Blockchain & Digital Asset Pilot Subsidy Scheme 2.0

Sponsorship Agreement Content Guideline

- This Guideline helps an Applicant and its Project Sponsor prepare a written Sponsorship Agreement for an application under the Blockchain & Digital Asset Pilot Subsidy Scheme 2.0.

Content Section A: Parties, Project and Purpose (Mandatory)

- State the full legal names of the Applicant and Project Sponsor, the project title, agreement date and relevant contact persons.
- Describe the business context, intended users and practical issue or pain point to be addressed in Hong Kong.

Content Section B: Solution Summary (Recommended)

- Provide a high-level overview of the proposed solution, its objectives and expected value to the Project Sponsor.
- Explain why blockchain and/or digital asset technology is relevant to the proposed use case, rather than describing the technology only in generic terms.
- Identify the applicable Blockchain & Digital Asset Solution Category and application domain, where relevant.

Content Section C: Project Scope and Use Case (Mandatory)

- Describe the end-to-end pilot use case, intended users, participating business functions and operational scenario.
- List the principal functions and identify the blockchain and digital asset components.
- Define clearly what is included and excluded from the pilot.
- Confirm that the project scope, new components and overall use case have not been commercially adopted for production use by the Project Sponsor before application submission.
- Ensure the scope is sufficiently specific, as an approved project must be carried out in accordance with the Sponsorship Agreement and approved Project Proposal.

Content Section D: Proposed Deliverables and Acceptance (Mandatory)

- List specific and verifiable deliverables suitable for review, testing and/or user or project acceptance.
- For each key deliverable, state the expected completion evidence and the responsible party.
- Define an acceptance arrangement, such as UAT results, a Project Sponsor-endorsed User Acceptance Report or Project Acceptance Report, signed completion note or other agreed evidence.

Content Section E: Proposed Project Schedule (Mandatory)

- Provide the proposed project commencement date, key development and integration milestones, testing/UAT period, acceptance or sign-off milestone and project completion date.
- Align the schedule with the timeframe specified in the Guide and Notes for Applicants and the Funding Agreement.

Content Section F: Project Sponsor Support and Responsibilities (Mandatory)

- Specify the support to be provided before or during the project, including access to systems, APIs, sandbox or test environments, sample or test data, security requirements, integration information and technical coordination, where applicable.

- Describe business support, such as business requirements, subject-matter input, user availability, review of deliverables, UAT participation and timely feedback.
- Identify the Project Sponsor's business representative and IT coordinator.
- Where applicable, describe any facilities, financial resources or other in-kind support provided by the Project Sponsor.

Content Section G: Applicant Responsibilities and Project Governance (Recommended)

- Describe the Applicant's responsibilities for solution design, development, project management, testing support, documentation and reporting.
- Identify the Applicant's project coordinator and the working arrangements between the parties.
- Set out review of reports and final project acceptance.

Content Section H: Reporting and Sign-off (Strongly Recommended)

- Confirm the Project Sponsor's role in reviewing and endorsing the progress report and final report, where required.
- Identify the authorised or designated Project Sponsor representative responsible for endorsement or sign-off.

Content Section I: Commercial Adoption Discussion (Recommended)

- Where applicable, describe the parties' intention to evaluate production adoption or wider commercialisation after successful pilot completion.
- Make it clear that any future adoption remains subject to successful pilot results, internal approvals, regulatory requirements and separate commercial terms.

Content Section J: Signatures and Authority (Mandatory)

- Include the names, titles, signatures and signature dates of authorised representatives of the Applicant and Project Sponsor.
- Where there is more than one Applicant or Project Sponsor, each relevant party should be clearly identified and appropriately represented.
- Use the same legal entity names as those stated in the Application Form and supporting documents.

Suggested Deliverables and Milestone Table

No.	Deliverable / milestone	Completion evidence	Responsible party	Target date
1	Confirmed business and technical requirements	Requirements document endorsed by Project Sponsor	Applicant / Sponsor	[Date]
2	Pilot solution and integration setup	Configured pilot environment; technical demonstration	Applicant	[Date]
3	Testing and issue resolution	Test records and issue log	Applicant / Sponsor	[Date]
4	User acceptance / project acceptance	Project Sponsor-endorsed UAT or Acceptance Report	Project Sponsor	[Date]
5	Final documentation and completion	Final materials and completion endorsement	Applicant / Sponsor	[Date]

- Applicants should replace the examples above with project-specific deliverables.

Consistency and Quality Checks before Signing

- The parties' legal names and project title match the application materials.
- The agreement covers scope, timeline, deliverables and Sponsor support.

- Scope, milestones and completion date are consistent across application documents.
- Deliverables are specific and can be evidenced through testing, documentation or acceptance.
- Both parties' project contacts are identified.
- Sponsor commitments are clear and practical.
- The document does not describe the project as already commercially adopted for production use by the Project Sponsor.
- The agreement is signed by authorised representatives of all relevant parties.

Common Weaknesses to Avoid

- **Deliverables stated only as activities:** Convert activities into verifiable outputs and identify the evidence required for acceptance.
- **Sponsor support described only as "as needed":** Specify the systems, data, test resources, business users, technical contacts and review responsibilities.
- **Unclear sign-off arrangement:** Identify who will review and endorse UAT/project acceptance, progress reporting and final completion.

Remarks:

- The Applicant or Project Sponsor may use its own standard agreement, memorandum of understanding, letter of intent, endorsement email or similar written instrument, provided that the document is signed or confirmed by both parties and includes all mandatory content above.
- The Sponsorship Agreement should be consistent with the Application Form and Project Proposal, particularly the project title, scope, deliverables, schedule and Project Sponsor support.
- A valid Sponsorship Agreement must be submitted by the applicable deadline stated in the Guide and Notes for Applicants or the latest Scheme webpage.
- HKCMCL may request additional information or documentary evidence regarding the partnership, commitment or relationship between the Applicant and Project Sponsor.
- HKCMCL is not a party to the Sponsorship Agreement. The Applicant and Project Sponsor remain responsible for their own commercial, legal, regulatory, confidentiality, data, intellectual property and liability arrangements.
- An approved project must be carried out in accordance with the Sponsorship Agreement, approved Project Proposal and Funding Agreement. If there is any inconsistency between this Guideline and the approved Guide and Notes for Applicants, the approved Guide and Notes for Applicants shall prevail.