

Pilot Subsidy Scheme for Third-party Logistics Service Providers (Pilot Scheme)

e-Application Form

User Guide

Version: 2

Date: 1/7/2022

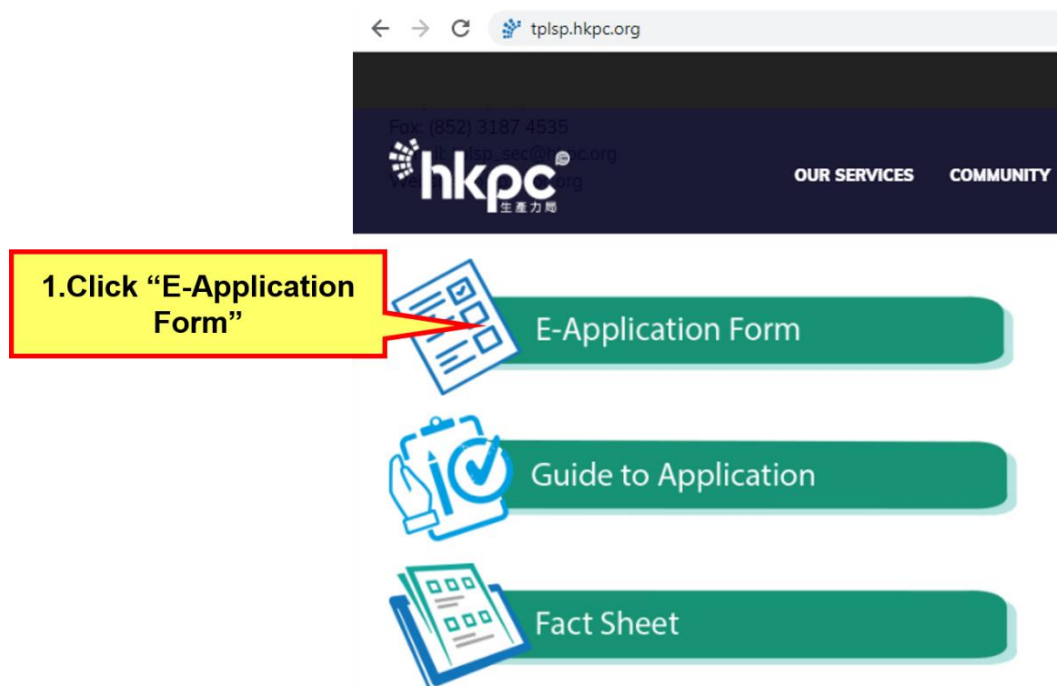
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1. User Account

1.1. Create Account

1. Visit website of the Pilot Scheme <http://tplsp.hkpc.org>, click the “E-Application Form” button located at the bottom of the page and proceed to the online application system.
2. Click the “Sign Up” button located at the header of the online application system.
3. Fill in the account registration form, then click “Sign Up” to submit the form.
4. The system will send an automated email for account verification purpose to the registered email of the Applicant Enterprise.
5. Click on the link in the verification email to confirm and complete account registration.



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2. Click “Sign Up”

English | 繁體中文

SIGN UP

LOGIN

「第三方物流服務供應商資助先導計劃」
“Pilot Subsidy Scheme for
Third-party Logistics Service Providers”

累計資助高達港幣100萬
Funding Up To HK\$ 1 Million



Pilot Subsidy Scheme for Third-party Logistics Service Providers (Pilot Scheme)

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English | 繁體中文

SIGN UP

LOGIN

Application Form

ENTERPRISE INFORMATION

Name of the Applicant Enterprise (English):*

Company English Number on BR

3. Fill in the account registration form

Name of the Applicant Enterprise (Chinese):*

Fill "N/A" if no Chinese Name

Date of Establishment:*

DD/MM/YYYY

Business Registration No.:*

First 8 digits of the BR

Password:*

Must between 8 to 30 characters

Confirm Password:*

Must between 8 to 30 characters

Password requirements:

- Must between 8 and 30 characters long
- Must contain at least 1 uppercase character
- Must contain at least 1 lowercase character
- Must contain at least 1 digit
- Must contain at least 1 special character (!@#\$%^&*)
- No white space characters are allowed



Show another code

Type the code above:

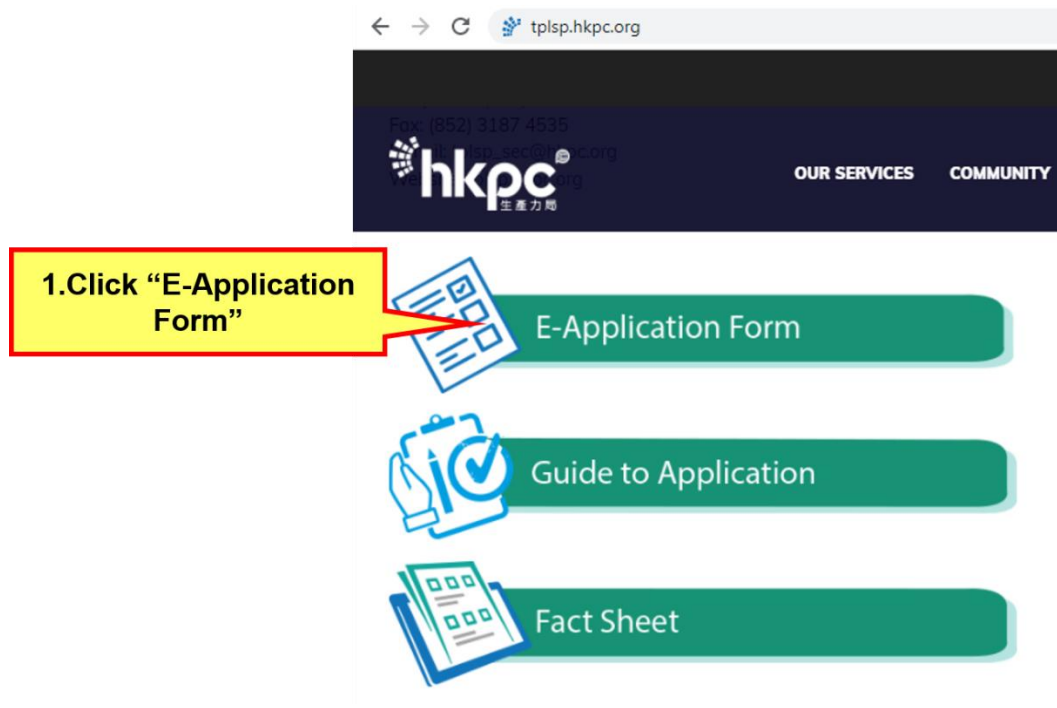
3. Click "Sign Up" to complete registration

By clicking SIGN UP, you agree to terms and conditions

SIGN UP

1.2. Login

1. Visit the website of the Pilot Scheme <http://tplsp.hkpc.org>, click the “E-Application Form” button located at the bottom of the page and proceed to the online application system.
2. Click the “Login” button located at the header of the online application system to open the login page.
3. Fill in Business Registration Number, Password and Captcha Code.
4. Click “Login” and proceed to the user interface of the online application system.



Pilot Subsidy Scheme for Third-party Logistics Service Providers (Pilot Scheme)

e-Application Form User Guide



2. Click “Login” to launch login page

SIGN UP

LOGIN



Login

Business Registration No.:*

12345678

Password:*

Captcha Code:



Show another code

Type the code above:

v6bkk

3. Fill in Business Registration Number, Password and Captcha Code

4. Click “Login” to enter e-Application system

LOGIN

Don't have an account? [Sign up now](#)

[Forgot Password ?](#)

1.3. Logout

1. Click the “Logout” button located at the header of the online application system to leave the user interface.



1. Click “Logout”

English | 繁體中文

Logout

My Applications

NEW APPLICATION ▾

Date of Application	Application Ref. No.	Funding Scheme	Status	Application Remarks	Edit application

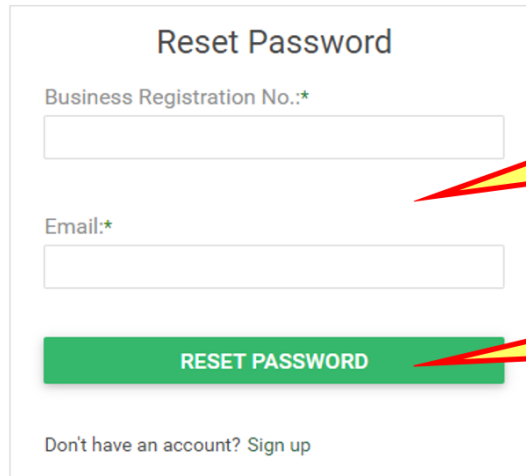
1.4. Forget Password

1. Click the “Login” button located at the header of the online application system to open the login page.
2. Click “Forget Password” located at the bottom of the login page.
3. Fill in Business Registration Number and Email Address used in account registration.
4. Click the “Reset Password” button.
5. The system will send an automated email for password reset confirmation purpose to the registered email of the Applicant Enterprise.
6. Click on the link in the verification email and proceed to password reset page.
7. Fill in Business Registration Number, New Password and confirm password validation in the password reset page.
8. Click the “Reset” button to confirm and complete the procedure.

The screenshot displays the HKPC (Hong Kong Productivity Council) e-Application Form User Guide. On the left is a banner for the "Pilot Subsidy Scheme for Third-party Logistics Service Providers" with a funding cap of HK\$ 1 Million. On the right is the "Login" page. The login form contains the following elements:

- Language:** English | 繁體中文
- Buttons:** SIGN UP and LOGIN (highlighted with a red callout: "1. Click 'Login' to launch login page")
- Fields:**
 - Business Registration No.:*
 - Password:*
 - Captcha Code: (with a refresh button and "Show another code" link)
 - Type the code above:
- Form Elements:** A large green LOGIN button (highlighted with a red callout: "2. Click 'Forget Password'") and a "Forgot Password?" link at the bottom.
- Footer:** "Don't have an account? Sign up now"

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Reset Password

Business Registration No.:*

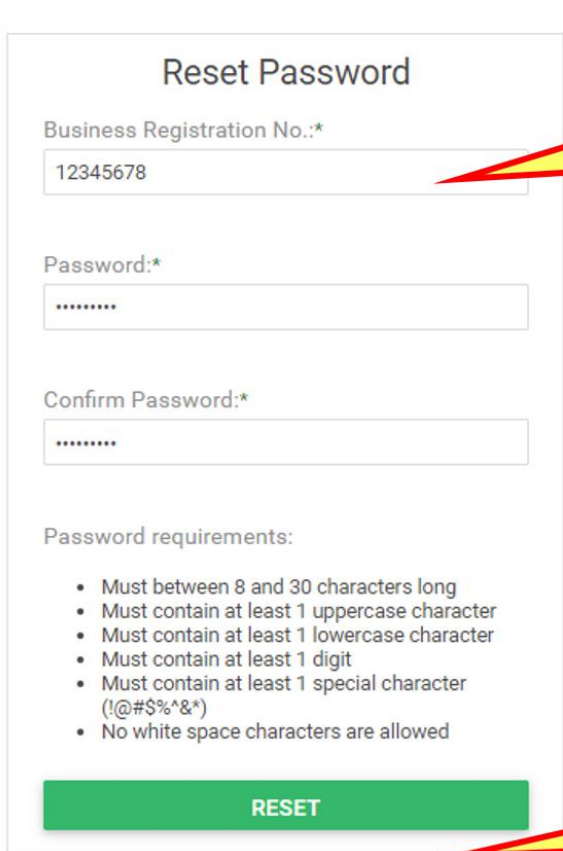
Email:*

RESET PASSWORD

[Don't have an account? Sign up](#)

3. Fill in Business Registration Number and Email Address

4. Click “Reset Password”



Reset Password

Business Registration No.:*

Password:*

Confirm Password:*

Password requirements:

- Must between 8 and 30 characters long
- Must contain at least 1 uppercase character
- Must contain at least 1 lowercase character
- Must contain at least 1 digit
- Must contain at least 1 special character (!@#\$%^&*)
- No white space characters are allowed

RESET

7. Fill in Business Registration Number, New Password and confirm password validation

8. Click “Reset”

1.5. Update User Information

1. Login the user interface of the online application system. Click the “User Info” button located at the header of the page.
2. Fill out the form with updated information.
3. Click the “Update” button to update user information.

The screenshot shows the HKPC (Hong Kong Productivity Council) online application system interface. At the top right, there are language options: "English | 繁體中文". Below this is a navigation bar with three buttons: "Application", "User Info" (highlighted in green), and "Logout". A yellow callout box with a red border points to the "User Info" button, containing the text "1. Click 'User Info'".

Below the navigation bar, the "User Information" section is titled. It contains several form fields under the heading "ENTERPRISE INFORMATION":

- "Name of the Applicant Enterprise (English):*" with the value "ABC Limited". A yellow callout box with a red border points to this field, containing the text "2. Fill in updated information".
- "Name of the Applicant Enterprise (Chinese):*" with the value "ABC有限公司".
- "Date of Establishment:*" with a dropdown menu showing "23/01/2020".
- "Business Registration No.:" with the value "12345678".
- "Current Copy of the BR Certificate:" with a green "DOWNLOAD" button.
- "New Copy of the BR Certificate:" with a text input field and a "Choose File" button.
- "ADDRESS (PLEASE FILL IN THE FULL ADDRESS AS SHOWN ON THE BUSINESS REGISTRATION CERTIFICATE) *":
 - Left input field: "e.g.: Flat A, 1/F. Block1"
 - Right input field: "e.g.: HKPC Building"

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New Password:


Must between 8 to 30 characters

New Confirm Password:

Must between 8 to 30 characters

Password requirements:

- Must between 8 and 30 characters long
- Must contain at least 1 uppercase character
- Must contain at least 1 lowercase character
- Must contain at least 1 digit
- Must contain at least 1 special character (!@#\$%^&*)
- No white space characters are allowed



Type the code above:

Show another code

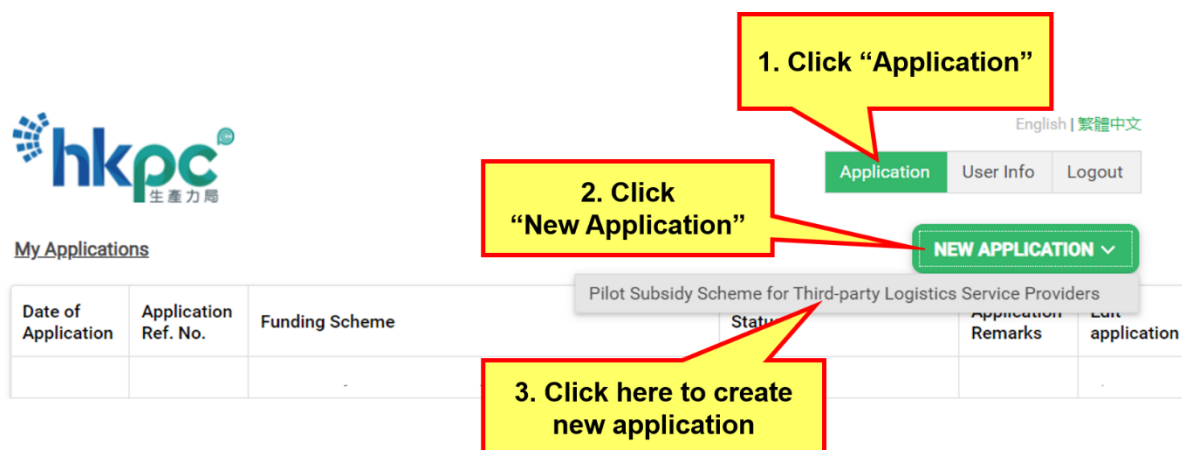
3. Click "Update"

UPDATE

2. Application

2.1. Create New Application

1. Click the “Application” button located at the header of the online application system.
2. Click the “New Application” button.
3. Click the “Pilot Subsidy Scheme for Third-party Logistics Service Providers” to create new application.



Application Form

Pilot Subsidy Scheme for Third-party Logistics Service Providers e-Application Form

I. Applicant Enterprise Information

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I. Applicant Enterprise Information

Name of the Applicant Enterprise (English)
HKPC - Testing Account

Name of the Applicant Enterprise (Chinese)
HKPC - Testing Account

Date of Establishment
27/01/2022

Website(s) of the Applicant Enterprise (if any)
Please fill in N/A if there is no company website

2.2. Application Form

Application Form interface includes the following features:

1. Title of the Funding Scheme
2. Content of application form
3. “Previous Page” button
4. “Next Page” button
5. Footnote popover
6. Multiple rows table
7. Date picker
8. Field groups
9. Files upload
10. “Save as Draft” button
11. “Submit” button

Application Form

**Pilot Subsidy Scheme for Third-party Logistics Service Providers
e-Application Form**

I. Applicant Enterprise Information

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1. Title of the Funding Scheme

2. Content of application form

I. Applicant Enterprise Information

Name of the Applicant Enterprise (English)
ABC Limited

Name of the Applicant Enterprise (Chinese)
ABC 有限公司

Date of Establishment
27/01/2022

Website(s) of the Applicant Enterprise (if any)
Please fill in N/A if there is no company website

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Application Form

No. of Employees in Hong Kong (HK) (7)
(Full Time) * (Part Time) *

5. Footnote popover

Is Applicant Enterprise a listed company or planned to be a listed company in the coming year? *

☐ Yes (7) **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.**

Form of Business (Please select in the appropriate box below)

☒ Sole Proprietorship ☐ Partnership ☐ Limited Company

Owner

Name Hong Kong Identity Card / Passport No.

3. "Previous Page" button **4. "Next Page" button**

10. "Save as Draft" button

Application Form

No. of Employees in Hong Kong (HK) (7)
(Full Time) * (Part Time) *

Is Applicant Enterprise a listed company or planned to be a listed company in the coming year? *

☐ Yes (7) ☒ No

Form of Business (Please select in the appropriate box below) *

☐ Sole Proprietorship ☐ Partnership ☐ Limited Company

6. Multiple rows table

Name	Hong Kong Identity Card / Passport No.	
<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>

Add Row **Delete Row**

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). (7)

Pilot Subsidy Scheme for Third-party Logistics Service Providers (Pilot Scheme) e-Application Form User Guide

Application Form

Pilot Subsidy Scheme for Third-party Logistics Service Providers
e-Application Form
III. Project Overview
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III. Project Overview

Total duration (Months)
4

Commencement Date
03/03/2021

Completion Date *
03/07/2021

Purchase of X-ray machines / Explosive Trace Detection (ETD) equipment for the purpose of setting up regulated air cargo screening facilities (RACSFs) *

☒ Yes (Please go to Part IV A below.)
☐ No (Please go to Part IV B below.)

Previous Page

Next Page

7. Datepicker

Click to select date

Application Form

Pilot Subsidy Scheme for Third-party Logistics Service Providers
e-Application Form
IV. Project Implementation Plan / Expected Project Deliverables / Project Expenditure
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IV. Project Implementation Plan / Expected Project Deliverables / Project Expenditure

Part A - Purchase of X-ray machines / Explosive Trace Detection (ETD) equipment for the purpose of setting up regulated air cargo screening facilities (RACSFs) *

Project Completion Date *
03/07/2021

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 June 2018 and 30 June 2021)

Model of X-ray machine/ETD equipment	Procurement status	Date of purchase	End of contribution date	Quantity	Cost per unit	Sub-total
Rapiscan 620DV	Hire-purchased	03/03/2021	30/06/2021	1	\$ 1,000,000.00	\$ 1,000,000.00
				0	\$ 0.00	\$ 0.00

Add Row

8. Field groups

Delete Row

Pilot Subsidy Scheme for Third-party Logistics Service Providers (Pilot Scheme)

e-Application Form User Guide

Application Form

VI. Declaration & Signature by the Applicant Enterprise

I, on behalf of *

ABC Limited

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.

I, on behalf of the Applicant Enterprise, would also like to declare that: * (1)

☒ The Applicant Enterprise is NOT owned and/or controlled by a current HKPC Council Member or his/her associate or associated person at the time of filing application.

☐ The Applicant Enterprise is owned and/or controlled by a current HKPC Council Member or his/her associate or associated person at the time of filing application. Please fill in the full name of s

Authorised Signature *

Chan Tai Man

Name of Authorised Signatory *

Chan Tai Man

Name of Applicant Enterprise *

ABC Limited

Position *

Director

Add Digital Signature

Application Form

Pilot Subsidy Scheme for Third-party Logistics Service Providers
e-Application Form

Appendix 3 - Supporting Documents Required for Application

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Appendix 3 - Supporting Documents Required for Application

Please upload supporting document to indicate that copies of the relevant documents will be submitted together with the application.

Copy of the Business Registration Certificate and Certificate of Incorporation of the Applicant Enterprise

File Upload

BR.png 585.18KB X

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)

File Upload

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's entity set up in the current year)

File Upload

Copy of written price quotations with detailed description including breakdown of cost items of goods and services to be procured (if applicable)

File Upload

9. File upload

Select files to be uploaded

Delete uploaded files

Pilot Subsidy Scheme for Third-party Logistics Service Providers (Pilot Scheme)

e-Application Form User Guide

The screenshot displays the 'Application Form' interface. It features a blue header bar with the title 'Application Form' and a close button (X). The main content area is white and contains five sections, each with a 'File Upload' button:

- 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)

Below these sections is an 'Other' section with a 'File Upload' button. At the bottom left is a 'Previous Page' button. At the bottom center is a 'Save As Draft' button, highlighted by a yellow callout box labeled '10. "Save as Draft" button'. At the bottom right is a 'Submit' button, highlighted by a yellow callout box labeled '11. "Submit" button'.

2.3. Save Application

1. Click the “Save as Draft” button located at the bottom of every page to save filled content upon completion of the form.

The screenshot displays the 'Application Form' interface. It features a blue header bar with the title 'Application Form' and a close button. The main content area is white and contains several sections for file uploads, each with a 'File Upload' button. The sections are:

- 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)
- Other

At the bottom of the form, there are three buttons: 'Previous Page' (blue), 'Save As Draft' (blue), and 'Submit' (red). A yellow callout box with a red border and a red arrow points to the 'Save As Draft' button, containing the text: **1. “Save as Draft” button**.

2.4. Retrieve Saved Application

1. Click the “Application” button located at the header of the user interface of the online application system
2. Click the “Open” link to retrieve the saved application form.

The screenshot shows the HKPC (Hong Kong Productivity Council) e-Application system interface. At the top left is the HKPC logo. At the top right, there are links for 'English | 繁體中文' and 'Logout'. Below the logo, there is a 'My Applications' section. A yellow callout box with the text '1. Click “Application”' points to the 'Application' button in the top navigation bar. Below the 'My Applications' section, there is a table with the following columns: 'Date of Application', 'Application Ref. No.', 'Funding Scheme', 'Status', 'Application Remarks', and 'Edit application'. The table contains one row with the following data: '03/03/2022', an empty 'Application Ref. No.', 'Pilot Subsidy Scheme for Third-party Logistics Service Providers', 'Saved', an empty 'Application Remarks', and an 'Open' link. A red circle highlights the 'Saved' status, and a yellow callout box with the text '2. Click “Open”' points to the 'Open' link. A green button labeled 'NEW APPLICATION' is also visible.

English | 繁體中文

Application User Info Logout

1. Click “Application”

My Applications

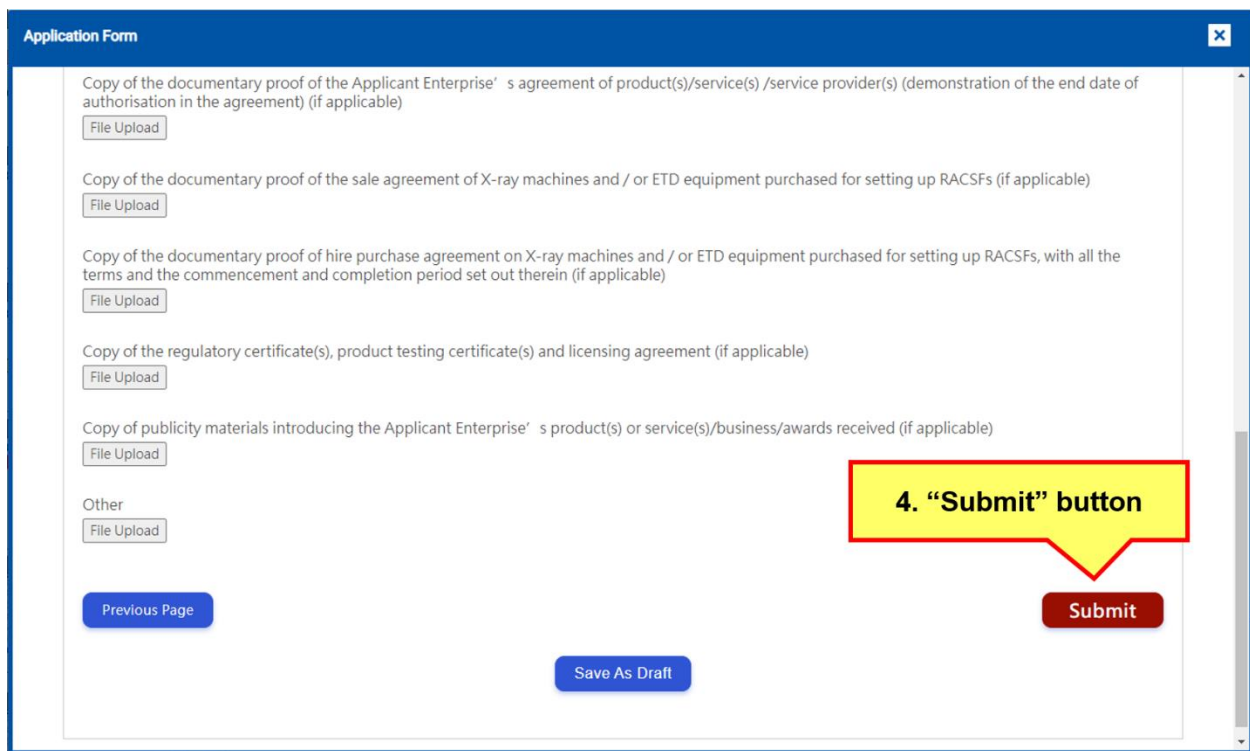
NEW APPLICATION ▾

Date of Application	Application Ref. No.	Funding Scheme	Status	Application Remarks	Edit application
03/03/2022		Pilot Subsidy Scheme for Third-party Logistics Service Providers	Saved		Open

2. Click “Open”

2.5. Submit Application

1. Click the “Application” button located at the header of the online application system, then click “Open” to retrieve the saved application form.
2. Upon completion of the application form, click the “Submit” button located at the bottom of the final page.
3. The system will display a success message. Application Enterprise can click the “Download a Copy” button to download a copy of the application form.
4. Upon successful submission of application, the Applicant Enterprise will receive a confirmation email with application reference number. Applicant can quote the reference number for enquiry later.



The screenshot shows the 'Application Form' submission page. It features a blue header bar with the title 'Application Form' and a close button. The main content area is white and contains several sections for document uploads, each with a 'File Upload' button:

- 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)
- Other

At the bottom of the form, there are three buttons: 'Previous Page' (blue), 'Save As Draft' (blue), and 'Submit' (red). A yellow callout box with a red border points to the 'Submit' button, containing the text '4. “Submit” button'.

2.6. Submit Grantee Information

1. Upon approval of the application, Applicant Enterprise will receive an email notification in request for grantee information to be printed in funding agreements.
2. Click the “Application” button located at the header of the online application system, confirm status as “Submit Grantee Information”, then click “Open” to launch the grantee information request form.
3. Upon completion of the grantee information request form, click the “Submit” button located at the bottom of the final page. The system will display a success message afterwards.
4. Upon completion of funding agreement signing, status of the project will be updated to “Project in Progress”.

The screenshot shows the HKPC (Hong Kong Productivity Council) e-Application system interface. At the top left is the HKPC logo with the text '生產力局'. At the top right are links for 'English | 繁體中文' and a navigation bar with buttons for 'Application' (highlighted with a yellow callout box labeled '1. Click “Application”'), 'User Info', and 'Logout'. Below the navigation bar is a green button labeled 'NEW APPLICATION ▾'. The main content area features a table titled 'My Applications' with the following data:

Date of Application	Application Ref. No.	Funding Scheme	Status	Application Remarks	Edit application
03/03/2022		Pilot Subsidy Scheme for Third-party Logistics Service Provider	Submit Grantee Information		Open

The 'Status' cell 'Submit Grantee Information' and the 'Open' link in the 'Edit application' column are circled in red. A yellow callout box labeled '2. Click “Open”' points to the 'Open' link.

Pilot Subsidy Scheme for Third-party Logistics Service Providers (Pilot Scheme)

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Pilot Subsidy Scheme for Third-party Logistics Service Providers
Agreement Signing Arrangement and Bank Account Information

In order to facilitate your agreement signing arrangement, please fill in all required information. Thank you.

