

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

Final Report of Approved Project

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 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 or not available. If there is insufficient space for the information, please give details on a separate sheet to be attached to this report.
5. Completed Final Report has to be submitted in both hard and electronic copies (preferably in MS Word format) to the Secretariat.

Part A : Project Details

Reference No.	
Grantee (English/Chinese Name)	
Project Duration	As stated in the project agreement: dd/mm/yyyy – dd/mm/yyyy (_ months) Actual: dd/mm/yyyy – dd/mm/yyyy (_ months)
Project Scope	☐ X ☐ L
Reporting Period	
For Official Use Only	Report Submission Date by the Grantee ¹ : - First submission: - Final submission providing further information/clarification as requested by the Secretariat: Report Submission by the Secretariat to MC: Project Summary:

¹ Final report should be submitted within two months after the project completion.

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Part B: Project Implementation Status

(I)	(II)	(III)	(IV)	(V)	(VI)	For Official Use Only		
Budget Category	Project Deliverables ¹ And Details of Approved Budget ¹	Approved Budget ¹ (\$)	Actual Expenditure (\$)	Expenses stated in audited accounts (\$)	Details of project implementation ²	Adjusted budget (\$)	Recognizable project expenditure meeting the relevant funding cap (\$)	Deliverable completed? (Y or N) and Remarks
Purchase or hire purchase of X-ray machines and / or ETD equipment <i>(If applicable)</i>					Project measures implemented and deliverables achieved. ☐ Yes ☐ No (details:) Actual expenditure is within $\pm 20\%$ of the approved budget. ☐ Yes ☐ No (Reasons:) Change request ☐ Yes (details:) ☐ No			Deliverable completed? (Y or N) ☐ Y and ☐ 100% as planned and approved ☐ with changes ☐ at own cost ☐ No Secretariat's remarks:
Other Logistics Technology Adoption Projects					Project measures implemented and deliverables achieved. ☐ Yes			Deliverable completed? (Y or N) ☐ Y and ☐ 100% as planned and approved ☐ with changes ☐ at own cost ☐ No

(I)	(II)	(III)	(IV)	(V)	(VI)	For Official Use Only		
Budget Category	Project Deliverables ¹ And Details of Approved Budget ¹	Approved Budget ¹ (\$)	Actual Expenditure (\$)	Expenses stated in audited accounts (\$)	Details of project implementation ²	Adjusted budget (\$)	Recognizable project expenditure meeting the relevant funding cap (\$)	Deliverable completed? (Y or N) and Remarks
<i>(If applicable)</i>					☐ No (details:) Actual expenditure is within $\pm 20\%$ of the approved budget. ☐ Yes ☐ No (Reasons:) Change request ☐ Yes (details:) ☐ No			Secretariat's remarks:
Incidental expenses arising from the logistics technology adoption projects (i.e. engagement of service provider(s) for project implementation, one-off					Project measures implemented and deliverables achieved. ☐ Yes ☐ No (details:) Actual expenditure is within $\pm 20\%$ of the approved budget. ☐ Yes ☐ No (Reasons:)			Deliverable completed? (Y or N) ☐ Y and ☐ 100% as planned and approved ☐ with changes ☐ at own cost ☐ No Secretariat's remarks:

(I)	(II)	(III)	(IV)	(V)	(VI)	For Official Use Only		
Budget Category	Project Deliverables ¹ And Details of Approved Budget ¹	Approved Budget ¹ (\$)	Actual Expenditure (\$)	Expenses stated in audited accounts (\$)	Details of project implementation ²	Adjusted budget (\$)	Recognizable project expenditure meeting the relevant funding cap (\$)	Deliverable completed? (Y or N) and Remarks
installation fee etc.) (If applicable)					Change request ☐ Yes (details:) ☐ No			
Total Cost for the Above Measures								
Audit Fee (should not exceed HK\$10,000 per audit)					Actual expenditure is within $\pm 20\%$ of the approved budget. ☐ Yes ☐ No (Reasons:)			Deliverable completed? (Y or N) ☐ Y and ☐ 100% as planned and approved ☐ with changes ☐ at own cost ☐ No Secretariat's remarks:
Total project Cost								

Notes:

1. Please refer to Parts IV of the Approved Project Proposal.

2. In respect of the question on whether the actual expenditure is within $\pm 20\%$ of the approved budget, if the actual expenditure of an individual budget item is lower than the approved budget by more than 20% , and it is due to the adoption of the lowest quoted price according to the procurement procedures for completing the project deliverable, enterprise can just choose "No" without giving the reasons.

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) / Other Logistics Technology Adoption Projects (if applicable)
- ☐ Audited Financial Reports
- ☐ Others:

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 Explosive Trace Detection (ETD) / 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

Company Chop of the Grantee

Authorised Signature of the Grantee

Name of Signatory (in Block Letters):

Position:

Date:

- End -

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Appendix for the Report of Approved Project – Details and Breakdown of Project Expenditure

A. Expenses for X-ray machines and / or ETD equipment (in chronological order)

Date of Procuring or Hire Purchasing	Name of X-ray machines and / or ETD equipment	Nature/Function	Procured (P)/ Hire Purchased (HP)	Unit Cost (HK\$) (A)	Quantity (B)	Total Cost (HK\$) (A) x (B)
			☐ P ☐ HP			
			☐ P ☐ HP			
			☐ P ☐ HP			
			☐ P ☐ HP			
			☐ P ☐ HP			
Sub-total:						

B1. Other Logistics Technology Adoption Projects (in chronological order)

Date of Procurement	Name of Logistics Technology Adoption Projects, cost details and breakdown	Nature/Function	Unit Cost (HK\$) (A)	Quantity (B)	Total Cost (HK\$) (A) x (B)

Sub-total:					

B2. Incidental expenses arising from the logistics technology adoption projects (i.e. engagement of service provider(s) for project implementation, one-off installation fee etc.)

Date of Procurement	Nature and Content	Total Cost (HK\$)
Sub-total:		

C. External Audit Cost (in chronological order)

Transaction Date	Cost Details and Breakdown	Total Cost (HK\$)
Sub-total:		