

Cyberport Incubation Programme

Guides and Notes for the Applicants

You are required to:

- Read the brochure(s) related to the Cyberport Incubation Programme (“Programme”) before submitting your application.
- Study these Guides and Notes before submitting your application.
- Contact Cyberport by phone or email when you have any queries in the application.

1 Eligibility

The following basic criteria will be considered for shortlisting eligible applicants:

- 1.1 A viable business plan for a product or service to be ready for marketing in 12 to 18 months;
- 1.2 Ability to demonstrate to have sufficient funds, or plans to raise sufficient funds, for the company to operate for at least one year upon admission to the Programme; and
- 1.3 Preferably an incorporated business entity before submitting the application (this is not mandatory as the Programme aims at helping start-up business, but the successful Incubatee must be a company registered and incorporated in Hong Kong upon accepting the offer for admission to the Programme).

2 Project Nature

- 2.1 Projects must be rooted in digital tech related areas.
- 2.2 Projects have not received and must not receive funding granted by other publicly-funded organisations/programmes which provide support in similar stage of business development as the Programme. Such consideration is on the Projects, not on the individuals, shareholders and/or directors of the companies.

Examples of publicly funded organisations/programmes are listed in Schedule 1 attached.

- 2.3 Hong Kong Cyberport Management Company Limited (HKCMCL) and/or the Vetting Team reserve the right, in their sole and absolute discretion, to define and decide on whether a Project satisfies the requirement stated in 2.1 and 2.2 above.

3 Participation in other funding programmes

- 3.1 Applicants must make a true, full and accurate disclosure of their proposed or similar digital tech projects participated in all other publicly and/or privately funded programmes including, but not limiting to:
- 3.1.1 all applications made by the applicant (or any company established by the applicant) in progress to such programmes;
 - 3.1.2 all admissions of the applicant (or any company established by the applicant) to such programmes;
 - 3.1.3 all grants or funding received by the applicant (or any company established by the applicant) in the past 18 months prior to the date of submission of the Programme application and the scope of expenditure for such grants or funding.
 - 3.1.4 all grants or funding which the applicant (or any company established by the applicant) anticipates to receive or becomes entitled to receive in the 18 months after the date of submission and the scope of expenditure for such grants or funding; and
 - 3.1.5 if the applicant is a company, disclosure of 3.1.1 to 3.1.4 extend to similar digital tech projects participated by the directors and shareholders of the applicant.
- 3.2 Applicants must, at any time when requested, provide evidence of payments made or received in respect of such publicly and/or privately funded programmes.
- 3.3 Applicants must inform Cyberport immediately if there are any subsequent changes to the above information (and when requested, provide evidence of payments made or received in respect of such programmes after the date of submission).

4 Application Process

- 4.1 Application Form
- 4.1.1 Applicants shall complete all parts of the Programme Application Form (Doc.Ref. ENC.SF.040), with supporting documents (whenever required).
 - 4.1.2 The form must be completed by the principal applicant (in case of non-company applicant) or the director or a shareholder of the applicant (in case of a company). Otherwise, it will not be processed.
- 4.2 Screening of Applications
- 4.2.1 Cyberport will screen all applications throughout the process to ensure that they meet the eligibility criteria as stated in this document.
 - 4.2.2 Only the shortlisted applicants will be invited to the Presentation Session.

5 Vetting of Application

5.1 Vetting Criteria and Weighting

The Vetting Team shall consider the following criteria weighted as follows in determining a prospective Project's potential to become an Incubatee:

Quality and competence of the management team (20%)

The ability of the project management team reflected from its prior track record, execution ability, good probability of launch to market, individual qualifications, and team job allocation.

Creativity and innovation of the proposed project, product and service (20%)

Factors such as the use of innovative technologies, creative solutions, disruptive technology capability, emerging, or breakthrough problem-solving technologies.

Market and business viability (30%)

Effective communication and the qualities of vision, direction, short and long term objectives, market need for product, target market and marketing strategy, and realistic assessment of the Project viability.

