

SME Export Marketing Fund – Application for Funding Support

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- 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

- Please read "[Guide to Application](#)" and "[Supporting Documents Required](#)" carefully and make ready the supporting 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.

- 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 as 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.

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](#)
- [Digi-Sign Organisational ID-Cert Class 5](#)

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 "[SME Export Marketing Fund Branch](#)" of [TID](#) 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 only)

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

I Want To

- Start Filling in a New Form
- Fill in a Saved Form

Click to read the relevant information before starting.

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

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

SME Export Marketing Fund – Application for Funding Support

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[General FAQs](#)

[Guide to Application](#) | [FAQs](#) | [Online Application Demo](#)

Section A – Particulars of Applicant Enterprise

Please select one of the following: *

- Submit a new application
 Submit supplementary documents

Types of Application *

- Initial Payment
 Final Payment
 Reimbursement
 Special Arrangements/Facilitation Measures (Reimbursement of Other Expenses)

Initial Payment cum Final Payment

- Initial Payment: For application submitted before the commencement date of the promotion activity
- Final Payment: For applicant enterprise who has received grant of initial payment for the promotion activity and application submitted after the completion date of the activity



Reimbursement: For application submitted after the completion date of the promotion activity

Special Arrangements/Facilitation Measures (Reimbursement of Other Expenses): For applicant enterprise who has been 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 [website of Inland Revenue Department](#) 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

Fax

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

Director

Click to make reference to "Guide to Application" and "FAQs" at the top navigation bar whenever you have queries during the form filling process.

Fill out the particulars according to the instructions of the e-Form.

Type of Business and Industry

Non-Manufacturing

Non-Manufacturing *

Import and Export Trade

No. of Persons Employed in Hong Kong (proprietors, partners and shareholders included)

23

Form of Business

Limited Company

Individuals holding >= 30% shares

If there is no individual holding >= 30% shares, please provide the names and relevant information of all shareholders. If the applicant enterprise is held by corporate shareholder, please provide the names and relevant information of all directors of the applicant enterprise.

1

Name *

Chung Siu Kei

Hong Kong Identity Card No.

A123456 (3)

Passport No.

2

Name *

Save Form

Please provide a password to protect the form data to be saved. NOTE: You will not be able to open the saved data if you forget the password.

Password *

Confirm Password *

Cancel Save

Press "Add Line" to insert a new row, when necessary.

Add Line Remove Line

* Mandatory fields

Save Back Next

During anytime in filling in the e-Form, press the "Save" button at the footer of the page to save the data entered as a GFD file to the local PC.

SME Export Marketing Fund – Application for Funding Support

1) Points to Note

2) Section A – Particulars of the Applicant Enterprise

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[General FAQs](#)
[Guide to Application](#) | [FAQs](#) | [Online Application Demo](#)

Section B – Particulars of the Promotion Activity

Promotion Activity Type *

- Exhibition
 Business Mission
 Advertisement on Trade Publication
 Electronic Platform/Media
 Setting up or Enhancing Applicant Enterprise's Corporate Website/Mobile Application

For application regarding exhibition only

Mode of Exhibition *

- Physical
 Online
 Hybrid (Physical + Online)

Name of Exhibition *

2021 Guangzhou Trading Exhibition

Organiser *

International Exhibition Limited

Commencement and Completion Dates

From *

2021-07-19

To *

2021-07-23

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 *

Chung Siu Kei

Position Held by Representatives to the Activity *

Director

#

2

Full Name of Representatives to the Activity *

Wong Wan Hang

Position Held by Representatives to the Activity *

Marketing Manager

[Add Line](#)
[Remove Line](#)

Full Name and position of Speaker (For Booth Exhibitor Claiming Participation Fee for Speaking Session only)

Chung Siu Kei (Director)

Enquiry

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

* Mandatory fields

Save

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[General FAQs](#)

Section C – Expenditure Items for which Grant is being Applied for For application regarding exhibition only

Rental Fee for Booth

#

1

Currency

CNY - Yuan Renminbi

Amount

20000

+ Add Line

Construction, Set Up and Design Fee of Booth, Transportation Fee for Components of Booth and Exhibits (Not for Sales Purpose), Booth Furniture Rental Fee

#

1

Currency

HKD - Hong Kong Dollar

Amount

5000

+ Add Line

On-site Advertisement/Other Promotion Fees

#

1

Form of On-site Advertisement/Other Promotion in Physical Exhibition

Printing of brochures/leaflets

Currency

HKD - Hong Kong Dollar

Amount

500

+ Add Line

Participation Fee for Speaking Session

#

SME Export Marketing Fund – Application for Funding Support

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Section D – Other Information

(This section is optional. The information provided will be used solely for statistical purposes.)

Does your enterprise have any plan to employ additional staff in the next six months, for business development relevant to this application?

Yes

No. of additional staff to be employed *

5

From which of the following channels has your enterprise learned about EMF?

