

Technology Voucher Programme

This document aims to provide a brief introduction of the **key features** of the Technology Voucher Programme (TVP). Before submitting applications, applicants should **read carefully** the Guidance Notes for Applications available at the TVP Funding Administrative System (<https://tvp.itf.gov.hk>), with a view to understanding details of the TVP properly.

BACKGROUND

- To subsidise all local non-listed enterprises/organisations, irrespective of size and duration of operation, on the use of technological services and solutions
 - to improve productivity / upgrade or transform business processes
- From 1 April 2020: funding ratio and funding ceiling increased
- From 14 August 2020: related entities are no longer treated as one single entity for the purpose of calculating the cumulative funding amount under the TVP

ELIGIBILITY

- (a)(i) Enterprises registered in HK under Business Registration Ordinance; or
- (a)(ii) Companies incorporated and registered in HK under the Companies Ordinance; or
- (a)(iii) Statutory bodies established in HK

AND

- (b) **Not** a listed company in HK*, and not a government subvented organisation or its subsidiary

**subsidiaries of listed enterprises are eligible if they themselves are not listed*

AND

- (c) With substantive business operation in HK at the time of application
 - “Shell” company **NOT** eligible

FUNDING SCOPE AND AMOUNT (1)

Cumulative funding
ceiling: \$600,000
3:1 matching basis*

Government:
 $3/4^*$

Entity:
 $1/4^*$

Max
6 projects

Only one
project
at a time

Project
duration
 \leq 12
months

**Only applicable to applications
received on or after 1 Apr 2020*

FUNDING SCOPE AND AMOUNT (2)

- **Funding amount:** \leq approved total project cost \times $\frac{2}{3}$ or $\frac{3}{4}$
 - Initial payment (up to 25% of approved funding amount; applicable to applications received from 1 Dec 2019)
 - ① Funding agreement signed; and
 - ② Applicant's corresponding share of contribution deposited into a designated bank account
 - Final payment: disbursed upon ITC's acceptance of final project report

FUNDING SCOPE AND AMOUNT (3)

- Funding could cover:
 - ① Technology Consultancy (optional)
 - ② Customised equipment/hardware, software and technological services or solutions (essential part of project)
 - ③ Off-the-shelf/readily available equipment/ hardware, software and technological services or solutions (essential part of project; $\leq 50\%$ of total project cost)
 - ④ Auditing fee (if approved funding $> \$50,000$; maximum fee: \$3,000)

FUNDING SCOPE AND AMOUNT (4)

- Detailed budget
- Costs directly incurred for project
- Subscription cost for technological services/solutions allowed within project period
- No funding support from other local public funding sources for expenditure items under approved TVP project

FUNDING SCOPE AND AMOUNT (5)

- Since 1 June 2020, applicants can start projects on the day following the submission of application at the earliest
 - Applicants to submit "Declaration and Undertaking" (template at Annex D of the Guidance Notes, available for download at TVP website) no later than five working days after actual project commencement date
 - Applicants to bear full costs of their projects themselves if applications subsequently not approved

FUNDING SCOPE AND AMOUNT (6)

- Normal operating expenses NOT covered, such as:

rental of premises, staff salary
& related expenses

general office equipment for
normal business operation

non-technology related
professional service fees

maintenance, warranty &
insurance of existing and
newly purchased equipment

marketing and branding,
financing expenses

transportation,
accommodation,
administrative overheads

TYPICAL TECHNOLOGICAL SERVICES/SOLUTIONS (1)

- **Productivity / Business Process**

Appointment scheduling and queue management system

Big data and cloud-based analytics solution

Cyber security solution

Document management and mobile access system

Electronic inventory management system

Enterprise resource planning (ERP) solution(including CRM system)

Logistics management system

POS system

TYPICAL TECHNOLOGICAL SERVICES/SOLUTIONS (2)

- **Productivity / Business Process**

Augmented reality (AR) technologies system

Building information modeling (BIM) system

Clinic management system

Electronic procurement management system

Fleet management system

Location based services (LBS)

Quick response management (QRM) system

Real-time manufacturing tracking system

Solutions to facilitate compliance with manufacturing standards

TYPICAL TECHNOLOGICAL SERVICES/SOLUTIONS (3)

