



香港特別行政區政府 工業貿易署  
Trade and Industry Department  
The Government of the Hong Kong  
Special Administrative Region

(只供內部填寫 Official Use Only)

收表日期及時間

Time and Date of Receipt : \_\_\_\_\_

申請號碼 Application No. : \_\_\_\_\_

「中小企業市場推廣基金」- 資助申請  
SME Export Marketing Fund – Application for Grant

申請手續詳情見備註一。 See Note 1 for details of the application procedures.

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

商業登記證號碼 Business Registration No. : (參考備註二 See Note 2)

公司名稱 Business Name : (參考備註三 See Note 3)

地址 Address :

電話 Tel. :

傳真 Fax :

電郵 Email :

聯絡人姓名及電話 Name and Tel. No. of the Contact Person :

在港僱用人數〔包括東主在內〕 No. of Persons Employed in Hong Kong (Employers Included) :

業務性質 Type of Business # :

製造業 Manufacturing –

- ☐ 化學及生物科技 Chemical and Biotechnology
- ☐ 電子 Electronics ☐ 飲食製造 Food and Beverage ☐ 珠寶首飾 Jewellery
- ☐ 工業機器 Industrial Machinery ☐ 金屬製品 Metal Products ☐ 印刷及出版 Printing and Publishing
- ☐ 紡織及製衣 Textiles and Clothing ☐ 玩具 Toy ☐ 鐘錶 Watches and Clocks
- ☐ 其他 Others (請註明 Please Specify) \_\_\_\_\_

非製造業 Non-Manufacturing –

- ☐ 銀行、保險及其他金融服務 Banking, Insurance and Other Financial Services
- ☐ 建造 Construction ☐ 電影 Film Entertainment ☐ 進出口貿易 Import and Export Trade
- ☐ 資訊科技 Information Technology ☐ 專業服務 Professional Services ☐ 地產 Real Estate
- ☐ 飲食及酒店 Restaurants and Hotels ☐ 電訊 Telecommunication ☐ 旅遊 Tourism
- ☐ 運輸 Transportation ☐ 批發及零售 Wholesale and Retail
- ☐ 其他 Others (請註明 Please Specify) \_\_\_\_\_

# 在適當方格內加「✓」號 “✓” in the appropriate box

[Jun2009 Rev.]

企業形式 Form of Business # : (參考備註四See Note 4)

			姓名 (香港身份證/護照號碼) Name (Hong Kong Identity Card/Passport No.)
<input type="checkbox"/>	獨資企業 Sole Proprietorship	東主 Owner	
<input type="checkbox"/>	合夥企業 Partnership	合夥人 All Partners	
<input type="checkbox"/>	有限公司 Limited Company *	持有 ≥ 30% 股權人士 Individuals holding ≥ 30% shares	

\* 如無個人持股量 ≥ 30%者，請提供董事的姓名及資料。

If there is no individual holding ≥ 30% shares, please provide the names and relevant information of the directors.

<b>乙部 Section B – 出口推廣活動 / 貿易刊物廣告 / 合資格貿易網站廣告 資料</b> <b>Export Promotion Activity / Advertisement on Trade Publication / Advertisement on Eligible Trade Website ^</b> <b>(參考備註五See Note 5)</b>	<b>Particulars of the</b>
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活動名稱 Activity Name / 貿易刊物名稱 Name of Trade Publication / 貿易網站名稱 Name of Website ^ :  
(參考備註六See Note 6)

網址 Website :

主辦 / 出版機構 / 網站服務提供者^

Organiser/ Publisher/ Website service provider ^ :

活動舉行日期 / 貿易刊物出版日期 / 網上廣告生效日期^  
Commencement and Completion Dates of Export Promotion Activity / Issue Date of Trade Publication / Effective Period of Advertisement on Website ^ :

^ 請刪除不適用者 Please delete as appropriate

只適用於有關商品展銷會、展覽及考察團的申請

For application concerning exhibition/trade fair or business mission only :

活動舉行地點（城市/國家）

Place (City/Country) :

參與活動代表姓名 Names of the Representatives : (參考備註七See Note 7)

**丙部 Section C – 申報開支項目 Expenditure Items for which Grant is being Applied for**  
**(參考備註八See Note 8)**

項目 Items #

金額 Amount (參考備註九See Note 9)

只適用於有關商品展銷會、展覽及考察團的申請

For application concerning exhibition/trade fair or business mission only

☐ 參展費/考察團團費 Participation fee

☐ 攤位租賃費 Rental of booth

☐ 攤位建築及裝修費 Construction fee for booth

☐ 參展宣傳費用 Advertising fee for exhibition  
(參考備註十See Note 10)

☐ 交通費 Travelling expenses

☐ 住宿開支 Accommodation expenditures  
(參考備註十一See Note 11)

只適用於有關貿易刊物廣告 / 合資格貿易網站廣告  
的申請^

For application concerning advertisement on  
trade publication / eligible trade website only^

☐ 貿易刊物 / 合資格貿易網站的廣告費用^  
Fee for Advertising on Trade Publication / Eligible  
Trade Website ^

**丁部 Section D – 其他資料 Other Information (參考備註十二 See Note 12)**

貴企業以往曾否參與其他商品展銷會、展覽或考察團活動？

Whether your business has participated in any trade fairs, exhibitions or business missions on previous occasion(s)? #

- ☐ 有 Yes  
☐ 沒有 No

貴企業以往曾否於貿易刊物刊登廣告？

Whether your business has advertised on trade publications on previous occasion(s)? #

- ☐ 有 Yes  
☐ 沒有 No

貴企業會否在未來半年增加在港的僱用人數，以推行與本申請有關的業務發展計劃？

Does your business have any plan to employ additional staff in the next six months, for business development which this application is related? #

- ☐ 會 Yes 打算增聘 additional staff to be employed is  人 person(s)  
☐ 不會 No

貴企業從以下哪種途徑知悉市場推廣基金？

Your business has learned about the Export Marketing Fund from which of the following channels? #

- |   |   |
|---|---|
| <input type="checkbox"/> 工業貿易署網頁 Website of Trade and Industry Department | <input type="checkbox"/> 展覽籌辦商 / 貿易刊物出版商 Exhibition Organisers / Publishers                             |
| <input type="checkbox"/> 商會 Trade Organisations                           | <input type="checkbox"/> 工業貿易署研討會 / 職員推介 Trade and Industry Department's Seminar / Staff's Introduction |
| <input type="checkbox"/> 電視廣告 TV Advertisement                            | <input type="checkbox"/> 宣傳海報 Poster Advertisement  |
| <input type="checkbox"/> 電台宣傳聲帶 Radio Advertisement                       | <input type="checkbox"/> 港鐵站及車廂的宣傳片 Promotion Video at MTR Stations and Trains                          |

**聲明 Declaration (參考備註十三See Note 13)**

本人為申請企業的 獨資東主 / 合夥人 / 股東 / 授權人士，謹代表在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。現特此聲明，本人在此申請表格所填報的各項資料以及夾附的證明文件，據本人所知，均屬正確無訛。本人證實申請企業符合香港特別行政區政府所訂明的「中小企業」定義<sup>[參閱備註十四]</sup>。

本人確認，香港特別行政區政府與上述申請企業之間，不會因為與「中小企業市場推廣基金」有關連或因為該基金而產生代理或僱傭關係。申請企業不得自稱為香港特別行政區政府的僱主、僱員、傭工、代理人或合夥人，亦必須確保其僱員、傭工或代理人不會自稱為香港特別行政區政府的僱主、僱員、傭工、代理人或合夥人。本人亦授權工業貿易署按申請指引處理申請表格內的個人資料。本人知道工業貿易署將根據本人所提供的資料，評定上述申請企業是否符合資格獲得「中小企業市場推廣基金」資助和所得的資助金額。本人明白工業貿易署有權覆檢此申請書及在有需要時調整申請企業應得的資助額。本人及申請企業承諾如在工業貿易署要求下，願意將香港特別行政區政府在此基金下所發放的資助歸還予香港特別行政區政府。本人亦知道誤報或漏報資料，以欺詐手段獲得財物/金錢利益，均屬違法，可遭起訴。

On behalf of the Applicant as specified in Section A, I as the sole proprietor / partner / shareholder / authorised person of the Applicant have read and fully understood the Guide to Application and all explanatory notes as set out in this form. I declare that the information provided by me in this form as well as the accompanied supporting documents are complete and true to the best of my knowledge. I confirm that the Applicant falls within the definition of "Small and Medium Enterprise (SME)"<sup>(see Note 14)</sup> as adopted by the Government of the Hong Kong Special Administrative Region (HKSARG).

