

Esports Industry Facilitation Scheme Reimbursement Form – Event & Competition

For Official Use Only

Ref. No.:

Part A) Particulars of the Applicant			
Name of Company/ Organisation <i>(as shown on the Business Registration)</i>	:		
Contact Person	:	Position	:
Telephone No.	:	Email address	:
Part B) Particulars of the Event			
Name of Event	:		
Date of Event	:	Number of participants	:
Nature of Event	:	<input type="checkbox"/> Competition <input type="checkbox"/> Ceremony <input type="checkbox"/> Conference <input type="checkbox"/> Carnival <input type="checkbox"/> Workshop <input type="checkbox"/> Meeting <input type="checkbox"/> Exhibition <input type="checkbox"/> Others: _____	
Other co-organisers / key partners (if applicable)	:		
Remarks	:		
Part C) Items Applied for Cash Grant <i>(Please attach separate sheets for breakdown, if necessary.)</i>			
Details of the Items			Expenses (HK\$)
Items:			
Items:			
Items:			
Items:			
Items:			
Items:			
Total Expenses (HK\$):			
Paid Sponsorship from 1st Instalment (HK\$):			
Total Amount of Sponsorship for 2nd Instalment (HK\$): <i>(The maximum amount of financial assistance for each successful application are subjected to HKCMCL approval, please refer to the pervious confirmation document)</i>			
Part D) Supporting Document Checklist			
Have you attached the following?			
a) Post-event reports (including but not limited to event photos, rundown, media exposure, video highlight, etc)			<input type="checkbox"/>
b) Expense breakdown (listing out the incurred cost of cash sponsor with corresponding invoices)			<input type="checkbox"/>

c) Expense Audit Report (Only applied to those Diamond and Platinum applicants)	<input type="checkbox"/>
d) Payment Proof with sufficient quotations	<input type="checkbox"/>

Part E) 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 and on the guides and notes.

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

Part F) Terms and Conditions of Application

1. This Reimbursement Form together with ALL required supporting documents 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. 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.
3. Payment will be made within one month upon satisfactory receipt of **ALL** required documents from the applicant.
4. HKCMCL reserves the right to obtain further and additional information from the applicant in relation to the reimbursement and payment.
5. These terms and conditions may be amended or supplemented by HKCMCL at any time without prior notice.

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Part G) (To be certified by the Esports team)

Name:	Signature:	Date:
Confirmed Amount of Sponsorship for 2nd Instalment (HK\$):		

Part H) (To be approved by Senior Manager or above)

Remarks :		
Name:	Signature:	Date: