

「中小企業市場推廣基金」 SME Export Marketing Fund

Photo from Information Services Department



中小企業市場推廣基金
SME Export Marketing Fund



工業貿易署

Trade and Industry Department

(March 2024 Rev.)

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確保申請順利的十個注意事項

10 Tips for Smooth Application



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

- 細閱申請指引及文件要求
- 集中了解相關推廣活動的部分
- 確保活動的安排細節符合資助要求
- 確保文件載有所需資料

- Read the Guide and the documentary requirements in detail
- Focus on understanding the parts related to your promotion activity
- Ensure arrangement of the promotion activity meeting funding requirements
- Ensure documents contain the required information

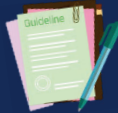


(https://www.smefund.tid.gov.hk/tc_chi/emf/emf_form.html)



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

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填妥申請表格 Duly Completed Application Form

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

- 姓名全寫 Full Name
✓Chan Tai Man ✗Peter Chan
(包括公司聯絡人姓名、參展代表姓名)
(Including Contact Person of the Enterprise and Representatives to the Activity)
- 正確電郵地址 Correct Email Address
- 香港聯絡電話 Hong Kong Contact



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香港特別行政區政府 工業貿易署
Trade and Industry Department
The Government of the Hong Kong Special Administrative Region

(只供內部填寫 Official Use Only)
收自日期/日期 Time and Date of Receipt: _____
申請編號 Application No.: _____

「中小企業市場推廣基金」- 資助申請
SME Export Marketing Fund - Application for Funding Support

(1) 在填寫表格前，請先細閱申請指引。請在填寫表格前，請先細閱申請指引。 (2) 請用正楷及阿拉伯數字填寫表格。如有任何不足之處，可在表格背面作補充。 (3) 請在表格內「二」之欄位選擇適當的填表方法。 (4) 請將填妥的申請表格連同相關的證明文件，以郵寄或親身遞交方式交予工業貿易署。 (5) 申請表格連同相關的證明文件，請於2023年11月15日或之前，以郵寄或親身遞交方式交予工業貿易署。 (6) 申請表格連同相關的證明文件，請於2023年11月15日或之前，以郵寄或親身遞交方式交予工業貿易署。 (7) 申請表格連同相關的證明文件，請於2023年11月15日或之前，以郵寄或親身遞交方式交予工業貿易署。 (8) 申請表格連同相關的證明文件，請於2023年11月15日或之前，以郵寄或親身遞交方式交予工業貿易署。 (9) 申請表格連同相關的證明文件，請於2023年11月15日或之前，以郵寄或親身遞交方式交予工業貿易署。 (10) 申請表格連同相關的證明文件，請於2023年11月15日或之前，以郵寄或親身遞交方式交予工業貿易署。

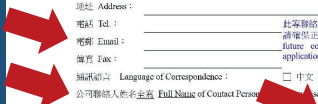
甲部 Section A - 申請類別 Type of Application
 資助撥款 Initial Payment 或 OR 資助還款 Reimbursement

乙部 Section B - 申請企業資料 Particulars of the Applicant Enterprise
商業登記號碼 Business Registration No.: _____
公司名稱 Name of Enterprise: _____
地址 Address: _____
電話 Tel.: _____
電郵 Email: _____
傳真 Fax: _____
聯絡語言 Language of Correspondence: 中文 Chinese 英文 English
公司聯絡人姓名 Name of Contact Person: _____
職位 Position (HKM): _____ 電話45 Tel.: _____
在港僱員人數 (包括全職、兼職及股東在內) No. of Persons Employed in Hong Kong (sponsors, partners and shareholders included): _____

業務性質及行業 Type of Business and Industry
製造業 Manufacturing
 化學及生物技術 Chemical and Biotechnology
 鞋履 Footwear
 塑膠 Products
 其他 Others (請註明) Please Specify

非製造業 Non-Manufacturing
 廣告、公共關係及市場推廣 Advertising, Public Relations and Marketing
 建築 Construction
 娛樂、康樂及休閒 Entertainment
 地產 Real Estate
 旅遊 Tourism
 其他 Others (請註明) Please Specify

申請表格 2023年8月修訂版 - This Application Form supersedes the version of Aug 2023. [Rev 2023 Rev.]



