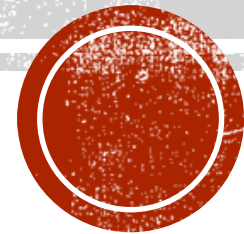


DISTANCE BUSINESS PROGRAMME

HOW TO SUBMIT THE FINAL REPORT?

Revised in October 2021



POINTS TO NOTE

- **The final payment will be made to the applicant upon project completion and the Government and the Secretariat's acceptance of the documents**
- **The actual amount of the final payment will be determined by the Government and the Secretariat having regard to the actual total project expenditure upon project completion and any initial payment already disbursed.**
- **Clear and completed documents submission will help to smoothen the approval process and shorten the overall approval time.**
- **Late submission of the required documents may lead to withholding, reduction or cessation of the funding support for the project.**
- **Any omission or misrepresentation of information may lead to rejection of applications, withdrawn of applications approved, and part or full recoupment of funding disbursed. It is an offence in law to obtain property / pecuniary advantage by deception or assisting persons to obtain property / pecuniary advantage under D-Biz Programme . Any person who does so may be liable to legal proceedings.**



PLEASE PREPARE THE FOLLOWING DOCUMENTS BEFORE FINAL REPORT SUBMISSION:

- 1. Official invoice(s) and receipt(s), which includes:**
 - Name of applicant (Must match with the BR)
 - Detailed description of services/products
 - Date of Purchase
 - Serial number of hardware (if any)
 - Non-refundable terms (Applicable to subscription-based solutions). If the official invoice(s) or receipt(s) do not mention non-refundable terms, further supporting documents are required to serve as evidence
- 2. Evidence of deliverables such as screen captures and training proofs (can refer to slide 12)**
- 3. Audited Statement of Expenditure (For applicant with total approved funding amount exceeds \$30,000), which includes the following information:**
 - Name of Project
 - Project commencement date and project completion date
 - Name of applicant
 - Signature of the Certified Public Accountant (**NOT** the Auditor Firm stamp)
- 4. Official invoice(s) and receipt(s) issued by the Auditor (For applicant with total approved funding amount over \$30,000) , which includes:**
 - Name of applicant (Must match with the BR)
 - Detailed description of services
 - Date



LOGIN TO ONLINE APPLICATION MANAGEMENT SYSTEM

1

Login to the Online Application Management System

- URL: <http://u.hkpc.org/booking>
- For enquiries, please contact the Secretariat at dbizapp@hkpc.org or 2788-5070

- IT Solution 3
IT Solution 3: Booking System
IT Solution 3 Category: 9.Virtual meeting & conference tools
IT Solution 3 Project Amount: HK\$ 23,000
IT Solution 3 Approved Amount: HK\$ 0

External Audit Fee : HK\$ 0

Approved External Audit Fee: HK\$ 0

2

Click “Final Report”

Points to Note on
Funding Agreement

Final Report

Back to home



REVIEW THE PROJECT DETAILS

Final Report

PART A : PROJECT PARTICULARS

Step 1/5

Reference No.	DB-BO10K5
Applicant Enterprise Name	(English) Karen Pet Shop (Chinese) Karen 寵物用品店
Approved Funding Amount (HKD)	62,400
Project Period	04/01/2021 - 15/04/2021
Project Coordinator	Name: 陳大明 Chan Tai Ming Post Title: General Manager Tel: 27885070 Email: dbizapp@hkpc.org

3

Please check
"Project Particulars"

4

Click "Next"

Next



FILL IN THE ACTUAL EXPENDITURE

5

Fill in
“Actual Expenditure”
for each solution

*Note: Applicants will be funded the Approved Amount or the amount of actual expenditure, whichever is lower

Final Report

PART B : PROJECT EXPENDITURE

Step 2/5

IT Solutions 1

Solution Title	Online Shop
Name of Service Provider (SP Reference No.)	Popular IT Limited (SP-754-992)
Approved Amount (HK\$)	47,000
Actual Expenditure (HK\$)	<input type="text" value="47000"/>

IT Solutions 2

Solution Title	Online human resource system
Name of Service Provider (SP Reference No.)	Elite Cloud Technology (Global) Limited (SP-553-372)
Approved Amount (HK\$)	15,400
Actual Expenditure (HK\$)	<input type="text" value="15400"/>

Total Expenditure

Approved Amount (HK\$)	62,400
Actual Expenditure (HK\$)	62,400

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Click “Next”



REQUIRED DOCUMENTS FOR FINAL REPORT (FOR ALL APPROVED FUNDING AMOUNT)

Final Report

PART C : EVIDENCE OF PROJECT DELIVERABLES

Step 3/5

Please provide evidence of the actual delivered IT solutions

IT Solutions 1

Invoices

Upload File +

Official Receipts

Upload File +

Photos or screen captures of the IT solution

Upload File +

Back Next

Please upload the evidence of the IT solutions actually delivered.

Click "Next"

Final Report

PART C : EVIDENCE OF PROJECT DELIVERABLES

Step 3/5

Please provide evidence of the actual delivered IT solutions

IT Solutions 1

Invoices

Documents Already Uploaded
download.13.1.jpg

Upload File +

Upload File

Upload File

Upload File

Official Receipts

Documents Already Uploaded
download.jpg

Documents Already Uploaded
download.jpg

Upload File +

Upload File

Upload File

Photos or screen captures of the IT solution

Documents Already Uploaded
images.jpg

Upload File +

Upload File

Upload File

Upload File

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*Note: Applicant may upload up to 5 files if necessary

SCREEN CAPTURES FOR FINAL REPORT SUBMISSION (EXAMPLES)

Solution Category 1 - Online Business

Online store platform to **browse products, make purchases and pay online**

- Online store URL (must show name or address of applicant that matches with BR and do not accept “demo site” as completion of project)
- screen captures to show the functions, e.g. payment gateway, order confirmation, shopping cart, payment confirmation, etc.
- Back-end system screen captures (if possible)

Solution Category 2 - Online order taking and delivery and smart self-service systems

Online store platform to **perform end-to-end order placement and delivery to designated locations**

- Online store URL (must show name or address of applicant that matches with BR do not accept “demo site” as completion of project)
- screen captures to show the functions, e.g. product catalogue, shopping cart, payment confirmation, order confirmation, etc.
- Back-end system screen captures (if possible)

Solution Category 3 - Online customer services and engagement

Online platform to **illustrate online booking / appointment / booking information / CRM**

- Online store URL (must show name or address of applicant that matches with BR do not accept “demo site” as completion of project)
- Services catalogue
- Making and modifying function of online booking / appointment / service / customer record



SCREEN CAPTURES FOR FINAL REPORT SUBMISSION (EXAMPLES)

Solution Category 4 - Digital customer experience enhancement

AI Chatbot to **conduct real time chatting with human users**

- Online store URL (must show name or address of applicant that matches with BR do not accept “demo site” as completion of project)
- Chatbot conversation records
- VR platform to **produce VR tour**

Solution Category 5 - Digital payment/ mobile point of sale

Enable online / physical stores with **multiple digital payment channels**

- Illustrate the online payment platform with payment transaction records

Solution Category 6 - Online/ cloud-based financial management systems

Computerised system to **manage the financial related processes**

- Illustrate the online finance management platform (i.e. Account receivable, account payable, general ledger, etc)



SCREEN CAPTURES FOR FINAL REPORT SUBMISSION (EXAMPLES)

Solution Category 7 - Online/ cloud-based human resources management systems

Computerised system to **manage the human resources related processes**

- Illustrate the online human resources management platform (for example, list of employees, leave records, payroll & MPF, taxation, etc.)

Solution Category 8 - Remote document management, cloud storage and remote access services

Platform to **store and retrieve electronic documents online**

- Enable to access the company information, data and system remotely with solutions
- Photos showing the hardware with serial numbers (S/N) (if applicable)

Solution Category 9 - Virtual meeting and conference tools

Platform to **conduct online meeting via audio and video means**

- Screenshot showing the licencing period of the software



SCREEN CAPTURES FOR FINAL REPORT SUBMISSION (EXAMPLES)

Solution Category 10 - Virtual team management and communications

Platform to **conduct document sharing, online chatting, team meeting**

- Screenshot showing the licencing period of the software

Solution Category 11- Cybersecurity solutions

Product / services to **secure the office network**, including firewall appliance, VPN appliance, remote access software, endpoint security (anti-virus) software, or managed security services

- Photos showing the hardware with serial numbers (S/N) (if applicable)
- Screenshot showing the licencing period of the software

Solution Category 12 - Other online / custom-built / cloud-based business support systems

Illustrate online ERP platform with sales order management

- Procurement management
- Inventory management



TRAINING PROOF FOR FINAL REPORT SUBMISSION

If the approved funding amount includes training cost or the quotation includes a description of training, applicant should provide at least one of the following as evidence:

- Training materials
- User manual
- Attendance record
- Declaration and Confirmation Letter on the Completion of Training (must be submitted in the standard template with detailed information)

完成培訓聲明及確認函

Declaration and Confirmation Letter on the Completion of Training

致：「遙距營商計劃」秘書處

To : The Secretariat of Distance Business Programme

本獲資助企業，_____（公司名稱），謹作出下列聲明及確認：-

The Grantee, _____ (Company Name), hereby declare and confirm that :-

本獲資助企業的員工已接受和參與有關「遙距營商計劃」（申請號碼：DB-_____）項目下由資訊科技服務供應商提供的僱員培訓。培訓的詳情如下：-

The employee(s) of the Grantee has/have* attended the training delivered by the relevant IT Service Provider under Distance Business Programme (Reference No.: DB-_____). Details of the training are as follows :-

方案一 Solution 1	培訓內容 Training Scope 日期 Date 開始時間 Start time 結束時間 End time 地點 Venue 所有導師名稱* Name(s) of trainer(s)* 所有接受有關培訓的僱員名稱* Name(s) of employee(s) who have received the training*	
方案二 Solution 2	培訓內容 Training Scope 日期 Date 開始時間 Start time 結束時間 End time 地點 Venue 所有導師名稱* Name(s) of trainer(s)* 所有接受有關培訓的僱員名稱* Name(s) of employee(s) who have received the training*	
方案三 Solution 3	培訓內容 Training Scope 日期 Date	

開始時間 Start time	
結束時間 End time	
地點 Venue	
所有導師名稱 Name(s) of trainer(s)*	
所有接受有關培訓的僱員名稱 Name(s) of employee(s) who have received the training*	

*必須與香港身份證或護照或其他身份證明文件上的英文姓氏及名字完全相同

* Must be identical to the name as shown on Hong Kong Identity Card or passport or other identity document

代表 _____（公司名稱）

For and on behalf of _____ (Company Name)

（簽名及蓋章）

(Signature and Company Stamp)

姓名：

Name :

職位：

Position :

日期：

Date :

*刪除不適用

*delete the inappropriate

(Template can be downloaded via website <https://www.hkpc.org/en/dbp-fund-app>)



IF THE APPROVED FUNDING AMOUNT EXCEEDS \$30,000, AN AUDITED STATEMENT OF EXPENDITURE IS REQUIRED

Final Report

PART C : EVIDENCE OF PROJECT DELIVERABLES

Step 3/5

Please provide evidence of the actual delivered IT solutions

Audited Statement of Expenditure

Documents Already Uploaded
[word.pdf](#)

9

Click "Upload File" to upload the Audited Statement of Expenditure

10

Click "Next"

* Please include the invoice and official receipt from the auditor in Audited Statement of Expenditure as well



DECLARATION

11

Check the boxes for confirmation and making a declaration

Final Report

PART D : DECLARATION

Step 4/5

I as the sole proprietor / partner / shareholder / authorized person of the Applicant Enterprise hereby confirm and declare that :

- All information as provided in this Final Report as well as the accompanying information and supporting documents are true, valid and accurate, reflecting the status of affairs as at the date of submission, and in compliance with the requirements set out in the Guidance Notes for Funding Applications (the "Guidance Notes") and the Funding Agreement. *
- The expenditure items listed in Part B above have all been incurred within the project period specified in Part A. *
- The approved project has not been benefited from other government funding scheme(s) at the same time. *
- The approved project has been completed in accordance with the approved project proposal, funding agreement and the service provider(s) and supplier(s), if any, have fully discharged their obligations under the project.*
- The owners, shareholders, management of the selected Service Provider(s) or external auditor are not the owners, shareholders, management of the Applicant Enterprise or their relatives. The Applicant Enterprise and any person/staff authorised by the Applicant Enterprise to handle or in any way to be involved in the quotation or tender exercise for the procurement of goods and services have declared that they have no actual or potential conflict of interests; or otherwise have not participated in the procurement process.*
- Applicant Enterprise shall keep a proper and separate set of books and records for each D-Biz Programme project for seven years after the completion of the project, and produce such books and records for checking by the Secretariat or representatives of the Government / Government's authorized agencies upon request.*

I as the sole proprietor / partner / shareholder / authorized person of the Applicant Enterprise understand that:

- Any inaccurate information, omission or misrepresentation of information is an offence and liable to legal proceedings. In the event that any information is found untrue, incomplete or inaccurate, the Government and the Secretariat reserve the right to revoke the approval of any application, request refund of any reimbursement to the Government, and subject the case to legal proceedings.*

- I bear the sole responsibility in ensuring all procurement for goods and services in compliance with the required procedures as stipulated in the Funding Agreement and Guidance Notes. In the event that any procurement procedure(s) of the project is found to be in breach with the required procedures as stipulated in the Guidance Notes, the Government and the Secretariat reserve the right to revoke the approval of any application, request refund of any reimbursement to the Government, and subject the case to legal proceedings.*

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Click "Next"



POST-PROJECT EVALUATION SURVEY

Final Report

Post-Project Evaluation Survey

Step 5/5

Note: This form must be completed by the Applicant Enterprise.

