- 1) Points to Note
- Section A Particulars of 2) the Applicant Enterprise
- Section B Particulars of the Promotion Activity
- Section C Expenditure 4) Items for which Grant is being Applied for
- Section D Other Information
- Section E Language of Correspondence
- 7) Supporting Documents
- 8) Declaration
- Review, Confirm and Sign the Declaration
- 10) Acknowledgement

General FAQs @



Trade and Industry Department

The Government of the Hong Kong Special Administrative Region of the People's Republic of China

Points to Note

Prepare for the Application

Click to read the relevant information before starting.

- documents in the specified format (see point 2 below) before starting.
- If in doubt, please refer to "FAQs" ", "Online Application Demo" ", or contact "SME Export Marketing Fund Branch" of the Trade and Industry Department (TID) &

Application Process

Time Required: Around 10 mins

1. Fill out the particulars.

Read the Application Process and the requirements on the supporting documents.

- · During anytime in filling in the e-Form, you may press the "Save" button at the footer of the page to save the data entered a GFD file to the local PC. You may upload the file to continue to fill in the form later, or retrieve the data to apply for funding support for another activity. A password will be required to protect the data to be saved. The e-Form system will not be able to open the file and import the saved data without the password.
- · To use the saved data, click "Fill in a Saved Form" on this page, upload the saved data from the GFD file, enter the password, and then click the "Open" button. Once the saved data is imported into the e-Form, an applicant enterprise should check if the details are accurate and valid.
- 2. Upload supporting documents
 - The file(s) must be in JPG, JPEG, PNG, PDF, DOC or DOCX format.
 - . The information contained in the file(s) must be clear and legible (resolution no less than 200dpi).
 - . This e-Form supports 10 attachments at a total capacity of 10MB. If the total number or size of files to be upload exceed the limits, please merge or compress the files beforehand, or upload them separately through "Submit Supplementary Documents" function 2.
- 3. Review and sign the declaration with "Organisational Digital Certificate" or in "Paper Form" to confirm data inputted.

If you would like to sign the declaration with Organisational Digital Certificate, a valid Organisational Digital Certificate is required for the application. The following Organisational Digital Certificates are acceptable:

- Hongkong Post e-Cert (Organisational) ☐

 Digi-Sign Organisational ID-Cert Class 2 ☐
- <u>Digi-Sign Organisational ID-Cert Class 5 ♂</u>
- 4. Submit the e-Form and download "Declaration for Application / Application Record".
- 5. If you would like to sign the declaration in "Paper Form", or for first-time application for initial payment, please print, sign with company chop and submit the following documents to <u>"SME Export Marketing Fund Branch" of TID ™</u> by post, via drop-in box or in person within one week after e-submission:
 - "Declaration for Application" (on p.2 of the "Declaration for Application / Application Record" PDF file)
 - "Funding Agreement for Initial Payment" (available on EMF Website ☑) (in duplicate, for first-time application for initial payment

If necessary, TID may request for digital files of better resolution or the original of the supporting documents for assessment of your application. Failure to provide the required or legible supporting documents, or the duly signed Declaration/Agreement may cause delay in the processing of your application.

See "Online Application Demo" @

Confirmation of Successful Submission

TID will conduct a preliminary check on your e-submission and send you a "Notification of Receipt of Application" containing the application number by email upon receipt of your complete and valid Application with the required supporting documents.

Data Encryption

The data you submitted and uploaded with this website is encrypted before transmission. A lock icon displayed in your web browser address bar indicates a secure mode where communications between browser and government's web server are encrypted.

