

For Official Use by HKPC Only	
Date of Receipt <sup>1</sup> :	_____
Date of full set of documents/information ready:	_____
Application No.:	_____
Total Project Cost:	HK\$ _____
Amount of Funding Sought:	HK\$ _____

## Pilot Subsidy Scheme for Third-party Logistics Service Providers

### Application Form

#### I. Applicant Enterprise Information

Name of the Applicant Enterprise (English):		
Name of the Applicant Enterprise (Chinese):		
Date of Establishment:	DD/MM/YYYY	
Business Registration No.:		
Website(s) of the Applicant Enterprise (if any):		
Address:	<input type="checkbox"/> This address is the actual office location of the Applicant Enterprise. <input type="checkbox"/> This address is for registration purpose only, the actual office location is :	
No. of Employees in	Full Time:	Part Time:

Hong Kong (HK) <sup>1</sup> :	
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Is Applicant Enterprise a listed company or planned to be a listed company in the coming year?		<input type="checkbox"/> Yes <sup>2</sup> <input type="checkbox"/> No	
Form of Business (Please select in the appropriate box below)		Name (Hong Kong Identity Card / Passport No.)	
<input type="checkbox"/>	Sole Proprietorship	Please provide information of the Owner	
<input type="checkbox"/>	Partnership	Please provide information of all Partners	
<input type="checkbox"/>	Limited Company*	Please provide information of those individual shareholders with holding $\geq 30\%$ shares	
* If there is no individual shareholder with shareholding of 30% or more, please provide the name(s) and the relevant information of all shareholder(s) <sup>3</sup> .			

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<sup>1</sup> The number of employees in HK shall include individual proprietors, partners and shareholders actively engaged in the work of the Applicant Enterprise as well as salaried employees of the Applicant Enterprise, including full-time or part-time salaried personnel directly paid by the Applicant Enterprise, both permanent and temporary.

<sup>2</sup> Please refer to paragraph 2.1 of the Guide to Application. Listed enterprises and enterprises having short-term plans to go listed are not eligible to apply under the Scheme.

<sup>3</sup> Please refer to paragraph 1.4 of the Guide to Application regarding provisions on subsidy amounts and principles applicable to Applicant Enterprise and its related enterprises.

## II. Overview of Applicant Enterprise (#Please delete as appropriate)

<b>Core Business:</b> (Please describe in details third-party logistics services/products the Applicant Enterprise is currently providing, example as in regulated air cargo screening facilities (RACSFs) operation, supply chain management, inventory management, just-in-time delivery, order fulfillment, warehouse/distribution center management, transportation management, etc.)	
<b>Existing Core Market(s):</b> (More than one market can be chosen)	<input type="checkbox"/> Hong Kong <input type="checkbox"/> Mainland <input type="checkbox"/> Asia <input type="checkbox"/> America <input type="checkbox"/> Europe <input type="checkbox"/> Australia <input type="checkbox"/> Others (Please specify) : _____
<b>Licenses/Standards/Regulatory Compliance acquired for current logistics business operation in Hong Kong:</b>	<input type="checkbox"/> Yes (Please specify: _____) <input type="checkbox"/> No <input type="checkbox"/> Not applicable
<b>Applicant Enterprise's Sales Turnover in previous year:</b>	HK\$ _____ (Year: 20____) Audited/Unaudited#

### III Project Overview

<b>Project Period:</b>	Total Duration: ____ Months Commencement and Completion Dates <sup>4</sup> : _____ (DD/MM/YYYY - DD/MM/YYYY):
<b>Purchase of X-ray machines / Explosive Trace Detection (ETD) equipment<sup>4</sup> for the purpose of setting up regulated air cargo screening facilities (RACSFs):</b>	<input type="checkbox"/> Yes (Please go to <u>Part IV A</u> below.)  <input type="checkbox"/> No (Please go to <u>Part IV B</u> below.)

### IV. Project Implementation Plan / Expected Project Deliverables / Project Expenditure

<b>Part A</b>		
<b>Expected Project Deliverables</b> <i>(Please specify)</i>	<b>Date</b> <i>(Please specify)</i>	<b>Details of the Expenses</b> <i>(# please delete where appropriate)</i>
<b><u>Purchase and hire purchase<sup>5</sup> of X-ray machines and / or ETD equipment</u></b> <i>(If applicable)</i>	Project Commencement – Project Completion Date DD/MM/YYYY - DD/MM/YYYY	<u>Details of the X-ray machines and / or ETD equipment for the purpose of setting up regulated air cargo screening facilities (RACSFs) (machine must be purchased between 30 October 2018 and 30 June 2021)</u>  Model of X-ray machine: _____

<sup>4</sup> For the case of X-ray machine(s) and / or ETD equipment – if the Applicant Enterprise already purchased an X-ray machine and / or ETD equipment accepted by the Civil Aviation Department and completed registration of RACSFs, the project would have been treated as completed. Under such circumstances, it would suffice for the Applicant Enterprise to just fill in the Completion Date (i.e. the registration date with RACSFs).

