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| 秘書處專用 (Official Use Only) | | |
| 收到日期  Date of Receipt |  |  |
| 申請編號  Application No | SUP- |  |

**回收基金The Recycling Fund  
企業資助計劃 The Enterprise Support Programme (ESP)  
特邀項目 — 新成立及初創企業開展項目  
Solicitation Theme on Projects from New and Start-up Enterprises (SUP)  
申請表格Application Form**

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | 請在適當的空格內填上「✓」號或黑色。  Please put a “✓” in the appropriate boxes or fill them with black colour. | | | | | | |  | 申請企業名稱 Name of the Applicant Enterprise: |  | | | (英文 English) | |  | | | (中文Chinese) | |  | 項目名稱 Project Title: |  | | | | |  | 項目概覽(不多於200字) Project Overview (within 200 words): |  | | | | |  | | | | |  | | | | |  | | | | |  | 公司地址 (於公司註冊處登記的地址)  Company Address (in the Company Registry): |  | | | | |  | 通訊地址(若與上述地址不同)  Correspondence Address  (if different from above): |  | | | | |  | 電話 Telephone No.: | ( ) | | | | |  | 電郵 Email Address: |  | | | | |  | 商業登記號碼  Business Registration No.: |  | | | | |  | 成立年份 Year of Establishment: |  | | | | |  | 在香港聘用的僱員數目1  Number of Employees in Hong Kong[[1]](#footnote-1): | 全職  Full-time: | | 兼職  Part-time: | | |  | 上年度的營業總額 (如適用) Annual Turnover of Last Year (if applicable): | 時期Period : | 營業總額(港幣$/年)  Annual Turnover (HK$/year) : | | | |  | 企業網頁(如有) Website of the Applicant (if any): |  | | | | |

*#請刪去不適用者Please delete if not applicable*

13. 申請企業概覽Overview of Applicant Enterprise:

|  |
| --- |
| 概括說明公司背景，包括現時的業務性質、公司規模、產品/服務簡介、主要客戶/市場，以及過往的業務表現等。提交申請時應一併提交業務運作證明文件副本如業務協議書及交易記錄等（如適用）。  Please briefly describe the background of the enterprise including its business nature, company size, major products/services, customers/markets, previous business performance, etc. Copies of the supporting document to show the business operation such as business contract, transaction records, etc. should be enclosed during submission of the application (if applicable). |
| 公司背景Background of the enterprise  業務性質 Business nature:  現時提供的產品/服務簡介（如適用）：  Products/Services provided (if applicable):  現時主要的客戶/市場（如適用）：  Existing customers/Markets (if applicable):  現有合作夥伴（如適用）：  Existing partnership(s) or collaboration (if applicable):  其他相關資料(如專利、獎項、認證、資格等)：  Other relevant information (e.g. patent, award, certification, qualification, etc.): |

14. 企業形式Business Entity:

| 企業形式Business Entity | | | 姓名Name  (香港身份證/護照號碼  Hong Kong Identity Card/Passport No.) |
| --- | --- | --- | --- |
|  | 獨資企業  Sole Proprietorship | 東主  Owner |  |
|  | 合夥企業  Partnership | 合夥人  All Partners | 1)  2)  3) |
|  | 有限公司  Limited Company\* | 持有 ≥ 30% 股權者Individuals holding ≥ 30% shares | 1)  2)  3) |
| \*如無個別持股量 ≥ 30%者，請提供董事的姓名及資料。  If there is no individual holding 30% or more shares, please provide the name(s) and relevant information of the director(s).  1) | | | |
| 請列出申請企業的「關聯人士」2。  Please list any “related person” of the applicant[[2]](#footnote-2). | | | |

15. 執行項目的主要成員(請根據附錄II所載的格式提交項目統籌人、項目副統籌人及企業主要管理人員的簡歷)：  
Key Members of the Project Team (Please enclose the curriculum vitae of the project coordinator, deputy project coordinator and key management of the applicant enterprise according to the format in the Appendix II):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| (i) 項目統籌人 Project Coordinator | | | (ii) 副項目統籌人 Deputy Project Coordinator | | |
| 姓名 (英文)  Name (English): | | (Mr/Ms/Prof/Dr)# | 姓名 (英文) Name (English): | | (Mr/Ms/Prof/Dr)# |
| 姓名 (中文)  Name (Chinese): | | (先生/女士/教授/博士)# | 姓名 (中文) Name (Chinese): | | (先生/女士/教授/博士)# |
| 職位Position: | |  | 職位Position: | |  |
| 電話號碼 Tel No.: |  | | 電話號碼 Tel No.: |  | |
| 手提電話號碼 Mobile Phone No.: |  | | 手提電話號碼  Mobile Phone No.: |  | |
| 電郵 Email Address: |  | | 電郵 Email Address: |  | |

*#請刪去不適用者Please delete if not applicable*

16. 項目擔保人\* (只適用於需要首期撥款的申請企業，首期最多為總核准撥款的30%)：

Guarantor\* for the project (Applicable only if the applicant would seek an upfront payment up to 30% of the total approved funding):

|  |  |  |
| --- | --- | --- |
| 姓名(英文)  Name (English): | |  |
| 姓名 (中文)  Name (Chinese): | |  |
| 職位Position: | |  |
| 與申請者關係\* Relationship with Applicant: | | 東主Owner 主要股東Major Shareholder |
| 地址 Address: |  | |
|  |  | |
| 電話號碼 Tel No.: |  | |
| 電郵 Email Address: |  | |
|  | 我想於項目批准後提供銀行擔保以代替擔保人。  I would like to provide a bank guarantee instead of a guarantor after project approval. | |

*\*擔保人應該是一個自然人及申請企業的大股東，以個人身份為首期的資金撥款向政府提供擔保，他/她須要簽署一份獨立的個人擔保協議。另外，申請者亦可選擇提供銀行擔保以代替項目擔保人。然而，回收基金並不會支付任何安排銀行擔保的費用。*

*The guarantor should be a natural person and major shareholder of the applicant enterprise to personally guarantee the initial payment of the Government funds and he/she will be required to sign a separate personal guarantee agreement. Alternatively, the applicant may provide a bank guarantee instead of a guarantor for the project. However, the Recycling Fund will not cover the associated cost for arranging the bank guarantee.*

17. 申請企業是否有其他項目曾經/現正申請「回收基金」的資助？ (每個企業可獲授予最多十個批准項目，而同一時間只可進行一個「新成立及初創企業開展項目」。)

Please indicate whether you have applied/ are applying for funding support under the Recycling Fund for other project(s)? (Maximum number of approved projects for each enterprise remains as 10 and only 1 SUP project could be implemented at a time.)

|  |  |
| --- | --- |
|  | 是 Yes |
|  | | |

| 申請編號 Application No | 審批結果  Vetting Result : | 獲批資助金額(港幣) Approved Funding Amount (HK$): |
| --- | --- | --- |
|  | 獲批資助Approved  不獲批資助Rejected  審批中Still under process |  |

如多於一個項目，請以附件提供相關資料。

Please provide project information as an attachment if more than 1 project.

|  |
| --- |
| 否 No |

18. 申請企業的「關聯人士」是否有其他項目曾經/現正申請「回收基金」的資助?

Please indicate whether any of your “related person” have applied/are applying for funding support under the Recycling Fund for other project(s)?

|  |  |
| --- | --- |
|  | 是 Yes |
|  | | |

| 申請編號 Application No | 審批結果  Vetting Result : | 獲批資助金額(港幣) Approved Funding Amount (HK$): |
| --- | --- | --- |
|  | 獲批資助Approved  不獲批資助Rejected  審批中Still under process |  |

如多於一個項目，請以附件提供相關資料。

Please provide project information as an attachment if more than 1 project.

|  |
| --- |
| 否 No |

19. 申請企業除回收基金項目以外的相關活動經驗及記錄：

Experience and record(s) of the applicant in organising related activities other than projects under the Recycling Fund:

| Project Title  項目名稱 : | Project Descriptions  項目詳情: | Project Duration  項目推行期: | Project Amount  項目金額:  (港幣HK$) |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

*若申請企業非項目的主辦機構, 請註明申請企業在該項目的角色。If the applicant was not the major organiser, please indicate the roles of the applicant.*

*如上表不夠填寫，請插入更多行列。Please insert more rows to the table if the space provided is not sufficient.*

## 乙部：項目內容Section B – Project Details

|  |  |  |  |
| --- | --- | --- | --- |
| 請在適當的空格內填上「✓」號或黑色。  Please put a “✓” in the relevant boxes or fill them with black colour (if applicable). | | | |
| 1. 項目所需時間(6 - 24個月)3  Project Duration (6 to 24months)[[3]](#footnote-3): | | |  |
| 1. 開始日期(日/月/年) Commencement Date (dd/mm/yy): | | |  |
| 1. 完結日期(日/月/年) Completion Date (dd/mm/yy): | | |  |
| 1. 項目總估計費用4Total Estimated Project Cost[[4]](#footnote-4) : | | | (港幣HK$) |
| 1. 申請資助金額5Amount of Funding Sought[[5]](#footnote-5) : | | | (港幣HK$) |
| 1. 申請者投資金額 Amount of Cash Contribution from the Applicant : | | | (港幣HK$) |
|  | | |  |
| 如項目涉及回收作業，申請者須填寫以下第7至11項（如適用）。 For projects involving recycling operation, the applicant must fill in item 7 to 11 (if applicable). | | | |
| 1. 項目實施/使用設備地址及地點，如適用(請提供地段類型及地段號碼，如適用)： Address(es) and Location(s) for Implementing the Project/using the prescribed items, if applicable (Please provide the Lot Type(s) and Lot No(s). of the whole site, if applicable): | | | | |
| 1. 項目選址(如適用)面積(平方米) Areas of the Project site (if applicable) (m2): | |  | | |
| 1. 項目選址租賃類別(如適用) Tenancy Type of the Project site (if applicable): | | | | |
| 私人土地  Self-owned | 私人土地租賃 Rent from private landowners | 政府長期租約  Government - long-term lease | | |
| 政府短期租約(租約編號＿＿＿＿＿) Government - short-term tenancy (Tenancy No.: ) | | | | |
| 1. 租約生效日期(如適用)   Start date of the current tenancy contract (if applicable): | |  | | |
| 1. 租約到期日(如適用)   Expiry date of the current tenancy contract (if applicable): | |  | | |

1. 項目計劃Project Plan:

