This document aims to provide a brief introduction of the key features of the Technology Voucher Programme (TVP). Before submitting applications, applicants should read carefully the Guidance Notes for Applications available at the TVP Funding Administrative System (https://tvp.itf.gov.hk), with a view to understanding details of the TVP properly.
BACKGROUND

• Launched in November 2016 under Innovation and Technology Fund (ITF)

• To subsidise all local non-listed enterprises, irrespective of size and duration of operation, in using technological services and solutions to improve productivity, or upgrade or transform business processes.

• From 27 February 2019 -
  ➢ Converted into a **regular funding programme** under ITF
  ➢ Other enhancement measures
ELIGIBILITY

(a)(i) **Non-listed** enterprises **registered in HK** under Business Registration Ordinance; or

(a)(ii) Companies incorporated and registered in HK under the **Companies Ordinance**; or

(a)(iii) **Statutory bodies** set up in Hong Kong;

AND

(b) **Not** a government subvented organisation or its subsidiary;

AND

(c) With **substantive business operation** in HK at the time of application

➢ “Shell” company **NOT** eligible

*listed enterprises **NOT** eligible, subsidiaries of listed enterprises eligible if they themselves not listed
FUNDING SCOPE AND AMOUNT (1)

- **Cumulative funding ceiling:** $400,000*  
  2:1 matching basis
- **Government:** 2/3
- **Entity:** 1/3
- **Max projects:** 4
- **Only one project at a time**
- **Reimbursement basis**
- **Project duration ≤ 12 months**
- *Applications submitted before 27 February 2019 subject to original funding ceiling of $200,000.*
FUNDING SCOPE AND AMOUNT (2)

• “Related entities”
  Entities set up as different legal entities but having the same individual(s) holding ≥ 30% ownership in such entities
  → Treated as one single entity
  → Subject to cumulative funding ceiling of $400,000
FUNDING SCOPE AND AMOUNT (3)

• Funding could cover:
  ① **Technology Consultancy** (optional)
  ② **Customised** equipment/hardware, software and technological services or solutions (essential part of project)
  ③ **Off-the-shelf/readily available** equipment/hardware, software and technological services or solutions (essential part of project; ≤ 50% of total project cost)
  ④ **Auditing fee** (if approved funding > $50,000; maximum fee: $3,000)
FUNDING SCOPE AND AMOUNT (4)

• Detailed budget
• Costs **directly incurred** for project
• **Subscription** cost for technological services/solutions allowed within **project period**
• **No** funding support from other local public funding sources for expenditure items under approved TVP project
• **Prior approval** obtained **before** project commencement
FUNDING SCOPE AND AMOUNT (5)

- Normal operating expenses **NOT** covered, such as:

<table>
<thead>
<tr>
<th>Rental of premises, staff salary &amp; related expenses</th>
<th>General office equipment for normal business operation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-technology related professional service fees</td>
<td>Maintenance, warranty &amp; insurance of existing and newly purchased equipment</td>
</tr>
<tr>
<td>Marketing and branding, financing expenses</td>
<td>Transportation, accommodation, administrative overheads</td>
</tr>
</tbody>
</table>
## TYPICAL TECHNOLOGICAL SERVICES/SOLUTIONS (1)

- **Productivity / Business Process**

<table>
<thead>
<tr>
<th>Appointment scheduling and queue management system</th>
<th>Big data and cloud-based analytics solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cyber security solution</td>
<td>Document management and mobile access system</td>
</tr>
<tr>
<td>Electronic inventory management system</td>
<td>Enterprise resource planning (ERP) solution (including CRM system)</td>
</tr>
<tr>
<td>Logistics management system</td>
<td>POS system</td>
</tr>
</tbody>
</table>
TYPICAL TECHNOLOGICAL SERVICES/SOLUTIONS (2)

- Productivity / Business Process

<table>
<thead>
<tr>
<th>Augmented reality (AR) technologies system</th>
<th>Building information modeling (BIM) system</th>
<th>Clinic management system</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic procurement management system</td>
<td>Fleet management system</td>
<td>Location based services (LBS)</td>
</tr>
<tr>
<td>Quick response management (QRM) system</td>
<td>Real-time manufacturing tracking system</td>
<td>Solutions to facilitate compliance with manufacturing standards</td>
</tr>
</tbody>
</table>
TYPICAL TECHNOLOGICAL SERVICES/SOLUTIONS (3)