<sup>5</sup> It would be regarded as a completion of transaction and a successful procurement by the Applicant Enterprise concerned (and hence be seen as the Purchase Date) when all hire charges as required under the relevant hire purchase agreement have been paid. To be eligible for the subsidy under the Scheme, the relevant X-ray machine(s) must be successfully procured and owned by the Applicant Enterprise before completion of the Project.

		<p>_____ (Purchase/hire-purchase#)</p> <p><input type="checkbox"/> Approved by the Civil Aviation Department</p> <p><input type="checkbox"/> Not yet approved by the Civil Aviation Department</p> <p>Quantity: ____ x Cost per unit: HK\$____/unit</p> <p>Total cost: HK\$_____</p> <p>Please indicate whether Applicant Enterprise has purchased the aforementioned X-ray machine?</p> <p><input type="checkbox"/> Purchased (Please specify date of purchase: DD/MM/YYYY )</p> <p><input type="checkbox"/> Hire Purchased (Please specify date of purchase: DD/MM/YYYY and end of contribution date: DD/MM/YYYY )</p> <p><input type="checkbox"/> Not yet purchased</p> <p>Model of ETD equipment: (Purchase/hire-purchase#)</p> <p><input type="checkbox"/> Approved by the Civil Aviation Department</p> <p><input type="checkbox"/> Not yet approved by the Civil Aviation Department</p> <p>Quantity: ____ x Cost per unit: HK\$____/unit</p> <p>Total cost: HK\$_____</p> <p>Please indicate whether Applicant Enterprise has purchased the aforementioned <u>ETD equipment</u>?</p> <p><input type="checkbox"/> Purchased (Please specify date of purchase: DD/MM/YYYY )</p> <p><input type="checkbox"/> Hire Purchased (Please specify date of purchase: DD/MM/YYYY and end of contribution date: DD/MM/YYYY )</p> <p><input type="checkbox"/> Not yet purchased</p>
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		<p>Please indicate whether Applicant Enterprise has completed registration of RACSFs with the Civil Aviation Department?</p> <p><input type="checkbox"/> Yes (Please specify RACSFs code: _____)</p> <p><input type="checkbox"/> No</p>
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Part B		
<b><u>Other Logistics Technology Adoption Projects</u></b> <i>(If applicable)</i>	Project Commencement – Project Completion Date DD/MM/YYYY - DD/MM/YYYY	<u>Details of the expenses for purchase/hire purchase<sup>6</sup> of equipment, machinery and hardware or subscription<sup>7</sup> of software and other technology services or solution that form an essential part of the logistics technology adoption projects</u>  1. Name of Machine/Equipment/Computer hardware/Computer software#: _____ _____ (Purchase/hire purchase/subscription#) Quantity: ____ x Cost per unit: HK\$____/unit Total cost: HK\$ _____  Purpose of above project measure:     2. Name of Machine/Equipment/Computer hardware/Computer software#: _____ _____ (Purchase/hire purchase/subscription#) Quantity: ____ x Cost per unit: HK\$____/unit Total cost: HK\$ _____  Purpose of above project measure:

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<sup>6</sup> To be eligible for the subsidy under the Scheme, the relevant equipment, machinery, hardware, software and other technology services or solutions (except subscription of software and other technology services or solutions) must be successfully procured and owned by the Applicant Enterprise before completion of the Project.

<sup>7</sup> In case any machinery/equipment could only be procured by way of subscription, only the fees for subscription period falling within the Project Duration period would be covered under the Scheme.

		<u>Incidental expenses arising from the logistics technology adoption projects (i.e. engagement of service provider(s) for project implementation, one-off installation fee, etc.)</u> <u>8</u>  Item 1 (nature and content): _____HK\$ _____ Item 2 (nature and content): _____HK\$ _____  Total expenses : HK\$ _____
<b>A. Estimated Total Cost for the Above Measures</b>		<b>HK\$</b>
<b>B. Estimated External Audit Fee<sup>9</sup></b>		<b>HK\$</b>
<b>B1. Estimated External Audit Fee to be Funded <sup>10</sup> (Maximum funding at HK\$10,000 per audit)</b>		<b>HK\$</b>
<b>C. Total Project Cost (C=A+B)</b>		<b>HK\$</b>
<b>D. Amount of Funding Sought (D=A x 50%+B1) (Maximum funding amount at HK\$1,000,000)</b>		<b>HK\$</b>
<b>E. Applicant Enterprise's Contribution in Cash (E=C-D)</b>		<b>HK\$</b>

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<sup>8</sup> The incident expenses must fall under the scope of Subsidy Principles set out in paragraph 1.4.3 of the Guide to Application.