Reminders:

- (1) Please state the names of signatory and witness according to their HKID cards/ passports.
- (2) For the Information of the Grantee's Project Bank Account, it is required to fill in the bank account for the purpose of processing all receipts (including the Government funding) and payments of the project.

Basic Information

Application Reference No.

Company Name (ENG)
ABC Limited

Company Name (CHI)
ABC 有限公司

Submit Grantee Information

Confirm name of company

Agreement Signatory and Witness

Prefix of Signatory
Mr

Surname of Signatory
Chan

Given Name of Signatory
Tai Man

Job Title of Signatory
Director

Prefix of Witness
Ms

Surname of Witness
Chan

Given Name of Witness
Mei Lee

Fill in Signer and Witness information

Pilot Subsidy Scheme for Third-party Logistics Service Providers (Pilot Scheme)

e-Application Form User Guide

Pilot Subsidy Scheme for Third-party Logistics Service Providers
Agreement Signing Arrangement and Bank Account Information

Information of the Grantee's Project Bank Account

Bank Name
Hang Seng Bank

Bank Code
024

Bank Account Name
ABC Limited

Branch Code
123

Bank Account Number
456789101

Information of the Grantee's Bank Account Authorized Signatory

Fill in bank account number

Bank Account Name
ABC Limited

Branch Code
123

Bank Account Number
456789101

Information of the Grantee's Bank Account Authorized Signatory

Name of the Grantee's Authorised Signatory
Chan Tai Man

Job Title of the Grantee's Authorised Signatory
Director

Fill in bank account authorised signatory information

Previous Next

Pilot Subsidy Scheme for Third-party Logistics Service Providers (Pilot Scheme)

e-Application Form User Guide

Pilot Subsidy Scheme for Third-party Logistics Service Providers
Agreement Signing Arrangement and Bank Account Information

Agreement Signing Arrangement

Agreement Signing Date
03/02/2021

10:00:00 AM

Supporting Document

Valid Business Registration
Upload Document

Bank statement
Bank statement issued within the past 3 months with company name address, bank code, account number should be provided for verification.
Upload Document

Namecard of Signatory and Witness
A copy of name card with job title of agreement signatory and witness.
Upload Document

Select agreement signing date and time

Upload valid Business Registration Certificate, bank statement and other supporting proof

Valid Business Registration
Upload Document

Bank statement
Bank statement issued within the past 3 months with company name address, bank code, account number should be provided for verification.
Upload Document

Namecard of Signatory and Witness
A copy of name card with job title of agreement signatory and witness.
Upload Document

Previous

3. "Submit" button

Submit

Next

2.7. Submit Change Request

1. In case when Applicant Enterprise need to introduce changes to the project within the project period, Applicant Enterprise is required to fill out the Change Request form on the system.
2. Click the “Application” button located at the header of the online application system, confirm status as “Project in Progress”, then click “Open” to launch the change request form.
3. Upon completion of the change request form, click the “Submit” button located at the bottom of the page.
4. The system will display a success message. Please note that all change requests are subject to the final decision of the Management Committee.



English | 繁體中文

1. Click “Application”

Application

User Info

Logout

My Applications

NEW APPLICATION ▾

Date of Application	Application Ref. No.	Funding Scheme	Status	Application Remarks	Edit application
03/03/2022		Pilot Subsidy Scheme for Third-party Logistics Service Provider	Project in Progress		Open

2. Click “Open”

Pilot Subsidy Scheme for Third-party Logistics Service Providers (Pilot Scheme)

e-Application Form User Guide

The screenshot shows a web form titled "Change Request" with a blue header bar. The form contains three main sections: "Change Type", "Change Request Summary", and "Justification by Grantee". Each section has a text input field. The "Change Type" field is a dropdown menu showing "Project Execution (Change of project coordinat". A yellow callout box with a red arrow points to this field, containing the text "Select category". The "Change Request Summary" field contains the text "We request to change the project coordinator from Mr. Chan Tai Keung to Ms. Chan Mei Lee." A yellow callout box with a red arrow points to this field, containing the text "Fill in change request details and justification". The "Justification by Grantee" field contains the text "The Grantee explained that due to the resignation of Mr. Chan Tai Keung, Ms. Chan Mei Lee will take up the duty of project coordinator." A yellow callout box with a red arrow points to the "Submit" button, which is a red button with white text. The callout box contains the text "3. 'Submit' button".

Change Request

Change Type
Project Execution (Change of project coordinat ▼

Change Request Summary
We request to change the project coordinator from Mr. Chan Tai Keung to Ms. Chan Mei Lee.

Justification by Grantee
The Grantee explained that due to the resignation of Mr. Chan Tai Keung, Ms. Chan Mei Lee will take up the duty of project coordinator.

Submit

Select category

Fill in change request details and justification

3. "Submit" button

Tips for Change Request Submission

- Please prepare relevant documentation and supporting proof before change request submission.
- In case of project termination, Applicant Enterprise are required to provide a project termination request letter with company letterhead, company chop and authorised signature.

2.8. Submit Progress Report

1. In case when the project duration of an approved project exceeds 18 months, Applicant Enterprise will receive an email notification in request for progress report submission.
2. Click the “Application” button located at the header of the online application system, confirm status as “Submit Progress Report”, then click “Open” to launch the progress report form.
3. Upon completion of the progress report form, click the “Submit” button located at the bottom of the final page.
4. The system will display a success message. Application Enterprise can click the “Download a Copy” button to download a copy of the progress report.

The screenshot shows the HKPC (Hong Kong Productivity Council) e-Application system interface. At the top left is the HKPC logo with the text '生產力局'. At the top right are language options 'English | 繁體中文' and navigation buttons 'Application', 'User Info', and 'Logout'. A yellow callout box labeled '1. Click “Application”' points to the 'Application' button. Below the navigation bar is a 'NEW APPLICATION' button with a dropdown arrow. Underneath is a table titled 'My Applications'.

Date of Application	Application Ref. No.	Funding Scheme	Status	Application Remarks	Edit application
03/03/2022		Pilot Subsidy Scheme for Third-party Logistics Service Provider	Submit Progress Report		Open

A red oval highlights the 'Submit Progress Report' status in the table. A yellow callout box labeled '2. Click “Open”' points to the 'Open' button in the 'Edit application' column.

Pilot Subsidy Scheme for Third-party Logistics Service Providers (Pilot Scheme) e-Application Form User Guide

Pilot Subsidy Scheme for Third-party Logistics Service Providers
Progress Report of Approved Project
Important Notes
Page 1 / 5

Important Notes

1. To facilitate monitoring and evaluation of the implementation of each approved project under the Pilot Scheme, the grantee has to submit Reports with the audited accounts (if applicable) to the Secretariat. All Progress Reports have to be submitted in accordance with the schedule as specified in the funding agreement signed between the grantee and the Secretariat.
2. The grantee is required to carry out the project STRICTLY in accordance with the relevant terms and conditions of the funding agreement including, among others, the approved project proposal (i.e. the application form, "project proposal" in short below) and all instructions and requirements as given by the Secretariat or Government from time to time in respect of the project. Any modification, amendment or addition to the project or the funding agreement, including but not limited to the change of project period, project scope, budget, replacement of the project coordinator, will require PRIOR WRITTEN APPROVAL from the Management Committee or the Secretariat.
3. The Secretariat reserves the right to withhold any further disbursement of the final payment to an approved project. Circumstances which may result in this include but are not limited to: the failure of the grantee to comply with the terms and conditions stipulated in the funding agreement; the failure or likely failure of the grantee to further execute/complete the project; the reports or financial statements submitted by the grantee do not meet the requirements specified in the funding agreement and/or application guide; a large account, etc.
4. All sections of this report have to be properly filled in. Please insert "N/A" if the information sought is not applicable. If there is insufficient space for the information, please give details on a separate sheet to be attached to this report.

