

Guides and Notes for Cyberport Accelerator Support Programme (“CASP”) Applicants

You are required:

- To read the brochure(s) related to the CASP before submitting your application.
- To study these Guides and Notes before submitting your application.
- To contact Hong Kong Cyberport Management Company Limited (“HKCMCL”) by phone or email when you have any queries in the application.

1 Application Criteria

1.1 Applicants must be any one of the following:

- (a) A grantee of Cyberport Creative Micro Fund (CCMF); or
- (b) An incubatee of the Cyberport Incubation Programme (CIP); or
- (c) A Cyberport alumnus who have graduated within 5 years before the date of the CASP application.

1.2 Applicants must be applying for CASP with the same legal entity as in CIP. If the applicants is applying for CASP from CCMF, the applicants must set up a legal entity that is recognised by Entrepreneur Team or CCMF.

1.3 Applicants must have been admitted to any one of the accelerator programmes endorsed by HKCMCL. Applicants may visit http://www.cyberport.hk/en/about_cyberport/cyberport_partners/cyberport_accelerator_support_programme for the list of HKCMCL’s endorsed accelerator programmes (“EAP”).

1.4 Applicants must have not received and will not receive funding granted by other publicly-funded organisations/programmes which provide support in similar stage of business development as CASP or Cyberport Incubation Programme. Examples of publicly funded organisations/programmes are listed in Schedule 1 attached.

1.5 HKCMCL shall evaluate the applicant’s involvement in Cyberport Community when considering the application.

1.6 HKCMCL reserves the right, in their sole and absolute discretion, to define and decide on whether an applicant satisfies the requirement stated in 1.4 and 1.5 above.

2 Participation in other funding programmes

2.1 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 limited to:

- (a) all applications made by the applicant (or any company established by the applicant) in progress to such funding programmes;
- (b) all admissions of the applicant (or any company established by the applicant) to such funding programmes;
- (c) 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 CASP application and the scope of expenditure for such grants or funding;
- (d) 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
- (e) If the applicant is a company, disclosure under paragraphs (b) and (c) above shall extend to all proposed or similar digital tech projects participated by the directors and/or shareholders of the applicant.

2.2 Applicants must, at any time when requested, provide evidence of payments made or received in respect of such publicly and/or privately funded programmes.

2.3 Applicants must inform HKCMCL 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).

3 CASP Application Process

3.1 CASP Application Forms

- (a) All applicants shall observe the following when filling in the CASP Application Form:
 - (i) Fill in the form in English;
 - (ii) Fill in Chinese information (if necessary) with traditional Chinese characters;
 - (iii) Submit proof of admission to the EAP, on which the name of the applicant must be clearly stated; and
 - (iv) The form must be signed by the applicant (in case of an individual) or the director or a shareholder of the applicant (in case of a company); otherwise, it will not be processed.

- (b) The completed application form together with all necessary supporting documents shall be submitted to HKCMCL by email to casp@cyberport.hk BEFORE the commencement of the respective EAP.
- (c) Upon receipt of the application, an acknowledgement will be sent to the applicant within 7 working days.

3.2 Vetting of the applications

- (a) HKCMCL will vet the applications to ensure that they meet the application criteria as stated in this document.
- (b) If the relevant accelerator programme submitted by the applicant is not listed on the EAP, the applicant shall provide information about the relevant programme in his/her CASP Application Form. HKCMCL will then consider, in its absolute discretion, endorsing the relevant accelerator programme if it :
 - (i) provides intensive mentorship, training and coaching for start-ups;
 - (ii) connects start-ups with angel investors and venture capitalists;
 - (iii) offers business matching and pitching sessions for start-ups;
 - (iv) shows track records in fundraising of its alumni;
 - (v) shows good connection with venture capitalists; and
 - (vi) has a sizeable alumni network.

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

4 Result Announcement

4.1 Successful applicants are subject to the final due diligence check by HKCMCL, which will announce the results by emails to the applicants.

4.2 Acceptance of the Offer

- (a) Successful applicants will become the Recipients, who shall then sign and return a CASP Agreement to confirm the acceptance of the offer within 60 calendar days after the commencement of their respective EAP or before the first financial claim submission by the Recipient, whichever is earlier.
- (b) If HKCMCL does not receive the signed CASP Agreements from the successful applicants within the time frame stated above, HKCMCL shall assume that the applicants have withdrawn their applications. The subject applications will be dismissed without further notice.

