

**Preliminary Advice on the Eligibility of a Specific Promotion Activity for
funding support under the SME Export Marketing Fund (EMF)**
就個別推廣活動是否符合中小企業市場推廣基金
資助資格初步查詢

Necessary Information for Assessment on Business Mission
評估商貿考察團所需資料

In seeking preliminary advice on a **business mission**, please provide the Trade and Industry Department (TID) with **ALL** the following information of the activity in question in writing (Email: emf_enquiry@tid.gov.hk). The information should be listed item by item.

就商貿考察團作初步查詢，請以書面形式（電郵：emf_enquiry@tid.gov.hk）向工業貿易署（工貿署）提供所有以下有關活動的資料，並分項列出。

- 1. Itinerary showing the name, period, location, format (physical/online), aim of the business mission and the name of the organiser, etc.
顯示有考察團舉行日期、地點、形式（實體/網上）、目的及主辦機構的名稱等的商貿考察團行程表
- 2. Delegation list and the number of delegates
考察團團員名單及人數
- 3. Contract or application form showing the period, participation format, price and other details of the business mission
顯示有商貿考察團舉行日期、參與形式、費用及其他細節（包括分項收費明細）的合約或報名表
- 4. Details of the business meetings with the local government, the local trade and industry or the local trade and industrial organisations of the destination city, factory or site visits in the destination city, as well as the name and contact information of the participating organisations
有關於考察城市與當地政府、工商界或相關工商組織舉行商業會議、廠房或用地探訪的詳情，及此等參與機構的名稱及聯絡資料
- 5. Finalised agenda and details of the one-on-one business matching sessions
一對一商貿配對洽談的最終日程表及詳情

- 6. Portfolio of the organiser showing its track record, e.g. years of establishment, number of years of experience in organising business missions, the nature/type, number and scale of similar activities previously organised (including physical and online business missions), credibility, feedback of the trade on the business missions organised and enterprises which have participated in the business missions before etc.
- 顯示主辦機構業務紀錄的公司概要，例如成立年份、舉辦商貿考察團的年資、以往舉辦類似活動（包括實體和網上商貿考察團）的性質/類型、次數和規模、信譽、業界對其舉辦的商貿考察團的反饋，以及曾參加其舉辦商貿考察團的企業之反饋等

Enquirers are also welcomed to provide the TID with any documents in addition to the above, if you consider the information is relevant to the assessment of eligibility.

除以上資料外，查詢人士亦可向工貿署提供任何閣下認為與評估資助資格有關的文件。

Special Note on Business Missions 有關商貿考察團的特別注意事項

- (a) Individual activity on the itinerary with export promotion element may not necessarily enable the mission meeting the eligibility requirements for the EMF.
個別行程活動項目擁有出口推廣性質，並不足以令該考察團符合基金的資助資格。
- (b) Conferences, workshops and seminars that mainly assist enterprises to understand relevant development in their businesses or in technology exchange are not within the scope of funding support under the EMF.
純為協助企業了解相關行業發展或以技術交流為主的研討會、工作坊、會議以及交流會等，不屬於基金的資助範圍。
- (c) Business trip outside Hong Kong including visiting an exhibition or a business partner(s)/client(s) organised/attended by an enterprise, regardless of whether arrangement for air-ticket and hotel accommodation is made by the enterprise concerned or through a travel agent/business partner/client, will not be regarded as an eligible business mission.
企業自行組織/參與的境外考察活動包括參與展覽會或拜訪商業夥伴/客戶，不論是自行前往或經旅遊公司/商業夥伴/客戶安排機票和住宿，該次行程亦不會被視為合資格的商貿考察團。
- (d) Please refer to Appendix 3 of the EMF Guide to Application or the EMF web page (https://www.smefund.tid.gov.hk/english/emf/emf_business_missions.html) for the detailed requirements of business missions.
就商貿考察團的詳細要求，請參閱基金申請指引附件三或基金網頁 (https://www.smefund.tid.gov.hk/tc_chi/emf/emf_business_missions.html)。