<sup>9</sup> One final audited accounts are required for each project.

<sup>10</sup> Examples for illustration: For projects involving only one audit, if the external audit fee budgeted (B) is HK\$5,000 per audit, the external audit fee to be funded (B1) should be HK\$5,000 for one audit. If the external audit fee budgeted (B) is HK\$12,000 per audit, the external audit fee to be funded (B1) should be the maximum fundable cap at HK\$10,000.



**V. Other Information of the Project:**

Project Coordinator and Position:	Name (English): _____	Tel No.: _____
	Name (Chinese): _____	Fax No.: _____
	Job Title: _____	Email Address: _____
	Company/Organisation <sup>11</sup> : _____	
Please indicate whether Applicant Enterprise has received / has applied / is applying / plans to apply for other funding support provided by the HKSAR Government for carrying out the <u>same project measures</u> in the proposed project <sup>12</sup> ?	<input type="checkbox"/> Yes Project Title: _____ Name of the funding scheme/source: _____ Status of Application(s): <input type="checkbox"/> Approved (Application No.: _____) (Please specify the Approved Funding Amount HK\$/Other Currencies: _____) <input type="checkbox"/> Rejected (Application No.: _____) <input type="checkbox"/> Under processing (Application No.: _____) <input type="checkbox"/> Withdrawn (Application No.: _____)	<input type="checkbox"/> No
	<input type="checkbox"/> Yes Project Title: _____ Name of the organisation providing funding and/or sponsorships: _____ Status of Application(s): <input type="checkbox"/> Approved (Application No.: _____) (Please	<input type="checkbox"/> No
Please indicate whether Applicant Enterprise has received / has applied / is applying / plans to apply for any donations and/or sponsorships from other non-HKSAR Government sources for carrying out the <u>same</u>		

<sup>11</sup> Project coordinator should be an active employee of the Applicant Enterprise. Please refer to paragraphs 3.2.3 and 7.2 of the Guide to Application.

<sup>12</sup> Projects or individual measures in the projects that have already obtained / would obtain other sources of funding support provided by the HKSAR Government will NOT be eligible for funding support.

<u>project measures</u> in the proposed project <sup>13</sup> ?	specify the donations/ sponsorship amount HK\$/Other Currencies: _____) <input type="checkbox"/> Rejected (Application No.: _____) <input type="checkbox"/> Under processing (Application No.: _____) <input type="checkbox"/> Withdrawn (Application No.: _____)	
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<sup>13</sup> For projects or individual measures in the projects that have already obtained / would obtain donations and/or sponsorships from other non-HKSAR Government sources, the relevant amount of funding and/or sponsorships would have to be deducted from the total approved project cost.

## VI. Declaration & Signature by the Applicant Enterprise

I, on behalf of \_\_\_\_\_, declare that:

1. the Applicant Enterprise has read the “Guide to Application for the Pilot Subsidy Scheme for Third-party Logistics Service Providers” (the Guide to Application) and agree to follow the provisions set out in the Guide to Application;
2. all factual information provided in this Application as well as the accompanying information are true and accurate and reflect the status of affairs as at the date of submission. The Applicant Enterprise understands that any wilful provision of false information or withholding of any material information relating to this Application will affect the outcome of this Application. The Applicant Enterprise undertakes to inform HKPC immediately in writing if there are any subsequent changes to the above information;
3. the Applicant Enterprise is having substantive business operations in Hong Kong, is at present not a listed company and has no plan to become a listed company, in Hong Kong or any other places; and
4. the Applicant Enterprise understands that it is the responsibility of an Applicant Enterprise to complete an application form timely and truthfully and to provide all supporting documents. Any misrepresentation or omission of information may lead to rejection of the application and/or full recovery by HKSAR Government via HKPC 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.

The Applicant Enterprise authorises HKPC and its authorised persons to handle the personal data/information provided in this Application in accordance with paragraph 7.9 of the Guide to Application. The Applicant Enterprise also authorises HKPC and HKSAR Government to verify the information provided in this Application with the related Government bureaux/ departments and organisations.

\_\_\_\_\_  
Authorised Signature with Company Chop

\_\_\_\_\_  
Name of Authorised Signatory

\_\_\_\_\_  
Name of Applicant Enterprise

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

## Appendix 1 – Reference Information

(1) Member of Trade and Industrial Organisation:

☐ Yes

Name of Trade and Industrial Organisation : \_\_\_\_\_

☐ No

\_\_\_\_\_

(2) Please indicate whether the project will enhance Applicant Enterprise's productivity and operation efficiency in Hong Kong?