I acknowledge that no agency or employment relationship between HKSARG and the Applicant will be resulted in connection with or arising from the SME Export Marketing Fund (the Fund). The Applicant shall not represent itself and shall ensure that none of its employees, servants or agents shall represent itself as an employer, employee, servant, agent or partner of HKSARG. I authorise the Trade and Industry Department (the Department) to handle the personal data/information provided in this form in accordance with the Guide to Application. I am aware that the Department will rely on the information provided by me to determine the eligibility and the level of grant to be offered to the Applicant under the Fund. I understand that the Department has the right to review this application and adjust the entitlement of grant if necessary. I and the Applicant undertake to refund to HKSARG any payment made by HKSARG under the Fund upon demand by the Department. 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.

姓名  
Name in Print

香港身份證/護照號碼  
HK Identity Card / Passport No.

X

簽署及申請企業印章  
Signature with Applicant's Official Stamp

日期  
Date

## 備註 Notes

備註一： 在填寫本表格前，請先細閱申請指引。為方便電腦輸入，請盡量用英文正楷及阿拉伯數字填寫。遇有空位不足的情況，可自行以紙張補充填寫。另外，申請企業可自行影印表格使用。填妥的申請表格須連同有關的證明文件，在參與的出口推廣活動完結日或刊登廣告的貿易刊物出版日或在合資格貿易網站展示廣告開始日後起計的六十個曆日內，以郵遞或親身方式交往九龍彌敦道700號工業貿易署4樓「中小企業市場推廣基金」組。本署會以接獲申請的日期及活動結束的日期/刊物出版日來決定申請是否過期。過期申請將不被接納。

Note 1: Please read the Guide to Application carefully before completing this form. To facilitate computer input, please use block letters and Arabic numbers wherever possible. If the space provided is not enough, please use additional paper to supplement. Also, applicants may make their own copies of this form for use. The duly completed application form, together with the supporting documents, should be submitted to the SME Export Marketing Fund (EMF) Unit, 4/F, Trade and Industry Department (TID) Tower, 700 Nathan Road, Kowloon, either in person or by post within 60 calendar days after the completion date of the declared export promotion activity or the issue date of the trade publication containing the advertisement or the commencement date when the advertisement is put on the eligible trade website. TID will base on the date the application is received and the end date of the relevant activity/ issue date of the trade publication to determine whether the application is late. Late applications will not be entertained.

備註二： 申請企業必須持有有效商業登記。請提供商業登記證副本。

Note 2: Applicant must have a valid Business Registration (BR). Please submit a copy of the BR certificate.

備註三： 發放資助支票收款人名稱將以申請企業名稱為準。

Note 3: The name of the business will be used as the payee name on the cheque for reimbursement of grant.

備註四： 請提供以下證明文件：商業登記署的 Form 1(a)及/或公司註冊處的周年申報表(即Form AR1)。

Note 4: Please submit documentary evidence: Form 1(a) of the Business Registration Office and/or Annual Return of the Companies Registry (i.e. Form AR1).

備註五： 申請企業需就每一個出口推廣活動、貿易刊物廣告或合資格貿易網站上的廣告遞交一份申請表格。

Note 5: Applicant should submit one application form for each export promotion activity; advertisement on trade publication or advertisement on eligible trade website.

備註六： 填報的出口推廣活動或貿易刊物/網頁必須在基金的資助範圍內，否則申請將不獲受理。請提供載有主辦機構和活動資料的簡介 /小冊子；或刊登有關廣告的貿易刊物；或由網站服務提供者加簽證明有關廣告的網頁列印紀錄。

Note 6: The declared export promotion activity / trade publication / website must be within the scope of the EMF; otherwise the application may be rejected. Please submit brochure/pamphlet containing details of the activity and the organiser; or the trade publication containing the advertisement; or the printout of website showing the advertisement and certified by the website service provider.