聲明 Declaration

本人為申請企業市場推廣基金... 茲將本申請指及本申請表格內的所有填明及填註... 本人現自來理此基金資助... 茲將本申請指及本申請表格內的所有填明及填註... 本人現自來理此基金資助...

On behalf of the Applicant as specified in Section B.1, as the undersigned Shareholder/Authorized Representative of the Applicant, I have read and fully understood the Guide to Application and all explanatory notes as set out in this form. I agree to comply and fulfill the eligibility criteria and conditions of use as stipulated in the Guide to Application. I declare that the information provided by me in this form as well as the accompanying supporting documents uploaded via e-Form system or submitted by post, via drop-box or in person are complete and true to the best of my knowledge. I confirm that the Applicant is a registered enterprise registered in Hong Kong and has substantive business operation in Hong Kong, and that the Applicant is not the organizer/co-organizer/service provider or a related company of the organizer/co-organizer/service provider of the promotion activity and the related services covered by the application.

I acknowledge that no agency or employment relationship between the Government of the Hong Kong Special Administrative Region (HKSAR) and the Applicant will be established in connection with or arising from the SME Export Marketing Fund (the Fund). The Applicant shall not represent itself and shall ensure that none of its employees, servants or agents shall represent itself as an employee, employee, servant, agent or partner of the HKSAR. I authorize the Trade and Industry Department (the Department) to handle the personal data information provided in relation to this application in accordance with the Guide to Application, including to contact other departments of the HKSAR and relevant parties or organisations to verify the truth of personal data provided in the application where necessary. As set out in my payment confirmation form, I understand that the Fund is concerned (if applicable), I agree to be bound by the terms and conditions set out in the relevant funding agreement in submitting an application. I am aware that the Department will rely on the information provided by me to determine the eligibility and the level of funding support to be offered to the Applicant under the Fund. I understand that the Department has the right to review this application and adjust the entitlement of funding support if necessary. I and the Applicant undertake to refer to the HKSAR any payment made by the HKSAR under the Fund upon demand by the Department and agree that the Department may take administrative measures and legal proceedings against the Applicant and its connected enterprise and/or related enterprise or related department as deemed necessary. I understand that if funding is received from the Fund for this application, the Applicant shall not apply or accept other Government funding support for the same funded expenditure item(s) under the same activity. I understand that I and the Applicant shall observe the Prevention of Bribery Ordinance (Cap. 201) and shall not offer any advantage to any person of the Department with a view to influencing the approval of the application. I also understand that any misrepresentation of information with a view to obtaining pecuniary advantage by deception is an offence and is liable to legal proceedings. I and the Applicant undertake 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.

Form with fields: CHAN TAI MAN, Shareholder, A123456(7), 1/3/2024, Signature with Applicant's Company Chop, Date

^ 請劃掉不適用符。 Please delete as appropriate.

[Nov 2023 Rev.]

聲明

- 簽署聲明
蓋上公司印章
提交簽署人的身份證/護照副本

Declaration

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



交齊證明文件

Submit all Supporting Documents

Screenshot of the SME Expert Marketing Fund website showing the 'Supporting Documents' section with a list of required documents and checkboxes.

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

Screenshot of the SME Expert Marketing Fund website showing the 'Supporting Documents' section with a table of required documents and checkboxes.



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



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

請沿虛線剪下並將有效的商業/分行登記證展示在營業地點。
Please cut along the dotted line and display the valid business/branch registration certificate at business address.