|  |
| --- |
| 請根據「申請指引」提供下列詳細資料。  Please provide the following information of the project in details with reference to the “Guide to Application”. |
| 1. 項目目標 (可選擇多於一項) Objective(s) of the project (may choose more than 1 option):  |  | | --- | | 在回收業務上實踐理念To execute ideas in recycling businesses | | 採用創新技術、方法、設備等以改進或提升回收及相關作業的效率 To adopt innovative technologies, ideas, equipment, etc. to facilitate or enhance efficiency of recycling related operations | | 建立具商業規模的營運模式，把可循環物料回收或升級再造成為新商品或創新產品  To establish operations in upcycling or recycling of recyclables to new or innovative products in commercial scale | | 其他 Others |  1. 項目可行性及需要性Need and Viability of the Project  | 現時回收業的問題、情況及對未來市場的估計 The current problem, situation and projected market condition of the recycling industry | 解釋此項目的需要及可行性，如何應用創新技術或方法以解決回收業的需要  Explain the need and viability of this project on addressing the need of the industry by applying innovative technology or methodology | | --- | --- | |  |  |  1. 技術可行性Technical Viability   （請從技術層面詳細說明項目的可行性，包括研發方法、初步研究成果及支持數據、以及目標成果或其他成功例子資料。） (Please provide details on the viability of the project from the technical perspectives, including R&D methodology, preliminary research results and supporting data, the targeted results or evidences of other successful cases.)   1. 實施計劃Implementation Plan   (請提供詳盡資料說明實施計劃後如何達到目的，及請提供如何應用技術、方法、設備等以改進或提升回收及相關作業的效率或成本效益（例如：智能感應技術、物聯網、線上到線下(O2O)、大數據及分析、區塊鏈、機械人及無人機、人工智能及機器學習、共享經濟等）、如何將已在實驗室驗證的技術擴展到商業應用、如何實踐升級再造的創新意念，將回收物轉化成商品。此外，請列出制定計劃中的所有假設情況。)  (Please describe in details how the plan could achieve the objectives and provide the information of applying innovative technologies, ideas, equipment, etc. to facilitate or enhance efficiency or cost effectiveness in the recycling industry chain (such as but not limited to: smart sensor technologies, IoT, O2O, big data & analytics, blockchain, robotics & drones, artificial intelligence & machine learning, sharing economy, etc.); how to scale up laboratory proven technologies to commercial application; how to formulate and implement innovative idea in upcycling recyclables to commercial products. Please also list all the assumptions in formulating the plan.)   1. 項目的商業及/或宣傳計劃，及項目完成後的可持續性Business and/or publicity plan, and sustainability of the project   (1.商業計劃—請根據資料：如每單位處理量的投資金額、營運成本、僱員開支、每噸計的收集及處理費用、回收物的需求及賣價、預計銷售量及收入、開支報表、計算中的假設等，顯示及証明企業的商業及宣傳計劃在商業上屬可行及合乎成本效益;  2.項目可持續性—請說明項目如何在沒有進一步的資助撥款下，仍然可持續發展，及提供資料如項目的利潤、完成後項目所在選址的延續性及可使用性、項目完成後回收物來源及出口的穩定性、投資回報率、盈虧平衡分析、其他資料及/或數據等。)  (如下表不夠填寫，可加紙填寫)  (1. Business plan: Please demonstrate the cost effectiveness and financially viability of the business and publicity plan with the information such as the cost of investment per treatment capacity, operating cost, staff costs, collection and treatment cost per tonnage, demand and selling price of recycled products, projected sales and income, expenditure station, the assumptions for calculations, etc.;  2. Sustainability: Please describe how the project should be financial sustainable without further funding after the project period and provide the information such as the profitability of the project, venue continuity or availability of the existing site after the project, stability in the source and outlet of recyclables after the project period, return on investment ratio, break-even analysis, any other information and / or figures, etc.)  (Please attach additional sheet(s) if required.)  商業計劃(Business plan)   |  |  | 第一年  1st Year | 第二年  2nd Year | 第三年  3rd Year | | --- | --- | --- | --- | --- | | 收入 Income | 銷售量 / 服務 / 活動次數 (例如: 10 噸回收物 或 10 套軟件) Volume of Sales / no. of services or activities (e.g. 10 tonnes of recyclables or 10 sets of software) |  |  |  | |  | 銷售額 / 收費 (例如: 港幣100元/噸 或港幣10,000元/套) Sales Amount or charging fee (e.g. HK$100 /tonne or HK$10,000 /set) |  |  |  | |  | 銷售成本 Cost of Sales |  |  |  | |  | 毛利 Gross Profit |  |  |  | | 支出 Expenses | 設備投資 Equipment Investment |  |  |  | |  | 員工薪酬 Salary of Employees |  |  |  | |  | 行政費用  （不屬基金支持費用）  Administration Fee (not fundable under the funding scheme) |  |  |  | |  | 審計費用 Audit Expenses |  |  |  | |  | 宣傳費用Promotion Expenses |  |  |  | |  | 回收基金資助 Subsidy from Recycling Fund |  |  | 不適用  Not Applicable | |  | 純利 Net Profit |  |  |  | |  | 累計純利 Accumulative Net Profit |  |  |  |   有關計劃可持續性的資料Information on project sustainability   |  |  | | --- | --- | | 可達到收支平衡年期 Year to break even |  | | 其他資料以証明項目可持續運作Other information demonstrating project sustainability |  | |

1. 項目團隊能力Competence of Project Team:

|  |
| --- |
| 1. 有關承擔項目的技術及操作能力的資料(請提供技術及操作能力的詳細資料如過往的作業記錄、相關經驗、僱員相關資歷等。相關僱員的簡歷應於提交申請時提供。)   Information on the technical and operational capabilities to undertake the project (Please provide details on technical and operational capabilities such as track records, relevant past experience, relevant qualification of the staff, etc. The curriculum vitae of the relevant staff should be enclosed during submission of the application.)   1. 對企業管理項目的能力及承擔的能力(請提供管理能力的詳細資料如項目管治、交付項目所投入的資源及人力等。相關僱員的簡歷應於提交申請時提供。)   Information on the management capability and commitment to undertake the project (Please provide details on management capability such as project governance, resources and manpower to deliver the project, etc. The curriculum vitae of the relevant staff should be enclosed during submission of the application.)   1. 申請企業或有關項目已覓得創業導師或參與創業指導/加速器計劃(請提供創業導師或指導/加速器計劃的詳細資料如有關資歷、計劃內容如何可以協助其企業成長。有關創業指導/加速器計劃需由公共機構或商會等舉辦。)   Applicant or the project engages mentor or participate in mentorship/acceleration programme for start-up (Please provide details on mentor or mentorship/ acceleration programme such as relevant qualification, how the mentor or mentorship/acceleration programme could assist the growth of the applicant enterprise. Mentorship/acceleration programme should be organised by public organisations, trade associations, etc .) |

1. 有關涉及增加處理回收物數量的項目，申請者必須填寫以下列表（如適用）：

For projects involving an increase of the quantity of recyclables treated, the applicant must fill in the following table (if applicable):

回收物收集/投入Collect/Input of Recyclables

| 回收物料  Recyclable Materials | 回收作業 (收集、分揀)  Recycling Operation  (collection, sorting) | 基準數量(每年以噸計)  Baseline Quantity  (tonne/  year) | 中期階段 Interim Period | | | 項目完結  Project Completion | 預期新增回收物來源  Potential Sources for the Additional Recyclables |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 回收物料**累計**收集/加工/回收量  **Cumulative** collection/ processing/ recycling quantity of recyclables  (以噸計 in tonnes)  (請注明時期  please specify the period) | | | |
| 第一階段 Phase 1 | 第二階段 Phase 2 | 第三階段 Phase 3 | 最後階段 Last Phase |
| 例如: 膠樽e.g. Plastic bottles | 收集Collection | 1000 | 600  (2016年4月-9月)  (April to September 2016) | 1300  (2016年4月- 2017年3月)  (April 2016 to March 2017) | 2100  (2016年4月- 2017年9月)  (April 2016 to September 2017) | 3000  (2016年4月- 2018年3月)  (April 2016 to March 2018) | 70%由10個屋苑收集，其餘30%由15個工業大廈收集  70% from 10 housing estates and the remaining 30% from 15 industrial buildings |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