備註七： 參與代表須為申請企業東主及/或僱員。請提供相關證明〔如由強制性公積金中介人發出的記錄〕。如員工沒有強積金紀錄，特別是兼職人員及新聘僱員，申請企業須為他們提供其他僱用證明，如僱用合約、發薪紀錄及出勤紀錄等。

Note 7: Representatives must be the applicant's employers and/or employees. Please provide the relevant documentary proof (e.g. Mandatory Provident Fund records issued by the trustees). For employees whose MPF records are not available, in particular the part-time workers and those newly employed, other employment proof like employment contracts, payroll records and attendance records, etc will be required.

備註八： 每次成功申請，最高的資助額將為申請企業繳付受資助項目總費用的50%或5萬元，以較低者為準。請提供有關支出的收據正本和副本，以及相關發票、合同及報價單等副本。

Note 8: For each successful application, the maximum amount of grant will be 50% of the total approved expenditures incurred by the applicant or \$50,000, whichever is the less. Please submit original and copy of receipts for the relevant expenditures as well as copy of the relevant invoices, contracts and quotations, etc.

備註九： 任何可獲退回的支出，例如增值稅及按金等，將不獲計算。若申請資助的費用以外幣結帳，工業貿易署將保留權利，選擇並採用合適的外幣匯率，以評估有關支出的港元等值，並釐定資助金額。工業貿易署不會對有關的申請企業因匯率變動而導致資助金額變更負任何責任。

Note 9 : Expenditures of refundable items like VAT and deposit will not be counted for all purposes. If the items for which grant under the EMF is being applied for are paid in currency other than Hong Kong dollars, TID reserves at all times the absolute right to use the prevailing market exchange rate, as it deems fit, to determine the amount of the relevant expenditures in Hong Kong dollars and the grant to be offered. TID will not be held liable for any discrepancies in grant offered due to fluctuation of exchange rate.

備註十： 參展宣傳品只可供有關活動使用。如有需要，工業貿易署會要求申請企業提供有關的宣傳刊物/小冊子。

Note 10 : The advertising material for trade fair/exhibition should be solely for use in the activity concerned. TID may require the applicant to submit a sample of the advertising brochure/pamphlet if deemed necessary.

備註十一： 申請企業若選用其他住宿服務，其可獲的資助將不會超過如申請企業選用主辦機構建議的住宿服務所能獲得的資助。請提供主辦機構建議的住宿服務的收費資料〔如有者〕，給工業貿易署參考。

Note 11 : The grant offered to successful applicant for expenses on accommodation arranged by itself would not exceed the grant offered to the applicant if it were to use the accommodation services officially recommended by the organiser of the export promotion activity concerned. Please submit information on the charges of the accommodation services officially recommended by the organiser, if any.

備註十二： 有關資料只供統計用。申請企業可選擇是否填寫。

Note 12 : The information provided will be used solely for statistical purposes. This section is optional.

備註十三： 請提供簽署表格人士的有效香港身份證 / 護照副本。

Note 13 : Please submit photocopy of the Hong Kong Identity Card / passport of the person signing the application form.

備註十四： 香港特別行政區政府的「中小企業」定義為：

- 任何從事製造業而在本港僱用少於100人的企業；或
- 任何從事非製造業而在本港僱用少於50人的企業。

就「中小企業市場推廣基金」而言，「企業」是指為了圖利而從事任何形式的生意、商務、工藝、專業、職業或其他活動。

「僱用人數」包括經常參與企業業務的在職東主、合夥人及股東；及企業的受薪員工，包括在遞交申請書時，由有關企業直接支取薪酬的全職或兼職受薪僱員，其中包括長期或臨時聘用的人士。

Note 14 : The Government of the Hong Kong Special Administrative Region defines "Small and Medium Enterprise (SME)" as :

- Any manufacturing business which employs fewer than 100 persons in Hong Kong; or
- Any non-manufacturing business which employs fewer than 50 persons in Hong Kong.

For the purpose of the EMF, "business" refers to any form of trade, commerce, craftsmanship, professional, calling or other activity carried on for the purpose of gain.

"Number of persons employed" shall include individual proprietors, partners and shareholders actively engaged in the work of the business; and salaried employees of the business, including full-time or part-time salaried personnel directly paid by the business, both permanent and temporary, at the time of submitting this application.