

# Esports Industry Facilitation Scheme Reimbursement 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>			
Contact person :		Position :	
Telephone No. :		Email address :	
Part B) Particulars of the Outbound Event			
Name of Event :			
Nature of Event :	<input type="checkbox"/> Business Mission <input type="checkbox"/> Trade fairs/exhibitions <input type="checkbox"/> Others: _____		
Date of Event :		Number of participants :	
List of Participants (Name and Position):			
Part C) Reimbursement for Expenditure (Please attach separate sheets for breakdown, if necessary.)			
			Expenditures (HK\$)
1. Participation Fee of the Business Mission			
<i>Reasons of change (if any)</i>			
2. Entrance Fee or Participation Fee of Trade Fair/Exhibition			
<i>Reasons of change (if any)</i>			
3. Rental Fee for Exhibition Booths			
<i>Reasons of change (if any)</i>			
<b>Total Event Expenditure (HK\$):</b>			

<b>Total Amount for Reimbursement (HK\$):</b>		
<i>(The maximum amount of financial assistance for each successful application will be 50% of the total approved expenditure incurred by the applicant or HK\$50,000, whichever is the less.)</i>		
<b>Part D) Supporting Document Checklist</b>		
<b>For each business exchange and development activity application, please attach:</b>		
i.	A copy of each receipt in relation to payments made by the applicant for expenditure items concerned, plus a copy each of the relevant invoices / quotations / contracts (showing detailed contact information of the issuing organisation). The name of the payer shown on the receipt(s) must be the same as the name of the applicant.	<input type="checkbox"/>
ii.	Evidence showing that participants of the activity are the founders / partners / shareholders / Hong Kong-based salaried employees of the applicant organisation (such as Mandatory Provident Fund records of the month when the activity is conducted, employment contract, salary payment record, and Employer's Return of Remuneration and Pensions for the Inland Revenue Department).	<input type="checkbox"/>
<b>For each esports tournament application, please attach:</b>		
i.	A copy of each receipt in relation to payments made by the applicant for expenditure items concerned, plus a copy each of the relevant invoices / quotations / contracts (showing detailed contact information of the issuing organisation). The name of the payer shown on the receipt(s) must be the same as the name of the applicant.	<input type="checkbox"/>
ii.	Evidence showing that participants of the activity are the founders / partners / shareholders / Hong Kong-based salaried employees of the applicant organisation (such as Mandatory Provident Fund records of the month when the activity is conducted, employment contract, salary payment record, and Employer's Return of Remuneration and Pensions for the Inland Revenue Department).	
<b>For each trade fair / exhibition application, please attach:</b>		
iii.	Photos of exhibition booth / other form of participation records showing clearly the exhibitor's full name (which should be the same as the full name of the applicant enterprise), booth number, all exhibits and the complete layout of the booth/other form of participation.	<input type="checkbox"/>
iv.	Evidence to substantiate the applicant's full participation in the activity (such as exhibitor's badge, travelling and accommodation proofs in respect of founders / partners / shareholders / Hong Kong-based salaried employees participating in activities outside Hong Kong).	<input type="checkbox"/>
v.	Evidence showing that participants of the activity are the founders / partners / shareholders / Hong Kong-based salaried employees of the applicant organisation (such as Mandatory Provident Fund records of the month when the activity is conducted, employment contract, salary payment record, and Employer's Return of Remuneration and Pensions for the Inland Revenue Department).	<input type="checkbox"/>
<b>Part E) Declaration and Signature</b>		
We understand that if we wilfully give any false information or withhold any material information or fail to notify HKCMCL of any subsequent change of information provided, it will render the company liable to disqualification for the application for such reimbursement.		
Name and Position:	Authorised signature and company chop:	Date:
<b>NOTES</b>		
1. This Reimbursement Form together with ALL required supporting documents, including but not limited to, a post-event report with event photos, original invoices, receipts AND signed quotations must be submitted within 30 working days after the end date of the Event/ Activity. All submitted information for reimbursement purpose will not be returned.		

2. If the expenditure items covered by an application are paid in a currency other than Hong Kong Dollars, HKCMCL reserves the absolute right at all times to use prevailing market exchange rates to determine the equivalent amount of the expenditure in Hong Kong Dollars. HKCMCL will not be liable for any discrepancy, due to fluctuation of exchange rate.
3. 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.
4. Payment will be made within 30 working days upon satisfactory receipt of **ALL** required documents from the applicant.
5. HKCMCL reserves the right to obtain further and additional information from the applicant in relation to the reimbursement and payment.
6. These terms and conditions may be amended or supplemented by HKCMCL at any time without prior notice.

**For the Use of HKCMCL**

**Part F** (To be certified by the Esports Team)

**Confirmed Amount to be Reimbursed (HKD):**

Name:

Signature:

Date:

**Part G** (To be approved by Senior Manager or above)

Remarks :

Name:

Signature:

Date: