

## 签订资助协议和发放资助流程 (如需转换服务供货商或更新报价)



## 签订资助协议和发放资助流程 (毋需转换服务供货商或更新报价)





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# A. 如何接受申请结果?





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### B. 如何提交新报价和《诚信及不合谋报价确认 书》?



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# C. 提交新报价的注意事项



#### 注意事项:

- ☑ 申请企业名称须与报价公司名称相符
- ☑ 服务供货商名称须与其商业登记证名称相符
- ☑ 清楚列明方案的项目价格
- ☑ 确保所选的服务供货商符合计划就服务供货商的有关要求
- 使用下列理由以采用<u>独家供货商将不被接纳</u>:
  ☑ 由于申请企业之前使用过该服务供货商的服务,故不希望 变更服务供货商
  ☑ 申请企业曾尝试寻找其他服务供货商但无法找到
  ☑ 申请方案是由此服务供货商为申请企业度身订造



## D. 提交《诚信及不合谋报价确认书》的注意事项



#### 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 <u>addressed to the applicants</u> (showing its full name as shown on the Business Registration Certificate) and include the <u>signature of a person authorised to sign the</u> 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")		
(name of bidder/	tenderer)		
(address of bidder/tenderer)	refe		

quotation/tender for the Project (the "Quotation/Tender") and our bid in relation to the Quotation/Tender.

#### Probity

1. We,

- 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:

注意事项:
☑ 申请企业名称须与报价公司名称相符
☑ 服务供货商名称须与其商业登记证名称相符
☑ 申请方案名称须与报价项目名称相符
☑ 确认书已获服务供货商签署及盖章
☑ 确认书已移除"样本"水印字样

### 确认书范本:

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

Biz\_ModelClauses\_C.pdf



### **E.** 如何提交其他所需文件?

- 1. 提交商业登记证的注意事项
- 不能是分行登记证
- 商业登记证的「业务/法团所用名称」须与申
   请企业名称相符
- 商业登记证地址须与申请企业地址相符
- 提供有效的商业登记证。如商业登记证的生效
   日期在2020年1月1日或之后,秘书处会要求
   提交2019年之商业登记证作参考,请将两年
   的商业登记证扫瞄在同一档案内一同上载
- 商业登记号码须与申请资料相符
- 确保商业登记证经已付款,其缴款记录以列于 页面下方,或提交于便利店缴款之收据作实。



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### **E.** 如何提交其他所需文件?

2. 提交实质业务运作证明的注意事项

			Invoice
		Suite	wood 3023 NSW
BILL TO Rhodes 2314 VIC	Invoice # Date Due date		5396 2017/03/17 2017/03/24
Item	Quantity	Price	Amount
Web design Website renewal, Wordpress website, and mo	1 bile version website	\$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 GST included(10%) Total		\$7,300.00 \$663.64 \$7,300.00
Commonwealth Bank 858 : 142-341	Payment o	Payment on 2017/03/03	
Account No. : 434113421		Amount Due	\$6,810.00

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

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2017/06/20

2017/06/21

- 实质业务证明文件上的企业名称须与申请企业名称相符
- 证明文件可包括:
  - 强制性公积金纪录证明
  - 发票/收据或商业合同
  - 最新的审计账目
  - 租金收据
  - 由税务局发出的利得税报税表和评税通知书等



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### 检视预约详情 完成预约后,申请者可透过申 请管理系统检视预约详情

貴 公司提交的獲批項目建議書已成功遞交。預約日子可訂於現 在起計1個工作天後, 請按「預約系統」選擇預約日期及時間。 成功在系統預約後,貴 公司會收到確認電郵確認預約日期及時 間。謝謝。





### G. 签订资助协议的注意事项

### 注意事项:

- 签署人和见证人均需在场签署资助协议,
  - 现场签约者请在预定的时间之前5分钟到达
  - 网上签约者请准备已列印的协助协议文本及 于预约时间前5分钟连线至会议网址等候
- 带备公司印章 (圆形及方形印章)
- 带备签署人和见证人的名片或其他可以识别姓名 和职称的文件
- 带备签署人和见证人的香港身份证以进行验证- 提交银行对账单副本
- 网上签约者请<u>在7日内寄回</u>资助协议到: 遥距营商计划秘书处 香港九龙达之路78号生产力大楼





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