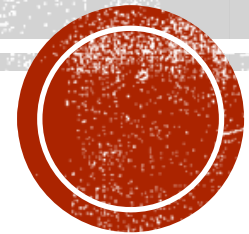


DISTANCE BUSINESS PROGRAMME

PROCEDURES ON SIGNING OF FUNDING AGREEMENT & DISBURSEMENT OF FUNDING



Processes of Signing of Funding Agreement & Disbursement of Funding

(CHANGE OF SERVICE PROVIDER/QUOTATION IS REQUIRED)

Step 1

- Within 14 working days upon receiving the notification of application result, applicant should confirm the acceptance of the funding offer, and upload (1) new quotation(s); and (2) “Probity and Non-Collusive Quotation/Tendering Certificate” signed by the Service Provider(s).
- * If the applicant requires more time to search for suitable Service Provider(s), please accept the funding offer first within the specified time, and provide new quotation(s) and Non-Collusive Certificate afterwards.

Step 2

During eligibility checking, the Secretariat may seek supplementary information from the applicant. Please upload the required documents via Online System within the specified time.

Upon receiving all required documents, the Secretariat will notify the applicant to review the funding agreement and schedule the signing appointment.

Step 3

An initial payment of 30% of the approved funding amount will be payable to a designated bank account within 14 working days after the signing of funding agreement.



Processes of Signing of Funding Agreement & Disbursement of Funding

(CHANGE OF SERVICE PROVIDER/QUOTATION IS NOT REQUIRED)

Step 1

- Within 14 working days upon receiving the notification of application result, applicant should confirm the acceptance of the funding offer, to facilitate the preparation of the funding agreement.

Step 2

- During eligibility checking, the Secretariat may seek supplementary information from the applicant. Please upload the required documents via Online System within the specified time.
Upon receiving all required documents, the Secretariat will notify the applicant to review the funding agreement and schedule the signing appointment.

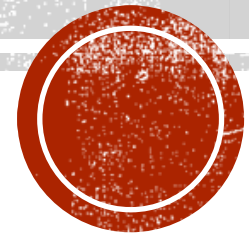
Step 3

- An initial payment of 30% of the approved funding amount will be payable to a designated bank account within 14 working days after the signing of funding agreement.



DISTANCE BUSINESS PROGRAMME

PROCESS FLOW DIAGRAM OF SIGNING OF FUNDING AGREEMENT



A. HOW TO ACCEPT THE FUNDING OFFER?

1

Login to
the system

Application Management

First Application Submitted Information

Submission Number: DB-2HDC42

Application Status: Approved, Waiting for Confirmation

Deadline: 2020-10-30

Below is the results of your first application. Please indicate if you will accept or reject the a funding amount. If you choose to accept the applied projects, either part or all of them, please tick the "Accept" box. If you choose to reject the applied projects, please tick the "Decline" box. If the original selected service provider and original submitted quotation will be adopted respectively, please tick the "Yes" box. If not, please tick the "No" box. The Secretariat will send you an email for the next phase of the procedure.

2

Tick "Accept" box to
confirm the acceptance
of offer of the relevant
solution

3

Choose whether to
adopt the original
selected Service
Provider & quotation

Submitted IT Solutions	Accept	Decline
<ul style="list-style-type: none"> IT Solution 1 <ul style="list-style-type: none"> IT Solution 1: Online Store IT Solution 1 Category: 1.Online business IT Solution 1 Project Amount: HK\$ 100,000 IT Solution 1 Approved Amount: HK\$ 47,000 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Original selected service provider <div> <input type="radio"/> Yes <input type="radio"/> No </div>		
Original submitted quotation <div> <input type="radio"/> Yes <input type="radio"/> No </div>		
<ul style="list-style-type: none"> IT Solution 2 <ul style="list-style-type: none"> IT Solution 2: Online financial system IT Solution 2 Category: 6.Online / cloud-based Financial management systems IT Solution 2 Project Amount: HK\$ 100,000 IT Solution 2 Approved Amount: HK\$ 12,400 	<input checked="" type="checkbox"/>	<input type="checkbox"/>

IT Solution 2
IT Solution 2: Online financial system
IT Solution 2 Category: 6.Online / cloud-based Financial management systems

IT Solution 2 Project Amount: HK\$ 100,000
IT Solution 2 Approved Amount: HK\$ 12,400

Original selected service provider

☐ Yes ☐ No

Original submitted quotation

☐ Yes ☐ No

External Audit Fee: HK\$ 0

Approved External Audit Fee: HK\$ 0

Remark:

If you wish to change the service provider, you would have to submit a valid quotation and the Probity and Non-Collusive Quotation/Tendering Certificate for the Secretariat of D-Biz Programme's review and confirmation.

If you stick to the original service provider with any revisions of price or item, please submit the new quotation for review.

4

Click "Confirm"

Confirm

Back to home

B. HOW TO SUBMIT NEW QUOTATION AND “PROBITY AND NON-COLLUSIVE QUOTATION/TENDERING CERTIFICATE” ?

Application Management

First Application Submitted Information

Submission Number: DB-2HDC42

Application Status: Approved and Confirmed

A confirmation email has been sent to your email address
Please wait for 5 minutes for system update before checking the application status.

Submitted IT Solutions

- IT Solution 1
IT Solution 1: Online Store
IT Solution 1 Category: 1.Online business
Applicant's Reply Status: Accept
IT Solution 1 Project Amount: HK\$ 100,000
IT Solution 1 Approved Amount: HK\$ 47,000
- IT Solution 2
IT Solution 2: Online financial system
IT Solution 2 Category: 6.Online / cloud-based Financial management
Applicant's Reply Status: Accept
IT Solution 2 Project Amount: HK\$ 100,000

Approved External Audit Fee: HK\$ 0

Submit Second
Application

Back to home

Supplementary Document

(Solution 1) Selected Service Provider Non-Collusive Certificate

Upload File

(Solution 1) Selected Service Provider Quotation

Upload File

(Solution 2) Selected Service Provider Non-Collusive Certificate

Upload File

(Solution 2) Selected Service Provider Quotation

Upload File

Confirm

Click “Upload File” button to upload the required documents.

* Applicants should upload all documents at one time.



C. POINTS TO NOTE ON SUBMITTING NEW QUOTATION

Your company name here
 Your company address line1 here
 Your company address line2 here
 Your company address line3 here
 Your ZIP code here
 Phone: 12345678 Mobile: 12345678

QUOTATION
 Logo
 2018/1/22

Page No. 2
 Currency Dollar No. 1 4000000

To: Sample customer name 001
 Sample address line1
 Sample address line2
 Sample address line3

Ship to: Sample customer name 001
 Ship to address line1
 Ship to address line2
 Ship to address line3

Salesperson	Your P.O. No.	Date Shipped	Shipper	F.O.B.	Terms
Administrator	Sample PO#	2011/3/18	Com. Serv.	U.S.A.	2 Weeks

Quantity	Description	Unit Price	Amount
1.5	Stock item example description	1,000.00	1,500.00
1	Stock item example description	2,000.00	2,000.00
2	Service charge invoice	100.00	200.00
3	Service charge invoice	200.00	600.00
	Additional line 1 for this		
	Additional line 2 for this		

Subtotal 4,300.00
 Sales Tax 430.00
 Shipping & Handling 0.00
 Total Due 4,730.00

Make all checks payable to:
 Your company name here
 If you have any questions concerning this service, call:
 THANK YOU FOR YOUR BUSINESS!

Points to Note :

- ☒ Name of Applicant should be identical to the company name on the quotation
- ☒ Name of Service Provider (SP) should be identical to the company name on its Business Registration
- ☒ The project amount is clearly stated
- ☒ Ensure that the selected SP meets the relevant SP requirements under the Programme

Adopting a Sole Supplier with the following reasons will NOT be accepted:

- ☒ Applicant used the service provided by such SP before, hence did not want to change to other SPs
- ☒ Applicant tried to look for other SPs but cannot find any suitable ones
- ☒ The solution is tailor-made for the Applicant by such SP



D. POINTS TO NOTE ON SUBMITTING NON-COLLUSIVE CERTIFICATE

Distance Business Programme
Model Clauses in Probity and Non-Collusive Quotation/Tendering Certificate
(for Submission by Bidder/Tenderer to Applicants)

Notes:

(1) The appropriate wording to be used in the Certificate will depend on the specific project and quotation/tender, and that the wording set out below is intended to act as a general reference only.