- TID Website
- TID Poster Advertisement
- TID Promotion Leaflet
- TID Seminar / Seminar Staff's Introduction
- TID Exhibition Staff's Introduction
- Industrial and Trade Organisations Website
- Industrial and Trade Organisations Email Promotion
- Industrial and Trade Organisations Member Newsletter
- Friends / Relatives / Business Partners' Introduction
- Radio Advertisement
- TV Advertisement
- Organiser / Operator of Export Activity / Platform
- Other Website
- Other Channel

Enquiry

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

* Mandatory fields

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1) Points to Note



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3) Section B – Particulars of the Promotion Activity



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



5) Section D – Other Information



6) Section E – Language of Correspondence



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[General FAQs](#)

Section E – Language of Correspondence

Language of Correspondence *

English Chinese

Enquiry

"SME Export Marketing Fund Branch" of TID

Hotline: (852) 2398 5127

Email: emf_enquiry@tid.gov.hk

* Mandatory fields

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[General FAQs](#)
[Guide to Application](#) | [FAQs](#) | [Online Application Demo](#)

Supporting Documents

A copy of a **valid Business Registration Certificate** of the applicant enterprise *

[BR.pdf \(541.7 KB\)](#)

Please refer to **EMF Website** for the other supporting documents required. *

[HKID.pdf \(541.7 KB\)](#)

[NAR1.pdf \(541.7 KB\)](#)

[Contracts.pdf \(541.7 KB\)](#)

[Invoices.pdf \(541.7 KB\)](#)

[Receipts.pdf \(541.7 KB\)](#)



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 total capacity of 10MB. If the total number or size of files to be uploaded exceeds the respective limit, please merge or compress them beforehand, or upload them separately through **"Submit Supplementary Documents"** function.

Please confirm that all required supporting documents have a resolution not less than 200dpi:

A copy of a **valid Business Registration Certificate**

Unlimited company: Certified Extract of the Business Registration Office
Limited company: Full copy of the Companies Registry.

A copy of a valid Hong Kong Identity Card of the applicant enterprise. (NOT required for foreign applicants)

Original receipt/certified true copy of the receipt

A copy of booking confirmation/contract

Other required documents as specified in the 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:

1. The file(s) must be in JPG, JPEG, PNG, PDF, DOC or DOCX format.
2. 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.

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[General FAQs](#)

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 specified in the Guide to Application and all the information and supporting documents uploaded are true to my knowledge. I confirm that the Applicant is a resident of Hong Kong, and that the Applicant is an authorised officer/organiser/service provider of the Applicant Enterprise.

I acknowledge that no agency or individual (including HKSARG) and the Applicant will be held liable for any loss or damage that shall not represent itself and shall not be an agent, servant, agent or partner of HKSARG. I understand that the data/information provided in relation to the Applicant Enterprise of the HKSARG and relevant parties is for the purpose of the far as initial payment cum final payment of the grant under the conditions set out in the relevant terms and conditions of the information provided by me to determine the eligibility of the Applicant to understand that the Department has the right to request the Applicant to

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.

A123456 (3)

Passport No.

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.

HK Identity Card No.

G510562 (4)

 Data is provided by “iAM Smart”.

Enquiry

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

* Mandatory fields

Save

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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 Payment

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



Reimbursement: For application submitted

Special Arrangements/Facilitation Measures

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

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.

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 [website of Inland Revenue Department](#) 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

Fax

23985678

Signing Method

Signing Method *

- Organisational Digital Certificate
 Sign the declaration in paper form



If you would like to sign the the "Declaration for Application to the SME Export Marketing Fund" (Address: Room 1301, 13/F, Trade and Industry Department, EMF Drop-in Box located next to the Form submission. Failure to submit application.

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 / 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 acknowledgement.

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.



Applicant enterprise may save the file to your local PC, if necessary. 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.

Enquiry

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

* Mandatory fields

Save

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Submit

Last Update: 2021-07-19

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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 HH:MM)

2021-08-12 19:26

Transaction Reference Number

TID0015CCCTEWZ6J

Should you have any enquiries, please contact the EMF Branch of the Trade and Industry Department (TID) via the following contact information:
Hotline: (852) 2398 5123
Email: emf_enquiry@tid.gov.hk

Sign and Submit

(For applicants opted to e-submit)

Please print, sign with company chop and submit via drop-in box or in person.

- "Declaration for Application" (on p.2 of the "Declaration for Application/Application Record")
- "Funding Agreement for Initial Payment" (on p.2 of the "Funding Agreement for Initial Payment")

If necessary, TID may require you to submit a copy of your application. Failure to do so may cause delay in the processing of your application.

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

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.

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.

Sample of "Declaration for Application/Application Record":

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.]



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Table with submission details: Online Submission Date and Time (2024-04-24 14:39:30), e-Form Transaction No. (TID00163ZATJCKKP), and Application No.

「中小企業市場推廣基金」- 申請記錄
Application Record for SME Export Marketing Fund

甲部 Section A - 申請企業資料 Particulars of the Applicant Enterprise

Form with fields for Application Type (Reimbursement), Business Registration No. (11223344), Name of Enterprise (Hong Kong Trading Limited), Address (13/F, Concorde Road, Kowloon City), Tel. (23981234), Fax (23985678), Email (info.info@hktrading.com), Contact Person (Chung Siu Kei), and Position (Director).

請企業保留及參考。 Submission is not required.

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

重要提醒：請列印本頁，簽署「申請聲明」並蓋上公司印章，於提交電子表格後一星期內以郵寄或親身送遞方式提交工業貿易署「中小企業市場推廣基金」...

Important Reminder: You should submit a duly signed Declaration with company chop on this page to the SME Export Marketing Fund (EMF) Branch of the Trade and Industry Department either by post or in person...

聲明 Declaration

本人為申請企業的股東，謹代表在網上遞交的申請表格(電子表格參考編號：TID00163ZATJCKKP)甲部列明的申請企業作出聲明，已細閱申請指引及本申請表格內的所有說明及備註，並完全明白其內容及同意遵從和符合申請指引列明的申請資格及使用條件...

本人謹此聲明... On behalf of the applicant...

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.

Digital signature verification box containing text: 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 certificate by the applicant enterprise. Digitally signed by CN=ORG TRIAL ONE E=org1@testing.com...

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/護照號碼 HK Identity Card / Passport No.