|  |
| --- |
| Official Use Only 秘書處專用Date of Receipt 收到日期:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Handled by 處理人: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

# 回收基金 (企業資助計劃 - 重置租金資助計劃)

# The Recycling Fund (Enterprise Support Programme - Relocation Rental Support Project)

## **獲批項目款項申報表 Claim Form of Approved Project**

### **第一部份 Part I: 項目詳情 Project Details**

**(請參考項目開展確認信以填寫下列資料 Please refer to result letter for filling out below information)**

|  |  |
| --- | --- |
| **申請編號****Application No.** |  |
| **獲資助企業名稱****Name of the Grantee** |  |
| **獲批項目總額 Approved Project Sum** | HK$ |
| **獲批資助金額 Approved Funding Amount** | HK$ |
| **項目開始及完成日期** **Project Commencement and Completion Date****(日/月/年 – 日/月/年)** **(DD/MM/YYYY – DD/MM/YYYY)** | **請參照項目承諾書及更改項目內容通知書(如適用) As stated in the undertaking form and change request notifications (if applicable):** |
| **申報涵蓋期間 Reporting Period****(日/月/年 – 日/月/年)** **(DD/MM/YYYY – DD/MM/YYYY)** | (第 次款項申報表) (the claim form） |
| **發放撥款選項 Fund Disbursement Option** | [ ]  **中期撥款1 Interim Payment****[[1]](#footnote-1)** [ ]  **終期撥款 Final Payment** |
| **申報涵蓋期間變更公司資料Change of Company Status during the Reporting Period** | [ ]  **曾經變更公司資料 (請提供詳細資料及文件)** **Yes (Please provide details and supporting documents)**[ ]  **沒有變更公司資料 No** |

**提供租金資助以協助申請人從現有回收作業地點及相關作業停車位，重置遷往更合適進行回收作業的用地 Provide financial support to Grantee for relocation from existing operation sites and associated car parking spaces to appropriate operation sites**

| **重置作業地點****Location of Relocated Operation Sites** | **租賃日期****Rental Period****(日/月/年–****日/月/年)****(dd/mm/yyyy – dd/mm/yyyy)** | **每月租金[[2]](#footnote-2)****(港幣)****Monthly Rental Expense2**  | **申報期間****涵蓋月數****No. of Months Charged in the Reporting Period**  | **總開支****Total cost** |
| --- | --- | --- | --- | --- |
|  |  | **(HK$)** | **(Months)** | **(HK$)** |
|  |  | **(A)** | **(B)** | **(A) x (B)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **合計Total:** |  |

**項目實際開支摘要Summary of actual project expenditures:**

| **項目類別****Project type** | **項目實際開支(港元)****Actual expenditures (HK$)** |
| --- | --- |
| **項目總實際開支:****Total project expenditure:** |  |
| **獲資助企業投入的金額:****Amount of cash contribution from the Grantee:** |  |
| **已發放中期撥款金額 (如適用):****Amount of interim payments disbursed (If applicable):**  |  |
| **申請回撥資助金額:****Amount of reimbursement sought:** |  |

### **第二部份 Part II: 聲明 Declaration**

1. 本公司確認已獲回收基金資助的項目，並沒有或將獲政府或其他資助或任何渠道的贊助。
We confirm that for the project that received funding support from the Recycling Fund, they had not received/would not receive other sources of funding support provided by the Government, or other sources of sponsorships/donations.
2. 本公司確認已完成資助項目，並明白尚未完成的獲批項目將不會獲得資助。[不適用於申請中期撥款]

We confirm that the project has been completed, and understand that the funding of any unfinished but approved items would be forfeited. [Not applicable to applications for interim payment]

1. 本公司承諾在項目推行期間及項目完結後保留所有項目支出的所有相關文件最少七年，並應秘書處要求提交所有相關文件予秘書處以供核查。

We commit and continue to keep proper and separate books and records for project expenses incurred during the project period, retain the books and records at least for seven years after the completion of the project and submit or make available all such supporting documents to the Secretariat upon request.

**簽署 Signature**

**申報表由以下人士擬備 Prepared by:**

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 項目統籌人簽署 Signature of Project Coordinator | 項目統籌人姓名(以正楷填寫)Name of Project Coordinator (in Block Letters) |

**申報表由以下人士認可 Endorsed by:**

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
| 公司蓋章Company Chop of the Grantee |  | 授權人簽署Authorised Signature of the Grantee簽署人姓名(以正楷填寫):Name of Signatory (in Block Letters):職位: Position:  |

日期 Date:

### **第三部份 Part III: 證明文件清單 Checklist of Supporting Documents Required**

請提交以下項目所需之證明文件或其他相關文件，以顯示項目的工作進度。Please hand in the following supporting documents or other relevant documents demonstrating the progress status of the project.

|  |  |
| --- | --- |
| [ ]  已加蓋印花稅的租賃協議 Stamped tenancy agreements | [ ]  收據Receipt |
| [ ]  發票 Invoice | [ ]  搬遷後重置前及重置後作業地點的照片 Photos of the preceding and current operation sites after relocation |
| [ ]  其他資料 Other supporting documents of the project |  |

1. 有關中期撥款的發放條件請參考「重置租金資助計劃申請指引」條文第8.2段。

 Please refer to the paragraph 8.2 of “Guidance Notes for Applications on Relocation Rental Support Project” for the requirement of interim fund disbursement. [↑](#footnote-ref-1)
2. 每月租金不包括水電費、按金及作業地點內其他物品的租賃費，如: 家具及設備等。

Monthly Rental Expenses should exclude utilities, rental deposit and rental expenses of assets provided in the premises, such as furniture and equipment, etc. [↑](#footnote-ref-2)