

For Official Use by HKPC Only	
Date of Receipt ¹ :	_____
Date of full set of documents/information ready:	_____
Application No.:	_____
Total Project Cost:	HK\$ _____
Amount of Funding Sought:	HK\$ _____

Pilot Subsidy Scheme for Third-party Logistics Service Providers

Application Form

I. Applicant Enterprise Information

Name of the Applicant Enterprise (English):		
Name of the Applicant Enterprise (Chinese):		
Date of Establishment:	DD/MM/YYYY	
Business Registration No.:		
Website(s) of the Applicant Enterprise (if any):		
Address:	<input type="checkbox"/> This address is the actual office location of the Applicant Enterprise. <input type="checkbox"/> This address is for registration purpose only, the actual office location is :	
No. of Employees in Hong Kong (HK) ¹ :	Full Time:	Part Time:

¹ The number of employees in HK shall include individual proprietors, partners and shareholders actively engaged in the work of the Applicant Enterprise as well as salaried employees of the Applicant Enterprise, including full-time or part-time salaried

Is Applicant Enterprise a listed company or planned to be a listed company in the coming year?			<input type="checkbox"/> Yes ² <input type="checkbox"/> No
Form of Business (Please select in the appropriate box below)			Name (Hong Kong Identity Card / Passport No.)
<input type="checkbox"/>	Sole Proprietorship	Please provide information of the Owner	
<input type="checkbox"/>	Partnership	Please provide information of all Partners	
<input type="checkbox"/>	Limited Company*	Please provide information of those individual shareholders with holding $\geq 30\%$ shares	
* 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) ³ .			

personnel directly paid by the Applicant Enterprise, both permanent and temporary.

² 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.

³ Please refer to paragraph 1.4 of the Guide to Application regarding provisions on subsidy amounts and principles applicable to Applicant Enterprise and its related enterprises.

II. Overview of Applicant Enterprise (#Please delete as appropriate)

Core Business: (Please describe in details third-party logistics services/products the Applicant Enterprise is currently providing, example as in regulated air cargo screening facilities (RACSFs) operation, supply chain management, inventory management, just-in-time delivery, order fulfillment, warehouse/distribution center management, transportation management, etc.)	
Existing Core Market(s): (More than one market can be chosen)	<input type="checkbox"/> Hong Kong <input type="checkbox"/> Mainland <input type="checkbox"/> Asia <input type="checkbox"/> America <input type="checkbox"/> Europe <input type="checkbox"/> Australia <input type="checkbox"/> Others (Please specify) :
Licenses/Standards/Regulatory Compliance acquired for current logistics business operation in Hong Kong:	<input type="checkbox"/> Yes (Please specify:) <input type="checkbox"/> No <input type="checkbox"/> Not applicable
Applicant Enterprise's Sales Turnover in previous year:	HK\$ _____ (Year: 20____) Audited/Unaudited [#]

III Project Overview

Project Period:	Total Duration: ____ Months Commencement and Completion Dates ⁴ : _____ (DD/MM/YYYY - DD/MM/YYYY)
Purchase of X-ray machines / Explosive Trace Detection (ETD) equipment⁴ for the purpose of setting up regulated air cargo screening facilities (RACSFs):	<input type="checkbox"/> Yes (Please go to <u>Part IV A</u> below.) <input type="checkbox"/> No (Please go to <u>Part IV B</u> below.)

IV. Project Implementation Plan / Expected Project Deliverables / Project Expenditure

Part A		
Expected Project Deliverables <i>(Please specify)</i>	Date <i>(Please specify)</i>	Details of the Expenses <i>(# please delete where appropriate)</i>
<u>Purchase and hire purchase⁵ of X-ray machines and / or ETD equipment</u> <i>(If applicable)</i>	Project Commencement – Project Completion Date DD/MM/YYYY - DD/MM/YYYY	<u>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 October 2018 and 30 June 2021)</u> Model of X-ray machine / ETD equipment: _____ (Purchase/hire-purchase [#])

⁴ For the case of X-ray machine(s) and / or ETD equipment – if the Applicant Enterprise already purchased an X-ray machine and / or ETD equipment accepted by the Civil Aviation Department and completed registration of RACSFs, the project would have been treated as completed. Under such circumstances, it would suffice for the Applicant Enterprise to just fill in the Completion Date (i.e. the registration date with RACSFs).

⁵ It would be regarded as a completion of transaction and a successful procurement by the Applicant Enterprise concerned (and hence be seen as the Purchase Date) when all hire charges as required under the relevant hire purchase agreement have been paid. To be eligible for the subsidy under the Scheme, the relevant X-ray machine(s) must be successfully procured and owned by the Applicant Enterprise before completion of the Project.

		<p> <input type="checkbox"/> Approved by the Civil Aviation Department <input type="checkbox"/> Not yet approved by the Civil Aviation Department </p> <p> Quantity: _____ x Cost per unit: HK\$_____/unit Total cost: HK\$ _____ </p> <p> Please indicate whether Applicant Enterprise has purchased the aforementioned X-ray machine? <input type="checkbox"/> Purchased (Please specify date of purchase: DD/MM/YYYY) <input type="checkbox"/> Hire Purchased (Please specify date of purchase: DD/MM/YYYY and end of contribution date: DD/MM/YYYY) <input type="checkbox"/> Not yet purchased </p> <p> Please indicate whether Applicant Enterprise has purchased the aforementioned <u>ETD equipment</u>? <input type="checkbox"/> Purchased (Please specify date of purchase: DD/MM/YYYY) <input type="checkbox"/> Hire Purchased (Please specify date of purchase: DD/MM/YYYY and end of contribution date: DD/MM/YYYY) <input type="checkbox"/> Not yet purchased </p> <p> Please indicate whether Applicant Enterprise has completed registration of RACSFs with the Civil Aviation Department? <input type="checkbox"/> Yes (Please specify RACSFs code: _____) <input type="checkbox"/> No </p> <p> Sub-total expenses under Part A: HK\$ </p>
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Part B		
<u>Other Logistics Technology Adoption Projects</u> <i>(If applicable)</i>	Project Commencement – Project Completion Date DD/MM/YYYY - DD/MM/YYYY	<u>Details of the expenses for purchase/hire purchase⁶ of equipment, machinery and hardware or subscription⁷ of software and other technology services or solution that form an essential part of the logistics technology adoption projects</u> 1. Name of Machine/Equipment/Computer hardware/Computer software#: _____ _____ (Purchase/hire purchase/subscription#) Quantity: _____ x Cost per unit: HK\$ _____/unit Total cost: HK\$ _____ Purpose of above project measure: 2. Name of Machine/Equipment/Computer hardware/Computer software#: _____ _____ (Purchase/hire purchase/subscription#) Quantity: _____ x Cost per unit: HK\$ _____/unit Total cost: HK\$ _____ Purpose of above project measure:

⁶ To be eligible for the subsidy under the Scheme, the relevant equipment, machinery, hardware, software and other logistics technology services or solutions (except subscription of software and other logistics technology services or solutions) must be successfully procured and owned by the Applicant Enterprise before completion of the Project.

⁷ In case any machinery/equipment could only be procured by way of subscription, only the fees for subscription period falling within the Project Duration period would be covered under the Scheme.

		<u>Incidental expenses arising from the logistics technology adoption projects (i.e. engagement of service provider(s) for project implementation, one-off installation fee, ESG implementation consultancy services⁸, project-based training⁹, etc.)¹⁰</u> Item 1 (nature and content): Type of item: _____ Total cost: HK\$ _____ (_____ % of the total project cost) Total expenses: HK\$
A. Estimated Total Cost for the Above Measures		HK\$
B. Estimated External Audit Fee¹¹		HK\$
B1. Estimated External Audit Fee to be Funded¹² (Maximum funding at HK\$10,000 per audit)		HK\$
C. Total Project Cost (C=A+B)		HK\$
D. Amount of Funding Sought (D=A x 66.6%+B1) (Maximum funding amount at HK\$2,000,000¹³)		HK\$

⁸ Starting from 1 February 2024, for projects relating to the adoption of Environmental, Social, and Governance (ESG) technology solutions, the cost of relevant implementation services, including consultancy services leading to the adoption of ESG technology solutions, is covered under the Scheme, subject to **a cap of 30% of the total project cost**.