(2) This Certificate should be addressed to the applicants (showing its full name as shown on the Business Registration Certificate) and include the signature of a person authorised to sign the relevant contract on behalf of the bidder/tenderer, together with his/her name and position and the date of signing clearly shown at the end of this Certificate.

Probity and Non-Collusive Quotation/Tendering Certificate for
(Project Title) (the "Project")

1. We, _____ (name of bidder/tenderer) of
_____ (address of bidder/tenderer), refer to the
quotation/tender for the Project (the "Quotation/Tender") and our bid in relation to the
Quotation/Tender.

Probity

2. We represent and warrant that in relation to the Quotation/Tender:

(a) We shall not, and shall procure that our directors, employees, agents and sub-contractors shall not, offer, solicit or accept an advantage as defined in the Prevention of Bribery Ordinance (Cap.201), in connection with the quotation/tendering and execution of the contract for the Project; and

(b) Failure to so procure or any act of offering, soliciting or accepting advantage referred to in paragraph 2(a) above committed by us or by a director, employee, agent or sub-contractor of us shall, without affecting our liability for such failure and act, result in our bid being invalidated.

Non-collusion

3. We represent and warrant that in relation to the Quotation/Tender:

(a) Our bid was developed genuinely, independently and made with the intention to accept the contract of the Project if awarded;

(b) Our bid was not prepared with any agreement, arrangement, communication, understanding, promise or undertaking with any person (including any other bidder/tenderer or competitor) regarding:

Points to Note:

- ☑ Name of Applicant should be identical to the company name on the quotation
- ☑ Name of Service Provider (SP) should be identical to the company name on its Business Registration
- ☑ Name of Applied Solution should match with the project title
- ☑ The document should be signed by the SP with company chop
- ☑ Ensure that the water mark of "Sample" is removed

Cert Sample:

https://www.hkpc.org/sites/default/files/2020-05/D-Biz_ModelClauses_E.pdf



E. HOW TO SUBMIT OTHER REQUIRED DOCUMENTS?

9

1. Points to Note on Submitting Business Registration Certificate (BR)

- Ensure that it is NOT a Branch Registration Certificate
- Name of Business/Corporation should be identical to the applicant's name
- Company address should be identical to the applicant's address
- The BR is still valid. If the date of commencement is after 1 Jan 2020, the Secretariat will request for the 2019 BR for reference. Applicants should upload both BRs by combining them into a single document.
- Certificate No. should be identical to the applicant's BR No.
- Ensure that the BR is paid & with a payment record at the bottom of the cert, or please attach together an official receipt if the payment is made at a convenience store.

Table 2
FORM 2
《商業登記條例》(第310章)
BUSINESS REGISTRATION ORDINANCE (Chapter 310)
商業登記規例
BUSINESS REGISTRATION REGULATIONS
商業登記證
Business Registration Certificate

1. 正本 ORIGINAL

2. 業務/法團所用名稱
Name of Business/ Corporation
X X 貨櫃運輸公司
KXX DX TRANSPORTATION COMPANY

3. 業務/分行名稱
Business/ Branch Name

4. 地址
Address
X/F
XXX GLOUCESTER ROAD
WANCHAI
HK

5. 商業登記號碼
BUSINESS REGISTRATION NO.

