establishment: _____ Number of members : _____
 Aim / Objective of the organisation : _____

 Address : _____

 Tel no. : _____ Fax no.: _____ Email address: _____
 Website : _____
 Role in this project : ☐ As member of the steering committee ☐ Assist in promotion
☐ Others, please specify: _____

Section C – Project Details

1. Project objectives

(Please state in about 50 words the objectives that the project aims to achieve.)

2. Justifications for the project

(a) Difficulties faced by the target sector(s) / Opportunities identified for the target sector(s):

(b) Expected benefits brought by the project:

(c) For export promotion projects, please provide the following information:

(i) Target market(s):

(ii) Reasons for choosing the target market(s):

3. Governance

Will there be any steering committee formed under the project?

☐ Yes, details as follows:

Compositions:

Role:

☐ No

4. Project deliverables

(Please list out all the deliverables of the project. Specify the quantity for each deliverable where applicable and provide details to show how each deliverable can help achieve the project objectives and benefit Hong Kong enterprises.)

	Deliverable	Quantity
	Description	
1.	e.g. Hong Kong pavilions in exhibitions	____ times
	<ul style="list-style-type: none">Strengths / capabilities of the target sector(s) to be showcased:Theme of the pavilions: <p>Pavilion 1</p> <ul style="list-style-type: none">Name and place (city / country) of exhibition:Size of pavilion: _____ sqmExpected timing (month / year): _____ / _____Duration of exhibitions: _____ daysNumber of products to be displayed: _____ products from _____ enterprisesSelection criteria for products to be displayed:<ul style="list-style-type: none">(i) ...(ii) ...On-site promotion: [e.g. _____ pull-up banners, _____ advertisements on exhibition directory, etc.]Other details: <p>Pavilion 2</p> <ul style="list-style-type: none">Name and place (city/country) of exhibition:Size of pavilion: _____ sqmExpected timing (month / year): _____ / _____Duration of exhibitions: _____ daysNumber of products to be displayed: _____ products from _____ enterprisesSelection criteria of products for display:<ul style="list-style-type: none">(i) ...(ii) ...On-site promotion: [e.g. _____ pull-up banners, _____ advertisements on exhibition directory, etc.]Other details:	
2.	e.g. Business networking sessions	____ times
	<ul style="list-style-type: none">Purpose:Duration: _____ hours eachNumber of participants from Hong Kong for each session:Number of overseas / Mainland buyers for each session:Venue: inside the pavilion / conference room in the exhibition centre / others, please specify: _____Overseas / Mainland buyers will be recruited by:Other details:	

3.	e.g. Seminars / Workshops / Conferences / Symposiums (separate item for each kind of deliverable)	_____ times
	<ul style="list-style-type: none"> • Purpose: • Number of participants for each event: _____ • Target participants: [front-line staff / operation staff / managerial staff / others: _____] of _____ industry • Each enterprise can send at most _____ representatives to join. • Duration: _____ hours each • Tentative topics covered in each seminar / workshop / conference / symposium: <ul style="list-style-type: none"> (i) ... (ii) ... (iii) ... • Number of speakers for each event: _____ local speakers and _____ overseas / Mainland speakers will be invited from the following organisations / fields: <ul style="list-style-type: none"> (i) ... (ii) ... (iii) ... • Justifications for overseas / Mainland speakers (if any): • Charges: Free of charge / HK\$_____ per participant • Format: lecture / group discussion / role-play / others, please specify: _____ • Other details: 	
4.	e.g. Guidebook / Report	e-version and _____ hard copies (if any)
	<ul style="list-style-type: none"> • Purpose: • Languages: • Target readers: • Tentative topics: • Distribution channels: • Other details: 	
5.	e.g. Video	_____ minutes
	<ul style="list-style-type: none"> • Purpose: • Languages in voice over: • Languages in subtitle: • Content: • Target audience: • Broadcasting channels: • Other details: 	
6.	e.g. Directory	e-version and _____ hard copies (if any)
	<ul style="list-style-type: none"> • Purpose: • Languages: • Content: • Target readers: • Number of Hong Kong enterprises to be included in the directory: • Distribution channels: • Other details: 	
7.	e.g. Survey / Market study	_____ times
	<ul style="list-style-type: none"> • Purpose: • Methodology: • Other details: 	
8.	e.g. Website / Webpages	_____ (quantity)
	<ul style="list-style-type: none"> • Purpose • Content: • Other details: 	

9.	e.g. Competition / Pilot scheme	_____ (quantity)	
	<ul style="list-style-type: none"> • Purpose: • Number of participants: • Selection / Vetting party: • Selection / Vetting criteria: • Other details: 		
10.	e.g. Promotional activities (Please indicate all promotional activities which apply for funding support.)		
	Means	Quantity / Details	Purposes
	e.g. Leaflets	<ul style="list-style-type: none"> • _____ versions, _____ copies each • Target readers: • Distribution channels: 	•
	e.g. Posters	<ul style="list-style-type: none"> • _____ versions, _____ copies each • Target readers: • Distribution channels: 	•
	e.g. Printed advertisements on newspaper / industry magazine (please specify)	<ul style="list-style-type: none"> • _____ page each, _____ issues 	•
	e.g. Online advertisements	<ul style="list-style-type: none"> • _____ online advertisements on _____ (name of website) • Duration: _____ months 	•
11.	[Other deliverable]		[Quantity]
	<ul style="list-style-type: none"> • • • 		
12.	[Other deliverable]		[Quantity]
	<ul style="list-style-type: none"> • • • 		

5. Supplementary information

If one of the deliverables in Section C(4) involves setting up of pavilions in exhibitions, please provide the following information:

- (a) Background of the exhibitions (e.g. When was it first organised? What are the themes of the exhibitions? Who are the organisers? How many exhibitors and visitors attended the exhibitions in the past?)

- (b) Reasons for choosing the exhibitions. Please state if there are any other exhibitions in the target market(s) and if so, the reasons for not choosing them.

6. Key implementation stages

<u>Period</u> (dd/mm/yyyy - dd/mm/yyyy)	<u>Project deliverables and important tasks</u>
•	[Preparation work e.g. To form a steering committee]
•	[Deliverable 1]
•	[Deliverable 2]
•	[Deliverable 3]
•	[Deliverable 4]
•	[Deliverable 5]

7. Other information in support of the application

- (a) If you have received any Government funding support to carry out project(s) on similar deliverables before, please describe the feedback of the participants on the previous project(s).

- (b) Please state whether you are aware of any other projects with content similar to this application, which have been or are being carried out by other parties. If yes, please describe the relevant projects and provide justifications on why this project is needed.

Please put a "√" in the box as appropriate.

☐ Yes

Information of relevant projects: _____

Justification for this project: _____

☐ No

- (c) Please indicate whether you have applied for or received other Government funding support for this or similar project.

Please put a "√" in the box as appropriate.

☐ Yes, funding received. Activities which are or will be in receipt of other Government funding support will NOT be funded under the Trade and Industrial Organisation Support Fund.

☐ Yes, application submitted but pending results.

Name of Funding: _____

Amount applied: _____

☐ No

- (d) Please provide any information not covered elsewhere in this form but would help support this application, e.g. resources to be put by the Applicant and / or any other parties to support the project, future publicity plan after the project period.

Section D – Budget of the Project

1. Expenditure ⁶

Value in HK\$

	Phase 1 ⁷ ()	Phase 2 ⁷ ()	Phase 3 ⁷ ()		
Item (Please itemise as appropriate)				Total ⁸	Remarks
(A) Manpower ⁹					
Existing manpower					
1.					Name of the staff: Position:
2.					Name of the staff: Position:
Additional manpower					
3.					
4.					
Subtotal (A)					
(B) Additional Equipment ¹⁰					
1. (Name of equipment) (\$XX per unit x XX unit)					
2. (...)					
Subtotal (B)					
(C) Implementation Fee					
1. Project management					
2. (Deliverable 1)					
3. (Deliverable 2)					
4. (...)					
Subtotal (C)					
(D) Other Direct Costs ¹¹					
1. Pavilion in exhibition 1					

⁶ All expenditure items must be incurred between the commencement and completion dates of the project. The Applicant may suggest the period covered under each phase according to the implementation schedule of the project.

⁷ For projects with the approved grant not exceeding HK\$1 million and the implementation period not exceeding 1 year, the grant will be disbursed in one lump-sum (i.e. only Phase 1 is applicable). For other projects with implementation period not exceeding 2 years, the grant will be disbursed in 2 instalments (i.e. only Phase 1 and Phase 2 are applicable). For projects with implementation period exceeding 2 years, the grant will be disbursed in 3 instalments (i.e. all the 3 phases are applicable).

⁸ For in-kind sponsored / contributed items and items over HK\$100,000, please provide supporting documents (e.g. price lists / quotations) to justify the proposed budgeted amounts.

⁹ Salary (including employer's contributions to the Mandatory Provident Fund but excluding fringe benefits, allowances, insurance, year-end double payment, etc.) of additional manpower (full-time or part-time) directly incurred for the project and the Applicant's existing staff deployed for the project (on an hourly basis if only a certain percentage of the working time of the staff is deployed) may be funded. Please state the number of staff to be recruited / deployed, their respective ranks, the number of man-hours / man-months to be contributed by each of them, their hourly rates / monthly salary, and the total cost of each staff.