⁹ Starting from 1 February 2024, project-based training costs directly associated with implementation of the logistics technology solutions in the approved application is covered under the Scheme, subject to **a cap of 10% of the total project cost**.

¹⁰ The incident expenses must fall under the scope of Subsidy Principles set out in paragraph 1.4.3 of the Guide to Application.

¹¹ One final audited accounts are required for each project.

¹² Examples for illustration: For projects involving only one audit, if the external audit fee budgeted (B) is HK\$5,000 per audit, the external audit fee to be funded (B1) should be HK\$5,000 for one audit. If the external audit fee budgeted (B) is HK\$12,000 per audit, the external audit fee to be funded (B1) should be the maximum fundable cap at HK\$10,000.

¹³ Only applicable to applications received on or after 1 February 2024. For applications received before this date, the approved

E. Applicant Enterprise's Contribution in Cash (E=C-D)	HK\$
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V. Other Information of the Project:

Project Coordinator and Position:	Name (English): _____	Tel No.: _____
	Name (Chinese): _____	Fax No.: _____
	Job Title: _____	Email Address: _____
	Company/Organisation ¹⁴ : _____	
Please indicate whether Applicant Enterprise has received / has applied / is applying / plans to apply for other funding support provided by the HKSAR Government for carrying out the same project measures in the proposed project ¹⁵ ?	<input type="checkbox"/> Yes Project Title: _____ Name of the funding scheme/source: _____ Status of Application(s): <input type="checkbox"/> Approved (Application No.: _____) (Please specify the Approved Funding Amount HK\$/Other Currencies: _____) <input type="checkbox"/> Rejected (Application No.: _____) <input type="checkbox"/> Under processing (Application No.: _____) <input type="checkbox"/> Withdrawn (Application No.: _____)	
	<input type="checkbox"/> No	

funding amount will be calculated based on the HK\$1 million total cumulative subsidy ceiling for each Applicant Enterprise.

¹⁴ Project coordinator should be an active employee of the Applicant Enterprise. Please refer to paragraphs 3.2.3 and 7.2 of the Guide to Application.

¹⁵ Projects or individual measures in the projects that have already obtained / would obtain other sources of funding support provided by the HKSAR Government will NOT be eligible for funding support.

<p>Please indicate whether Applicant Enterprise has received / has applied / is applying / plans to apply for any donations and/or sponsorships from other non-HKSAR Government sources for carrying out the <u>same project measures</u> in the proposed project¹⁶?</p>	<p><input type="checkbox"/> Yes</p> <p>Project Title: _____</p> <p>Name of the funding scheme/source: _____</p> <p>Status of Application(s):</p> <p><input type="checkbox"/> Approved (Application No.: _____) (Please specify the Approved Funding Amount HK\$/Other Currencies: _____)</p> <p><input type="checkbox"/> Rejected (Application No.: _____)</p> <p><input type="checkbox"/> Under processing (Application No.: _____)</p> <p><input type="checkbox"/> Withdrawn (Application No.: _____)</p>	<p>No</p>
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¹⁶ For projects or individual measures in the projects that have already obtained / would obtain donations and/or sponsorships from other non-HKSAR Government sources, the relevant amount of funding and/or sponsorships would have to be deducted from the total approved project cost.

VI. Declaration & Signature by the Applicant Enterprise

I, on behalf of _____, 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;
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; and

The Applicant Enterprise authorises HKPC and its authorised persons to handle the personal data/information provided in this Application in accordance with paragraph 7.10 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.

The Applicant Enterprise fully understands and agree that HKPC and or the Government may use all personal data provided herein for purposes of reviewing, approving, administering applications for the Scheme and any matters relating to the Scheme and in accordance with the Privacy Policy Statement of the Scheme (<https://funds.hkpc.org/tplsp/TermsPrivacy.aspx>) (“Privacy Policy Statement”).

