

Frequently Asked Questions For Enrolment to the IT Service Providers Reference List Distance Business Programme

- 1. I have indicated my interest in enrolling to the Reference List to the Hong Kong Productivity Council earlier, do I need to submit an application?**
 - Yes. You may submit your application via the Programme website (u.hkpc.org/dbiz). After submitting the application, you should receive a submission number for record. You can then check the application status by emailing to dbizsp@hkpc.org.

- 2. What is the purpose of having a Reference List?**
 - The Reference List serves to offer relevant market information for enterprises' reference. Service Providers on the Reference List should not be taken as service providers endorsed or recommended by the Government or the Secretariat of the Programme. Whether or not the applicants engage Service Providers on the Reference List will not affect the application outcome.

- 3. What criteria will be used to evaluate whether a service provider can be enrolled to the Reference List?**
 - Each application will be considered based on individual merits and on a case-by-case basis, having regard to the Service Providers' technical capabilities and experience relating to the IT solution categories.

- 4. Can overseas vendors enrol on the D-Biz Programme IT Service Providers Reference List?**
 - To enrol on the Reference List, a Service Provider should possess a valid Business Registration Certificate and relevant technical capability and experience. In addition:
 - For system integrator or non-subscription based solution / platform provider, applicants should submit two job references completed in the last 18 months should be provided for each solution category selected.
 - For subscription based solution / platform providers, applicants should have at least two active customers who have subscribed to the solution/platform for at least six months should be provided.
 - Please refer to the Guidance Notes for IT Service Providers available on the Programme website (u.hkpc.org/dbiz).

- 5. What is the funding cap for each project?**
 - The Programme provides funding support for enterprises to adopt IT solution under the 12 IT solution categories relating to distance business.
 - The funding ceiling is \$100,000 for each IT solution and the relevant training expenses for the employees .
 - Each enterprise may receive total funding of up to \$300,000 to undertake a distance business project to be completed within six months.

6. **Can I promote myself as pre-qualified service provider under the D-Biz Programme?**
 - No. Service providers on the Reference List **shall not** represent or claim itself as a pre-approved or pre-qualified service provider under the Programme when marketing and promoting its business, products or services to the potential applicants of D-Biz Programme.

7. **Can I use Mainland or overseas clients as job references?**
 - Yes.

8. **Can I indicate that my company can provide services for more than one IT solution categories?**
 - Yes, you will need to provide supporting information to demonstrate your technical capability and experience relating to the respective IT solution categories.

9. **If I have signed Non-Disclosure Agreement with clients, how should I provide job reference / contracts / POs as supporting documents?**
 - You should redact sensitive information, such as pricing information, when submitting the document proof if so permitted by the Non-Disclosure Agreement. When in doubt, applicants should seek independent legal advice.

10. **If I do not have MPF record for employees, how should I prove the number of employees of my company?**
 - You can submit other documentary proof, e.g. employee benefits and pension plans, employee's employment contract, salary payment record, etc.

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