回收物/回收產品產出（如適用）Output Treated Recyclables/Recycled Products (if applicable)

| 已處理的回收物/回收產品  Treated Recyclable/ Recycled Product | 回收作業 (處理，銷售，出口)  Recycling Operation  (processing, sales, exporting) | 基準數量(每年以噸計)  Baseline Quantity  (tonne/year) | 中期階段 Interim Period | | | 項目完結  Project Completion | 預期下遊出路  Target Downstream Outlets |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 回收物料**累計**收集/加工/回收量  **Cumulative** collection/ processing/ recycling quantity of recyclable  (以噸計 in tonnes)  (請注明時期  please specify the period) | | | |
| 第一階段 Phase 1 | 第二階段 Phase 2 | 第三階段 Phase 3 | 最後階段 Last Phase |
| e.g. Plastic Pellets  如: 膠粒 | 處理成膠粒、銷售及出口  Processed into plastic pellets, sales and export | 900\*  (10%損耗量  10% residual waste among the collected recyclables) | 540  (2016年4月-9月)  (April to September 2016) | 1170  (2016年4月- 2017年3月)  (April 2016 to March 2017) | 1890  (2016年4月- 2017年9月)  (April 2016 to September 2017) | 2700  (2016年4月- 2018年3月)  (April 2016 to March 2018) | 100%出口至中國  100% export to China |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

1. 實施計劃摘要6 Summary of the Implementation Plan**[[6]](#footnote-6)**:

請清楚、具體和量化地說明項目的建議里程碑 (例如收集及/或處理額外回收物的數量、安裝新的設備、報告及/或資料分析等)，以及實施項目所需的措施或活動及其時間表。里程碑應與項目達致的目標及預期的果效掛鈎。撥款一般需與里程碑掛鈎，填寫時請與本申請表格的第17項一併考慮。

Please specify the proposed milestone(s) in clear, specific and measurable terms (examples include quantity of additional recyclables to be collected and/or processed, installation of new equipment, reports and/or data analysis, etc.) and the measures/activities required to implement the plan as well as the timetable involved. The milestones should be related to the achievement/expected benefits of the project. The disbursement of payments is generally linked to the milestones, please consider together with item 17 while filling the form.

| 里程碑(包括項目成果)  Milestone(s) (including project deliverables) | 措施或活動達致里程碑或成果  Measures/Activities to Achieve the Milestones/Deliverables | 開始日期 至 完結日期  (月/年)  Commencement Date to Completion Date (month/year) |
| --- | --- | --- |
| *例：打包機購置* | *購買及完成安裝打包機* | *11/2021–4/2022* |
| *例：新聘全職員工* | *完成招聘兩名操作打包機及叉車的全職員工，並已開始工作* | *12/2021–6/2022* |
| *例：收集及處理20噸塑膠* | *保留所有回收物料單據* | *5/2022 – 5/2023* |
| 1) |  |  |
| 2) |  |  |
| 3) |  |  |
| 4) |  |  |
| 5) |  |  |

如多於5項里程碑，請以附件提供相關資料。

If there are more than 5 milestones, please provide as an attachment.

1. (a) 預算計劃(有關資助發放安排，請參閱「申請指引」)：

Budget Plan (please refer to the “Guide to Application” for details on the fund disbursement arrangement):

| **支出種類**  **Expenditure Category** | **支出項目7**  **Expenditure Item[[7]](#footnote-7)** | **單價**  **(港幣)**  **Unit Cost (HK$)** | **數量**  **Quantity** | **第一年**  **(首6個月)**  **First Year**  **(months 1-6)** | **第一年**  **(後6個月)**  **First Year**  **(months 7-12)** | **第二年**  **(首6個月)**  **Second Year**  **(months 1-6)** | **第二年**  **(後6個月)**  **Second Year**  **(months 7-12)** | **項目預算開支(港幣)**  **Estimated Cost for the Item (HK$)** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| (甲)員工及其附帶開支[[8]](#footnote-8),[[9]](#footnote-9)  (A) Cost for Manpower and its extra expenses8,9 | (1) |  |  |  |  |  |  |  |
| (2) |  |  |  |  |  |  |  |
| (3) |  |  |  |  |  |  |  |
| (4) 強積金MPF |  |  |  |  |  |  |  |
| **小計 (甲) (港幣)**  **Sub-total (A) (HK$)** | **-** | **-** |  |  |  |  |  |
| (乙) 購買/租賃額外機器/設備的開支及其附帶開支[[10]](#footnote-10),[[11]](#footnote-11)  (B) Cost for Procuring/Leasing Additional Machinery/ Equipment and Its Incidental Expenses10,11 | (1) |  |  |  |  |  |  |  |
| (2) |  |  |  |  |  |  |  |
| (3) |  |  |  |  |  |  |  |
| (4) |  |  |  |  |  |  |  |
| **小計 (乙) (港幣)**  **Sub-total (B) (HK$)** | **-** | **-** |  |  |  |  |  |
| (丙)其他直接開支**[[12]](#footnote-12)**  (C) Other Direct Cost12 | (1) |  |  |  |  |  |  |  |
| (2) |  |  |  |  |  |  |  |
| (3) |  |  |  |  |  |  |  |
| (4) |  |  |  |  |  |  |  |
| **小計 (丙) (港幣)**  **Sub-total (C) (HK$)** | **-** | **-** |  |  |  |  |  |
| **總預計項目費用 (甲)+(乙)+(丙) (港幣) Total Estimated Project Cost (A) + (B) + (C) (HK$)** | **-** | **-** |  |  |  |  |  |
| **若貨品或服務的供應商與申請者有任何關聯[[13]](#footnote-13)，請列明項目及提供申請企業與供應商的關係並提交理據供委員會考慮及批准（請注意：應盡可能避免向與申請企業有關連的人士或公司採購貨品或服務）：**  **If any goods or services will be procured from a person or company/organisation with whom the applicant is related13, please state the item and specify the relationship with the applicant enterprise and provide justification for doing so for RFAC’s consideration and approval (please note that procurement from a person or company with whom the applicant enterprise is associated should, as far as possible, be avoided):** | | | | | | | | |

*如表格不夠填寫，請插入更多行列 /欄。*

*Please insert more rows/columns to the table if the space provided is not sufficient.*

**申請者請留意:**

1. 申請人應盡量直接向供應商獲取報價，以確保報價的真確性；
2. 如在無可避免的情況下，申請人經中間人獲取報價，該中間人不能為其中一間提供報價的供應商。申請人亦要確保中間人與任何一間提供報價的 供應商沒有利益往來；
3. 無論如何獲取報價，申請人亦有責任確保所有報價文件的真確性。

**Applicants should pay attention to the followings:**

1. Applicants should obtain quotations directly from suppliers as far as possible to ensure the authenticity of the quotations;
2. If, under unavoidable circumstances, the applicant obtains quotation through an agent, such agent cannot be one of the suppliers. The applicant should also ensure that the agent has no interest in any supplier that provides the quotation;
3. Regardless of how quotations are obtained, applicants are also responsible for ensuring the authenticity of all quotation documents.