表格 2 FORM 2 (第 5 條)
《商業登記條例》(第 310 章) [regulation 5]
BUSINESS REGISTRATION ORDINANCE (Chapter 310)
(商業登記條例)
BUSINESS REGISTRATION REGULATIONS
商業 / 分行登記證 Business / Branch Registration Certificate

業務 / 法團名稱
Name of Business/
Corporation: X X 貨運運輸公司
KXX DXS TRANSPORTATION COMPANY

業務 / 分行名稱
Business/
Branch Name:

地址
Address: X/F
XXX GLOUCESTER ROAD
WANCHAI
HK

業務性質
Nature of Business: TRANSPORTATION

法律地位
Status: INDIVIDUAL

生效日期
Date of Commencement: 01/04/2017

屆滿日期
Date of Expiry: 31/03/2018

登記證號碼
Certificate No.: SX XXX XXXX

登記費及稅項
Fee and Levy: \$2,250
(登記費 FEE = \$2,000)
(徵費 LEVY = \$ 250)

商業登記號碼
BUSINESS
REGISTRATION NO.

請注意下列《商業登記條例》的規定:
Please note the following requirements of the Business Registration Ordinance:

1. 第 6(6) 條規定任何業務獲發商業登記證或分行登記證，並不表示該業務或經營該業務的人或受僱於該業務的僱員已遵從有關的任何法律規定。
2. 第 12 條規定各業務須將其有效的商業登記證或有效的分行登記證於每一營業地點展示。

1. Section 6(6) provides that the issue of a business registration certificate or a branch registration certificate shall not be deemed to imply that the requirements of any law in relation to such business or to the persons carrying on the same or employed therein have been complied with.
2. Section 12 provides that valid business registration certificate or valid branch registration certificate shall be displayed at every address where business is carried on.

印明所示登記費及徵費收數。 RECEIVED FEE AND LEVY HERE STATED IN PRINTED FIGURES.

20201	02/04/2017	12345678	888888	CHQ	\$2,250.00	S
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繳款日期 PAYMENT DATE
收據編號 RECEIPT NO.
已繳金額 AMOUNT PAID

Source: Inland Revenue Department

有效商業登記證副本 Copy of Valid Business Registration Certificate (BR Cert.)

何謂「有效商業登記證」?
「有效商業登記證」應在通知書
上打上機印顯示繳款日期、收據
編號和已繳金額。

What is "a valid BR Cert.?"
A valid BR Cert should bear a
machine-printed line showing the
payment date, the receipt
no. and the amount paid.

CR 公司註冊處 Companies Registry

周年申報表 Annual Return

樣本 SPECIMEN

表格 Form NAR1

公司編號 Company Number

註 Note

1 公司名稱 Company Name

2 商業名稱(如有的話) Business Name (if any)

3 公司類別 Type of Company
請在適用的空格內加上「號」號。 Please tick the relevant box.
 私人公司 Private company 公眾公司 Public company 擔保有限公司 Company limited by guarantee

4 本申報表的結算日期 Date to which this Return is Made Up
日 DD 月 MM 年 YYYY

(如屬私人公司，本申報表應列載截至公司成立為法團的周年日期的資料。
如屬公眾公司，申報表的結算日期應為該公司的會計期間結算後的 6 個月結算之日。
如屬擔保有限公司，申報表的結算日期應為該公司的會計期間結算後的 9 個月結算之日。
For a private company, the information in this return should be made up to the anniversary of the date of its incorporation.
For a public company, the return should be made up to the date that is 6 months after the end of its accounting reference period.
For a company limited by guarantee, the return should be made up to the date that is 9 months after the end of its accounting reference period.)