Previous Page Next Page

Progress Report

"Next Page" button

Part A : Project Details

Reference No

Grantee (English Name)
ABC Limited

Grantee (Chinese Name)
ABC 有限公司

Details of project implementation

Total duration (Months)	Commencement Date	Completion Date
4	03/03/2021	

Details of project implementation

Total duration (Months)	Commencement Date*	Completion Date*
4	03/03/2021	03/07/2021

Project Scope
☒ X ☐ L

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Fill in actual project implementation dates

Pilot Subsidy Scheme for Third-party Logistics Service Providers (Pilot Scheme) e-Application Form User Guide

Part B: Project Implementation Status

Project Deliverables And Details of Approved Budget
Rapiscan 632DV

Procured/ Hire Purchased*
☒ Purchased ☐ Hire-purchased

Date of purchase*
03/03/2021

Unit Cost*
1,000,000.00

Quantity*
1

Approved Budget (\$)
1,000,000.00

Actual Expenditure (\$) *
1,000,000.00

Expenses stated in audited accounts (\$) *
1,000,000.00

Fill in actual project implementation details

Part C : Supporting Documents

Checklist of Required Supporting Documents

Supporting Documents proving that the procurement procedure stipulated in the funding agreement has been duly complied with in terms of procurement of screening equipment including X-ray machines and Explosive Trace Detection (ETD) equipment / Other Logistics Technology Adoption Projects (if applicable) *

Upload

Audited Financial Reports *

Upload

Others:

Upload

Upload supporting documentation

Pilot Subsidy Scheme for Third-party Logistics Service Providers (Pilot Scheme) e-Application Form User Guide

Part D : Declaration

1. We confirm that we complied with the procedures and guidelines set out in paragraphs 5.5.1 and 5.5.2 of the "Guide to Application for the Pilot Scheme" in procurement of screening equipment including X-ray machines and / or Explosive Trace Detection (ETD) equipment / Other Logistics Technology Adoption Projects, if any.
2. As stipulated within paragraph 5.5.3 of "Guide to Application for the Pilot Scheme", X-ray machine and / or ETD equipment purchased between 30 October 2018 and 30 June 2021 for setting up RACSFs are exempted from the procurement requirement as set out in paragraph 5.5.1 and 5.5.2.
3. We confirm that for the project measures that received funding support from the Pilot Scheme, they had not received/would not receive other sources of funding support provided by the Government or the Mainland authorities, or other sources of sponsorships/donations.
4. We confirm that we have maintained our company's eligibility as specified in Section 2.1 of the Guide to Application, "Eligibility of Applicants" throughout the project implementation period.

Signature*
Chan Tai Man

Name of Signatory*
Chan Tai Man

Position*
Director

Date*
04/07/2021

Add Digital Signature

3. "Submit" button

Submit

Tips for Progress Report Submission

- Please prepare relevant project implementation information before progress report submission.
- Please provide scanned copy of the relevant receipts or invoices for progress report submission. The Secretariat of the Pilot Scheme will perform checks on the true copies at a later time.

2.9. Submit Project Completion Survey

1. Upon completion of the approved project, Applicant Enterprise will receive an email notification in request for project completion survey and final report submission.
2. Click the “Application” button located at the header of the online application system, confirm status as “Submit Survey”, then click “Open” to launch the progress report form.
3. Upon completion of the survey form, click the “Submit” button located at the bottom of the final page.
4. The system will display a success message. Application Enterprise can click the “Download a Copy” button to download a copy of the survey form.

The screenshot shows the HKPC (Hong Kong Productivity Council) e-Application system interface. At the top left is the HKPC logo. At the top right are language options (English | 繁體中文) and user navigation buttons (Application, User Info, Logout). Below the logo is the 'My Applications' link. A green 'NEW APPLICATION' button with a dropdown arrow is also visible. The main part of the interface is a table with the following columns: Date of Application, Application Ref. No., Funding Scheme, Status, Application Remarks, and Edit application. The first row of data shows a date of 03/03/2022, an empty ref. no., and a funding scheme of 'Pilot Subsidy Scheme for Third-party Logistics Service Providers'. The 'Status' column for this row is 'Submit Survey', which is circled in red. A yellow callout box with the text '1. Click “Application”' points to the 'Application' button in the top navigation bar. Another yellow callout box with the text '2. Click “Open”' points to the 'Open' link in the 'Edit application' column of the table row.

Date of Application	Application Ref. No.	Funding Scheme	Status	Application Remarks	Edit application
03/03/2022		Pilot Subsidy Scheme for Third-party Logistics Service Providers	Submit Survey		Open

Pilot Subsidy Scheme for Third-party Logistics Service Providers (Pilot Scheme) e-Application Form User Guide

Pilot Subsidy Scheme for Third-party Logistics Service Providers (Pilot Scheme)
Funded Project Completion Survey
Purpose and Reminder
Page 1 / 4

Survey

Purpose

To understand the operation efficiency and productivity enhancement results of the Applicant Enterprise with project completed and funded through the Pilot Subsidy Scheme for Third-party Logistics Service Providers (Pilot Scheme); enabling the Pilot Scheme to provide more effective support and assistance in the future.

Reminder

1. Information from the survey will be collected and processed by the Secretariat of the Pilot Subsidy Scheme for Third-party Logistics Service Providers (i.e. Hong Kong Productivity Council). The information will be used strictly for analysing general needs of enterprises and summarising overall result of the Pilot Scheme. Please fill in the survey with actual information.
2. Please submit the completed survey form within 1 week to the Secretariat of the Pilot Subsidy Scheme for Third-party Logistics Service Providers (i.e. Hong Kong Productivity Council).

Address: HKPC Building, 78 Tat Chee Avenue, Kowloon Tong, Hong Kong
Fax: (852) 3187 4535
Email: tplsp_sec@hkpc.org

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"Next Page" button

Pilot Subsidy Scheme for Third-party Logistics Service Providers (Pilot Scheme)
Funded Project Completion Survey
Survey Questions on Logistics Technology Adoption
Page 3 / 4

Survey Questions on Logistics Technology Adoption

1. What is the motivation behind Applicant Enterprise's logistics technology(ies) adoption?

<input type="checkbox"/> In compliance with regulation(s)	<input type="checkbox"/> Shortage in manpower
<input type="checkbox"/> To develop new business/market	<input type="checkbox"/> Enhance competitiveness
<input type="checkbox"/> Increase in operation cost	<input type="checkbox"/> Reduction in cargo handling costs
<input type="checkbox"/> In respond to customer request	<input type="checkbox"/> To speed up cargo handling cycle
<input type="checkbox"/> Others	
2. Has Applicant Enterprise hire any service provider in support of project implementation?
☐ Yes, tasks of consultants are as follows: ☐ No
3. Has the project brought positive benefits to Applicant Enterprise?
☐ Yes, the project has brought the following positive benefits: ☐ No, and the reasons are as follows:
4. Will Applicant Enterprise continue to implement logistics technology(ies) after project completion?
☐ Yes ☐ No, and the reasons are as follows:

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3. Fill in survey form

Pilot Subsidy Scheme for Third-party Logistics Service Providers (Pilot Scheme)

e-Application Form User Guide

4. Will Applicant Enterprise continue with the employment of the said Hong Kong employees after project completion?

☐ Yes ☐ No

5. Has the project implementation benefited other Hong Kong enterprises? (i.e. The project requires service or products from other Hong Kong enterprises)

☐ Benefited other Hong Kong enterprises ☐ Has not benefited other Hong Kong enterprises

6. Has Applicant Enterprise faced any challenges during project implementation?

☐ Yes ☐ No challenges faced

7. Has Applicant Enterprise requested assistance from the the Secretariat of the Pilot Scheme during project implementation?