(b) 擬訂預算支出的依據Justifications of Proposed Expenditure:

(請就以上預算計劃表內每個支出項目，申述將其列入預算的充份理由)

(Please provide below full justifications and cost breakdown for each item in the above table of proposed expenditure.)

1. 人手薪金 Manpower Cost

(請列出各新增人手的主要職責。) (Please list out the main duties of each additional staff member.)

1. 額外機器設備 Additional Equipment

(請說明各額外機器設備的用途及與項目里程碑的直接關係。) (Please specify the purpose and direct relationship of each additional equipment with the milestone(s) of the project.)

1. 其他直接成本 Other Direct Costs

(請說明各其他直接成本的用途及與項目里程碑的直接關係。) (Please specify the purpose and direct relationship of each other direct cost with the milestone(s) of the project.)

1. 建議中期款項發放時間表Proposed Plan for Disbursement of Interim Payments:

*(請參閱《｢回收基金｣申請指引(企業資助計劃)》第 4.2 及 5.2 段*

*Please refer to paras 4.2 and 5.2 of the “Guide to Application for the Recycling Fund (Enterprise Support Programme)”)*

|  | 金額(港幣)  Amount (HK$) | 百份比(%)  Percentage (%) | 報告涵蓋日期[[14]](#footnote-14) Reporting Period | 里程碑(包括項目成果)  Milestone(s) (including project deliverables) (請參閱乙部第15節 Please make reference to item 15 of Section B) |
| --- | --- | --- | --- | --- |
| 首期撥款  Upfront Payment |  |  | 不適用  Not Applicable | 不適用  Not Applicable |
| 中期撥款(第6 個月)[[15]](#footnote-15) Interim Payment (6th month)15 |  |  |  |  |
| 中期撥款(第12 個月)[[16]](#footnote-16) Interim Payment  (12th month)16 |  |  |  |  |
| 中期撥款(第18個月)15 Interim Payment  (18th month)15 |  |  |  |  |
| 終期撥款 Final payment |  |  |  |  |
| **總金額 Total** |  |  |  |  |

1. 支持相關項目申請的其他資料Other information in support of this application:

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| --- |
|  |

1. 申請企業就本申請項目或申請項目內的某些特定措施是否曾經/正在申請香港特區政府其他資助計劃的資助？

Please indicate whether you have applied/are applying for the other sources of funding support provided by the HKSAR Government for carrying out the same proposed project/some specific measures in the proposed plan?

|  |  |
| --- | --- |
|  | 是 Yes |
|  | | |

| 項目名稱Project Title | 政府資助計劃名稱  Name of the Government Funding Scheme/Source: | 申請編號 Application No | 審批結果  Vetting Result : | 獲批資助金額(港幣) Approved Funding Amount (HK$): |
| --- | --- | --- | --- | --- |
|  |  |  | 獲批資助Approved   不獲批資助Rejected  審批中Still under process |  |

如多於一個項目，請以附件提供相關資料。

Please provide project information as an attachment if more than 1 project.

|  |
| --- |
| 否 No |

1. 請註明閣下是否知道任何其他由第三方開展與此申請相似的項目。如適用，請描述相關項目。

Please state whether you are aware of any other project(s), with content similar to this application, which have been or are being carried out by other parties. If yes, please describe the relevant project(s).

|  |
| --- |
|  |

|  |  |
| --- | --- |
|  | 是Yes  否No |
| 如有，請提供相關申請項目的詳細資料。  If yes, please provide details of the relevant application(s). | |

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1. 請申報任何涉及與負責回收基金的政府人員、委員會委員及/或秘書處成員的個人利益，包括直接或間接，涉及金錢或其他形式的利益，無論是否與本申請有實際上或觀感上產生利益衝突。

Please disclose any personal interests, direct or indirect, pecuniary or otherwise, with any Government personnel of the Recycling Fund, members of the RFAC and/or members of the Secretariat that may give rise to any actual or perceived conflict of interests in connection with this application.

我沒有涉及任何與此申請有抵觸，直接或間接，涉及金錢或其他形式的個人利益。

I am not aware of any personal interests, direct or indirect, pecuniary or otherwise, in connection with this application.

我想申報以下個人利益I would like to declare the following interests:

|  |
| --- |
|  |

1. 申請企業在提交申請時，**是否**由現任香港生產力促進局理事會成員、或聯繫人士所擁有及/或控制? Is the Applicant owned and/or controlled by a current HKPC Council Member or his/her associate or associated person at the time of filing application?

申請企業在提交申請時，**不是**由現任香港生產力促進局理事會成員、或聯繫人士所擁有及/或控制The Applicant is **NOT** owned and/or controlled by a current HKPC Council Member or his/her associate or associated person at the time of filing application.

申請企業在提交申請時，由現任香港生產力促進局理事會成員、或聯繫人士所擁有及/或控制，請在下面填寫該香港生產力促進局理事會成員的全名 The Applicant is owned and/or controlled by a current HKPC Council Member or his/her associate or associated person at the time of filing application. Please write the full name of such HKPC Council Member below:

|  |
| --- |
|  |

1. 請申報申請企業的東主/主要股東有沒有破產或涉及任何破產程序。  
   Please declare whether the owner(s)/major shareholder(s) of the applicant enterprise are subject to any bankruptcy order or proceeding.

☐ 企業的東主/主要股東在提出申請時沒有破產或涉及任何破產程序。

The owner(s) / major shareholder(s) are not subject to any bankruptcy order or proceeding at the time of application.

企業的東主/主要股東想申報以下涉及破產的資料。  
The owner(s)/major shareholder(s) would like to declare the following information about bankruptcy.

|  |
| --- |
|  |
|  |

## 丙部：申請者聲明及簽署Section C – Declaration by the Applicant

本人謹代表 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , 作出以下聲明：

1. 確認以上所申報及連同本申請書提交的所有資料，均屬真實及正確，並反映了截至提交申請書當日的真實情況。如果對上述資料有任何更改（尤其是提交申請後獲得其他來源的資助），我承諾立即通知秘書處;及
2. 擬推行的項目的意念不會對其他個人及／或團體的知識產權構成實質或潛在的侵權行為;及
3. 申請者須向政府賠償因該申請或項目而招致的一切損失、法律責任及申索。

I, on behalf of, , declare that

1. 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. I undertake to inform the Secretariat immediately if there are any subsequent changes to the above information (in particular, subsequent approval of funds by other public funding sources after this application is submitted); and
2. the ideas of the proposed Project do not constitute any act or potential act of infringement of the intellectual property rights of other individuals and/or organisations; and
3. the Applicant will indemnify the Government against all losses, liabilities and claims that it may suffer, incur or subject to in relation to this application or the Project.

