

The background of the top half of the cover features a stylized world map in light blue. Overlaid on the map are several dynamic, flowing lines in white, green, red, and yellow, which sweep across the frame from left to right. Faint concentric circles and grid lines are also visible, suggesting a global or technological theme.

工商機構支援基金

Trade and Industrial Organisation Support Fund

目的

工商機構支援基金（下稱「基金」）¹ 資助**非分配利潤組織**推行項目，以提升香港整體或個別行業的非上市企業的競爭力，包括協助它們拓展任何市場。

申請資格

非分配利潤組織如工商組織、專業團體、研究機關等，均可申請基金資助。非分配利潤組織是指不派發紅利予其董事、股東、僱員或任何其他人士的組織。申請機構須為法定機構或在香港特別行政區法例下註冊的機構。

申請機構可委聘執行機構協助推行項目。申請機構亦可尋求相關機構（牟利商業團體或具有政治背景的組織除外）的支持，作為項目的合作機構。

資助範圍

任何有助提升香港整體或個別行業的非上市企業的競爭力的項目皆可申請基金，項目活動可包括研討會、工作坊、會議、展覽會、調查研究、獎勵計劃、最佳營運守則、數據庫、服務中心、支援設施和科技應用示範等。

獲基金資助的項目必須於三年內完成。一般而言，在項目推行期內與項目直接有關的開支（如人手、額外機器設備、執行費用、其他直接費用如場租、印刷費等）可獲資助。除非事先獲得明確批准，行常開支、社交及膳食開支等不會獲得資助。

項目活動如已獲得或將獲得政府其他計劃的資助，將不獲基金資助。

¹ 基金於 2018 年 10 月由前「中小企業發展支援基金」及「發展品牌、升級轉型及拓展內銷市場的專項基金」下的機構支援計劃整合而成。

Objective

The Trade and Industrial Organisation Support Fund (TSF)¹ provides financial support to **non-profit-distributing organisations** to implement projects which aim at enhancing the competitiveness of non-listed Hong Kong enterprises in general or in specific sectors, including assisting them in developing any markets.

Eligibility

Non-profit-distributing organisations such as trade and industrial organisations, professional bodies, research institutes, etc. are eligible to apply for the TSF. Non-profit-distributing organisations refer to organisations which do not distribute profits to their directors, shareholders, employees or any other persons. Applicants should either be statutory organisations or organisations registered under the laws of the Hong Kong Special Administrative Region.

The applicant may engage an implementation agent to assist in carrying out the project. It may also seek support from relevant organisations (other than for-profit commercial entities or those with political affiliations) to act as collaborating organisations for the project.

Scope of Funding

All projects that are conducive to enhancing the competitiveness of non-listed Hong Kong enterprises in general or in specific sectors are welcome to apply for funding support. Activities under the projects may include seminars, workshops, conferences, exhibitions, research studies, award schemes, codes of best practices, databases, service centres, support facilities and technology demonstrations, etc.

Projects funded under the TSF shall be completed in 3 years. In general, expenses that are directly incurred for the project (e.g. manpower, additional equipment, implementation fee, other direct costs such as venue rental, printing cost, etc.) within the project duration may be funded. Overhead expenses, expenses for entertainment and meals, etc. are not funded unless prior express approval is given.

Project activities which are or will be in receipt of other Government funding support will not be funded.

¹ A merger between the previous SME Development Fund and the Organisation Support Programme under the Dedicated Fund on Branding, Upgrading and Domestic Sales (BUD Fund) in October 2018.

資助款額

每個獲批項目最多可獲資助港幣500萬元，或該項目總核准開支的90%，以金額較低者為準。獲資助機構須承擔項目總開支的10%，形式可以是現金、實物或贊助。

申請手續

基金全年接受申請，申請費用全免。

申請機構須將填妥的基金申請表及證明文件，以親身、郵寄或電子方式送交秘書處。申請表備有中文及英文版本，而申請機構只須以其中一種語言填寫。

每份申請須包括下列文件：

1. 已填妥及簽署的申請表及其軟複本（以微軟 Word 格式為佳）；
2. 申請機構的註冊文件（如適用）— 商業登記證、公司註冊證書、社團註冊證明書、職工會登記證明書和組織章程細則；及
3. 合作機構的支持信件（如適用）。

申請機構或須提交以上證明文件的正本，以供秘書處核實。

如欲了解申請手續的詳情，請參閱《工商機構支援基金申請指引》，或瀏覽基金網頁 (www.smefund.tid.gov.hk/tsf/tc)。

Funding Amount

The maximum amount of funding support for each approved project is HK\$5 million, or 90% of the total approved project expenditure, whichever is the less. The successful applicant will be required to contribute the remaining 10% of the total project expenditure, which may be in cash, in kind or in the form of sponsorship.

