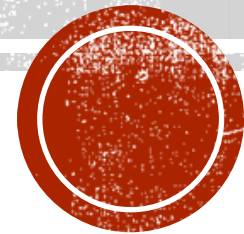


DISTANCE BUSINESS PROGRAMME

HOW TO SUBMIT THE FINAL REPORT?



HOW TO SUBMIT THE FINAL REPORT?

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

- IT Solution 3
IT Solution 3: Booking System
IT Solution 3 Category: 9.Virtual meeting & conference tools
IT Solution 3 Project Amount: HK\$ 23,000
IT Solution 3 Approved Amount: HK\$ 0

External Audit Fee : HK\$ 0

Approved External Audit Fee: HK\$ 0

2

Click "Final Report"

Points to Note on
Funding Agreement

Final Report

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Final Report

PART A : PROJECT PARTICULARS

Step 1/5

Reference No.	DB-BO10K5
Applicant Enterprise Name	(English) Karen Pet Shop (Chinese) Karen 寵物用品店
Approved Funding Amount (HKD)	62,400
Project Period	04/01/2021 - 15/04/2021
Project Coordinator	Name: 陳大明 Chan Tai Ming Post Title: General Manager Tel: 27885070 Email: dbizapp@hkpc.org

3

Please check "Project Particulars" and contact the Secretariat if there is any error

4

Click "Next"

Next



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Final Report

WASTE: PROJECT EXPENDITURE

Step 2/5

5

Fill in
“Actual Expenditure”
for each solution

*Note: Applicants will be funded the Approved Amount or the amount of actual expenditure, whichever is lower

IT Solutions 1

Solution Title	Online Shop
Name of Service Provider (SP Reference No.)	Popular IT Limited (SP-754-992)
Approved Amount (HK\$)	47,000
Actual Expenditure (HK\$)	<input type="text" value="47000"/>

IT Solutions 2

Solution Title	Online human resource system
Name of Service Provider (SP Reference No.)	Elite Cloud Technology (Global) Limited (SP-553-372)
Approved Amount (HK\$)	15,400
Actual Expenditure (HK\$)	<input type="text" value="15400"/>

Total Expenditure

Approved Amount (HK\$)	62,400
Actual Expenditure (HK\$)	62,400

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Click “Next”



IF THE APPROVED FUNDING AMOUNT IS MORE THAN \$30,000

An Audited Statement of Expenditure is required.

Final Report

PART C : EVIDENCE OF PROJECT DELIVERABLES

Step 3/5

Please provide evidence of the actual delivered IT solutions

Audited Statement of Expenditure

Documents Already Uploaded
[word.pdf](#)

7

Click "Upload File" to upload the Audited Statement of Expenditure

8

Click "Next"

* Please include the invoice and official receipt from the auditor in Audited Statement of Expenditure as well



IF THE APPROVED FUNDING AMOUNT IS LESS THAN OR EQUAL TO \$30,000

Final Report

PART C : EVIDENCE OF PROJECT DELIVERABLES

Step 3/5

Please provide evidence of the actual delivered IT solutions

IT Solutions 1

Invoices

Documents Already Uploaded
download (3).jpg

Upload File



Official Receipts

Documents Already Uploaded
download.jpg

Documents Already Uploaded
download.jpg

Upload File



Photos or screen captures of the IT solution

Documents Already Uploaded
images.jpg

Upload File



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Please upload the evidence of the IT solutions actually delivered.

Final Report

PART C : EVIDENCE OF PROJECT DELIVERABLES

Step 3/5

Please provide evidence of the actual delivered IT solutions

IT Solutions 1

Invoices

Documents Already Uploaded
download (3).jpg

Upload File



Upload File

Upload File

Upload File

Official Receipts

Documents Already Uploaded
download.jpg

Documents Already Uploaded
download.jpg

Upload File



Upload File

Upload File

Photos or screen captures of the IT solution

Documents Already Uploaded
images.jpg

Upload File



Upload File

Upload File

Upload File

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Click "Next"

*Note: Applicant may upload up to 5 files if necessary

HOW TO SUBMIT THE FINAL REPORT?

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Check the boxes for confirmation and making a declaration

Final Report

PART D : DECLARATION

Step 4/5

I as the sole proprietor / partner / shareholder / authorized person of the Applicant Enterprise hereby confirm and declare that :

- All information as provided in this Final Report as well as the accompanying information and supporting documents are true, valid and accurate, reflecting the status of affairs as at the date of submission, and in compliance with the requirements set out in the Guidance Notes for Funding Applications (the "Guidance Notes") and the Funding Agreement. *
- The expenditure items listed in Part B above have all been incurred within the project period specified in Part A. *
- The approved project has not been benefited from other government funding scheme(s) at the same time. *
- The approved project has been completed in accordance with the approved project proposal, funding agreement and the service provider(s) and supplier(s), if any, have fully discharged their obligations under the project. *
- The owners, shareholders, management of the selected Service Provider(s) or external auditor are not the owners, shareholders, management of the Applicant Enterprise or their relatives. The Applicant Enterprise and any person/staff authorised by the Applicant Enterprise to handle or in any way to be involved in the quotation or tender exercise for the procurement of goods and services have declared that they have no actual or potential conflict of interests; or otherwise have not participated in the procurement process. *
- Applicant Enterprise shall keep a proper and separate set of books and records for each D-Biz Programme project for seven years after the completion of the project, and produce such books and records for checking by the Secretariat or representatives of the Government / Government's authorized agencies upon request. *