本人明白，倘有任何虛假聲明，可能會導致終止資助協議、退還已收取的基金撥款及面對刑事檢控。

本人授權政府和秘書處按照「回收基金申請指引」處理該申請提供的個人數據/資料（如適用）。我明白秘書處會保留本申請於回收基金的登記冊，並可能於登記冊/名錄內保留個人資料及於申請表內的其他資料。

本人必須根據要求，允許及配合政府和/或秘書處進行現場檢查和/或會議以確認本申請表所提供的資料，並須配合秘書處進行檢查和/或會議及提供所有文件/記錄以解釋任何事宜。

本人授權秘書處/政府在必要時，與其他部門/機構/人士/團體聯絡和溝通或提供本人提交的資料予他們，以確認申請的資料。

我明白如果本人申請獲得批准，會被要求與政府簽署包括條款及條件的協議。

I understand that any false declaration would lead to termination of the funding agreement, refund of any funds given, and the possibility of criminal charges.

I authorise the Government and the Secretariat to handle the personal data/information provided in this form in accordance with the *“Guide to Application for the Recycling Fund”* if applicable. I understand that the Secretariat may keep my application in the Recycling Fund Registry and may include the personal data and other related information provided in the application form in a register/catalogue.

I shall, upon request, allow and facilitate the Government and/or Secretariat to conduct on-site inspections and/or meetings to verify the information provided in this application form and shall cooperate with the Secretariat for the proper arrangement of such inspections and/or meetings and make available all documents/records and provide explanation on any matters thereof.

I authorise the Secretariat/the Government, where necessary, to approach and communicate with other departments/organisations/persons/parties and/or provide the particulars submitted by me to these parties for the purpose of verifying the information contained in the particulars or for other purposes related to my application.

I understand that if my application is approved, I will be required to sign an agreement with the Government containingthe terms and conditions of the grant.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| 授權人士簽署及企業印章  Authorised signature with company chop |  | 簽署人姓名  Name of signatory |
|  |  |  |
|  |  |  |
| 申請企業名稱  Name of applicant enterprise |  | 職位  Position |
|  |  |  |
|  |  |  |
| 日期Date |  |  |

致： 回收基金秘書處

**注意：須就每份申請遞交一份確認書。**

**附錄 I**

**回收基金**

**企業資助計劃**

**特邀項目 – 新成立及初創企業開展項目**

**確認書**

我們已閱讀及明白下列條款：

(i) 政府保留權利以本機構曾經參與、正在參與或有理由相信本機構曾經或正在參與可能導致或構成發生危害國家安全罪行的行為或活動為由，取消本機構的是次申請，又或為維護國家安全，或為保障香港的公眾利益、公共道德、公共秩序或公共安全，而有必要剔除本機構日後申請回收基金的資格。

(ii) 即使有關申請已獲批准，如果出現下列任何一種情況，政府可立即撤回或取消有關批准：

* 本機構曾經參與或正在參與可能會構成或導致發生危害國家安全罪行或不利於國家安全的行為或活動；
* 繼續委約本機構或繼續推行該回收基金項目將不利於國家安全；或
* 政府合理地相信上述任何一種情況將會發生。

我們謹此確認，我們同意及承諾遵守上述條款。

|  |  |  |
| --- | --- | --- |
| 項目名稱： |  |  |
| 申請企業名稱： |  | |
| 簽署人姓名： |  | |
| 職位： |  | |
| 企業印章： |  | |
| 授權人士簽署： |  | |
| 日期： |  | |

To: Recycling Fund Secretariat

**NB: Please submit one confirmation for each application.**

**Appendix I**

**Recycling Fund**

**Application for Enterprise Support Programme**

**Solicitation Theme on Projects from New and Start-up Enterprises**

**Agreement**

We have read and understood the following clauses:

(i) the Government reserves the right to disqualify our application on the grounds that our organisation has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion of our organisation from future Recycling Fund applications is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.

(ii) even after the application is approved, the Government may immediately withdraw or cancel the relevant approval upon the occurrence of any of the following events:

* our organisation has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
* the continued engagement of our organisation or the continued implementation of the Recycling Fund project is contrary to the interest of national security; or
* the Government reasonably believes that any of the events mentioned above is about to occur.

We hereby confirm we agree and undertake to comply with the above clauses.

|  |  |  |
| --- | --- | --- |
| Project Title: |  |  |
| Name of Applicant: |  | |
| Name of Signatory: |  | |
| Post Title: |  | |
| Company Chop: |  | |
| Authorised Signature: |  | |
| Date: |  | |

## 附錄 Appendix II

### **項目主要人員的簡歷(項目統籌人、項目副統籌人、企業主要管理人員及項目相關人員)** **Curriculum Vitae of Key Members of the Project Team (Project Coordinator, Deputy Project Coordinator, Key Management Personnel, Relevant Staff of the Project)**

以下提供的資料將用作處理閣下於回收基金(企業資助計劃)的申請。為進行項目審批，資料將有機會向評審員、委員會委員或相關政府部門披露。閣下有權利可使用或更改於申請時提交的個人資料。若閣下希望行使這些權利，請聯絡回收基金秘書處。

The information provided will be used for processing your application under the Enterprise Support Programme of the Recycling Fund (the Programme). It may be disclosed to assessors, members of the RFAC or relevant Government bureaux/departments for the purpose of vetting your application. You have the rights of access to or correction of your personal data provided in this form. If you wish to exercise such rights, please contact the Recycling Fund Secretariat.