¹⁰ Only the cost of procuring or leasing of additional equipment for implementing the project may be funded. If more than one unit of the same equipment is required, please set out its unit cost, quantity required and the total cost. General office equipment (e.g. personal computers, photocopiers, fax machines, etc.) will normally not be funded.

¹¹ This includes all other costs directly incurred for the project, except overhead expenses and other unallowable costs set out in the "Guide to Application for Trade and Industrial Organisation Support Fund". For items that the Implementation Agent will participate in the bid for procurement, please state in the Remarks.

1.1 Venue rental (\$XX per sqm x XX sqm)					
1.2 Pavilion design and construction (\$XX per sqm x XX sqm)					
1.3 Equipment rental in pavilion (please specify)					
1.4 Shipment cost					
1.5 On-site helpers (\$XX per day x XX days x XX persons)					
1.6 Translators (\$XX/hour x XX hours per day x XX days x XX persons)					
1.7 On-site advertisements [e.g. XX pull-up banners x \$XX each]					
1.8 (...)					
2. Pavilion in exhibition 2					
2.1 Venue rental (\$XX per sqm x XX sqm)					
2.2 Pavilion design and construction (\$XX per sqm x XX sqm)					
2.3 Equipment rental in pavilion (please specify)					
2.4 Shipment cost					
2.5 On-site helpers (\$XX per day x XX days x XX persons)					
2.6 Translators (\$XX/hour x XX hours per day x XX days x XX persons)					
2.7 On-site advertisements [e.g. XX pull-up banners x \$XX each]					
2.8 (...)					
3. Business networking sessions					
3.1 Venue fee for exhibition 1 (\$XX/hour x XX hours)					
3.2 Venue fee for exhibition 2 (\$XX/hour x XX hours)					
3.3 (...)					
4. Transportation for project team members					
4.1 Air-tickets for project team members (max 2 members) to attend exhibition 1 (\$XX per round-trip ticket x XX persons)					
4.2 In-town transportation for attending exhibition 1 (XX per person x XX persons)					
4.3 Air-tickets for project team members (max 2 members) to attend exhibition 2 (\$XX per round-trip ticket x XX persons)					
4.4 In-town transportation for attending exhibition 2 (XX per person x XX persons)					
5. Accommodation for project team members					
5.1 Accommodation for project team members (max 2 members) to attend exhibition 1					

(\$XX per night x XX nights x XX persons)					
5.2 Accommodation for project team members (max 2 members) to attend exhibition 2 (\$XX per night x XX nights x XX persons)					
6. Seminars /Workshops / Conference / Symposium [separate budget item for each kind of deliverable]					
6.1 Venue fee (\$XX/hour x XX hours)					
6.2 Speaker fee (\$XX per speaker x XX speakers)					
6.3 Air tickets for overseas speakers (if any) (\$XX per ticket x XX speakers from [city / country])					
6.4 Accommodation for overseas speakers (\$XX per night x XX nights x XX speakers)					
6.5 Backdrop					
6.6 (...)					
7. Guidebook / Report					
7.1 Design and editing					
7.2 Printing cost (\$XX per copy x XX copies) (around XX pages, A4/A5 size)					
7.3 (...)					
8. Video					
8.1 Shooting and production					
8.2 (...)					
9. Directory					
9.1 Design and editing					
9.2 Printing cost (\$XX per copy x XX copies) (around XX pages, A4/A5 size)					
9.3 (...)					
10. Website / Webpages					
10.1 Design and maintenance					
10.2 (...)					
11. Promotional activities					
11.1 Leaflets (XX per copy x XX copies)					
11.2 Posters (XX per copy x XX copies)					
11.3 Advertisement on newspaper / industry magazine (\$XX per issue x XX issues) ([1-page / half-page] each, XX issues)					
11.4 Online advertisements in XX (\$XX per month x XX months)					
11.5 (...)					
12. (...)					
13. Audit fee					

14. Bank confirmation charge					
15. Miscellaneous (e.g. stationery, courier charges, etc.)					
Subtotal (D)					
Total Expenditure (A) + (B) + (C) + (D)					

2. Contribution from the Applicant and sponsorship from other sources ¹²

(The Applicant is required to provide sponsorship letter(s) issued by the sponsor(s), price lists / quotations of the products / services and other documents as appropriate demonstrating that the quoted value of the in-kind contribution / sponsorship does not exceed its market price.)