I, on behalf of the Applicant Enterprise, would also like to declare that:

- ☐ The Applicant Enterprise is NOT owned and/or controlled by a current HKPC Council Member or his/her associate or associated person¹⁷ 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.

(Full name of HKPC Council Member:)

- ☐ I, acting for and on behalf of the Applicant Enterprise, have read and understood the terms and conditions of the Privacy Policy Statement of the Scheme. By checking this box, I consent to the processing of my personal information and those of the Applicant Enterprise by HKPC and/or the Government for the purposes, uses and manners stated above and in the Privacy Policy Statement.
- ☐ By checking this box, I have acknowledged and consented that HKPC and/or the Government will process personal information of myself and the Applicant Enterprise, and I have fully understood the necessity of HKPC and/or the Government processing such personal information and the impact of such processing on my rights and interests and those of the Applicant Enterprise. I agree that HKPC and/or the Government shall process the personal information of myself and the Applicant Enterprise for the purposes and in the manner set out above and in the Privacy Policy Statement.

Authorised Signature with Company Chop

Name of Authorised Signatory

Name of Applicant Enterprise

Position

¹⁷ For the purpose of this application, (1) "associate" of a person means: (a) a relative or partner or director of that person; or (b) a company one or more of whose directors is in common with one or more of the directors of that person. (2) "associated person" of a person means: (a) any person who has control, directly or indirectly, over that person; or (b) any person who is controlled, directly or indirectly, by that person; or (c) any person who is controlled by, or has control over, the first-mentioned person in clauses 2(a) and 2(b). (3) A person having "control" over another person means the power of that person to secure: (a) by means of the holding of shares or interests or the possession of voting power in or in relation to the second-mentioned person or any other person; or (b) by virtue of powers conferred by any constitution, memorandum or articles of association, partnership, agreement or arrangement (whether legally enforceable or not) affecting that second-mentioned person or any other person; or (c) by virtue of holding office as director in that second-mentioned person or any other person; that the affairs of that second-mentioned person are conducted in accordance with the wishes of the first-mentioned person. (4) "director" means any person occupying the position of a director by whatever name called and includes without limitation a de facto or shadow director. In the context of HKPC, it means a member of HKPC appointed under section 9 of the Hong Kong Productivity Council Ordinance (Cap. 1116) ("member of HKPC"). (5) "relative" means the spouse, parent, child, brother or sister of the relevant person, and, in deducing such a relationship, an adopted child shall be deemed to be a child both of the natural parent and the adopting parent and a step child to be a child of both the natural parent and the step parent.

Date

Appendix 1 – Reference Information

(1) Member of Trade and Industrial Organisation:

- ☐ Yes Name of Trade and Industrial Organisation : _____
- ☐ No _____

(2) Please indicate how did the Applicant Enterprise learn about the Pilot Subsidy Scheme for Third-party Logistics Service Providers?

- | | | |
|---|---|---|
| <input type="checkbox"/> LOGTECH Expo | <input type="checkbox"/> Online Advertisement (i.e. Online News Platform, Search Engine Ad, YouTube Ad, etc.) | <input type="checkbox"/> Social Media (i.e. Facebook, LinkedIn, WeChat, etc.) |
| <input type="checkbox"/> Webinars and/or other events | <input type="checkbox"/> Email Marketing | <input type="checkbox"/> SMS Promotion |
| <input type="checkbox"/> Print/Online advertisement on Trade Association magazine/website | <input type="checkbox"/> Pamphlets and Leaflets | <input type="checkbox"/> Newspaper |
| <input type="checkbox"/> Referred by a Contact | <input type="checkbox"/> Logistics Solution Provider (Please specify) | |
| <input type="checkbox"/> Others (Please specify) | | |

(3) Please indicate whether the project will enhance Applicant Enterprise's productivity and operation efficiency in Hong Kong?

