|  |
| --- |
| 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) The Recycling Fund (Enterprise Support Programme) 非經常性中期撥款申報表[[1]](#footnote-1) Non-recurring Interim Payment Claim Form1

## **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 commencement letter for filling out below information)

|  |  |  |  |
| --- | --- | --- | --- |
| **申請編號**  **Application No.** | ESP- | **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)** | |  | |
| **項目開始至申請撥款日\* Project Commencement to Claim Date\***  **(日/月/年—日/月/年) (DD/MM/YYYY – DD/MM/YYYY)** | |  | |
| **項目開展至申請撥款日的實際總開支(HK$)**  **Total Actual Project Expenditure Accumulated from Project Commencement to Claim Date (HK$)** | |  | |
| **實際總開支佔獲批項目總額的百分比**  **Percentage of Total Actual Project Expenditure Accumulated over Total Approved Project Sum** | | **%** | |
| **申請回撥資助金額 (佔獲批項目資助金額的百分比)**  **Amount of reimbursement sought (Percentage of Total Approved Funding Amount):** | | **HK$ ( %)** | |

**\*申請撥款日必須在提交此表格之前的日期。Claim date must be a date prior to this claim form submission date.**

## 第二部份 Part II:項目支出明細 Details and Breakdown of Project Expenditure

### **額外增聘員工開支Additional Staff Cost (按時間順序 in chronological order)**

| **描述Description**  **(額外增聘員工姓名及職位**  **Name & Position of the Additional Staff Recruited)** | **時薪/月薪Actual Hourly/**  **Monthly Rate (HK$)**  **(A)** | **項目開展累積至申請撥款日期間的聘用日期**  **(日/月/年 -日/月/年)**  **Employment Period Accumulated from Project Commencement to Claim Date (dd/mm/yyyy -dd/mm/yyyy)** | **項目開展累積至申請撥款日期間的**  **受聘 時數/月數**  **No. of Hours/Months Charged Accumulated from Project Commencement to Claim Date**  **(B)** | **項目開展累積至申請撥款日期間**  **僱主供款的強積金或其他開支(請註明開支類別）**  **Employer’s Contribution to MPF or other cost from Project Commencement to Claim Date (Please specify the nature  of the cost)**  **(C)** | **員工開支**  **Staff Cost** |
| --- | --- | --- | --- | --- | --- |
| **項目開展累積至申請撥款日期間**  **Accumulated from Project Commencement to Claim Date (HK$)**  **(AxB)+C** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **小計Sub-total:** | | | | |  |

### **購買/租賃額外機器設備的開支Expenses for Additional Equipment (按時間順序 in chronological order)**

請於適當的空格內填上「✓」號。Please “✓” the appropriate box.

請提供相關採購文件。Please provide the relevant procurement documents.

| **收據日期**  **Date of Receipt** | **設備名稱**  **Name of Equipment** | **購置(P)/**  **租用(L)**  **Procured (P)/ Leased (L)** | **邀請報價數目**  **No. of Quotations Invited** | **供應商名稱**  **Name of the Sourcing Company** | **單價**  **Unit Cost**  **(HK$)**  **(A)** | **數量**  **Quantity**  **(B)** | **總開支**  **Total Cost**  **(HK$)**  **(A) x (B)** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | P  L |  |  |  |  |  |
|  |  | P  L |  |  |  |  |  |
|  |  | P  L |  |  |  |  |  |
| **小計Sub-total:** | | | | | | |  |

### **宣傳活動開支Promotional Expenses (按時間順序 in chronological order)**

| **日期**  **Date** | **活動名稱/性質/用途**  **Nature/Function** | **邀請報價數目**  **No. of quotations invited** | **費用明細**  **Cost details and breakdown** | **總開支**  **Total Cost**  **(HK$)** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **小計Sub-total:** | | | |  |

### **租金Rental Cost**

| **新的或現有的租賃地點**  **New or Existing Rental Location** | **每月租金**  **Monthly Rental Rate (HK$)**  **(A)** | **項目開展累積至申請撥款日期間的租用日期**  **(日/月/年 -日/月/年)**  **Rental Period from Project Commencement to Claim Date (dd/mm/yyyy -dd/mm/yyyy)** | **項目開展累積至申請撥款日期間的**  **租用月數**  **No. of Months Charged from Project Commencement to Claim Date**  **(B)** | **總開支**  **Total Cost**  **(HK$)**  **(A) x (B)** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
| **小計Sub-total:** | | | |  |

### **其他直接開支及外聘審計費用Other Direct Cost and External Audit Fee (按時間順序 in chronological order)**

| **交易日期**  **Transaction Date** | **開支描述**  **Description of Expenses** | **邀請報價數目**  **No. of Quotations Invited** | **供應商名稱**  **Name of the Sourcing Company** | **費用明細**  **Cost Details and Breakdown** | **總開支**  **Total Cost**  **(HK$)** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **小計Sub-total:** | | | | |  |