☐ Yes

Please indicate the functional areas of business that may benefit from the project  
(more than one areas can be chosen)

☐ Cargo tracking, tracing  
and monitoring

☐ Supply chain  
management

☐ Inventory management

☐ Just-in-time delivery

☐ Pick and pack

☐ Labelling

☐ International freight  
forwarding management

☐ Workflow automation

☐ Electronic Data Interchange  
and Connectivity

☐ Warehouse/distribution  
center Management

☐ Transportation  
Management

☐ Logistics and Supply Chain  
Analytics

☐ Others

(Please specify)

\_\_\_\_\_

☐ No

☐ Not sure

## Appendix 2 - Notes for Application

1. The Pilot Subsidy Scheme for Third-party Logistics Service Providers (the Scheme) is open to application starting from 12 October 2020.
2. All non-listed enterprises registered in Hong Kong under the Business Registration Ordinance (Cap. 310) with substantive business operations in providing third-party logistics services in Hong Kong are eligible to apply for the Scheme.
3. Applicant Enterprises are required to complete Application Form and submit the relevant supporting documents.
4. Please study the “Guide to Application for the Pilot Subsidy Scheme for Third-party Logistics Service Providers” (the Guide to Application) carefully before completing the application form.
5. Please use attachments if the space provided for a particular item is insufficient.
6. Enterprises interested in applying for the Scheme should prepare the following documents:
  - (i) One hard copy of the completed Application Form and one soft copy (preferably in MS Word format); and
  - (ii) Photocopies of the documents listed in Appendix 3 of the Application Form.

Please submit the above documents to HKPC, the secretariat of the Scheme, in person or by post.

Address: HKPC Building, 78 Tat Chee Avenue, Kowloon, Hong Kong

Please also submit an electronic copy of all documents (including the soft copy of the completed Application Form in MS Word format) to the Secretariat by email.

Email: [tplsp\\_sec@hkpc.org](mailto:tplsp_sec@hkpc.org)

For details about application, please refer to the Guide to Application. The Guide to Application and Application Form can be downloaded from the website of the Scheme. Enquiries can be directed to HKPC by phone, by email or in person.

Address: HKPC Building, 78 Tat Chee Avenue, Kowloon, Hong Kong  
Telephone: (852) 2788 6077  
Fax: (852) 3187 4535  
E-mail: [tplsp\\_sec@hkpc.org](mailto:tplsp_sec@hkpc.org)  
Website: [tplsp.hkpc.org](http://tplsp.hkpc.org)

7. The Scheme is open for application all year round until the fund, which amounts to HK\$300 million, is exhausted. The Management Committee responsible for overseeing the implementation of the Scheme will assess the applications on a continual basis and HKPC will inform the Applicant Enterprises of the outcome in writing.

### Appendix 3 – Supporting Documents Required for Application

Please put a “√” in the box or fill it with black colour (if applicable) to indicate that copies of the relevant documents will be submitted together with this Application to HKPC.

- ☐ Copy of the Business Registration Certificate and Certificate of Incorporation of the Applicant Enterprise
- ☐ Copy of documentary proof of the shareholders of the Applicant Enterprise as stated in Part I of this Application (e.g. Form 1(a) of the Business Registration Office, Annual Return of the Companies Registry (Form NAR1), etc.)
- ☐ Copy of documentary proof of the Applicant Enterprise’s substantive business operation in Hong Kong (such as MPF contribution record of recent 6 months, annual audited accounts for past 3 years, 5 copies of business receipts dated within past 1 year, etc. For list of acceptable documents, please refer to **Annex 2** of the Guide to Application)
- ☐ Copy of the documentary proof of the Applicant Enterprise’s annual sales turnover last year (e.g. unaudited account, management account, etc., waived for Applicant Enterprise’ entity set up in the current year)
- ☐ Copy of written price quotations with detailed description including breakdown of cost items of goods and services to be procured (if applicable)
- ☐ Copy of the documentary proof of the Applicant Enterprise’s agreement of product(s)/service(s) /service provider(s) (demonstration of the end date of authorisation in the agreement) (if applicable)
- ☐ Copy of the documentary proof of the sale agreement of X-ray machines and / or ETD equipment purchased for setting up RACSFs (if applicable)
- ☐ Copy of the documentary proof of hire purchase agreement on X-ray machines and / or ETD equipment purchased for setting up RACSFs, with all the terms and the commencement and completion period set out therein (if applicable)
- ☐ Copy of the regulatory certificate(s), product testing certificate(s) and licensing agreement (if applicable)
- ☐ Copy of publicity materials introducing the Applicant Enterprise’s product(s) or service(s)/business/awards received (if applicable)
- ☐ Others: \_\_\_\_\_

– End –