

Distance Business Programme (“D-Biz Programme”)

Application Form

Before proceeding to the application form (“Form”), applicant should note and confirm the following:

1. Each applicant can submit at most **TWO** funding applications. The second application can only be submitted after the applicant has (i) replied to the Secretariat on the result of its first application by either accepting in part or in full or declining the approved funding amount in the first application; (ii) had its first application rejected, or (ii) withdrawn the entire first application before receiving the result. The funding ceiling for each IT solution and the relevant training expenses is HK\$100,000, while each enterprise may receive total funding of up to **HK\$300,000**. Each application may contain a maximum of **three** IT solutions, which must fall under different IT solution categories and different from the approved categories in the first application, and must not be interdependent with each other.
2. The applicant should possess a valid **Business Registration** (“BR”) Certificate (holder of a Branch Registration Certificate is not qualified) issued by the Inland Revenue Department of the HKSAR Government (the “Government”). For social enterprises which do not have a valid BR, it should possess a **Social Enterprises Certificate** issued by the Hong Kong Council of Social Service for the D-Biz Programme;
3. The applicant’s business has commenced before 1 January 2020, and still has substantive business operation in Hong Kong in the industry related to the project in the application at the time of application;
4. The applicant is not a listed company, statutory body, nor a non-government organisation (NGO) funded by the Government [Remark 1]; and
5. The approved project has not benefited and would not benefit from other government funding scheme(s) at the same time.
6. The D-Biz Programme does not provide for an appeal mechanism. Amendments to application submitted will not be entertained.

Remark 1: An NGO funded by the Government means an NGO that receives funding from the Government on a recurrent basis.

Important Notes

1. Please read the “Guidance Notes for Funding Applications” (“the Application Guide”) carefully before completing this Form.
2. Please attach the supporting documents listed in the Application Guide.
3. The Government and the Secretariat have not appointed, permitted or designated any consultancy firms or companies to provide any fee charging services in relation to assisting the applicants to prepare and submit applications for D-Biz Programme.
4. Any consultancy firms or companies claiming to be approved or designated by the Government and the Secretariat for promoting or soliciting business are misleading and making misrepresentation, the applicants should report the cases to the Secretariat for following up and taking appropriate actions.
5. It is the responsibility of an applicant to complete an application form timely and truthfully and to provide all supporting documents. Inaccurate and incomplete information may affect the processing of the application. Any misrepresentation or omission of information may lead to rejection of the application and/or full recovery by the Government and the Secretariat of any grant which has been awarded. **It is an offence in law to obtain**

property/pecuniary advantage by deception or assisting persons to obtain property/pecuniary advantage. Any person who does so may be liable to legal proceedings.

6. The Government and the Secretariat have the right to disclose, without further reference to the applicant, whenever it considers appropriate, information provided by the applicant in, and in connection with, its application for D-Biz Programme as stipulated under the section “Handling of Information” of the Application Guide. In submitting the application form, each applicant irrevocably and unconditionally authorises the Government to make and consents to the Government making any of the aforesaid disclosure. By submitting an application, an applicant is regarded to have agreed to, and to have obtained from the authorised person and the selected service provider(s) and each individual whose information (including personal data) is provided in the application, his/her consent for the disclosure, use and further disclosure by the Government of the information (including personal data) for the purposes set out above.
7. This Form is divided into the following sections:

Part A	Particulars of the Applicant
Part B	Project Information
Part C	Budget Details and Service Provider(s) Information
Part D	Declaration and Undertakings

Personal Data Collection Statement

(i) Purpose of Collection

The personal data and other related information provided by you in this Form will be used by the Government and the Secretariat for the purpose of processing your application and purposes permitted under the “Handling of Information” section of the Guidance Notes for Funding Applications. The provision of personal data and other related information in this Form is voluntary. However, if you do not provide adequate and accurate data, we may not be able to process your application.


(ii) Transfer of Personal Data

Your application form, other related information and supporting documents may be provided to various departments of the Government for auditing and verification purposes. The Government and the Secretariat will disclose your personal data when required to do so by law or in response to requests from law enforcement agencies, or if explicit consent to such disclosure is given by you.