Enquiry

"SME Export Marketing Fund Branch" of TID Hotline: (852) 2398 5127 Email: emf_enquiry@tid.gov.hk@

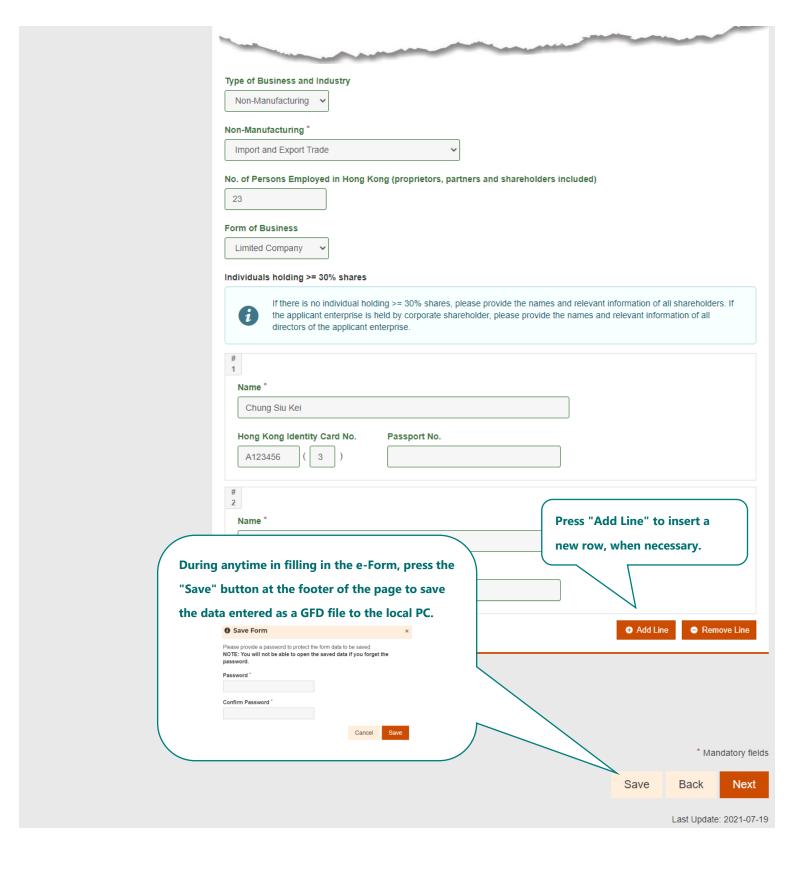
Choose "Start Filling in a New Form" if you do not have a Saved Form.

I Want To

☐ Start Filling in a New Form

□ Fill in a Saved Form

Guide to Application & | FAQs & | Online Application Demo & 1) Points to Note Section A - Particulars upplicant / Click to make reference to "Guide to Please select one of the following: Section A - Particulars of the Applicant Enterprise Submit a new application Application" and "FAQs" at the top Submit supplementary documents navigation bar whenever you have queries Section B - Particulars of Types of Application * 3) the Promotion Activity during the form filling process. Initial Payment Final Payment Section C – Expenditure Reimbursement 4) Items for which Grant is Special Arrangements/Facilitation Measures (Reimbursement of Other Expenses) being Applied for Initial Payment cum Final Payment · Initial Payment; For application submitted before the commencement date of the promotion activity Section D - Other · Final Payment: For applicant enterprise who has received grant of sinitial payment for the promotion activity and Information application submitted after the completion date of the activity Reimbursement: For application submitted after the completion date of the promotion activity Section E - Language of Special Arrangements/Facilitation Measures (Reimbursement of Other Expenses): For applicant enterprise who has been Correspondence granted pre-approval of its application under the "Special Arrangements" or has submitted its applications under the "Facilitation Measures" and application for other eligible expenses other than those covered by the "Special Arrangements"/"Facilitation Measures" submitted after the completion date of the activity 7) Supporting Documents Business Registration No. * Fill out the particulars according to the 8) Declaration 11223344 instructions of the e-Form. Review, Confirm and Sign · Business Registration No. is the first 8 digits of the Certificate No. on the Business/Branch Registration Certificate. the Declaration Please refer to the $\underline{\text{website of Inland Revenie Department \mathcal{Q}}}$ for the specimen of valid Business/Branch i Registration Certificate · Please ensure applicant enterprise holds a valid Business Registration Certificate. 10) Acknowledgement Name of Enterprise * Hong Kong Trading Limited General FAOs @ 13/F, Concorde Road, Kowloon City Tel. Fax 23981234 23985678 Email (will be used for receiving notifications) info.info@hktrading.com Full Name of the Contact Person of the Enterprise Chung Siu Kei Position Held by the Contact Person of the Enterprise