Value in HK\$

		Phase 1 ⁷ ()	Phase 2 ⁷ ()	Phase 3 ⁷ ()		
Item (Please itemise as appropriate, with reference to Section D(1)) (Fill 'NA' for cash)	Form of contribution / sponsorship (Cash / In kind)				Total	Name of sponsor
NA	Cash					
[e.g. Item DX.X]	[In-kind]					
(...)	(...)					
Total Contribution						

3. Funds applied (i.e. Total Expenditure minus Total Contribution)

Value in HK\$

	Phase 1 ⁷ ()	Phase 2 ⁷ ()	Phase 3 ⁷ ()	Total
Funds Applied				

4. Income ¹³

Value in HK\$

	Phase 1 ⁷ ()	Phase 2 ⁷ ()	Phase 3 ⁷ ()		
Item (Please itemise)				Total	Remarks
Total Income					

¹² Applicants are required to contribute at least 10% of the total project expenditure. The contribution may be in cash, in kind or in the form of sponsorship from any third parties other than the Government. However, the implementation fee shall not form part of the sponsorship in counting towards the Applicant's contribution. Discount in purchases or price concession offered by suppliers or service providers or lessors shall also be excluded from the sponsorship.

¹³ If income (e.g. registration fee for seminars) is expected to be generated from the project, please indicate the amount and its source, and the basis on which the income figures are calculated, including the fees charged to each participant (if applicable). Applicants are required to return all income generated from the project to the Government within 1 month after submission of the final audited accounts of the project.

5. Justifications and cost breakdown of Manpower Cost and Implementation Fee

Item A: Existing / Additional Manpower		
Title / Position of staff	Estimated cost	Duties involved
[e.g. Project Manager]	\$X,XXX	• • •
[e.g. Project Officer]	\$X,XXX	• • •
Total	\$XX,XXX	

Item C1.1: Implementation Fee - Project Management		
Rank of staff	Estimated cost	Duties involved
[e.g. Senior Consultant]	\$X,XXX	• • •
[e.g. Consultant]	\$X,XXX	• • •
[e.g. Project Officer]	\$X,XXX	• • •
Total	\$XX,XXX	

Item C1.2: Implementation Fee - [Deliverable 1]		
Rank of staff	Estimated cost	Duties involved
		•
		•
		•
Total		

Section E – Particulars of the Project Team

1. Project Team

Please list out the key Project Team Members (including the Project Coordinator and Deputy Project Coordinator) and specify each of their roles.

Name of Project Team Member	Position in the Project (e.g. Project Coordinator, Consultant, Research Assistant)	Main duties / responsibilities
	Project Coordinator ¹⁴ (from the Applicant)	
	Deputy Project Coordinator (from the Applicant / Implementation Agent)	
<i>Other Project Team Members from the Applicant:</i>		
<i>Other Project Team Members from the Implementation Agent (if any):</i>		
<i>Others (if any):</i>		

2. Capability of the Project Team

Please provide details on the competence of the Applicant / Project Team e.g. track records in organising similar projects and relevant experience, etc. Please also enclose the Curriculum Vitae of key Project Team Members (including the Project Coordinator and Deputy Project Coordinator) at the Appendix.

¹⁴ The Applicant shall appoint a member from its organisation as the Project Coordinator to oversee and lead the project.

Section F – Declaration by the Applicant

I, on behalf of, _____, declare that
(Name of Applicant)

- (A) all factual information provided in this application as well as the accompanying information are true and accurate and reflect the status of affairs as at the date of submission. I undertake to inform the Trade and Industry Department immediately if there are any subsequent changes to the above information (in particular, subsequent approval of funds by other Government funding sources after this application is submitted); and
- (B) the proposed project does not constitute any act or potential act of infringement of the intellectual property rights of other individuals and / or organisations; and
- (C) the Applicant will indemnify the Government against all losses, liabilities and claims that it may suffer, incur or subject to in relation to this application or the project; and
- (D) no profit generated by the Applicant has been / will be distributed in the past and during the project duration to any of its directors, shareholders, employees or any other persons; and
- (E) under no circumstances may the income generated from the project (if any) be distributed or used without explicit written approval from the Director-General of Trade and Industry; and
- (F) the Applicant undertakes to comply with all applicable laws (including the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region), regulations and by-laws of Hong Kong in carrying out the project.

I understand that any false declaration shall lead to termination of the project agreement, refund of any funds given, and the possibility of criminal charges.

I authorise the Trade and Industry Department to handle the personal data / information provided in this form and other information relating to the application in accordance with the "Guide to Application for Trade and Industrial Organisation Support Fund".

Authorised signature with organisation chop

Name of signatory

Name of Applicant

Position

Date

Curriculum Vitae

(Project Coordinator, Deputy Coordinator and other key Project Team Members)

Personal Particulars

Name in English : _____
(Full name)

Name in Chinese : _____

Company / Organisation : _____

Position held in company / organisation : _____

Office address : _____

Nature of business : _____

Tel no.: _____ Fax no.: _____ Email address: _____

Academic / Professional Qualifications (in chronological order) :
(for tertiary and above)

Relevant Working Experience (in chronological order) :
(project management experience, if any, should be included)

Publications (maximum five publications relevant to the application) :