6. 有效期
VALID PERIOD
01/04/2003 31/03/2004

業務性質
Nature of Business
TRANSPORTATION

法律地位
Status
INDIVIDUAL

生效日期
Date of Commencement
01/04/2003

屆滿日期
Date of Expiry
31/03/2004

登記證號碼
Certificate No.
3XXXXXX-000-04-03-A

登記費及徵費
Fee and Levy
\$2,600
(登記費 FEE = \$2,000)
(徵費 LEVY = \$600)

繳款日期
PAYMENT DATE
02/04/03

收據編號
RECEIPT NO.
12345678 888888

已繳金額
AMOUNT PAID
\$2,600.00

IRDB 2003 02/04/03 12345678 888888 CHQ \$2,600.00 S

第6(6)條規定任何經營商業登記證或分行登記證，不得當作應含以下意思：有關該業務或經營該業務的人或受僱於該業務的僱員的任何法律規定已獲遵從。

第7(2)條規定任何經營業務人士，倘在現有商業登記證期滿後未有收到繳款通知書，須於1個月內以書面通知稅務局局長。

第8條規定凡申請登記表格內所列業務詳情有任何變更時或凡某項業務經已結束，任何經營有關業務的人或任何在結束前經營該項業務的人須於該變更發生時或該項業務結束時起計1個月內，以書面通知局長。

第12條規定各業務須將其有效的商業登記證或有效的分行登記證於每一營業地點展示。

第15(1)條規定對觸犯本條例者可施行的罰則，包括罰款\$5,000及監禁1年。

第21條規定須將收取徵費所得的全部款項撥付破產欠薪保障基金。

繳款時請將此商業登記證及繳款通知書完整交出。在付款後，本繳款通知書方成為有效的商業登記證。
PLEASE PRODUCE THIS CERTIFICATE AND DEMAND NOTE INTACT AT TIME OF PAYMENT. THIS DEMAND NOTE WILL ONLY BECOME A VALID BUSINESS REGISTRATION CERTIFICATE UPON PAYMENT.

機印所示登記費及徵費收訖。(請參閱背頁繳款辦法所載內容)
RECEIVED FEE AND LEVY HERE STATED IN PRINTED FIGURES. (Please see payment instructions overleaf.)

E. HOW TO SUBMIT OTHER REQUIRED DOCUMENTS?

10

2. Points to Note on Submitting Business Operation Evidence



Invoice

Suite [REDACTED]
Eastwood 3023 NSW

BILL TO
[REDACTED]
Rhodes 2314 VIC

Invoice # 5396
Date 2017/03/17
Due date 2017/03/24

Item	Quantity	Price	Amount
Web design Website renewal, Wordpress website, and mobile version website	1	\$2,700.00	\$2,700.00
Logo Design 3 basic design and 2 revision allowed	1	\$1,200.00	\$1,200.00
Animated Video	1	\$2,400.00	\$2,400.00
Subtotal			\$7,300.00
GST included(10%)			\$663.64
Total			\$7,300.00

Payment Instruction
Commonwealth Bank
BSB : 342-341
Account No. : 434113421

Payment on 2017/03/03 \$490.00

Amount Due \$6,810.00

By signing this document, the customer agrees to the services and conditions described in this document.

[Signature] 2017/06/20

[Signature] 2017/06/21

- Company Name stated in the provided business operation evidence should match with the name of the applicant enterprise
- Examples of documentary evidence include:
 - Mandatory Provident Fund records
 - Invoices / receipts or commercial contracts of business
 - The latest audited account
 - Rental receipts
 - Profits tax returns and taxation assessment issued by the Inland Revenue Department, etc.



F. HOW TO MAKE AN APPOINTMENT FOR SIGNING AGREEMENT?

11

Applicant's reply status: Decline
IT Solution 2 Project Amount: HK\$ 666,666
IT Solution 2 Approved Amount: HK\$ 0
External Audit Fee : HK\$ 0
Approved External Audit Fee: HK\$ 0

Click to read “Points to Notes on Funding Agreement”

1

Login to the Online Application Management System

- URL: <http://u.hkpc.org/booking>
- For enquiries please contact the Secretariat at dbizapp@hkpc.org or 2788-5070

Points to Note on Funding Agreement

The funding agreement is ready for signing. You can choose a time slot on signing the funding agreement 1 day from now. Please click “Make an Appointment for Signing” to make your appointment. You will receive a confirmation email if your booking is successful. Thank you.