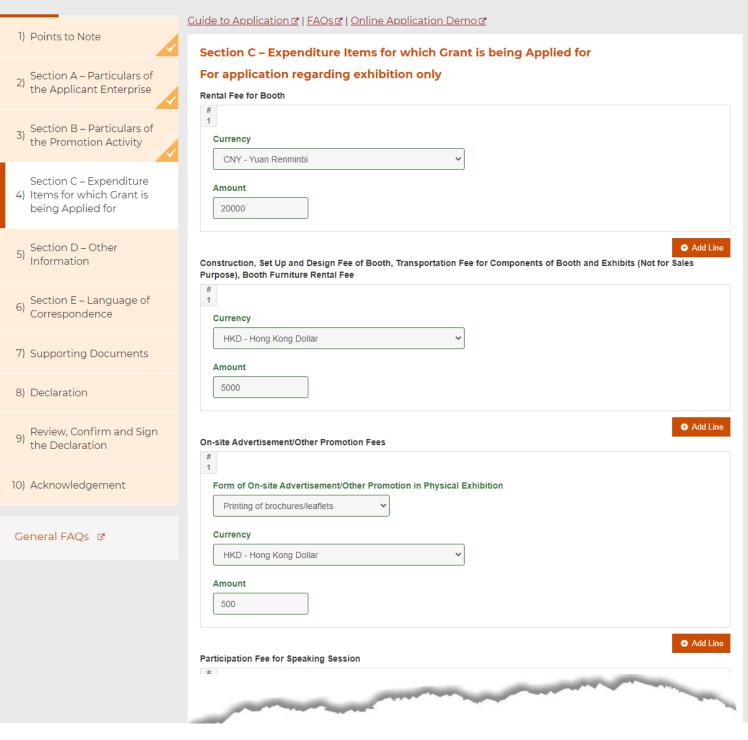


Support		
	Guide to Application ♥ FAQs ♥ Online Application Demo ♥	
1) Points to Note	Section B – Particulars of the Promotion Activity	
2) Section A – Particulars of the Applicant Enterprise	Promotion Activity Type * Exhibition Business Mission	
3) Section B – Particulars of the Promotion Activity	Advertisement on Trade Publication Electronic Platform/Media Setting up or Enhancing Applicant Enterprise's Corporate Website/Mobile Application	
Section C – Expenditure		
Items for which Grant is being Applied for	For application regarding exhibition only	
5) Section D – Other Information	Mode of Exhibition * Physical Online	
6) Section E – Language of Correspondence	Hybrid (Physical + Online) Name of Exhibition *	
7) Supporting Documents	2021 Guangzhou Trading Exhibition	
8) Declaration		
9) Review, Confirm and Sign the Declaration	Organiser * International Exhibition Limited	
10) Acknowledgement		
General FAQs ♂	Commencement and Completion Dates From * To * 2021-07-19	
	Place of the Physical Exhibition (City/Country) *	
	Guangzhou	
	Forms of Physical Participation *	
	⊘ Booth	
	Showcase Table-top Display	
	Mannequin/Garment Rack	
	Others	
	Representatives to the Activity	
	1	
	Full Name of Representatives to the Activity * Position Held by Representatives to the Activity *	
	Chung Slu Kei Director	
	# 2	
	Full Name of Representatives to the Activity * Position Held by Representatives to the Activity *	
	Wong Wan Hang Marketing Manager	
	● Add Line	Remove Line
	Full Name and position of Speaker (For Booth Exhibitor Claiming Participation Fee for Speaking Session only)	Kelliove Lille
	Chung Siu Kei (Director)	
	Enquiry	
	"SME Export Marketing Fund Branch" of TID	
	Hotline: (852) 2398 5127 Email: <u>emf_enquiry@tid.gov.hk&</u>	
	*	Mandatory fields