☐ Yes ☐ No

8. Overall speaking, has the Secretariat provided sufficient assistance to Applicant Enterprise throughout project implementation and completion?

☐ Extremely helpful ☐ Very helpful ☐ Helpful
☐ Not very helpful ☐ Not Helpful

9. Would you recommend other enterprise(s) to apply for funding from the Pilot Scheme?

☐ Yes ☐ No

10. Applicant Enterprise's comments and suggestions to the Pilot Scheme

[Previous Page](#) [Submit](#)

3. "Submit" button

2.10. Submit Final Report

1. Upon submission of the project completion survey, the system will update project status to “Submit Final Report”.
2. Click the “Application” button located at the header of the online application system, confirm status as “Submit Final Report”, then click “Open” to launch the progress report form.
3. Upon completion of the final report form, click the “Submit” button located at the bottom of the final page.
4. The system will display a success message. Application Enterprise can click the “Download a Copy” button to download a copy of the final report.

The screenshot shows the HKPC (Hong Kong Productivity Council) e-Application system interface. At the top left is the HKPC logo. At the top right are language options (English | 繁體中文) and user navigation buttons (Application, User Info, Logout). Below the logo is a link to 'My Applications'. A green button labeled 'NEW APPLICATION' with a dropdown arrow is also visible. The main part of the interface is a table with the following columns: Date of Application, Application Ref. No., Funding Scheme, Status, Application Remarks, and Edit application. The table contains one row with the status 'Submit Final Report' circled in red. A yellow callout box with the text '1. Click “Application”' points to the 'Application' button. Another yellow callout box with the text '2. Click “Open”' points to the 'Open' link in the 'Edit application' column of the table row.

English | 繁體中文

Application User Info Logout

NEW APPLICATION ▾

Date of Application	Application Ref. No.	Funding Scheme	Status	Application Remarks	Edit application
03/03/2022		Pilot Subsidy Scheme for Third-party Logistics Service Providers	Submit Final Report		Open

Pilot Subsidy Scheme for Third-party Logistics Service Providers (Pilot Scheme)

e-Application Form User Guide

The screenshot shows the 'Final Report of Approved Project' page, which is the first of five pages. The page title is 'Pilot Subsidy Scheme for Third-party Logistics Service Providers' and the subtitle is 'Final Report of Approved Project'. Below the title, it says 'Important Notes' and 'Page 1 / 5'. The main content area is titled 'Important Notes' and contains four numbered points. A yellow callout box with a red border points to the title 'Final Report' and contains the text 'Final Report'. Another yellow callout box with a red border points to the 'Next Page' button and contains the text '“Next Page” button'. The 'Next Page' button is located at the bottom right of the page.

Pilot Subsidy Scheme for Third-party Logistics Service Providers
Final Report of Approved Project
Important Notes
Page 1 / 5

Important Notes

1. To facilitate monitoring and evaluation of the implementation of each approved project under the Pilot Scheme, the grantee has to submit Reports with the audited accounts (if applicable) to the Secretariat. All Final Reports have to be submitted in accordance with the schedule as specified in the funding agreement signed between the grantee and the Secretariat.
2. The grantee is required to carry out the project STRICTLY in accordance with the relevant terms and conditions of the funding agreement including, among others, the approved project proposal (i.e. the application form, "project proposal" in short below) and all instructions and requirements as given by the Secretariat or Government from time to time in respect of the project. Any modification, amendment or addition to the project or the funding agreement, including but not limited to the change of project period, project scope, budget, replacement of the project coordinator, will require PRIOR WRITTEN APPROVAL from the Management Committee or the Secretariat.
3. The Secretariat reserves the right to withhold any further disbursement of the final payment to an approved project. Circumstances which may result in this include but are not limited to: the failure of the grantee to comply with the terms and conditions stipulated in the funding agreement; the failure or likely failure of the grantee to further execute/complete the project; the reports or financial statements submitted by the grantee do not meet the requirements specified in the funding agreement and/or application guide; a large credit balance is still remaining in the project account, etc.
4. All sections of this report have to be properly filled in. Please insert "N/A" if the information sought is not applicable. If there is insufficient space for the information, please give details on a separate sheet to be attached to this report.

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The screenshot shows the 'Part A: Project Details' page. It contains several input fields for project information. A yellow callout box with a red border points to the 'Completion Date' field and contains the text 'Fill in actual project implementation dates'. The 'Completion Date' field is highlighted in yellow. The 'Previous Page' and 'Next Page' buttons are at the bottom.

Part A : Project Details

Reference No

Grantee (English Name)
ABC Limited

Grantee (Chinese Name)
ABC 有限公司

Details of project implementation

Total duration (Months)	Commencement Date	Completion Date
4	03/03/2021	

Details of project implementation

Total duration (Months)	Commencement Date*	Completion Date *
4	03/03/2021	03/07/2021

Project Scope
☒ X ☐ L

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Pilot Subsidy Scheme for Third-party Logistics Service Providers (Pilot Scheme)

e-Application Form User Guide

Part A : Project Details

Reference No

Grantee (English Name)
ABC Limited

Grantee (Chinese Name)
ABC 有限公司

Details of project implementation

Total duration (Months)
4

Commencement Date
03/03/2021

Completion Date

Details of project implementation

Total duration (Months)
4

Commencement Date*
03/03/2021

Completion Date*
03/07/2021

Project Scope
☒ X ☐ L

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Fill in actual project implementation dates

Part B: Project Implementation Status

Project Deliverables And Details of Approved Budget
Rapiscan 632DV

Procured/ Hire Purchased*
☒ Purchased ☐ Hire-purchased

Date of purchase*
03/03/2021

Unit Cost*
1,000,000.00

Quantity*
1

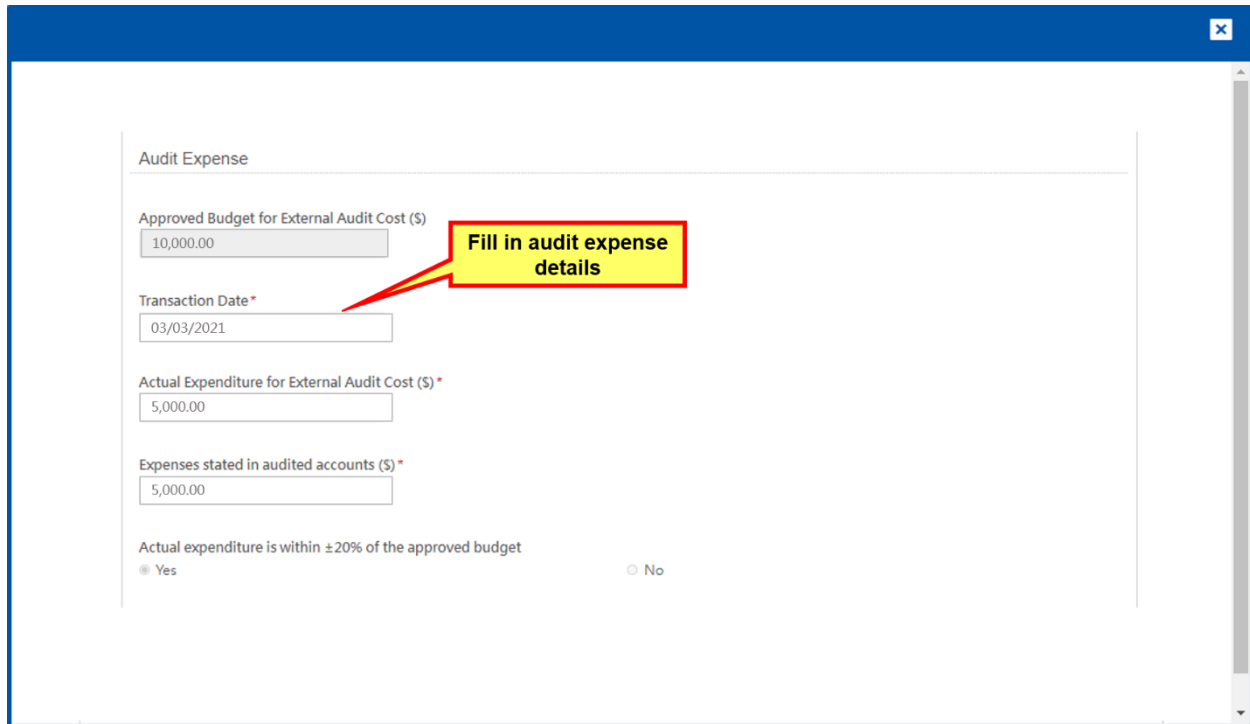
Approved Budget (\$)
1,000,000.00

Actual Expenditure (\$) *
1,000,000.00

Expenses stated in audited accounts (\$) *
1,000,000.00

Fill in actual project implementation details

Pilot Subsidy Scheme for Third-party Logistics Service Providers (Pilot Scheme) e-Application Form User Guide



Audit Expense

Approved Budget for External Audit Cost (\$)
10,000.00

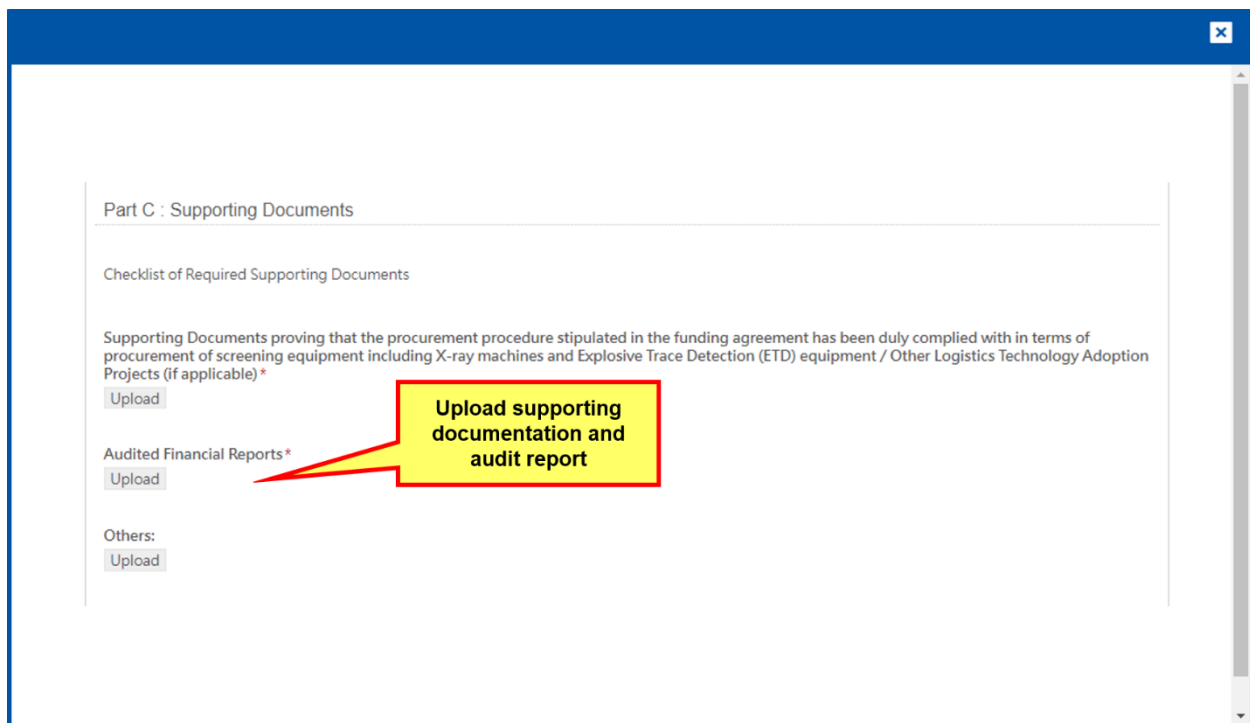
Transaction Date *
03/03/2021

Actual Expenditure for External Audit Cost (\$) *
5,000.00

Expenses stated in audited accounts (\$) *
5,000.00

Actual expenditure is within $\pm 20\%$ of the approved budget
☒ Yes ☐ No

Fill in audit expense details



Part C : Supporting Documents

Checklist of Required Supporting Documents

Supporting Documents proving that the procurement procedure stipulated in the funding agreement has been duly complied with in terms of procurement of screening equipment including X-ray machines and Explosive Trace Detection (ETD) equipment / Other Logistics Technology Adoption Projects (if applicable) *

Upload

Audited Financial Reports *

Upload

Others:

Upload

Upload supporting documentation and audit report

Pilot Subsidy Scheme for Third-party Logistics Service Providers (Pilot Scheme) e-Application Form User Guide

Part D : Declaration

1. We confirm that we complied with the procedures and guidelines set out in paragraphs 5.5.1 and 5.5.2 of the "Guide to Application for the Pilot Scheme" in procurement of screening equipment including X-ray machines and / or Explosive Trace Detection (ETD) equipment / Other Logistics Technology Adoption Projects, if any.
2. As stipulated within paragraph 5.5.3 of "Guide to Application for the Pilot Scheme", X-ray machine and / or ETD equipment purchased between 30 October 2018 and 30 June 2021 for setting up RACSFs are exempted from the procurement requirement as set out in paragraph 5.5.1 and 5.5.2.
3. We confirm that for the project measures that received funding support from the Pilot Scheme, they had not received/would not receive other sources of funding support provided by the Government or the Mainland authorities, or other sources of sponsorships/donations.
4. We confirm that we have maintained our company's eligibility as specified in Section 2.1 of the Guide to Application, "Eligibility of Applicants" throughout the project implementation period.

Signature*
Chan Tai Man

Name of Signatory*
Chan Tai Man

Position*
Director

Date*
04/07/2021

Add Digital Signature

3. "Submit" button

Submit

Tips for Final Report Submission

- Please prepare a scanned copy of the project audit report with authorized signature (in PDF format) for uploading before filling out the final report form.
- Please prepare relevant project implementation information before final report submission.
- Please provide scanned copies of the relevant receipts or invoices for final report submission. The Secretariat of the Pilot Scheme will perform checks on the true copies at a later time.