(iii) Access to Personal Data

For data access and correction, please email to us at dbizapp@hkpc.org.

Part A – Particulars of the Applicant**Upload of Documents***(Support file up to 5MB under format of jpg, jpeg)*


1	Copy of a Business Registration (“BR”) Certificate issued by the Inland Revenue Department which should be valid on the date of submission. For social enterprises which do not have a BR, please upload a copy of the Social Enterprises Certificate issued by the Hong Kong Council of Social Service for the D-Biz Programme.	
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Please complete this Part by making reference to the BR Certificate issued by the Inland Revenue Department of the Hong Kong SAR Government or the Social Enterprise Certificate issued by the Hong Kong Council of Social Service for the D-Biz Programme. Discrepancies between the information provided below and information contained in the applicant’s BR Certificate or the Social Enterprise Certificate will affect the processing of application.

Applicant Information

*Applicant Name: (English)	
(Chinese)	
*Business Address:	
*Date of Business Commencement: (Before 1 January 2020)	(dd/mm/yyyy)
*Date of Expiry of Business Registration Certificate (for holder of Business Registration Certificate only)	(dd/mm/yyyy)
*Business Registration Certificate Number / Social Enterprises Certificate Number	
*Form of Enterprise	Please “v” as appropriate <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Company Limited by Shares <input type="checkbox"/> Company Limited by Guarantee <input type="checkbox"/> Others (for social enterprises only)
*Number of person(s) employed in Hong Kong : <i>(Including proprietors/partners/shareholders actively engaged in the work of the applicant’s business, and all salaried employees of the applicant directly paid by the applicant, whether full-time or part-time, permanent or temporary)</i>	
*Business Category (please choose one only):	Please “v” as appropriate <input type="checkbox"/> Administrative and Support Services (e.g. Advertising, Exhibitions, Public Relations, Property Management, etc.) <input type="checkbox"/> Construction <input type="checkbox"/> Creative Industry

	<input type="checkbox"/> Education and Training <input type="checkbox"/> Environmental Services <input type="checkbox"/> Hospitality, Food and Beverage <input type="checkbox"/> Import and Export Trade <input type="checkbox"/> Manufacturing <input type="checkbox"/> Media, Printing and Publishing <input type="checkbox"/> Professional service (e.g. Accounting, architecture, legal, etc.) <input type="checkbox"/> Retail <input type="checkbox"/> Servicing (e.g. Hair salon, event organiser, tourism, etc.) <input type="checkbox"/> Technology Development and Services <input type="checkbox"/> Transportation and Logistics <input type="checkbox"/> Others
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2	Copy of the documentary evidence proving that the Applicant has substantive business operations in the industry related to the project in the application at the time of application <i>(Refer to Annex C in the Application Guide)</i>	
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SAMPLE

Part B – Project Information

*Project title:	
*Project Duration: <i>(Up to 6 months)</i>	[select 1/2/3/4/5/6] months
*No. of Proposed IT solution(s): <i>(Maximum 3 solutions)</i>	[select 1/2/3]
*Description of existing business <i>(Maximum 800 words)</i>	
*Expected benefits from the project <i>(Maximum 800 words)</i>	

SAMPLE

Part C – Budget Details and Service Provider(s) Information

(Applicant is required to list all selected Service Providers of the Project. For applications which engage a system integrator or non-subscription based service provider, 2 quotations shall be obtained for each procurement while Applicant is required to select the lowest bid. If the lowest bid is not selected, Applicant must provide full justification. Applicant shall upload both selected and non-selected quotations as well as the corresponding Probity and Non-collusive Quotation/Tendering Certificate signed by service providers).