Make an Appointment for Signing

3

Click “Make an Appointment for Signing”

2

For Virtual Signing, please print the documents in advance

Approved Project Proposal

Funding Agreement, Declaration and Confirmation Letter

Back to home

F. HOW TO MAKE AN APPOINTMENT FOR SIGNING AGREEMENT?

12

D-Biz Funding Agreement Signing Booking

Submission Number: DB-9660KG-2

Authorized Person: test se 20200907

Email address: kenchow@esdlife.com

Contact Phone: 4445222

<Important Notes>

1. You will be given three weeks (i.e. on or before 2020-12-23) to sign the Funding Agreement with the Secretariat. Your application will be deemed as withdrawn from the Distance Business Programme automatically without further notice if you did not sign the Funding Agreement by the deadline.
2. You should attend the signing session at the appointment time.
3. You should reschedule your appointment at least one (1) day before the appointment day if you are not able to attend. You may reschedule the appointment twice (subject to availability).

Virtual signing is more preferred due to the latest COVID-19 situation.

In Person Signing

Please arrive the following address 5 minutes before the appointment time :
HKPC Building, 78 Tat Chee Avenue, Kowloon, Hong Kong

Online Signing

You will receive the meeting link before the appointment date. After signing the Funding Agreement, please return the original (in duplicate) to the Secretariat for further processing.

You may reschedule the appointment for 2 more time(s).

4
Select the “Signing Type”
Physical Signing or Virtual
Signing

Signing Type*		
Virtual Signing ✓		
Date of Booking*		
Year ✓	Month ✓	Day ✓
Timeslot*		
Please select ✓		

5
Please note!

5
Select a date and
timeslot

If you have any special request, please contact the Secretariat at dbizapp@hkpc.org or 2788 5070.

6
Book

6
Click “Book”

F. HOW TO MAKE AN APPOINTMENT FOR SIGNING AGREEMENT?

13

7

Click “Confirm” if the information is correct

You may reschedule the appointment for 2 more time(s).

Signing Type*

Virtual Signing ✓

Date of Booking*

2020 ✓ 12 ✓ 02 ✓

Timeslot*

10:00 to 10:30 ✓

Please let us know if you have any special requests.

Book

F. HOW TO MAKE AN APPOINTMENT FOR SIGNING AGREEMENT?

14

Appointment
date and time

Agreement Signing Booked Timeslot

Signing Type	Virtual Signing
Date of Booking	2020-12-10
Timeslot	09:45:00 - 10:15:00

Signing Type

8

Booking Summary

Applicant can also check the booking details in the Online Application Management System

The funding agreement is ready for signing. You can choose a time slot on signing the funding agreement 1 day from now. Please click "Make an Appointment for Signing" to make your appointment. You will receive a confirmation email if your booking is successful. Thank you.

Change Booking Timeslot

Approved Project
Proposal

Funding
Agreement,
Declaration and
Confirmation Letter

Read the "Points to Note
on Funding Agreement"

Points to Note on
Funding Agreement

Back to home

9

Reschedule Appointment

Click "Change Booking Timeslot" to reschedule your appointment. This must be done at least one working day prior to the appointment date.

G. POINTS TO NOTE FOR AGREEMENT SIGNING

15

Points to Note:

- Both the signee and the witness must be present to sign the funding agreement
 - For signing in person, please arrive 5 minutes before the scheduled time
 - For virtual signing, please get ready the printed funding agreement and connect to the virtual meeting room 5 minutes before scheduled appointment time
- Bring along the company chops (both round and square ones)
- Both the signee and the witness should bring along their name cards or other documents that could identify their names and job titles
- Both the signee and the witness should bring along their Hong Kong Identity Cards for verification
- Provide copies of company's bank statement



For virtual signing, applicants should send back the funding agreement **within 7 days** by post to:

The Secretariat of D-biz Programme
HKPC Building, 78 Tat Chee Avenue
Kowloon, Hong Kong

END