- **Productivity / Business Process**

Computer Aided Design (CAD)

**Intelligent Robot (Industrial
Robot and Service Robot)
Applications**

Product Management System

School Management System

- **Environmental Protection**

Energy management system

**Waste management
technologies**

TYPICAL TECHNOLOGICAL SERVICES/SOLUTIONS (4)

- Testing and Certification

Energy management system
(ISO 50001)

Environmental management
system (ISO 14001)

Information security
management system
(ISO/IEC 27001)

Testing Solutions for
Traditional Chinese Medicines
(TCM)

- *applicants should engage technological services and solutions in the process of fulfilling the testing/ certification requirements*

PROCUREMENT

- Procurement procedures

Estimated value of goods/services	Number of written quotations required
≤ \$50,000	2
> \$50,000 and ≤ \$300,000	3
> \$300,000 and ≤ \$1.4M	5
> \$1.4M	Open tender

- Consultants, service providers and suppliers should not be related to applicant in terms of **ownership or management**, and may not provide loans to applicant for carrying out TVP projects

APPLICATION PROCEDURES (1)

- Open for application all year round

Obtain **written quotations and probity and non-collusive quotation/tendering certificate** from technology service provider(s) and supplier(s)



Register as user at TVP Funding Administrative System:
<https://tvp.itf.gov.hk>



Submit applications with **necessary support documents** through TVP Funding Administrative System

APPLICATION PROCEDURES (2)

- ① Evidence of substantive business operation
- ② Form 1(a)/1(c) of Business Registration Office or Form NAR1 of Companies Registry
- ③ HKID or passport of signatory of application form
- ④ All relevant quotations and duly signed Probity and Non-Collusive Quotation/Tendering Certificate by each bidder/tenderer

* *Quotation invitation document and certified copy not required*

VETTING (1)

ITC

- Check eligibility
- Conduct preliminary screening
- Seek clarification or supplementary information

TVP
Committee

- Eligible applications to be considered by TVP Committee

CIT

- Applications supported by TVP Committee to be submitted to Commissioner for Innovation and Technology (CIT) for approval of funding

VETTING (2)

- **Assessment criteria:**
 - **Relevant** to the applicant's **business**
 - **Reasonable budget**
 - **Reasonable implementation details**
 - **Adverse record** of the technology service provider(s)

VETTING (3)

- Common reasons for past applications not supported by the TVP Committee:
 - merely procurement of off-the-shelf/readily available items
 - application involving only little or no technological elements and hence not consistent with objectives of TVP
 - Budget or implementation details not reasonable
- Rejected applications → re-submitted after taking into account reason(s) for earlier rejection

TVP COMMITTEE

Non-official members:

- ① Business sector
- ② Technology sector
- ③ Professional services sector

Ex-officio
members:
Representatives
of Government
Departments

PROJECT MONITORING (1)

- Funding agreement
- Project carried out strictly in accordance with funding agreement and approved application
- Any modification, amendment or addition to approved project (including change of project duration, services provider, equipment, budget):
Strong justifications to be provided
→ **Prior written approval** by ITC
(TVP Committee to be consulted if necessary)

PROJECT MONITORING (2)

- Request for change in project scope or increase in total amount of ITF funding will not be entertained
- Prior approval by ITC is not required under the following conditions
 - Deviation of expenditure of individual item $\leq 30\%$ of approved budget
 - Increase in **own** contribution
 - **Early project completion**
 - **Project extension for no more than 6 months**

PROJECT COMPLETION

- Submission through TVP Funding Administrative System within **2 months** after project completion
 - Final project report
 - Evidence of deliverables
 - Receipts of payment for expenditure items
 - Audited statement of income and expenditure (funding > \$50,000)
OR Final statement of income and expenditure (funding ≤ \$50,000)
- Final payment: subject to actual total project expenditure and initial payment disbursed if any
- Sampled checking

ENQUIRY

- Tel: (852) 3523 1170
- Email: tvp-enquiry@itc.gov.hk
- Website: <https://tvp.itf.gov.hk>
- Address: Technology Voucher Programme Secretariat
Innovation and Technology Commission
10/F, Rykadan Capital Tower
135 Hoi Bun Road
Kwun Tong, Kowloon
Hong Kong