☐ Yes Please indicate the functional areas of business that may benefit from the project (more than one area can be chosen)

- | | | |
|--|--|---|
| <input type="checkbox"/> Cargo tracking, tracing and monitoring | <input type="checkbox"/> Supply chain management | <input type="checkbox"/> Inventory management |
| <input type="checkbox"/> Just-in-time delivery | <input type="checkbox"/> Pick and pack | <input type="checkbox"/> Labelling |
| <input type="checkbox"/> International freight forwarding management | <input type="checkbox"/> Workflow automation | <input type="checkbox"/> Electronic Data Interchange and Connectivity |
| <input type="checkbox"/> Warehouse/distribution center Management | <input type="checkbox"/> Transportation Management | <input type="checkbox"/> Logistics and Supply Chain Analytics |
| <input type="checkbox"/> Others _____ (Please specify) | <input type="checkbox"/> Environmental, Social, and Governance (ESG) implementation consultancy services | |

☐ No

☐ Not sure

Appendix 2 - Notes for Application

1. The Pilot Subsidy Scheme for Third-party Logistics Service Providers (the Scheme) is open to application starting from 12 October 2020.
2. All non-listed enterprises registered in Hong Kong under the Business Registration Ordinance (Cap. 310) with substantive business operations in providing third-party logistics services in Hong Kong are eligible to apply for the Scheme.
3. Applicant Enterprises are required to complete Application Form and submit the relevant supporting documents.
4. Please study the “Guide to Application for the Pilot Subsidy Scheme for Third-party Logistics Service Providers” (the Guide to Application) carefully before completing the application form.
5. Please use attachments if the space provided for a particular item is insufficient.
6. Enterprises interested in applying for the Scheme should prepare the following documents:
 - (i) One Electronic copy of the completed Application Form (preferably in MS Word format); and
 - (ii) Electronic copies of the documents listed in Appendix 3 of the Application Form.

Please submit the above documents to HKPC to the Secretariat by email.

Email: tplsp_sec@hkpc.org

For details about application, please refer to the Guide to Application. The Guide to Application and Application Form can be downloaded from the website of the Scheme. Enquiries can be directed to HKPC by phone, by email or in person.

Address: HKPC Building, 78 Tat Chee Avenue, Kowloon, Hong Kong
Telephone: (852) 2788 6077
Fax: (852) 3187 4535
E-mail: tplsp_sec@hkpc.org
Website: tplsp.hkpc.org

7. The Scheme is open for application all year round until the fund, which amounts to HK\$300 million, is exhausted. The Management Committee responsible for overseeing the implementation of the Scheme will assess the applications on a continual basis and HKPC will inform the Applicant Enterprises of the outcome in writing.

Appendix 3 – Supporting Documents Required for Application

Please put a “√” in the box or fill it with black colour (if applicable) to indicate that copies of the relevant documents will be submitted together with this Application to HKPC.

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Copy of the Business Registration Certificate and Certificate of Incorporation of the Applicant Enterprise |
| <input type="checkbox"/> | Copy of documentary proof of the shareholders of the Applicant Enterprise as stated in Part I of this Application (e.g. Form 1(a) of the Business Registration Office, Annual Return of the Companies Registry (Form AR1), etc.) |
| <input type="checkbox"/> | 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) |
| <input type="checkbox"/> | 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’ entity set up in the current year) |
| <input type="checkbox"/> | Copy of written price quotations with detailed description on the breakdown of cost items of goods and services to be procured, along with the technical specification for equipment and/or logistics technology solutions proposed to be adopted, scope of work of ESG consultancy services or curriculum of project-based training (if applicable) |
| <input type="checkbox"/> | 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) |
| <input type="checkbox"/> | Copy of the documentary proof of the sale agreement of X-ray machines purchased for setting up RACSFs (if applicable) |
| <input type="checkbox"/> | Copy of the documentary proof of hire purchase agreement on X-ray machines purchased for setting up RACSFs, with all the terms and the commencement and completion period set out therein (if applicable) |
| <input type="checkbox"/> | Copy of the regulatory certificate(s), product testing certificate(s) and licensing agreement (if applicable) |
| <input type="checkbox"/> | Copy of publicity materials introducing the Applicant Enterprise’s product(s) or service(s)/business/awards received (if applicable) |
| <input type="checkbox"/> | Others: _____ |

– End –