5 Financial Assistance Claim

5.1 The total claim for reimbursements for each Recipient must not exceed HK\$300,000.

5.2 For non-Hong Kong Dollar (HKD) claims, reimbursement will be paid in HKD equivalent at the Hong Kong Association of Bank's prevailing exchange rate.

5.3 The reimbursable percentages are as follows:

Category	Reimbursable items	Reimbursable Percentage
A	Programme fees paid to the respective EAP	Up to 75%
B	Office rental in designated location of the respective EAP	Up to 75%
C	Internship staffing expense	Up to 50%
D	Travel and accommodation expenses for attending the respective EAP in designated location	Up to 75%
E	Promotion and marketing expense in designated location that are necessary for the completion of the respective EAP	Up to 75%
F	Professional service expense for set-up of business in designated location of the respective EAP	Up to 75%

5.4 The Recipient shall always obtain quotations from supplier/ service providers for financial claims in Categories D, E and F (See Note 2) (except for online marketing service) with the number of quotation specified as follows:

<u>Purpose of Reimbursement</u>	<u>Value of Goods/ Services</u>	<u>Minimum no. of Quotation</u>
a) Programme fees paid to the respective EAP (Category A) b) Office rental in designated location of the respective EAP (Category B) c) Internship staffing expense (Category C) d) Online Marketing Service (Category C)	---	No restriction
e) Travel and accommodation expenses for attending the respective EAP in designated location (Category D)	≤ HK\$10,000	No restriction

f) Promotion and marketing expense in designated location that are necessary for the completion of the respective EAP (Category E)	HK\$10,001 or above	2 (See Note 3)
g) Professional service expense for set-up of business in designated location of the respective EAP (Category F)		

Note 2:

In particular for Professional Service (Category F), if the Recipient wishes to procure a service from a service provider who is **the only solution** to the required service, the Recipient may seek prior approval from HKCMCL for not fulfilling the quotation comparison requirement by submitting the Special Request Form (ECO.SF.050). In any event, HKCMCL shall always have its absolute discretion to accept or reject any claim submitted by the Recipient despite the approval of Special Request Form (ECO.SF.050). The Recipient shall bear its own risk to absorb all the expenses incurred.

Note 3:

The Recipient shall always select the lowest price offer.

5.5 Reimbursable items

(a) Category A – Eligible programme fees paid to the respective EAP

- (i) Eligible programme fees are the programme fees charged by the relevant EAP upon successful admission to the programme.

(b) Category B – Office rental in designated location of the respective EAP

(i) Eligible expenses include :

- Rent paid to landlord for office tenancy in designated location of the relevant EAP;
- Real estate agency fees for the office tenancy;
- Stamp duty for the office tenancy;
- Legal fee for execution of tenancy agreement; and
- Management fee for the rented office.

- (ii) If the relevant EAP includes free office space, then this Category B shall not be applicable to the Recipient.

(c) Category C – Internship staffing expense

(i) The reimbursable amount for internship expenses include:

- 50% of the monthly basic salary of the intern. Subject to the reimbursable percentage tabled in 5.3 above, the maximum reimbursable amount of monthly basic salary is capped at HK\$9,000 per intern per month; and
- 50% of employer's MPF contribution (if necessary) for the intern. Subject to the reimbursable percentage tabled in 5.3 above, the maximum reimbursable amount of employer's MPF contribution is capped at HK\$450 per intern per month.

- (ii) Any other expenses, e.g. allowances, overheads, fringe benefits, etc. are not reimbursable.
 - (iii) The intern can be either stationed in Hong Kong or the designated location of the relevant EAP.
 - (iv) The recruited intern shall be a permanent Hong Kong resident or resident permitted to remain in Hong Kong for not less than 7 years.
 - (v) The recruited intern shall be either
 - from internship programmes offered by recognised local or overseas tertiary institutions, or
 - a graduate of first-degree/ first-diploma/ postgraduate degree from recognised local or overseas tertiary institutions and was graduated within the past 24 months.
 - (vi) Maximum 3 interns may be requested at any one time. In special case, the Recipient may claim for more interns by submitting written request to the management of HKCMCL.
- (d) Category D – Travel and accommodation expenses for attending the respective EAP in designated location
- (i) Eligible expenses include:
 - Round-trip flight tickets in economy class to the designated location for attending the relevant EAP
 - Accommodation expenses for the stay in designated location for attending the relevant EAP.
 - (ii) The eligible accommodation expense covers the period of 1 week before the commencement of the EAP up to 1 week after completion of the EAP.
 - (iii) Eligible accommodation includes hotel/ service apartment/ apartment. Relevant agency fee, stamp duty, tax, legal fee are also reimbursable.
- (e) Category E – Promotion and marketing expense in designated location that are necessary for completion of the respective EAP
- (i) Eligible expenses under this category include:
 - Advertisement cost on printed media and online marketing services, maximum eligible expenses of which are capped at HK\$50,000 in total;
 - Printed marketing materials;

- Fees for marketing research and marketing activities consultation; and
- Fees for trade fair or exhibition in designated location of the relevant EAP, and the relevant cost of physical marketing collaterals.