Last Update: 2021-07-19

Save

Next



	Guide to Application ☑ FAQs ☑ Online Application Demo ☑
1) Points to Note	Section D – Other Information
Section A – Particulars of	(This section is optional. The information provided will be used solely for statistical purposes.)
the Applicant Enterprise	Does your enterprise have any plan to employ additional staff in the next six months, for business development relevant to this
3) Section B – Particulars of	application? Yes
the Promotion Activity	No. of additional staff to be employed *
Section C – Expenditure	5
Items for which Grant is being Applied for	From which of the following channels has your enterprise learned about EMF?
Castian D. Othan	▼ TID Website
Section D – Other 5) Information	▼ TID Poster Advertisement
Continue Language of	☐ TID Promotion Leaflet
6) Section E – Language of Correspondence	▼ TID Seminar / Seminar Staff's Introduction
7) Commenting Decomments	TID Exhibition Staff's Introduction
7) Supporting Documents	Industrial and Trade Organisations Website
8) Declaration	Industrial and Trade Organisations Email Promotion
Deview Confirm and Sign	Industrial and Trade Organisations Member Newsletter
9) Review, Confirm and Sign the Declaration	Friends / Relatives / Business Partners' Introduction
20). A discourted assessed	Radio Advertisement
10) Acknowledgement	TV Advertisement
Caracial FAOa 5	✓ Organiser / Operator of Export Activity / Platform
General FAQs &	Other Website
	Other Channel
	Enquiry
	"SME Export Marketing Fund Branch" of TID

Hotline: (852) 2398 5127

Email: emf_enquiry@tid.gov.hk&

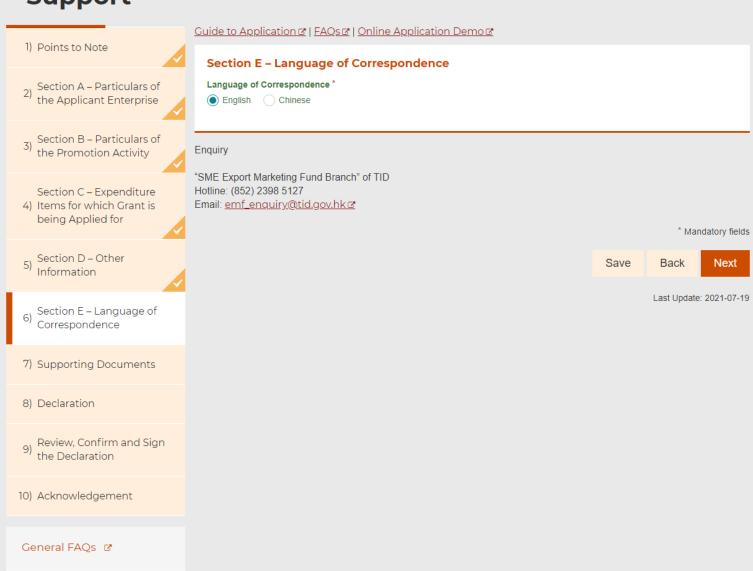
* Mandatory fields

Save

Back



Last Update: 2021-07-19



1) Points to Note Section A - Particulars of the Applicant Enterprise Section B - Particulars of the Promotion Activity Section C - Expenditure 4) Items for which Grant is being Applied for 5) Section D – Other Information Section E - Language of Correspondence 7) Supporting Documents 8) Declaration Review, Confirm and Sign the Declaration 10) Acknowledgement

General FAQs 🗷

Guide to Application | FAQs | Online Application Demo

Supporting Documents

A copy of a <u>valid Business Registration Certificate</u> ${\underline{\mathscr{C}}}$ of the applicant enterprise *

@ BR.pdf (541.7 KB) 8

Please refer to EMF Website

for the other supporting documents required. *



Choose files or drag them here Accept file format: JPG, JPEG, PNG, PDF, DOC, DOCX Total size up to 6.4 MB (Could choose up to 4 files)

This e-Form supports 10 attachments at a respective limit, please merge or compress Documents" function @.

city of 10MB. If the total number or size of files to be uploaded exceeds the rehand, or upload them separately through <u>"Submit Supplementary</u>

Please confirm that all required supporting documents by resolution not less than 200dpi):

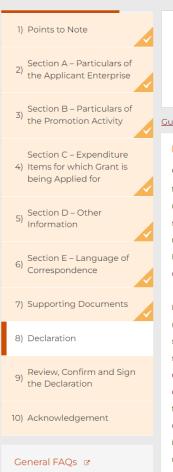
- ✓ A copy of a <u>valid Business Regi</u>;
- Unlimited company: Certified Ex of the Business Registration Off Limited company: Full copy of the Companies Registry.
- A copy of a valid Hong Kong Ide the applicant enterprise. (NOT re
- ✓ Original receipt/certified true cop
- A copy of booking confirmation/
- **Other required documents supporting documents required**

Enquiry

"SME Export Marketing Fund Branch Hotline: (852) 2398 5127 Email: emf_enquiry@tid.gov.hk♂ To apply through online e-Form, you should prepare the supporting document in accordance with the following requirements and upload the files in this page:

- The file(s) must be in JPG, JPEG, PNG, PDF, DOC or DOCX format.
- The information contained in the file(s) must be clear and legible (resolution no less than 200dpi).
- 3. This e-Form supports 10 attachments at a total capacity of 10MB. If the total number or size of files to be upload exceed the limits, please merge or compress the files beforehand, or upload them separately through "Submit Supplementary Documents" function.

If necessary, the Trade and Industry Department may request for digital files of better resolution or the original of the supporting documents for assessment of your application.



You can either use Form filling with "iAM Smart e-ME" or type in your personal information

Form Filling with iAM Smart

More Info@

Guide to Application @ | FAQs@ | Online

Declaration

On behalf of the Applicant as spe the Guide to Application and all el use as stipulated in the Guide t supporting documents uploaded my knowledge. I confirm that the Hong Kong, and that the Appl organiser/service provider of the

I acknowledge that no agency of (HKSARG) and the Applicant will shall not represent itself and shat servant, agent or partner of H data/information provided in relation of the HKSARG and relevant partner as initial payment cum final productions set out in the relevant information provided by me to de-

If you would like to complete the declaration with "iAM Smart", you can press "Form Filling with iAM Smart" and follow the relevant instructions to complete. The fields completed with "iAM Smart" will show "Data is provided by "iAM Smart".



If the Full Name and HK Identity Card No. are completed with "iAM Smart", the copy of the valid Hong Kong Identity Card or passport of the person signing the form for and on behalf of the applicant enterprise is NOT required.

Applicant undertake to refund to HKSARG any payment made by HKSARG under the Fund upon demand by the Department and agree that the Department may take administrative measures and legal proceedings against the Applicant and its connected enterprises and/or related enterprises on refund of payment as deemed necessary. I understand that if funding is received from the Fund for this application, the Applicant shall not apply or accept other Government funding support for the same funded expenditure Item(s) under the same activity. I understand that I and the Applicant shall observe the Prevention of Bribery Ordinance (Cap. 201) and shall not offer any advantage to any person of the Department with a view to influencing the approval of the application. I also understand that any omission/misrepresentation of information with a view to obtaining pecuniary advantage by deception is an offence and is liable to legal proceedings. I and the Applicant undertake to comply with all applicable laws (including the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region), regulations and by-laws of Hong Kong.

Full Name (As stated in the Hong Kong Identity Card or passport) *

Chung Siu Kei

Position *

Director

HK Identity Card No. Passport No.

A123456 (3)

Enquiry

"SME Export Marketing Fund Branch" of TID

Hotline: (852) 2398 5127

Email: emf_enquiry@tid.gov.hk@

* Mandatory fields

Save

Back



Last Update: 2023-12-05

1) Points to Note

Please che
Once digita
a signed e
2) Section A – Particulars of
the Applicant Enterprise

Section B – Particulars of the Promotion Activity

Section C – Expenditure 4) Items for which Grant is being Applied for

- 5) Section D Other Information
- 6) Section E Language of Correspondence
- 7) Supporting Documents
- 8) Declaration
- Review, Confirm and Sign the Declaration
- 10) Acknowledgement

General FAQs ♂

Please check the following information before submission. You may go back to make changes as needed. Once digital signature is applied, the signature has to be removed before you could make any amendments to a signed e-Form.

Section A - Particulars of the Applicant Enterprise

Please select one of the following:

Submit a new application

Types of Application

Reimbursement

Initial Payment cum Final

- · Initial Payment: For
- Final Payment: For application submitted



Reimbursement: For applie

Verify the data on the page of "Review, Confirm and Sign the Declaration". Click "Back" to go back to make changes as needed.

Once digital signature is applied, the signature has to be removed before you could make any amendments to a signed E-Form.

Special Arrangements/Facilitation
granted pre-approval of its application under the "Special Arrangements" or has submitted its applications under the
"Facilitation Measures" and application for other eligible expenses other than those covered by the "Special
Arrangements"/"Facilitation Measures" submitted after the completion date of the activity

Business Registration No.

11223344



- Business Registration No. is the first 8 digits of the Certificate No. on the Business/Branch Registration Certificate.
 Please refer to the <u>website of Inland Revenie Department of Pleaser (No. 1)</u> for the specimen of valid Business/Branch Registration Certificate.
- Please ensure applicant enterprise holds a valid Business Registration Certificate.

Name of Enterprise

Hong Kong Trading Limited

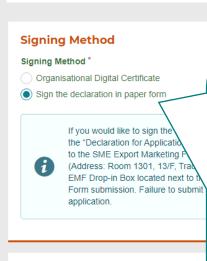
Address

13/F, Concorde Road, Kowloon City

Tel.

23981234

23985678



You can sign the Declaration with Organisational Digital Certificates or in "Paper Form".

If you would like to sign the declaration with
Organisational Digital Certificate, you can press "Sign
Here" to upload the digital certificate file (.p12) and
input the password of the file.

If you would like to sign the declaration in "Paper Form", you can download and print the "Declaration for Application" (on p.2 of the "Declaration for Application / Application Record" PDF file) and submit the duly signed declaration with company chop to the SME Export Marketing Fund (EMF) Branch of the Trade and Industry Department.

Submission Acknowledgement

Please provide your email address to receive ac

Email *

info.info@hktrading.com

Filled Form Record

After submission, an acknowledgement file in PDF format with transaction reference number and your filled information will be available for download. You may provide a password to protect that file:

Password

•••••

Confirm Password

After the submission of e-Form, you will download a "Declaration for Application/Application Record" in PDF format. You can provide a password to protect the PDF file here.

You will not be able to open the "Declaration for Application/Application Record" without the password.



your local PC, if necessaly, not may aproad the line it to contain to the interest of the data to apply for funding support for another activity. A password will be required to protect the data to be saved. The e-Form system will not be able to open the file and import the saved data without the password.

Enquiry

"SME Export Marketing Fund Branch" of TID

Applicant enterprise m

Hotline: (852) 2398 5127

Email: emf_enquiry@tid.gov.hk@

* Mandatory fields

Save

Back

Submit

Last Update: 2021-07-19

1) Points to Note

- 2) Section A Particulars of the Applicant Enterprise
- 3) Section B Particulars of the Promotion Activity
- Section C Expenditure 4) Items for which Grant is being Applied for
- 5) Section D Other Information
- 6) Section E Language of Correspondence
- 7) Supporting Documents
- 8) Declaration
- 9) Review, Confirm and Sign the Declaration
- 10) Acknowledgement

General FAQs ♂

Submission Details

Thank you for using our e-Form service. Your submission has been received and will be forwarded to the concerned bureau, department or organisation for processing. Please quote the transaction reference number below for future communication related to this submission, including any enquiries or subsequent submission of supporting documents.

Print / Download Declaration for Application / Application Record

Submission Date and Time (YYYY-MM-DD H

2021-08-12 19:26

Transaction Reference Nu

TID0015CCCTEWZ6J

Should you have any er "SME Export Marketing Hotline: (852) 2398 512 Email: emf_enquiry@tid

Sign and Subm

(For applicants opted to

Please print, sign with covia drop-in box or in per-

· "Declaration for A

declaration in "Pa • "Funding Agreem Click here to download "Declaration for Application/Application Record".