I as the sole proprietor / partner / shareholder / authorized person of the Applicant Enterprise understand that:

- Any inaccurate information, omission or misrepresentation of information is an offence and liable to legal proceedings. In the event that any information is found untrue, incomplete or inaccurate, the Government and the Secretariat reserve the right to revoke the approval of any application, request refund of any reimbursement to the Government, and subject the case to legal proceedings. *

- I bear the sole responsibility in ensuring all procurement for goods and services in compliance with the required procedures as stipulated in the Funding Agreement and Guidance Notes. In the event that any procurement procedure(s) of the project is found to be in breach with the required procedures as stipulated in the Guidance Notes, the Government and the Secretariat reserve the right to revoke the approval of any application, request refund of any reimbursement to the Government, and subject the case to legal proceedings. *

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Click "Next"



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Complete the Post-Project Evaluation Survey

Final Report

Post-Project Evaluation Survey

Step 5/5

Note: This form must be completed by the Applicant Enterprise.

1. Please indicate to what extent you agree that the project has :

	Strongly agree			Strongly disagree	
	1	2	3	4	5
(a) Enhanced your enterprise's knowledge of the IT solutions in the market	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(b) Supported your enterprise to develop distance business	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(c) Enhanced the overall competitiveness of your enterprise	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(d) Saved operating costs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(e) Made business operation more efficient	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(f) Increased revenue	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(g) Retained existing clients	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(h) Broadened client base	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(i) Increased sales channel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

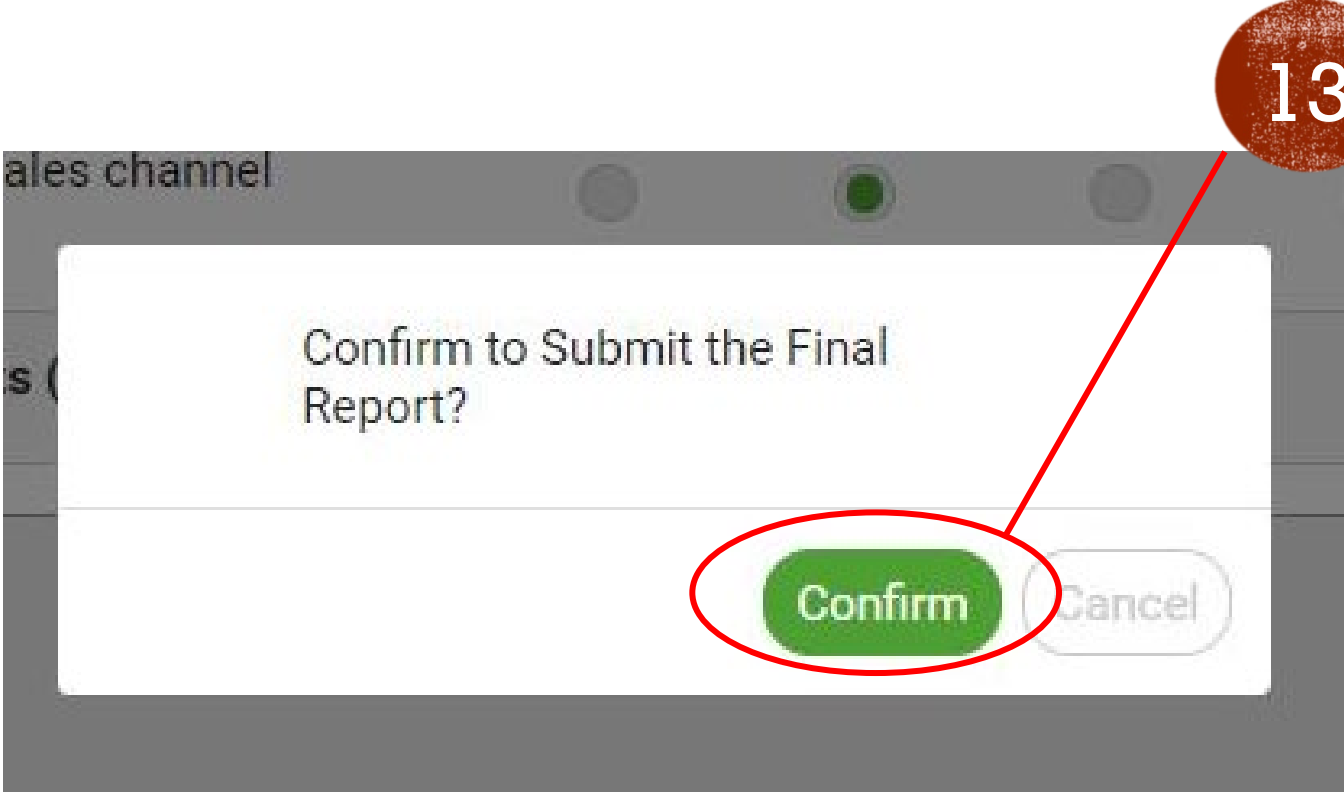
12

Click "Confirm"

2. Other comments (optional) :



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Click "Confirm" to submit the Final Report



Application Management

First Application Submitted Information

Submission Number: DB-B010K5

Application Status: **Approved and Confirmed**

Final Report Submitted on 2020-12-29

Date of submission will
be shown

Submitted IT Solutions

- IT Solution 1

IT Solution 1: Online Shop

IT Solution 1 Category: 1.Online business

Applicant's Reply Status: Accept

IT Solution 1 Project Amount: HK\$ 150,000

IT Solution 1 Approved Amount: HK\$ 47,000