(Any expenses in relation to production of souvenirs are NOT eligible for reimbursement.)

If the Recipient wishes to claim for promotion and marketing expenses not listed above, the Recipient may seek HKCMCL's special approval by submitting the Special Request Form (ECO.SF.050). In any event, HKCMCL shall always have its absolute discretion to accept or reject any claim submitted by the Recipient despite the approval of Special Request Form (ECO.SF.050). The Recipient shall bear its own risk to absorb all the expenses incurred.

(f) Category F – Professional service expenses for set-up of business in designated location of the respective EAP

(i) Eligible expenses include:

- Legal and consultancy services (e.g. for non-disclosure agreement, service contract, intellectual property (IP) consultancy services (trademark or patent application), accounting and auditing, etc.) during the period of the relevant EAP.

(ii) The following expenses are NOT eligible for reimbursement:

- Expenses in relation to company registration
 - Expenses in relation to company / corporate restructure *(See Note 1)*
 - Expenses in relation to compensation/ brokerage and agency fees for fund raising activities
 - Expenses in relation to immigration services / investment visa application
 - Trademark or patent registration and annual fee
- (Note 1: Expenses in relation to company / corporate restructure for fund raising activities is eligible.)

- 5.6 Recipients shall always observe the objectives of their business, and all claims submitted to HKCMCL must be for the purpose of developing their business in designated location.
- 5.7 Ineligible expenses listed in 5.5 above are for reference only and are not exhaustive. Recipients should consult with HKCMCL if they have any questions.
- 5.8 In addition to the above, the reimbursable items must be expenses spent and paid by the Recipient with proof of payment.
- 5.9 To avoid double benefit, if the Recipient is a current incubatee/ CCMF grantee, the same expense will only be allowed once in incubation programme or CCMF programme or this CASP. The Recipient shall be fully responsible for any intentional duplicated reimbursement claims that may result in termination of the CASP Agreement and the financial assistance grant.

5.10 Claim Procedures

Category	Reimbursable items	Claim Form
A	Programme fees paid to the respective EAP	ECO.SF.030
B	Office rental in designated location of the respective EAP	ECO.SF.030
C	Internship staffing expense	ECO.SF.040
D	Travel and accommodation expenses for attending the respective EAP in designated location	ECO.SF.030
E	Promotion and marketing expense in designated location that are necessary for the completion of the respective EAP	ECO.SF.030
F	Professional service expense for set-up of business in designated location of the respective EAP	ECO.SF.030

- (a) When submitting financial claims, the Recipient shall submit all necessary supporting documents together with the appropriate claim forms. These documents include, but not limited to, proof of payment (e.g. original receipts), and, if applicable, quotations and event attendance proof. Example of supporting documents are listed in Schedule 2 attached.
- (b) Recipients shall submit their financial assistance claims within 60 days after completion of the relevant EAP.
- (c) Recipients shall promptly provide all necessary information reasonably requested by HKCMCL in relation to their claim.
- (d) Payments, if eligible, will only be made to the Recipient and not any other person or company.
- (e) HKCMCL shall always have its absolute discretion to accept or reject any claim submitted by the Recipients.

6 Termination

- 6.1 If a Recipient notifies HKCMCL that it has voluntarily withdrawn from the relevant EAP, or the Recipient ceases to be involved or participate in the EAP for any reason, in either case, the Recipient's financial assistance granted under the CASP shall become automatically terminated.

7 Probity Policy for Applicants/ Recipients

- 7.1 To ensure openness, fairness and integrity of CASP, each applicant/ Recipient shall:-
- (a) Observe the Prevention of Bribery Ordinance (Laws of Hong Kong, 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;
 - (b) Not offer or give or agree to give any person employed by HKCMCL, any members of the Vetting Team or person acting on its behalf, any gift advantage during CASP programme period or 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 CASP or for showing or forbearing to show favour or disfavour to any person in relation to the CASP;
 - (c) 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/Recipient or its Personnel, conflict or compete, or may be expected to conflict or compete, with the role, duties and/or impartiality of such applicant/ Recipient or Personnel under the CASP;
 - (d) Apply the programme prudently, efficiently and solely for the purpose of the project approved under the CASP;
 - (e) Abide by the principles of openness, fairness and competitiveness in the procurement of any goods/services in connection with the CASP; and
 - (f) 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 as set out in this provision.
- 7.2 HKCMCL has its absolute discretion to revoke any application and call for refund of the full amount of grant received by the Recipient if any member of the applicant/ CASP Recipient breaches any of the terms and conditions in these Guides, the CASP Application Form and any other relevant agreement(s) between the applicant/ Recipient and HKCMCL. If any of the conduct of the applicant/ Recipient amounts to or may amount to a breach of criminal law, HKCMCL would report their conduct to the relevant law enforcement body.

8 Amendments

These Guides and Notes may be amended or supplemented by HKCMCL at any time without prior notice, unless and except where these Guides and Notes have been incorporated into a signed CASP Agreement.

9 Compliance with Laws of Hong Kong and in Other Jurisdictions

Applicant/Recipient must comply with all local laws and regulations when conducting the Company's business, and also those in other jurisdictions when conducting business there or where applicable.

10 Enquiries

9.1 Any enquiries about the CASP may be directed to:

Hotline: (852) 3166 3703 / (852) 3166 3878 (9 a.m. - 5 p.m., Monday - Friday)
Fax: (852) 3027 0082
Email: casp@cyberport.hk

Schedule 1

Examples of Publicly Funded Organizations/ Programmes, including, but not limited to:

Organizations

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
Programmes by the Innovation and Technology Fund (ITF) SME
Export Marketing Fund

Schedule 2

Examples of Supporting Documents for Financial Claims (non-exhaustive):

Category A – Programme fee paid to the respective EAP

- Signed reimbursement application form (ECO.SF.030)
- Invoice issued from the EAP
- Receipt issued from the EAP / Payment proof (Bank statement / cheque copy / credit card statement / ATM receipt)
- Exchange rate table (for non-HKD payment)

Category B – Office Rental in designated location of the respective EAP

- Signed reimbursement application form (ECO.SF.030)
- Signed leasing agreement stamped by appropriate government department
- Invoice
- Receipt issued from the EAP / Payment proof (Bank statement / cheque copy / credit card statement / ATM receipt)
- Official VAT receipt (if applicable)
- Exchange rate table (for non-HKD payment)

Category C – Internship staffing expenses (for the first reimbursement cycle)

- Signed reimbursement application form (ECO.SF.040)
- Employment contract
- Employee's transcript / academic certificate
- Employee's resume
- Employee's ID card
- Signed pay slip / Payment proof (Bank statement / cheque copy / credit card statement / ATM receipt)
- Salary increment letter (if applicable)
- Monthly MPF contribution statement (if applicable)

*For the subsequent reimbursement cycles, only signed reimbursement application form and the employee pay slip for the intern are required.

Category D – Travel and accommodation expenses

- Signed reimbursement application form (ECO.SF.030)
- Itinerary of the air ticket
- Boarding pass
- Business card of the participant(s)
- Leasing agreement (for apartment) stamped by appropriate government department
- Comparison quotation (if applicable)
- Invoice
- Receipt / Payment proof (Bank statement / cheque copy / credit card statement / ATM receipt)
- Official VAT receipt (if applicable)
- Exchange rate table (for non-HKD payment)

Category E – Promotion and marketing expenses

- Signed reimbursement application form (ECO.SF.030)
- Comparison quotation (if applicable)
- Invoice

- Receipt / Payment proof (Bank statement / cheque copy / credit card statement / ATM receipt) • Exchange rate table (for non-HKD payment)
- Additional supporting document:

Trade fair / exhibition related expenses	<ul style="list-style-type: none"> - Booth photos - Event pass - Business card of the participants
Printed materials expenses	<ul style="list-style-type: none"> - Sample of the materials
Internet advertisement expenses	<ul style="list-style-type: none"> - Sample of the advertisement - List of advertising dates

Category F – Professional service expense for set-up of business

- Signed reimbursement application form (ECO.SF.030)
- Invoice
- Receipt / Payment proof (Bank statement / cheque copy / credit card statement / ATM receipt)
- Exchange rate table (for non-HKD payment)
- Special Request Form (ECO.SF.050) (if applicable)
- Service report (if any)