Application Procedures

Applications for the TSF are accepted all year round. No application fee will be charged.

To apply for the TSF, the applicant shall send the completed application form and supporting documents to the Secretariat in person, by post or electronically. The application form is available in Chinese and English, and the applicant is only required to complete it in either language.

The following documents shall be required for an application :

1. duly completed and signed application form, with a soft copy (preferably in MS Word format);
2. 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 and Articles of Association; and
3. letter of support from collaborating organisations (if applicable).

The original of the above supporting documents may be required for verification upon request.

For details of the application procedures, please refer to the "Guide to Application for Trade and Industrial Organisation Support Fund" or visit the TSF website at www.smefund.tid.gov.hk/tsf/eng.

評審

所有申請均由評審委員會負責審批。評審委員會由工業貿易署署長出任主席，成員來自多個界別。

評審委員會一般在每年三月、六月、九月和十二月召開會議。申請機構在評審委員會作出決定後將獲知會評審結果。

資助的條款及條件

獲資助機構須與政府簽訂項目協議，並須遵守該協議、《工商機構支援基金申請指引》和工業貿易署署長就項目不時發出的指示及函件中列明的所有條款及條件。獲資助機構須在項目協議持續有效期間及其後最少七年，保存妥善及獨立的項目帳目和記錄，以便政府和其授權代表進行審計或核査。獲資助機構亦須與業界廣泛分享項目成果。

撥款安排

根據核准項目建議書中列明的現金流預算，資助撥款一般會分兩期或三期發放。第一期撥款將於獲資助機構與政府簽訂項目協議後發放。隨後的撥款會於進度報告及經審計帳目獲接納後發放。資助撥款的發放期數、進度報告及經審計帳目的提交日期均列明於項目協議內。

報告要求

獲資助機構須根據項目協議列明的時間表提交進度報告和經審計帳目。

在項目完成後，獲資助機構須提交總結報告和最終經審計帳目，列明可量化的項目成果及項目的實際支出；以及項目完成後的評估報告，匯報參與的企業對項目成果的回饋等資料。

Assessment

All applications will be considered by a Vetting Committee, which is chaired by the Director-General of Trade and Industry (DGTI) and comprises representatives from various sectors.

The Vetting Committee usually meets in March, June, September and December each year. Applicants will be informed of the outcome after the Vetting Committee has made the decisions.

Terms and Conditions of Funding Support

The successful applicant (i.e., "the grantee") is required to sign a project agreement with the Government and to comply with all the terms and conditions laid down in the project agreement, the "Guide to Application for Trade and Industrial Organisation Support Fund" and all directives and correspondences issued by the DGTI from time to time in respect of the project. The grantee shall maintain, during the continuance of the project agreement and for a minimum of 7 years thereafter, a proper and separate set of books and records for audit and inspection by the Government and its authorised representatives. Besides, the grantee shall share project deliverables widely with the industry.

Funding Arrangements

Funds are generally disbursed in two or three instalments according to the cash flow projection as stipulated in the approved project proposal. The first instalment will be disbursed upon signing of the project agreement. Subsequent instalment(s) will be disbursed upon acceptance of the progress report(s) and audited accounts. The number of fund instalments and the date of submission of the progress report(s) and audited accounts will be specified in the project agreement.

Reporting Requirements

The grantee shall submit progress report(s) and audited accounts of the project in accordance with the schedule specified in the project agreement.

Upon completion of the project, the grantee shall submit a final report and final audited accounts setting out quantifiable results of the project deliverables and the actual expenditure of the project, and a post-project evaluation report showing, among others, feedback of the participating enterprises on the project deliverables.

查詢 Enquiries

香港九龍城協調道 3 號工業貿易大樓 15 樓
工業貿易署工商機構支援基金秘書處

Trade and Industrial Organisation Support Fund Secretariat
Trade and Industry Department
15/F, Trade and Industry Tower
3 Concorde Road, Kowloon City, Hong Kong

電話 Telephone : 2398 5128

傳真 Fax : 2391 7375

電郵 Email : tsf_enquiry@tid.gov.hk

網頁 Website : www.smefund.tid.gov.hk/tsf



工業貿易署
Trade and Industry Department

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