IT Solution 1

*IT Solution :	
*Project Amount for IT Solution 1:	(HK\$)
*IT Solution 1 Category: <i>(Please select the most appropriate one)</i>	<input type="checkbox"/> 1. Online business <input type="checkbox"/> 2. Online order taking and delivery, and smart self-service systems <input type="checkbox"/> 3. Online customer services and engagement <input type="checkbox"/> 4. Digital customer experience enhancement <input type="checkbox"/> 5. Digital payment / mobile point of sale <input type="checkbox"/> 6. Online / cloud-based financial management systems <input type="checkbox"/> 7. Online / cloud-based human resources management systems <input type="checkbox"/> 8. Remote document management, cloud storage and remote access services <input type="checkbox"/> 9. Virtual meeting and conference tools <input type="checkbox"/> 10. Virtual team management and communications <input type="checkbox"/> 11. Cybersecurity solutions <input type="checkbox"/> 12. Other online / custom-built / cloud-based business support systems

Selected Service Provider's Information

*Service Provider on the Reference List?	<input type="checkbox"/> Yes, SP Reference Number / SP Supplementary Number/ SP Submission Number : <hr/> <i>[SP Reference Number e.g. SP-XXX-XXX SP Supplementary Number e.g. IC-XXXXXXXX SP Submission Number e.g. XXXXXXXX]</i> <input type="checkbox"/> No, please provide selected service provider's information below.
	*Service Provider's company name: <hr/> *Email of contact person : <hr/> BR No. <hr/>
*Is the Selected Service Provider a sole supplier in market?	<input type="checkbox"/> Yes <i>[Please go to Justification]</i> <input type="checkbox"/> No <i>[Please go to next question]</i>
Is there the second quotation obtained?	<input type="checkbox"/> Yes <i>[Please go to Non-Selected Service Provider's Information]</i> <input type="checkbox"/> No <i>[Please go to Justification]</i>



Non-Selected Service Provider's Information

<p>Service Provider on the Reference List?</p>	<p><input type="checkbox"/> Yes, SP Reference Number / SP Supplementary Number/ SP Submission Number : _____ <i>[SP Reference Number e.g. SP-XXX-XXX SP Supplementary Number e.g. IC-XXXXXXXX SP Submission Number e.g. XXXXXXXX]</i></p> <p><input type="checkbox"/> No, please provide selected service provider's information below.</p>
	<p>*Service Provider's company name: _____</p> <p>*Email of contact person : _____</p> <p>BR No. _____</p>



<p>Justification for choosing a sole supplier / not providing the second quotations / not choosing the lowest quotation bid:</p>	
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Supporting Document

Selected Service Provider

<p>(1) Copy of the selected quotation with service provider's detailed contact information shown</p>	
<p>(2) Copy of signed probity and non-collusive quotation/tendering certificate[#] of selected service provider</p>	

Non-Selected Service Provider

<p>(1) Copy of the non-selected quotation with service provider's detailed contact information shown</p>	
<p>(2) Copy of signed probity and non-collusive quotation/tendering certificate of non-selected service provider</p>	





(Repeat for IT solution 2 and 3)

[#]Model Clauses in Probity and Non-Collusive Quotation/Tendering Certificate is available at u.hkpc.org/dbiz

External Audit Fee

(Project auditing is required for projects with approved funding **exceeding HK\$30,000**. The maximum audit fee to be counted towards the total project cost is HK\$3,000. External audit fee not included in the application will not be reimbursed.)

External Audit Fee :	(HK\$)
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Copy of the selected audit quotation with auditor's detailed contact information shown	
Copy of signed probity and non-collusive quotation/tendering certificate of selected auditor	
Copy of the non-selected audit quotation with audit's detailed contact information shown	
Copy of signed probity and non-collusive quotation/tendering certificate of non-selected auditor	

Total Project Cost :	(HK\$) [By system calculation]
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Bank Account Information

(Applicant should use its business bank account for fund disbursement. Applicant is required to submit a consent letter signed by ALL directors of the company if such business bank account is not available and the personal bank account of one of them has to be used for fund disbursement)

*Bank Account Type	[Company account/Personal account]
*Name of Bank Account Holder	
*Name of Bank	
*Bank Account Number	
*Please reconfirm Bank Account Number	

Consent letter signed by ALL directors of the company if the personal bank account of one of them is selected for fund disbursement	
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Note 1 : Please ensure that your bank account information is correct. Bank account information must include the bank code, branch code and account number. Please contact your bank if you have any questions on your complete bank account number.

