

Esports Industry Facilitation Scheme Application Form – Exchange and Development outside Hong Kong

For Official Use Only

Ref. No.:

Part A) Particulars of the Applicant			
Name of the Organisation :			
<i>(as shown on the Business Registration)</i>			
Nature of Business :			
Contact Person :		Position :	
Telephone No. :		Email address :	
Referrer	<input type="checkbox"/> Recommended by : _____ <input type="checkbox"/> Self-recommendation <i>(Reference letter is needed as supporting document)</i>		
Part B) Particulars of the Business Exchange			
Name of Event :			
Date of Event :		Expected number of participants and target group :	
Purpose :			
Nature of Event / Activity :	<input type="checkbox"/> Business Mission <input type="checkbox"/> Exhibition <input type="checkbox"/> Tournament <input type="checkbox"/> Others: _____		
Remarks :			
Part C) Items Applied for Sponsorship <i>(Please attach separate sheets for breakdown, if necessary.)</i>			
			Expected Amount (HK\$)
1. Participation Fee of the Business Mission			
<i>Details</i>			
2. Entrance Fee or Participation Fee of Trade Fair/Exhibition			
<i>Details</i>			
3. Rental Fee for Exhibition Booths			
<i>Details</i>			
4. Others			
<i>Details</i>			

Total Expected Amount of Event Expenditure (HK\$):	
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Part D) Declaration and Signature

We, the undersigned, certify that all information contained in this application is certified truthful and accurate and that no relevant information has been withheld. We also agree to be bound by the terms and conditions of the application as set out below.

Name and Position:	Authorised signature and company chop:	Date:

Part E) Terms and Conditions of Application

1. The applicant shall submit the registration form for the subjected Business Exchange for HKCMCL’s consideration. All submitted information will not be returned.
2. Applicants who have obtained subsidy from the government or other organisations for the Event / Activity are not eligible HKCMCL’s sponsorship.
3. Successful applicants shall not change the use of sponsorship without obtaining prior approval from HKCMCL; otherwise no sponsorship will be made.
4. Sponsorship are granted on **reimbursement** basis, i.e. the sponsored items must be expenses spent and paid by the applicant with proof of payment. The applicant must submit the Reimbursement Form EYT.SF.070 together with **ALL** required documents (e.g. original proof of payment) when applying for reimbursement. All submitted documents for reimbursement will not be returned.
5. The applicant’s name must be shown on the invoices and receipts as the payer. Documents failed to prove the applicant as the payer are not acceptable for reimbursement purpose.
6. The actual sponsorship amount payable for each sponsored item is capped by the respective approved amount in Part C of this application form.
7. Applicants should strictly follow the probity policy stated in Esports Industry Facilitation Scheme Part C - Exchange and Development outside Hong Kong Guides and Notes for the Applicants.
8. HKCMCL reserves the right to obtain further and additional information from the applicant in relation to the application.
9. These terms and conditions may be amended or supplemented by HKCMCL at any time without prior notice.

Part F) PERSONAL INFORMATION COLLECTION STATEMENT

This Personal Information Collection Statement of Hong Kong Cyberport Management Company Limited ("us" or "we") applies to the personal data collected in this Cyberport Esports Industry Facilitation Scheme ("Personal Data").

Purpose and Use of Your Data

The Personal Data will be used for one or more of the following purposes:

- processing your application;
- communicating with you if we have any/or question and update about your application;
- providing updates, services, products, facilities or activities and matters relating to our administration, management, operation and maintenance;
- designing, reviewing, evaluating and enhancing our services, products, facilities or activities (including conducting research, survey and analysis for those purposes);
- direct marketing (please see "Direct Marketing" section below); and

- handling complaints, legal, safety and security purposes.

It is mandatory to provide the requested personal data, or we will not be able to process your application.

Transfer of Your Data

Your Data will not generally be disclosed or transferred to any other party in a form that would identify you, except in the following circumstances:

- If we use third party suppliers or service providers who provide services to support our business operation or facilitate provision of our services, products, facilities or activities, we may provide Your Data to these suppliers or service providers.
- We may disclose Your Data to any governmental or law enforcement agency, judicial body or regulatory authority to whom we are required to make disclosure according to any law, regulation, court order, direction, code or guideline.
- In addition, Your Data may be accessed by, disclosed or transferred to any person under a duty of confidentiality to us (including our accountants, auditors, legal advisers or other professional advisers) for the purposes described in the "Purpose and Use of Your Data" section above.

As the parties mentioned above may be located outside Hong Kong, Your Data may be transferred out of Hong Kong.

Direct Marketing

In connection with direct marketing, we intend to use your name and email address to market and promote the services, products, facilities, activities, contests, conferences, lucky draws, events and promotional campaigns from time to time available relating to us or "Cyberport", or shops or merchants or hotel in the "Cyberport" or offered or hosted at "Cyberport" (including consumer goods, food and beverages, books and stationery, children goods and services, fashion and accessories, optical products, watches, jewellery, luxurious goods, personal care, health and beauty products and services, furniture and lifestyle goods, home furnishing and appliances, florists, sports gear and products, electronic products and appliances, banking and financial services, cinemas and theatres, cultural, entertainment facilities and activities, charity activities, leisure activities and performances, gift redemptions and car parking facilities) "Cyberport" means the community or development located at Telegraph Bay, Pokfulam including its offices, centres and arcade.

We cannot use Your Data for direct marketing unless we have received your consent or indication of no objection. You may contact us via the contact information provided in our direct marketing materials to opt out from direct marketing at any time.

Our Privacy Policy and Practices

Please see our Privacy Policy Statement at http://www.cyberport.hk/en/privacy_policy for our general policy and practices in respect of our collection and use of personal data.

Access to and Correction of Your Data

You have the right to request access to, and correction of, Your Data held by us. We may charge a reasonable fee for administering and processing your data access request. If you need to check whether we hold Your Data or if you wish to have access to, correct any of Your Data which is inaccurate, please write via mail to Level 6, Cyberport 2, 100 Cyberport Road, Hong Kong.

This Statement is written in the English language and may be translated into other languages. In the event of any inconsistency between the English version and the translated version of this Statement, the English version shall prevail.

For the Use of HKCMCL		
Part G (To be completed by the Esports Team)		
This application is: <input type="checkbox"/> recommended <i>Recommended sponsorship amount:</i> <u>HK\$ _____</u> <input type="checkbox"/> not recommended		
Name:	Signature:	Date:
Part H (To be completed by Manager or above)		
This application is: <input type="checkbox"/> confirmed <input type="checkbox"/> not confirmed		
Remarks :		
Name:	Signature:	Date: