

# Checklist of Requisite Documents for ESS Applications

(ITF Form 7.4)

**Attention:** This checklist is for reference only. Please read through the [ESS - Guide to Filling in the Application Form](#) for the detailed requirements before submitting your application.

Mandatory	If Applicable
<b>Part A The Applicant</b>	
1. Certificate of Incorporation (CI) 2. <u>Valid</u> Business Registration Certificate (BR) 3. <u>Latest</u> Annual Return (NAR1) 4. Organisation Chart <sup>(Note 1)</sup>	- Incorporation Form for newly established company (NNC1) - Notice of Change of Company Secretary and Director (ND2A) - Notice/Certificate of Change of Company Name (NNC2)
<b>Part C Justifications</b>	
<b>I. Innovation and Technology Component</b> 6-slide PowerPoint introduction of the Project	
<b>III. Technical and Management Capability</b> - Duly completed CV(s) of all members <sup>(Note 2)</sup> - Proof of academic/professional qualifications and relevant business/work experience <sup>(Note 3)</sup> - <u>Latest</u> employment contract(s) <sup>(Note 4)</sup>	- Supporting documents on collaboration arrangement <sup>(Note 5)</sup>
<b>V. Financial Considerations</b> - Remuneration declaration <sup>(Note 6)</sup> - Engagement Declaration <sup>(Note 7)</sup> - Reference quotation(s) of item(s) with unit cost/total cost at or exceeding \$500,000	- Reference quotation(s)
<b>Others</b>	
	- Agreement(s) on consent/license of use of background IPs/patents of a third party - Search report(s) of prior art, patents, etc. - Other supporting documents. Please specify. <sup>(Note 8)</sup>

## Notes:

- Applicant should upload an organisation chart showing both the divisional (i.e. departments) and functional (i.e. positions) structures of the organisation. If it belongs to a company group, please further provide a chart showing its relationship and the shareholding structure with other legal entities in the company group.
- The CV template can be downloaded from ITCFAS (obtainable in **Part G**). A completed CV should be submitted for each individual project team member who is on board at the time of application submission.
- Applicant should include supporting information to substantiate the claims in the CV –
  - Academic/Professional Qualifications:** e.g. certificate(s), testimonial(s) or academic transcript(s);
  - Business/Work Experience:** e.g. reference letter(s) issued by relevant authorities (such as employers, universities, government/public organisations, business partners), employment letter(s)/contract(s), commercial contracts; and
  - Others:** patents, publications, industry/academic awards won in the past, endorsement of outstanding experts in the field, etc.

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4. Employment contracts of all project team members who are employed by the Applicant at the time of application should be submitted. Project Coordinator and Deputy Project Coordinator shall be employed by the Applicant or the key members of the company (e.g. Director) at the time of application and throughout the project period.
5. Letter(s) of intent issued by the collaborating organisation(s) or agreement(s) made with the collaborating organisation(s), licensing of IP rights (if any), sharing of the royalties or IP rights or any other sorts of income to be generated from the project results/deliverables (if any) etc.
6. **Shareholder/Director** taking any form of remuneration from the project funds is required to complete and submit a Remuneration Declaration that can be downloaded from ITCFAS (obtainable in **Part G**).
7. Project team member who belongs to any one of the categories identified in paragraph 6.2.2(a) to (e) of the [Funding and Administrative Guidelines for Successful Applicants](#) (the “Administration Guide”) is required to complete and submit an Engagement Declaration that can be downloaded from ITCFAS (obtainable in **Part G**).
8. Research protocol, feasibility study report, etc.

(February 2023)