5 隨本表格交付的財務報表所涵蓋的會計期 Period Covered by Financial Statements Delivered with this Form
(私人公司無須填報此項。 A private company need not complete this section.)
日 DD 月 MM 年 YYYY 至 To 日 DD 月 MM 年 YYYY

6 註冊辦事處地址 Address of Registered Office

7 提交人資料 Presenter's Reference
姓名 Name: 傳真 Fax:
地址 Address: 電話 Tel:
電郵 Email:
傳呼 Reference:
日期編號 1/2012 (2012 年 10 月) Specification No. 1/2012 (October 2012)

請勿填寫本欄 For Official Use

Acknowledgment
Companies Registry
H.K.
1/1 /202 14: 3:1
Submission No/Seq No:
CR No:
Sh. Form.

確認收據日期、排序號碼之確認收據
Acknowledgement Receipt

最新的周年申報表 (NAR1) Latest Annual Return (NAR1)

須清晰顯示付款記錄
With payment record clearly shown

最新的商業登記冊內有關申請企業資料的核證本或電子摘錄副本
(即商業登記署的 Form 1(a)或 Form 1(c))

Latest Certified Extract/Electronic Extract of Information on the Business Register
(i.e. Form 1(a) or Form 1(c) of the Business Registration Office)

樣本 Form 1(a) SPECIMEN

INLAND REVENUE DEPARTMENT
BUSINESS REGISTRATION OFFICE
22, COLONIAL ROAD, KOWLOON, HONG KONG

商業登記條例
BUSINESS REGISTRATION REGULATIONS
Application by an individual for registration of business carried on by him in Hong Kong

申請人姓名: CHAN YXX MIXX
地址: RM 1XXX, BLOCK X, CITY TWO SHATIN, NT.
日期: 1 JANUARY 2023

樣本 Form 1(c) SPECIMEN

INLAND REVENUE DEPARTMENT
BUSINESS REGISTRATION OFFICE
22, COLONIAL ROAD, KOWLOON, HONG KONG

商業登記條例
BUSINESS REGISTRATION REGULATIONS
Application by partnership (other than limited partnership fund) or by other body unincorporated for registration of business carried on by such body in Hong Kong

申請人姓名: KXX DXX TRANSPORTATION COMPANY
地址: MF XXXX REVENUE ROAD, WAN CHAI, TUNG KONG
日期: 2023年1月1日

Source: Inland Revenue Department

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發票 Invoice

收據 Receipt

- 顯示發出機構的詳細聯絡資料
- 付款人名稱與申請企業名稱必須相同
- Showing detailed contact information of the issuing organization
- The name of the payer must be the same as the name of the applicant enterprise

收據正本或經核證副本
Original / Certified True Copy
of Receipts
&
相關發票
Relevant Invoices

透過網上電子表格上載的電子檔案
會被視為經由申請企業核證的副本

The digital files uploaded through the online e-Form will be regarded as a certified true copy of the original certified by the applicant enterprise.

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其他證明文件 Other Supporting Documents

- 參展商名單
- 考察團名單
- 廣告
- 電子平台/媒介
- 公司網頁/流動應用程式
- Exhibitors' list
- Delegation list
- Advertisements
- Electronic platforms/media
- Corporate website/mobile apps



確保文件已顯示申請企業的
公司全名及香港聯絡資料

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

準時遞交申請 On-time Submission

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

申請可以以下其中一種方式遞交：
Application may be submitted in **ONE** of the following ways:

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

地址詳情請參閱基金網站 Please refer to the EMF website for detailed address.



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



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



申請資助準備妥 輕輕鬆鬆獲資助

Get funding easily with good preparation

「中小企業市場推廣基金」科

“SME Export Marketing Fund Branch”

地址 Address : 香港九龍城協調道3號工業貿易大樓13樓1301室
Room 1301, 13/F, Trade and Industry Tower,
3 Concorde Road, Kowloon City, Hong Kong

電話 Telephone no. : 2398 5127

電郵 Email : emf_enquiry@tid.gov.hk

網站 Website : <https://emf.tid.gov.hk/>



中小企業市場推廣基金
SME Export Marketing Fund



工業貿易署

Trade and Industry Department