## 第三部份 Part III : 財務狀況 Financial Position

**項目開支 Project Expenditure**

| **Approved Budget according to the Application Form for the Project**  **列載於項目申請書的核准預算** | | **項目開展至申請撥款日的實際開支**  **Actual Expenditure Accumulated from Project Commencement to Claim Date  (HK$)** | **備註**  **Remarks** |
| --- | --- | --- | --- |
| **項目 Items\*** | **各項目預算**  **Approved Budget for Each Item (HK$)** |
| (甲) 額外增聘員工的開支  (A) Additional Staff Cost |  |  |  |
| (a) |  |  |
| (b) |  |  |
| (c) |  |  |
| **小計 (甲) Sub-total (A)** |  |  |
| (乙) 購買/租賃額外機器設備的開支  (B) Procuring/ Leasing Additional Machinery/ Equipment Cost |  |  |  |
| (a) |  |  |
| (b) |  |  |
| (c) |  |  |
| **小計 (乙) Sub-total (B)** |  |  |
| (丙) 其他直接開支  (C) Other Direct Cost  *(請以“其他直接開支”下的*  *個別開支細項作匯報 Please report in terms of different cost sub-items under “Other Direct Cost”)* |  |  |  |
| (a) |  |  |
| (b) |  |  |
| (c) |  |  |
| **小計 (丙) Sub-total (C)** |  |  |
| **總計 (甲+乙+丙) Total (A+B+C)** |  |  |  |

**\* 請根據申請表格的費用明細填寫上述表格。Please fill in the above table according to the cost breakdown in the application form.**

**# 如已出現/預期最終出現以下任何一項情況，有關的預算項目將被視為不能符合原來預算。下列情況的相關改動必須事先獲得回收基金諮詢委員會/秘書處書面批准，而獲資助企業必須就有關改動，連同充分理據及相關文件，另行以書面形式提交秘書處考慮。**

**In the event of occurrence of any one of the circumstances set out below, the relevant budget item should be regarded as NOT complying with the approved budget. Changes involved in those circumstances need prior written approval by the RFAC or Programme Secretariat. The grantee should separately submit change requests, together with full justification and any supporting document, to the Programme Secretariat for consideration:**

1. **若個別項目的實際總開支超出預算總開支，獲資助機構在購買該項目之前應先獲得回收基金諮詢委員會/秘書處的書面批准。詳情請參閱申請指引。**

**If the total actual expenditure of any individual budget item exceeds the approved budget, the grantee should seek consent from the RFAC / the Secretariat in writing before the procurement of such item. Please refer to the Guide to Application for details.**

1. **新增任何未有包括在核准預算內的預算項目。詳情請參閱申請指引。**

**Creation of new budget item which is not included in the approved budget. Please refer to the Guide to Application for details.**

**(c) 刪除原已包括在核准預算內的預算項目。詳情請參閱申請指引。**

**Deletion of any budget item included in the approved budget. Please refer to the Guide to Application for details.**

## 第四部份 Part IV: 聲明 Declaration

1. 本公司確認已遵照《回收基金(企業資助計劃)申請指引》所列的程序及指引採購項目的設備、貨品或服務(如**適用**)。

We confirm that we complied with the procedures and guidelines of the “Guide to Application for the Recycling Fund (Enterprise Support Programme)” in the procurement of equipment, goods or services for the project, if applicable.

1. 本公司確認已遵照《回收基金(企業資助計劃)申請指引》所列的程序及指引聘任項目員工(如**適用**)。

We confirm that we complied with the procedures and guidelines of the “Guide to Application for the Recycling Fund (Enterprise Support Programme)” in recruiting staff for the project, if applicable.

1. 本公司確認已獲回收基金(企業資助計劃)資助的項目措施**，**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 measures that received funding support from the Recycling Fund (Enterprise Support Programme), they had not received/would not receive other sources of funding support provided by the Government, or other sources of sponsorships/donations.

1. 本公司承諾在項目完結後兩年內 (如項目只購買／安裝指定設備，即指完成購買／安裝指定設備後的時期)，須繼續使用該政府資助購買的機器設備進行符合此回收基金企業資助計劃的目的，並須在回收基金秘書處("秘書處")要求時，展示該等機器設備以供核查。

We commit and continue to use the equipment for carrying out recycling operations in accordance with the objectives of the Enterprise Support Programme of the Recycling Fund at least for two years after the completion of the project (for sole procurement/installation of prescribed items, it refers to the period after the completion of procurement/ installation of the prescribed items) and shall make such equipment (including prescribed items) available for inspection by the Secretariat upon its request.

5. 本公司確認所有提交之報價單於項目採購期間仍然有效。

We confirm that all submitted quotations are still valid during the procurement of project item(s).

**簽署Signature**

**報告由以下人士擬備 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) |

**報告由以下人士認可 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):  Position 職位: |

日期 Date:

## 第五部份 Part V: 證明文件 Supporting Documents

證明文件清單(請提交證明文件的副本)

Checklist of Supporting Documents (please provide copies of the documents):

|  |  |  |
| --- | --- | --- |
|  |  | |
|  |  | |
|  |  | |
|  | 有關項目中的招聘、僱員合約、工作時數及工資記錄、購置儀器、貨品和服務等已符合資助協議內訂明的採購程序的證明文件 (如適用)  Supporting Documents proving that the procurement procedure stipulated in the funding agreement has been duly complied with in terms of staff recruitment, staff contract, working hours and payroll record, procurement of equipment, goods and services, etc. (if applicable) | |
|  |
|  |  | |
|  | 其他  Others: |  |

**請以“✓”提示與撥款申報表一併提交的證明文件。**

**Please “**✓**” the appropriate box(es) if supporting documents are submitted together with this Claim Form.**

1. 此撥款申報表只供企業獲批項目總額的開支已超出30％使用。有關中期撥款的發放條件，請參考「企業資助計劃申請指引」條文第3.2項。This claim form can only be used when over 30% of the total approved project sum has been spent. Please refer to the clause 3.2 of“ESP Guide to Application” for the requirement of interim fund disbursement. [↑](#footnote-ref-1)