- Productivity / Business Process
  - Computer Aided Design (CAD)
  - Product Management System
  - Intelligent Robot (Industrial Robot and Service Robot) Applications
  - School Management System

- Environmental Protection
  - Energy management system
  - Waste management technologies
## TYPICAL TECHNOLOGICAL SERVICES/SOLUTIONS (3)

- Testing and Certification

<table>
<thead>
<tr>
<th>Energy management system (ISO 50001)</th>
<th>Environmental management system (ISO 14001)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information security management system (ISO/IEC 27001)</td>
<td>Testing Solutions for Traditional Chinese Medicines (TCM)</td>
</tr>
</tbody>
</table>

- applicants should engage technological services and solutions in the process of fulfilling the testing/ certification requirements
PROCUREMENT

• Procurement procedures

<table>
<thead>
<tr>
<th>Estimated value of goods/services</th>
<th>Number of written quotations required</th>
</tr>
</thead>
<tbody>
<tr>
<td>≤ $50,000</td>
<td>2</td>
</tr>
<tr>
<td>&gt; $50,000 and ≤ $300,000</td>
<td>3</td>
</tr>
<tr>
<td>&gt; $300,000 and ≤ $1.40M</td>
<td>5</td>
</tr>
<tr>
<td>&gt; $1.40M</td>
<td>Open tender</td>
</tr>
</tbody>
</table>

• Consultants, service providers and suppliers should **not** be related to applicant in terms of **ownership or management**, and may **not** provide loans to applicant for carrying out TVP projects
APPLICATION PROCEDURES (1)

- Open for application all year round

  Obtain **written quotations and probity and non-collusive quotation/tendering certificate** from technology service provider(s) and supplier(s)

  **Register as user** at TVP Funding Administrative System: https://tvp.itf.gov.hk

  Submit applications with **necessary support documents** through TVP Funding Administrative System
APPLICATION PROCEDURES (2)

① Evidence of **substantive business operation**
② **Form 1(a)/1(c)** of Business Registration Office or **Form NAR1** of Companies Registry
③ **HKID** or passport of signatory of application form
④ All relevant **quotations** and duly signed **Probity and Non-Collusive Quotation/Tendering Certificate** by each bidder/tenderer

* **Certified copy no longer required**
VETTING (1)

- **ITC**
  - Check eligibility
  - Conduct preliminary screening
  - Seek clarification or supplementary information

- **TVP Committee**
  - Eligible applications to be considered by TVP Committee

- **CIT**
  - Applications supported by TVP Committee to be submitted to Commissioner for Innovation and Technology (CIT) for approval of funding
VETTING (2)

- Assessment criteria:
  - Relevant to applicant’s business
  - Reasonable budget
  - Reasonable implementation details
  - Adverse record of technology service provider(s)
Common reasons for past applications not supported by the TVP Committee:

- merely procurement of off-the-shelf/readily available items
- application involving only little or no technological elements and hence not consistent with objectives of TVP

Rejected applications re-submitted after taking into account reason(s) for earlier rejection
TVP COMMITTEE

Non-official members:
1. Business sector
2. Technology sector
3. Professional services sector

Ex-officio members: Representatives of Government Departments
PROJECT MONITORING (1)

• Funding agreement

• Project carried out strictly in accordance with funding agreement and approved application

• Any modification, amendment or addition to approved project (including change of project duration, services provider, equipment, budget): **Strong justifications** to be provided

  ➔ **Prior written approval** by ITC

  (TVP Committee to be consulted if necessary)
PROJECT MONITORING (2)

- Request for change in **project scope** or **increase in total amount of ITF funding** will **not** be entertained
- Prior approval by ITC is **not** required under the following conditions
  - Deviation of expenditure of individual item $\leq 30\%$ of approved budget
  - Increase in **own** contribution
  - **Early** project completion
  - Project **extension** for no more than 6 months
FUND DISBURSEMENT

- Submission through TVP Funding Administrative System within **2 months** after project completion
  - Final project report
  - Evidence of deliverables
  - Receipts of payment for expenditure items
  - Audited statement of expenditure (funding > $50,000)
  - **OR** Final statement of expenditure (funding ≤ $50,000)
- Sampled checking
ENQUIRY

• Tel: (852) 3523 1170
• Email: tvp-enquiry@itc.gov.hk
• Website: https://tvp.itf.gov.hk
• Address: Technology Voucher Programme Secretariat
  Innovation and Technology Commission
  10/F, Rykadan Capital Tower,
  135 Hoi Bun Road, Kwun Tong, Kowloon, Hong Kong