Note 2 : Applicants with bank accounts at the following banks are requested to ensure that the bank account number they input contains the branch code : 004 HSBC; 006 Citibank, N.A.; 016 DBS Bank (Hong Kong) Limited; 022 Oversea-Chinese Banking Corporation Ltd; 028 Public Bank (Hong Kong) Limited; 035 OCBC Wing Hang Bank Limited; 040 Dah Sing Bank, Ltd.; and 055 Bank of America, N.A.

Note 3 : Applicants with bank account at the following bank must ensure that, for the purposes of direct transfer, the bank account number they input must be no longer than 15 digits: 016 DBS Bank (Hong Kong Limited).

Note 4 : The HKSAR Government, the Secretariat of the D-Biz Programme (the "Secretariat") shall not be held liable for any failure to release the fund or any failure to receive the fund by the applicant caused by or resulting from the inaccurate information of its bank account in Hong Kong provided by the applicant, and the applicant shall bear the sole responsibility for all risks and consequences thereof.

SAMPLE

Part D – Declaration and Undertakings**Authorised Person**

(The applicant should assign a person who shall act as the main contact point between the applicant and the Government or the Secretariat (“authorised person”). In order to ensure the smooth implementation and completion of the project, the authorised person should be able to fully represent the applicant and be conversant with the operation and business processes of the applicant. As such, the authorised person must be a responsible personnel of the applicant.)

*Name: (English) (Chinese)	
*Post Title:	
*Contact No.:	
*Email:	

I, as the authorised person of the Applicant, hereby declare and undertake the following:

1. The Applicant has read and fully understands the Application Guide and all important and explanatory notes as set out in this Form, and that the proposed project is in compliance with the requirements set out in the Application Guide.	<input type="checkbox"/>
2. The Applicant shall comply with the terms and conditions of this Form as well as all requirements and specifications set out in the Application Guide and such other requirements and directions as specified from time to time by the Government and the Secretariat.	<input type="checkbox"/>
3. All information provided in this Form as well as the accompanying information and supporting documents submitted by the Applicant are true, valid and accurate and reflect the status of affairs as at the date of submission. The Applicant shall inform the Secretariat immediately in writing if there are any changes to the above information.	<input type="checkbox"/>
4. The Applicant understands and agrees that the Secretariat will base on the information and supporting documents provided by it to process this application under D-Biz Programme. The Applicant also understands that the Secretariat may or may not approach the Applicant for seeking supplementary information or clarifications. It is the sole responsibility of the Applicant to provide all relevant supporting information and justifications in a self-explanatory manner.	<input type="checkbox"/>
5. The Applicant also acknowledges and understands that in the event that any information and/or supporting documents is found untrue, incomplete, inaccurate or misleading, the Government and the Secretariat reserves the right to revoke the approval of this application, request for refund of any disbursement to the Government or the Secretariat, and subject the case to legal proceedings.	
6. The Applicant acknowledges and understands that any person who by any deception dishonestly obtains for the applicant or another any pecuniary advantage (including but not limited to knowingly or wilfully makes a false statement, misrepresents or conceals any information in this application to obtain any subsidy under D-Biz Programme) shall be guilty of an offence and shall be liable on conviction upon indictment to imprisonment.	<input type="checkbox"/>
7. The Applicant has obtained or shall obtain consent from all relevant persons/entities for the disclosure, use and further disclosure by the Government and the Secretariat of their information/personal data.	<input type="checkbox"/>

<p>8. The Applicant confirms that the selected Service Provider(s) and external auditor have no association, connection or relationship with the Applicant in terms of management and ownership. The Applicant and any person/staff authorised by the Applicant to handle or in any way to be involved in the quotation or tender exercise for the procurement of goods and services have no actual or potential conflict of interest; or otherwise will not participate in the procurement process. If the project is approved, the Applicant shall carry out and complete the project strictly in accordance with the approved application and the Application Guide. The applicant shall be solely responsible for monitoring the implementation of the project by the selected Service Provider(s).</p>	<input type="checkbox"/>
<p>9. The Applicant confirms that Authorised Person in Part D is able to fully represent the Applicant and conversant with the operation and business processes of the Applicant and is a responsible personnel of the applicant. The Applicant also understands that it shall bear the sole responsibility in ensuring all procurement for goods and services are in compliance with the required procedures as stipulated in the Application Guide. In the event that any procurement procedures of the applicant is found not in compliance with the required procedures, the Government and the Secretariat shall have the power to revoke the approval of this application, adjust the amount of grant payment, withhold and/or defer and/or cease making grant payment, request for refund of any disbursement to the Government or the Secretariat, and subject the case to legal proceedings.</p>	<input type="checkbox"/>
<p>10. The Applicant understands that the Government and the Secretariat has the right to determine whether the applicant, the selected Service Provider(s) are eligible, and whether the proposed project falls within the ambit of D-Biz Programme.</p>	<input type="checkbox"/>
<p>11. The Applicant acknowledges and understands that the outcome of this application will be subject to the consideration and approval of the Government, and the determination of the Government shall be final. The Applicant understands and agrees that there is no appeal mechanism under the D-Biz Programme, and amendments to the application submitted will not be entertained.</p>	<input type="checkbox"/>
<p>12. The Applicant acknowledges and agrees that the Applicant shall assume full responsibilities for submission of this application and bear all potential risks associated with the proposed project under this application, including but not limited to the rejection or disapproval of this application, or failure of receiving any funding support under D-Biz Programme.</p>	<input type="checkbox"/>
<p>13. The Applicant acknowledges that (i) the Government and the Secretariat do not make any endorsement, warranty, guarantee or assurance on the quality of services or work performed or products delivered by the Service Providers on the Reference List, and (ii) no guarantee is made to the Applicant for approval of this application by selecting and engaging the Service Providers on the Reference List.</p>	<input type="checkbox"/>
<p>14. The Applicant acknowledges and understands that (i) the Applicant may select, nominate and engage the Service Provider(s) at its own choice (whether or not on the Reference List) to implement the project in this application, (ii) the Applicant shall exercise its own judgement and conduct due diligence and assessment in selecting and engaging appropriate Service Provider(s) to meet its business needs and project requirements, and (iii) the Applicant shall assume full responsibilities and consequence on the selection of the Service Provider(s) to implement the project in this application.</p>	<input type="checkbox"/>
<p>15. The Applicant acknowledges and agrees that the Government and the Secretariat shall not be held liable to any and all losses or damages of whatever nature (including but not limited to, loss of revenue, profit, business opportunity or goodwill) sustained by the Applicant arising from or in connection with this application, selection of the Service Provider(s) on the Reference List, and/or failure of receiving any funding support under D-Biz Programme.</p>	<input type="checkbox"/>

<p>16. The Applicant shall observe the Prevention of Bribery Ordinance (Cap. 201 of the Laws of Hong Kong) (“PBO”) and will prohibits its employee(s), agent(s), supplier(s), and other personnel who are in any way involved in this application and the project under D-Biz Programme from offering to or soliciting or accepting from any person any money, gifts or advantage as defined in the PBO in the implementation of the project under D-Biz Programme. Should any such offence is committed by the Applicant or its employee(s), agent(s), supplier(s) or other personnel who are in any way involved in this application and the project under D-Biz Programme, the Government or the Secretariat will revoke the approval of this application, request for refund of any disbursement to the Government or the Secretariat, and subject the case to legal proceedings (e.g. report to ICAC).</p>	<input type="checkbox"/>
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I, as the authorised person of the Applicant, hereby:

<p>authorise the Government and the Secretariat to use and handle all information (including but not limited to personal data) provided in this application, including the disclosure of the information in relation to this application to other parties, in accordance with the “Handling of Information” section of the Application Guide.</p>	<input type="checkbox"/>
<p>agree that the Applicant shall enter into a funding agreement with the Secretariat upon the approval of this application and the approved project shall be implemented strictly in accordance with the funding agreement.</p>	<input type="checkbox"/>

You are reminded to check the accuracy of the information provided above before submitting this Form. Inaccurate and incomplete information will affect the processing of this application.

SUBMIT

Thank you for your application. An acknowledgement email will be sent to your registered email. Your application will be processed in due course.