

Technology Voucher Programme

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;

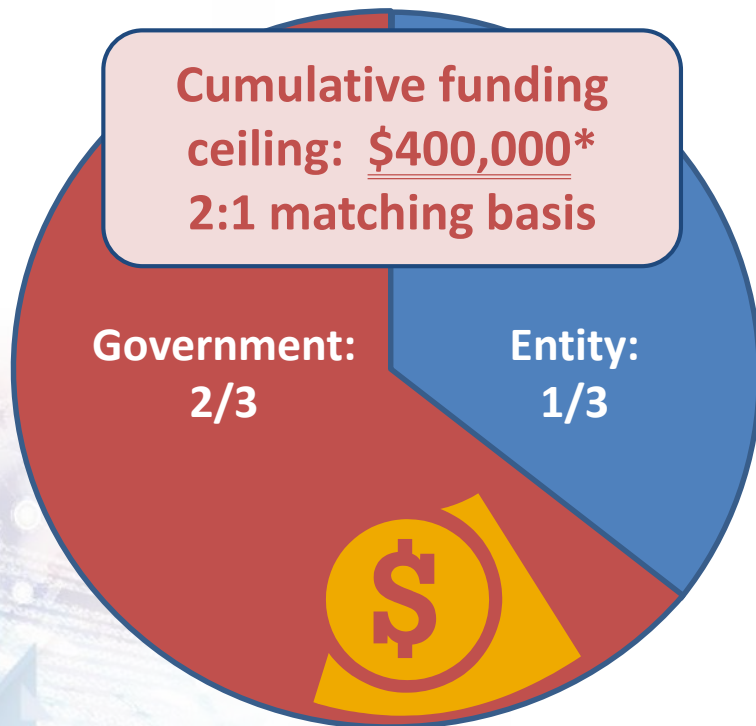
AND

(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)



Max
4 projects

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 $\geq 30\%$ 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; $\leq 50\%$ 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:

rental of premises, staff salary & related expenses	general office equipment for normal business operation
non-technology related professional service fees	maintenance, warranty & insurance of existing and newly purchased equipment
marketing and branding, financing expenses	transportation, accommodation, administrative overheads

TYPICAL TECHNOLOGICAL SERVICES/SOLUTIONS (1)

- **Productivity / Business Process**

Appointment scheduling and queue management system	Big data and cloud-based analytics solution
Cyber security solution	Document management and mobile access system
Electronic inventory management system	Enterprise resource planning (ERP) solution(including CRM system)
Logistics management system	POS system

TYPICAL TECHNOLOGICAL SERVICES/SOLUTIONS (2)

- **Productivity / Business Process**

Augmented reality (AR) technologies system	Building information modeling (BIM) system	Clinic management system
Electronic procurement management system	Fleet management system	Location based services (LBS)
Quick response management (QRM) system	Real-time manufacturing tracking system	Solutions to facilitate compliance with manufacturing standards

TYPICAL TECHNOLOGICAL SERVICES/SOLUTIONS (3)

- Productivity / Business Process

Computer Aided Design (CAD)

**Intelligent Robot (Industrial
Robot and Service Robot)
Applications**

Product Management System

School Management System

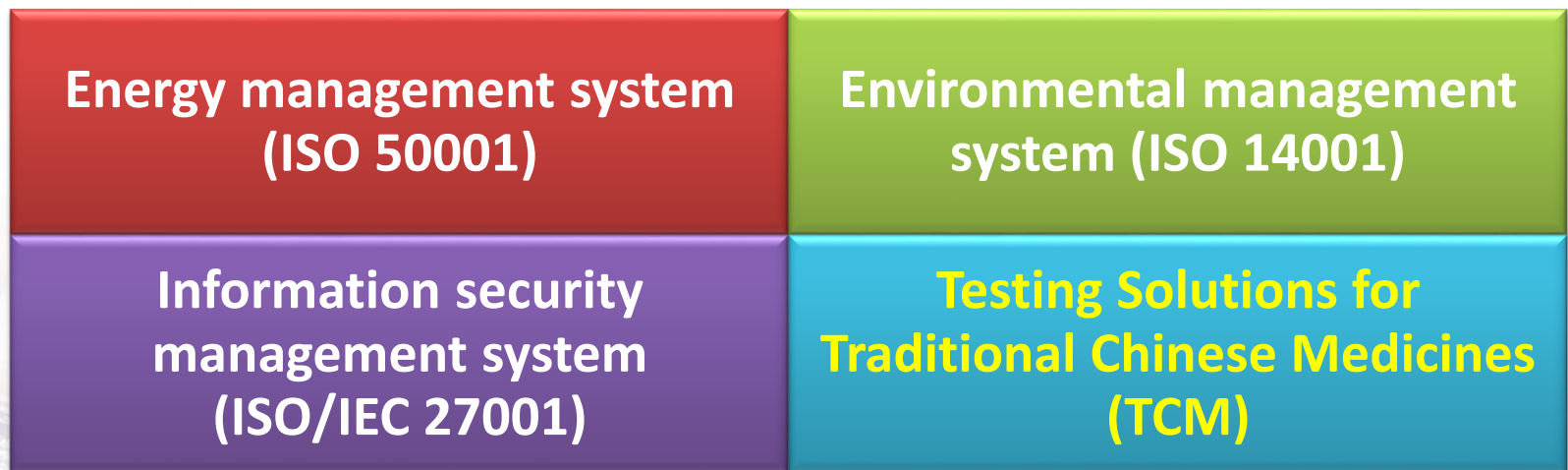
- Environmental Protection

Energy management system

**Waste management
technologies**

TYPICAL TECHNOLOGICAL SERVICES/SOLUTIONS (3)

- Testing and Certification



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

PROCUREMENT

- Procurement procedures

Estimated value of goods/services	Number of written quotations required
≤ \$50,000	2
> \$50,000 and ≤ \$300,000	3
> \$300,000 and ≤ \$1.40M	5
> \$1.40M	Open tender

- 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)**

VETTING (3)

- 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
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135 Hoi Bun Road, Kwun Tong, Kowloon,
Hong Kong