**項目統籌人/項目副統籌人/企業主要管理人員/項目相關人員  
Project Coordinator / Deputy Project Coordinator / Key Management Personnel / Relevant Staff of the Project**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 個人資料Personal Particulars | | | | | | | |
| 姓名(英文) Name (English) : | | (Mr/Ms/Prof/Dr)# | | | | | |
|  | | # Please delete as appropriate (First Name/Last Name) | | | | | |
| 姓名(中文) Name (Chinese) : | | (先生/女士/教授/博士) # | | | | | |
|  | | #請刪去不適用者 | | | | | |
| 職稱Position held in Company/Organisation: | | | |  | | | |
| 企業/組織  Company/Organisation: | | | |  | | | |
| 公司地址Office Address: | | | |  | | | |
| 行業性質Nature of Business: | | | |  | | | |
| 電話 Tel No.: |  | | 傳真 Fax No.: | |  | 電郵 Email Address: |  |

學歷/專業資格(按時間順序) Academic/Professional Qualifications (in chronological order):

相關工作資格(按時間順序) Relevant Working Qualifications (in chronological order):

(包括項目管理經驗，如適用Project management experience, if any, should be included)

## 回收基金The Recycling Fund 企業資助計劃 The Enterprise Support Programme (ESP) (特邀項目—新成立及初創企業開展項目) Solicitation Theme on Projects from New and Start-up Enterprises 申請者須知Notes for Applicant

1. 在填寫申請表之前，請詳細閱讀「回收基金(企業資助計劃)」及「特邀項目—新成立及初創企業開展項目」申請指引(以下簡稱「申請指引」)。 Please study the “Guide to Application for the Recycling Fund (Enterprise Support Programme)” and “Guidance Notes for Solicitation Theme on Projects from New and Start-up Enterprises” (the Guide to Application) carefully before completing the application form.
2. 申請撥款獲批後，申請表格內部份資料將有機會被上載到回收基金網站，供公眾參閱。Some information provided in this application will be made available for public information at the website of the Recycling Fund after the funding approval is given.
3. 有意提交「特邀項目—新成立及初創企業開展項目」申請的企業須準備以下文件：Enterprises interested in applying for funding support under the Recycling Fund (Solicitation Theme on Projects from New and Start-up Enterprises) should prepare the following documents:
   1. 已填妥的印刷本申請表格一份及一份電子複本(資料適宜以微軟Word格式儲存)；及Completed Application Form in one hard copy and one soft copy (preferably in MS Word format); and
   2. **所需提交的文件”**所列的文件副本Photocopies of the documents listed out in the **“Checklist of Supporting Documents Required for Application”**.

請將以上文件親身、郵遞送交至「回收基金」秘書處(下簡稱「秘書處」) (即香港生產力促進局) 或透過網上申請。 Please submit the above documents to the Recycling Fund Secretariat (the Secretariat) (i.e. the Hong Kong Productivity Council) in person, by post or by online application submission system.

申請詳情可參閱「申請指引」，有關指引及申請表格可在「回收基金」的網頁下載。查詢可致電或電郵秘書處或親身到秘書處查詢。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 Recycling Fund. Enquiries can be directed to the Secretariat by phone, by email or in person.

地址： 九龍達之路78號生產力大樓

電話： (852) [2788-5658]

電郵： enquiry@recyclingfund.hk   
網頁： www.recyclingfund.hk

Address： HKPC Building, 78 Tat Chee Avenue, Kowloon

Telephone： (852) [2788-5658]

E-mail： enquiry@recyclingfund.hk

Website： [www.recyclingfund.hk](http://www.recyclingfund.hk)

1. 對所有申請、協議及項目的要求: Requirements of all applications, agreements and projects:
2. 即使申請機構與政府就項目簽訂的協議文件中有任何相反的規定，政府保留權利以申請機構曾經參與、正在參與或有理由相信申請機構曾經或正在參與可能導致或構成發生危害國家安全罪行的行為或活動為由，又或為維護國家安全，或為保障香港的公眾利益、公共道德、公共秩序或公共安全，剔除有關申請機構的申請資格。notwithstanding anything to the contrary in the agreement signed between the applicant organisation and the Government in respect of the project, the Government reserves the right to disqualify an application on the grounds that the applicant organisation has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.
3. 如果出現下列任何一種情況，政府可立即終止協議： the Government may immediately terminate the agreement upon the occurrence of any of the following events:

* 獲資助機構曾經參與或正在參與可能會構成或導致發生危害國家安全罪行或不利於國家安全的行為或活動； the recipient organisation has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
* 繼續委約申請機構或繼續推行項目將不利於國家安全；或 the continued engagement of the applicant organisation or the continued implementation of the project is contrary to the interest of national security; or
* 政府合理地相信上述任何一種情況將會發生。 the Government reasonably believes that any of the events mentioned above is about to occur.

1. 回收基金秘書處、環境保護署及香港生產力促進局擬使用您所提供的個人資料向您推介回收基金的最新發展、活動和培訓課程。如閣下不同意上述安排，請在下面適當的方格內填上「✓」號。Recycling Fund, Environmental Protection Department and Hong Kong Productivity Council intend to use the personal data that you have provided to promote the latest development, events and training courses, etc. of Recycling Fund. If you do not agree on such use of your personal data, please indicate your objection by ticking the box below.

本人**不同意**回收基金秘書處、環境保護署及香港生產力促進局使用本人的個人資料於任何有關 宣傳及推廣回收基金的用途。I **do not agree** Recycling Fund, Environmental Protection Department and Hong Kong Productivity Council to use my personal data in any promotion and marketing activities of Recycling Fund.

## 所需提交的文件 Checklist of Supporting Documents Required for Application

|  |  |
| --- | --- |
| 請在以下適當的空格內填上「✓」或黑色，以確認文件副本將連同申請書一併向回收基金秘書處遞交。  Please put a “√” in the appropriate boxes or fill them with black colour to indicate that copies of the relevant documents will be submitted together with this Application to the Recycling Fund Secretariat. | |
|  | 申請企業之商業登記證副本(如適用) Copy of the Business Registration Certificate of the Applicant Enterprise (if applicable) |
|  | 除商業登記證外，申請企業之其他登記證明副本(如適用)  Copy of documentary proof, other than Business Registration Certificate, of being registered under the laws of Hong Kong (if applicable) |
|  | 申請企業股東資料的證明文件副本 Copy of the documentary proof of the shareholders of the Applicant Enterprise |
|  | 申請企業財務資料副本 Copy of the documentary proof of the financial information |
|  | 回收基金項目的商業計劃  Business plan of the Recycling Fund project |
|  | 申請企業上年度營業總額的證明文件副本 (如適用) Copy of the documentary proof of the annual turnover last year (if applicable) |
|  | 項目統籌人、副統籌人、主要管理成員和技術人員的簡歷 Curriculum Vitae of the project coordinator, deputy project coordinator, key management and technical staff of the project team |
|  | 申請企業過去申請記錄副本(如適用) Copy of the Applicant Enterprise’s past record of applications (if applicable) |
|  | 申請企業財政預算計劃的證明文件副本 Copy of the documentary proof in support of the budget plan (if available) |
|  | 附錄I - 維護國家安全確認書(請參閱「回收基金特邀項目— 新成立及初創企業開展項目申請指引」乙部)  Appendix I - Agreement on safeguarding national security (Please refer to Section B of “Guidance Notes for Solicitation Theme on Projects from New and Start-up Enterprises”) |
|  | 其他Others: |