If you choose to sign the declaration in "Paper Form", please download and print the "Declaration for Application" (on p.2 of the "Declaration for Application/Application Record" PDF file) and submit the duly signed declaration with company chop to the SME Export Marketing Fund (EMF) Branch of the Trade and Industry Department (TID) within one week after e-submission.

For first-time application for initial payment, please also submit a duly signed "Funding Agreement for Initial Payment" to EMF Branch of the TID within one week after e-submission.

initial payment on

If necessary, TID mayour application. Fail
may cause delay in the

The address of EMF Branch is Room 1301, 13/F, Trade and Industry Tower, 3 Concorde Road, Kowloon City, Hong Kong. The EMF Dropin Box is located next to Enquiry Counter on G/F of Trade and Industry Tower.

Confirmation of Successful Submission

TID will conduct a preliminary check on your e-submission and send you a "Notification of Receipt of Application" containing the application number by email upon receipt of your complete and valid Application with the required supporting documents.

Under normal circumstances, TID will complete the processing of a valid application within 30 clear working days from the date of receipt of the duly completed application accompanied by all necessary documentation.

Last Update: 2021-07-19

Sample of "Declaration for Application/Application Record":

港言定申特基章法例

On be the sagree by me comp busin organ I acl (HKS represented the sagree aware Appli under Lepton Department of the sagree enter Appli under Lepton be applied to obto applied Region Company Company

GOVHK香港政府一站通

Acknowledgement of Form Submission

Thank you for using our e-Form service. Your submission has been received and will be forwarded to the concerned bureau, department or organisation for processing. Please quote the transaction reference number below for future communication related to this submission, including any enquiries or subsequent submission of supporting documents.

Submission Date and time (YYYY-MM-DD HH:MM)

2024-04-24 14:39

Transaction Reference Number

TID00163ZATJCKKP

Should you have any enquiry, please contact the respective bureau, department or organisation:

SME Export Marketing Fund Branch

Tel. no.: 2398 5127

 $Email: emf_enquiry@tid.gov.hk$

[Nov 2023 Rev.]



「中小企業市場推廣基金」- 申請記錄

		Reimbursemen			
申請類別 Type of Application:		Kelilibursemen	ı		
商業登記號碼 Business Registration No.:			11223344	willed.	
公司名稱 Name of Enterprise :			Hong Kong Trading Limited		
地 Address :	13/F, Concorde R	oad, Kowloon City	A PARTY SING	isc	
話 Tel. :	23981234	傳真F	ax :jornis	23985678	
郵 Email :	info.info@hktrading.	com	p. 2		
公司聯絡人 Contact Pers	son of the Enterprise :	What the letter	Chung Si	u Kei	
战位 Position Held :	Director	電話 Tel. :		23981233	

-2-

中小企業市場推廣基金 申請聲明 Declaration for Application for SME Export Marketing Fund

If you choose to sign the Declaration in "Paper Form", except for this page, other pages in the PDF file need not be submitted.

If you choose to sign the Declaration with organisational digital certificate, the field "Signature with Applicant's Company Chop" will show the information of your digital certificate used for signing.

申請企業已於電子表格以數碼證書簽署此聲明。
The Declaration was signed with digital carifficate by the applicant enterprise.
Digitally signed by CN=ORG TRIAL ONE E=org1@testing.com
OU=0001614492 OU=11223344000000000000000000 OU=TESTING LIMITED
O=Hongkong Post Trial e-Cert (Organisational) C=HK
Date: 2021-08-12 19:54:25

If you choose to complete with "iAM Smart e-ME", the fields "Full Name in Print" and "HK Identity Card / Passport No." will show the information of is completed with "iAM Smart".

Chung Siu Kei
Completed with "IAM Smart"
姓名全寫 Full Name in Print

A123456(3)
Completed with "IAM Smart"

香港身份證/護熙號碼 HK Identity Card / Passport No.