

## Note for submitting the online application form of Cyberport Incubation Programme (CIP)

You are required to prepare the below materials before submitting the online application form:

1. To read the [Cyberport Incubation Programme Guides and Notes for the Applicants](#) before filling the online application form.
2. The form must be completed by the principal applicant. If the applicant is a company, the form must be completed by the director or owner of the applicant organization who owns more than 51% of the company shares. Please prepare an authorization letter if the principal applicant does not own more than 51% of the company shares. Otherwise, the form will not be processed.
3. Please prepare and upload the requested supporting documents including but not limited to the following if applicable:
  - Company documents (e.g. Business Registration, Certificate of Incorporation, NAR1/NNC1 etc.)
  - Identity documents (e.g. copy of Hong Kong Identity Card, Passport, etc.)
  - Presentation Powerpoint slides
  - Other supplementary information such as Corporate Structure / Organisation Chart, Curriculum Vitae of team members, pictures, 1-minute video clip, diagrams and business proposal etc. for illustration of your project idea (if any)

You are required to provide information at the online application form with the details below:

- **Company Name** (*Same as the Name of Business/ Corporation on valid Business Registration Certificate in Hong Kong*)
- **Year of Establishment of Your Company in Hong Kong** (*Same as the Name of Business/ Corporation on valid Business Registration Certificate in Hong Kong*)
- **Abstract in Chinese and English** (*A summary of your company's vision, mission and positioning*)
- **Company Details – Objectives** (*Please state in clear and specific terms what the company aims to achieve*)
- **Background** (*General background, history and ownership of this company. Please provide supporting documents, such as BR copy, company annual return, and names of the company's founder(s), owner(s), major shareholder(s) and key member(s). Has any pilot work been done by your company and / or company partners in preparation for this company? If yes, please describe the work done*)
- **Funding Status** (*List out in detail (i) all grants and funding received/to be received from other publicly and / or privately funded organizations/ programmes which the applicant (or companies established by he/she/it) has applied for, will receive or will be entitled to receive in the coming 18 months, or have received in the past 18 months; (ii) the nature of expenditure covered/to be covered by such funding sources; and (iii) the amount and the maximum amount received/to be received under such funding sources*)

- **Implementation** (*Proposed Products / Services, Target Market / Clients and Market Potential*)
- **Competition analysis** (*Any other similar or competitive products / services in the market? If yes, how do you differentiate your products / services from them and what are your competitive edges*)
- **Revenue Model / Revenue Plan**
- **Exit Strategy** (*If applicable*)
- **Business Performance and Milestones set for every six months during the entire incubation period**
- **Please state whether this application is a re-submission of a previously-rejected application to Cyberport, and / or other Government-administered funding schemes** (*If yes, please set out the project reference of the previous application and highlight the main differences of this application vis-à-vis the previous one and explain how the differences have addressed the previously-raised concerns*)
- **Classification of Company**
- **Business Area** (*AI/Big data, Application Development, Blockchain, Cybersecurity, Edtech, EnvironmenTech, E-sport/Digital Entertainment, FinTech, HealthTech, MarTech, RetailTech/ E-commerce, Robotics/ IoT, Smart Building, Smart Mobility, Others*)
- **Positioning** (*Content creation, Production / post-production, Publishing / distribution / delivery, Platform / device development, Management / trading / service, Others*)
- **Company Ownership Structure**
- **Company Organisation Chart**
- **Company Core Members and Major Partners** (*Core Members' Profiles (names, positions / titles, academic and professional qualifications, working experiences and special achievements, Major Partners' Profiles*)
- **Expenditure Distribution and Forecast Income** (*Manpower Distribution, Equipment Distribution, Other Direct Costs, Forecast Income*)
- **Contact Details of Principal Applicant and Core Members**

Remarks: This note is for reference only. In case of discrepancy, the English version of the online application form at the Cyberport Entrepreneurship Management System shall prevail.