1. Please indicate to what extent you agree that the project has :

	Strongly agree			Strongly disagree	
	1	2	3	4	5
(a) Enhanced your enterprise's knowledge of the IT solutions in the market	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(b) Supported your enterprise to develop distance business	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(c) Enhanced the overall competitiveness of your enterprise	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(d) Saved operating costs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(e) Made business operation more efficient	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(f) Increased revenue	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(g) Retained existing clients	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(h) Broadened client base	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(i) Increased sales channel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

13

Complete the Post-Project Evaluation Survey

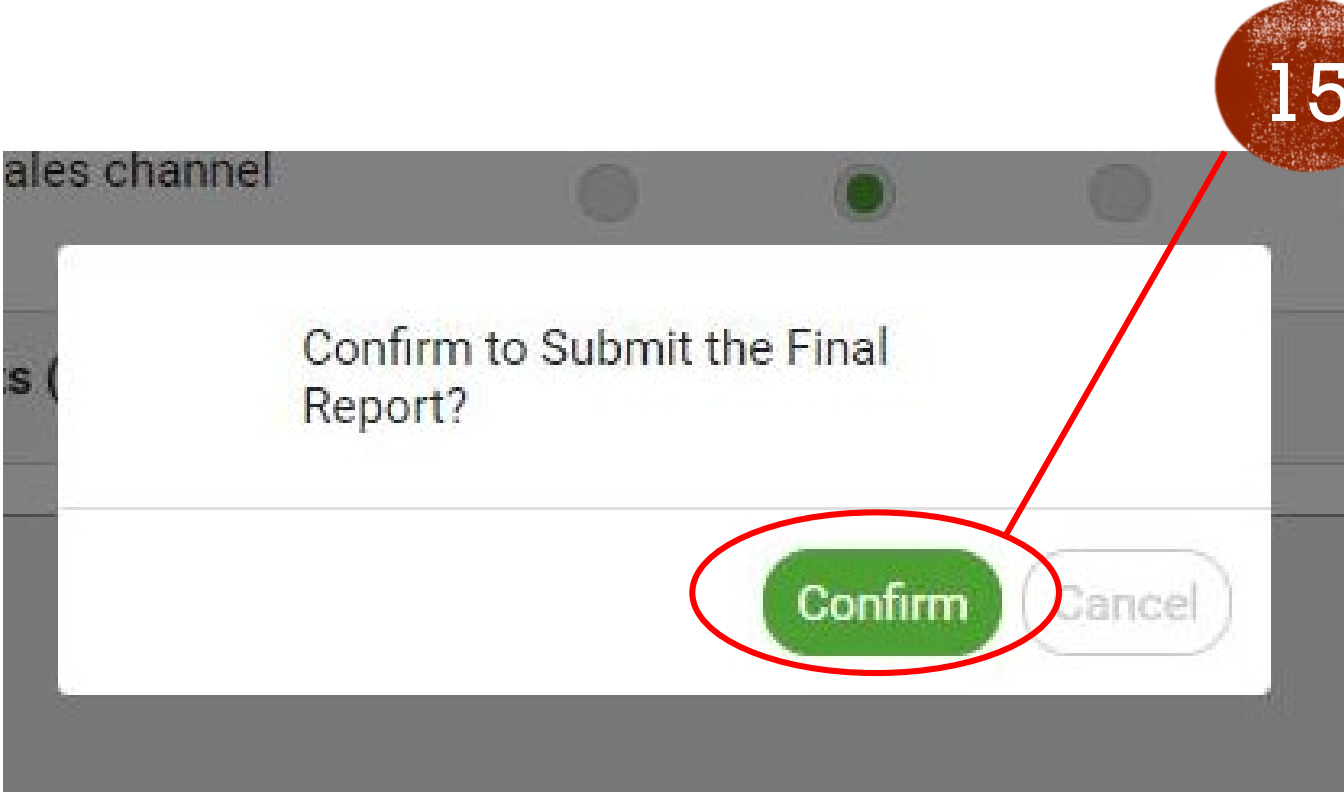
2. Other comments (optional) :

14

Click "Confirm"



CONFIRM TO SUBMIT THE FINAL REPORT



15

Click "Confirm" to submit the Final Report



SUCCESSFUL SUBMISSION

Application Management

First Application Submitted Information

Submission Number: DB-B010K5

Application Status: **Approved and Confirmed**

Final Report Submitted on 2020-12-29

Date of submission will be shown

Submitted IT Solutions

- IT Solution 1

IT Solution 1: Online Shop

IT Solution 1 Category: 1.Online business

Applicant's Reply Status: Accept

IT Solution 1 Project Amount: HK\$ 150,000

IT Solution 1 Approved Amount: HK\$ 47,000