Benefit to Hong Kong's digital tech industry (10%)

Recognition of adoption/innovation into digital tech sector, including both industry practitioner and education sector as well as to the public. The industry and the society will benefit from the adoption as a whole.

Proposed six-monthly milestones for the project or business after admission (20%)

Scheduled event that indicates the completion of a major deliverable event (or a set thereof) of a project. Milestones are measurable and observable and serve as progress markers (flags)

5.2 Final Decision

Final funding decision is subject to the Vetting Team's evaluation. No appeal or request for explanation of the decision will be considered.

6 Result Announcement

6.1 Email notifications shall be sent to the applicants on the final vetting result, which is subject to the final due diligence or reference check by the Cyberport.

7 Acceptance of Offer for Admission

- 7.1 Successful applicants will become the Incubatee, who shall then sign and return the Cyberport Incubation Programme Agreement to confirm the acceptance of the offer for admission to the Programme within 30 calendar days after written notification of the Result Announcement.
- 7.2 Unless otherwise approved by Cyberport, the principal applicant or the director or a shareholder of the applicant who signed the Incubation Programme Application Form (Doc.Ref. ENC.SF.040) shall remain a director of the Incubatee for the term of the Programme.
- 7.3 If Cyberport does not receive the signed Cyberport Incubation Programme Agreements from the successful applicants within the time frame stated above, Cyberport shall assume that the applicants have withdrawn their applications. The subject application will be dismissed without further notice.

8 Probity Policy for Applicants/ Incubatees

To ensure openness, fairness and integrity of the Programme, each applicant/ Incubatee shall:-

- 8.1 Observe the Prevention of Bribery Ordinance (Hong Kong Legislation – Cap. 201) and shall advise its employees, agents, subcontractors and other personnel who are in any way involved in its application/project (the "Personnel") that they shall observe the same and that they are not allowed to offer to or solicit or accept from any person any advantages as defined in the Prevention of Bribery Ordinance in relation to the application/project;
- 8.2 Not offer or give or agree to give any person employed by Hong Kong Cyberport Management Company Limited ("HKCMCL"), the members of the Vetting Team or acting on its behalf, any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any act in relation to the Programme or for showing or forbearing to show favour or disfavour to any person in relation to the Programme;
- 8.3 Promptly declare and notify HKCMCL in writing of any potential or actual conflict of interests upon becoming aware of the same. "Conflict of interests" shall include (but are not limited to) any situation where the personal/financial interest of an applicant/incubatee or its Personnel, conflict or compete, or may be expected to conflict or compete, with the role, duties and/or impartiality of such applicant/incubatee or Personnel under the Programme;
- 8.4 Apply the funding prudently, efficiently and solely for the purpose of the project approved under the Programme;
- 8.5 Abide by the principles of openness, fairness and competitiveness in the procurement of any goods/services in connection with the Programme; and
- 8.6 Take all necessary measures (including by way of a code of conduct or contractual provisions) to ensure that its Personnel are aware of and comply with the requirements under this Policy.

9 Enquiries

9.1 Any enquiries about the Programme may be directed to:

Hotline : (852) 3166 3900 (9 a.m. – 5 p.m., Monday – Friday)
Fax : (852) 3166 3027
Email : cip_enquiry@cyberport.hk

Schedule 1

Examples of Publicly-Funded Organisations / Programmes

Examples of public funded organisations / programmes including but not limited to:

Organisations

Hong Kong Applied Science and Technology Research Institute (ASTRI)
Hong Kong Design Centre
Hong Kong Productivity Council (HKPC)
Hong Kong Science & Technology Parks Corporation
The Government of the Hong Kong Special Administrative Region

Programmes

Dedicated Fund on Branding, Upgrading and Domestic Sales (the BUD Fund)
Design Incubation Programme (DIP)
Incu-App Programme
Incu-Bio Programme
Incu-Design Programme
Incu-Tech Programme
New Technology Training Scheme
SME Export Marketing Fund