1. 聘用的僱員人數應包括積極參與企業業務的在職東主、合夥人及股東，以及企業的受薪員工，包括由有關企業直接支付薪酬的全職或兼職受薪僱員，其中包括長期或臨時聘用的員工。The number of employees shall include individual proprietors, partners and shareholders actively engaged in the work of the applicant enterprise as well as salaried employees of the enterprise, including full-time or part-time salaried personnel directly paid by the enterprise, both permanent and temporary. [↑](#footnote-ref-1)
2. 有關「關聯人士」的定義請參考企業資助申請指引第4.1.3及4.1.4段。

   Please refer to paragraph 4.1.3 and 4.1.4 of the Guide to Application for the Recycling Fund (Enterprise Support Programme) for the meaning of “related person”. [↑](#footnote-ref-2)
3. 推行項目的所需時間須與乙部第12項內實施計劃提供的項目推行時間表吻合。

   Project duration needs to align with the project implementation plan in item 12 of Section B. [↑](#footnote-ref-3)
4. 項目總估計費用須與乙部第16項內提供的項目總開支計算的金額一致。

   Total estimated project cost needs to tally with the total project cost in item 16 of Section B. [↑](#footnote-ref-4)
5. 申請資助金額須與乙部第16項內提供的申請資助金額一致。

   Amount of funding sought needs to tally with the total funding sought in item 16 of Section B. [↑](#footnote-ref-5)
6. 項目須於24 個月內完。主要措施的時間表須與乙部第2項內提供的項目推行期一致。The project should be completed within 24 months. The overall timetable of the key measures need to align with the project duration in item 2 of Section B. [↑](#footnote-ref-6)
7. 所有的支出項目需要有詳細的分類，並必須發生在項目的開始和完成期間。申請者可根據項目的實施時間表提出每個階段所需的時間。  
   All expenditure items, with detailed breakdown, must be incurred between the commencement and completion dates of the project. The Applicant may suggest the period covered under each phase according to the implementation schedule of the project. [↑](#footnote-ref-7)
8. 此項包括員工薪金、聘請額外員工的額外開支（如僱主支付的強積金，招聘廣告等）。只有由本項目所新增的職位及因而受聘的新僱員，其工資（包括由僱主支付的強積金供款）才會獲得資助。請清楚說明增聘員工人數、每人工作時數或月數、時薪/月薪、職稱及每人總薪金。

   This includes salary of employee(s), extra expenses for employing additional staff (e.g. MPF to be paid by employer, advertisement for recruitment, etc.). Only the salary (includes MPF paid by employer) of employee(s) newly recruited for new post(s) established for the purpose of the project would be funded. Please state clearly on the numbers of additional manpower, working hours or months per person, position, hourly/monthly salary, and total salary per person. [↑](#footnote-ref-8)
9. 除了因推行項目而增聘員工的薪金，創辦人/主要股東及現有員工從事申請項目活動的薪金亦可包括在內。請在開支項目註明薪金支出屬現有員工或額外增聘員工。

   The manpower cost for founders/major shareholders and existing staff of the company working on the proposed project activities may also be included in the projects. Please specify whether the cost of manpower is existing cost or additional cost at the Expenditure Item. [↑](#footnote-ref-9)
10. 只有因實施項目購買或租賃的額外設備成本可獲得資助。購買或租賃設備一定是必要的，或應項目特別要求。申請者應盡可能使用他們現有的設備。

    Only the cost of procuring or leasing of additional equipment for implementing the project can be charged to the funding support. Equipment proposed to be purchased or leased must be essential to or specifically required by the project. The applicant is encouraged to use their existing equipment as far as possible. [↑](#footnote-ref-10)
11. 此項包括購買/租賃額外機器/設備的開支、購買/租賃額外機械/設備的雜費（如調試、更新、安裝，以及項目實施過程中的額外維修成本）。

    This includes cost for procuring /leasing additional machinery/equipment, incidental expenses for procuring/leasing additional machinery/equipment (e.g., debug, updates, installation, and cost of additional maintenance during project implementation, etc.). [↑](#footnote-ref-11)
12. 除支付常費及其他在「申請指引」所不允許的項目開支，此項包括所有其他直接由項目衍生的費用。支出項目包括**消耗品、外聘顧問費用、項目成果的生產和推廣成本（如印刷宣傳單、製作光碟、廣告和舉辦研討會）、交通費用、策劃和/或支持研究任務的直接支出、租金、外部審計費用、專利登記費**等。詳情請參閱「申請指引」有關於個項目開支限額。必須依據「申請指引」進行所需貨品及服務的採購程序。

    This includes all other costs, directly incurred for the project, with the exception of overheads and other unallowable cost items set out in the “Guide to Application”. Expenditure items that may be funded include **consumables, external consultancy fees, production and promotion cost of project deliverables (such as printing of leaflets, production of CD-ROMs, advertising and organising seminars), travelling expenses, direct expenses associated with organising and/or supporting study missions, rental expenses, external audit fees, patent registration fees**, etc. Please refer to the “Guide to Application” for details about the budget caps for individual items. Procurement of the required products/services must adhere to the procurement procedures set out in the “Guide to Application”. [↑](#footnote-ref-12)
13. 有關「關聯」的定義請參考(企業資助計劃)申請指引第4.5.4段。Please refer to Clause 4.5.4 of the Guide to Application for the Recycling Fund (Enterprise Support Programme) for the meaning of “related”. [↑](#footnote-ref-13)
14. 報告涵蓋日期是指由項目開展日期累積至每6個月(可選)或每12個月的期間。

    Reporting Period is defined as the period from date of project commencement to the end date of every 6th (optional) or 12th month. [↑](#footnote-ref-14)
15. 申請者**可選擇**每 6個月提交進度報告及年審計帳目（如適用），以獲得更頻密的撥款。It is **optional** for applicants to submit progress report(s) every 6th months and annual audited account (if applicable) in order to receive a more frequent funding payment. [↑](#footnote-ref-15)
16. 項目推行時間18個月以上，中期撥款每12個月以回撥方式發放一次以支付項目已核淮的直接開支（例如硬件，人力等），並須符合申請指引第 4.2.1b段的條件。For projects with duration exceeding 18 months, interim payment may be disbursed every 12 months on a reimbursement basis of direct costs (e.g. hardware, manpower, etc.) and subject to the fulfillment of the conditions in paras 4.2.1b of the Guide to Application. [↑](#footnote-ref-16)