

**Pilot Manufacturing and Production Line Upgrade Support Scheme  
(Manufacturing+)**

**Application Form**

<b>Reference No.</b>		<b>Date/Time of Receipt</b>
<b>Project Title</b>	<p>[Project Title in English]</p> <p>[Project Title in Chinese]</p>	<p>[Submit Date]</p> <p>(last rev: [Last Update] )</p>
<b>Applicant</b>	<p>[Applicant's name in English]</p> <p>[Applicant's name in Chinese]</p>	<b>(For Official Use)</b>

**GENERAL**

1. Please read the “Pilot Manufacturing and Production Line Upgrade Support Scheme (Manufacturing+ – Guidance Notes for Applications” (the “Guide”) (available at the Manufacturing+ dedicated website <<https://www.itf.gov.hk/en/funding-programmes/promoting-new-industrialisation/new-industrialisation-support-scheme/manufacturing-plus/index.html>>) carefully before completing this application form.
2. Please attach the supporting documents which are listed in the Guide.
3. The Government of the Hong Kong Special Administrative Region (“the Government”) and the Secretariat of Manufacturing+ (“the Secretariat”) shall have the right to disclose, without further reference to the applicant, whenever it considers appropriate, information provided in, and in connection with, the applicant’s application for Manufacturing+ as stipulated under the section “Handling of Information” of the Guide. In submitting the application form, each applicant irrevocably and unconditionally authorises the Government and the Secretariat to make and consents to the Government and the Secretariat making any of the aforesaid disclosure. By submitting an application, an applicant is regarded to have agreed to, and to have obtained from the project coordinator and the consultant/service provider(s)/supplier(s) and each individual whose information (including personal data) is provided in the application, his/her consent for the disclosure, use and further disclosure by the Government and the Secretariat of the information (including personal data) for the purposes set out above.
4. When registering as an applicant for Manufacturing+ for submission of applications or other documents

related to Manufacturing+, you will be required to provide personal information.

5. An individual to whom personal data belongs and a person authorised by him/her in writing has the right of access and correction with respect to the individual's personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of Hong Kong). The right of access includes the right to obtain a copy of the individual's personal data provided in, and in connection with, the application.
6. Enquiries concerning the personal data collected by means of the application form, or in connection with the application, including the making of access and corrections, should be made in accordance with the "Personal Information Collection Statement" as shown on the Manufacturing+ dedicated website.
7. This form is divided into the following 4 parts:-

Part A	Particulars of the Applicant
Part B	Project Information
Part C	Submission of Quotations/Tender Bids
Part D	Declaration

## PART A: PARTICULARS OF THE APPLICANT

### (I) Business registration and company registration information

Please complete this Part according to the Business Registration (“BR”) Certificate issued by the Inland Revenue Department and/or the Certificate of Incorporation issued by the Companies Registry of the Government. <sup>(Note 1)</sup>

Business Registration (BR) No.: \_\_\_\_\_ Date of Expiry \_\_\_\_\_  
(first 8 digits only) (dd/mm/yyyy)

Company Registration (CR) No.: \_\_\_\_\_

Form of Business: \_\_\_\_\_

Others, please specify:

*Note 1: The applicant must provide its Business Registration No. here. The Company Registration No. should also be provided if applicable (e.g. if the applicant is a limited company).*

Applicant: (English) \_\_\_\_\_

(Chinese) \_\_\_\_\_

Address: (English) \_\_\_\_\_

(Chinese) \_\_\_\_\_

### (II) Applicant is a government subvented organisation or subsidiary of any government subvented organisation<sup>(Note 2)</sup>?

- .. Yes
- .. No

*Note 2: Government subvented organisations or subsidiaries of any government subvented organisations are not eligible to apply for Manufacturing+. Government subvented organisation means organisation that receives subvention from the Government on a recurrent basis. The subvention contributes towards the organisation's operational expenses, in exchange for its service to the public. The recurrent subvention may account for the bulk of the organisation's income or may just be a token contribution/sponsorship forming a small percentage of the organisation's total income.*

### (III) Applicant is a listed company in Hong Kong<sup>(Note 3)</sup>?

- .. Yes
- .. No

*Note 3: Listed companies in Hong Kong are not eligible to apply for Manufacturing+.*

(IV) Location(s) of the manufacturing operation/production line<sup>(Note 4)</sup> in Hong Kong

(i) Address(es):

(ii) Size (Area) of the premises (including ancillary facilities): [ ] sq. m.

(iii) Any existing facilities in the premises (e.g. machinery, equipment, apparatus, installations, etc.)

Please list the existing facilities:

*Note 4: Manufacturing includes the physical or chemical transformation of materials, substances, or components into new products. Substantial alteration, renovation and reconstruction of goods are generally considered to be manufacturing. Also included in this industry sector is specialised repair and maintenance of industrial and commercial machinery and equipment. Please refer to Section C – Manufacturing in the Hong Kong Standard Industrial Classification (HSIC) Version 2.0 or any more updated version (if applicable) published by Census and Statistics Department for the economic activities classified as manufacturing:*

*<[https://www.censtaid.gov.hk/en/data/stat\\_report/product/B2XX0005/att/B2XX0004012008XXXXB0300.pdf](https://www.censtaid.gov.hk/en/data/stat_report/product/B2XX0005/att/B2XX0004012008XXXXB0300.pdf)>*

*For the avoidance of doubt, production line refers arrangement/combination of machinery, equipment, apparatus, installations, etc. for carrying out manufacturing operations.*

(V) Business Performance <sup>(Note 5)</sup>

(i) Annual turnover of the applicant enterprise for the past 12 months (HK\$): [ ]  
(ii) Gross Income of the applicant enterprise for the past 12 months (HK\$): [ ]

*Note 5 : The applicant may be required to submit supporting documents such as audited accounts, profit tax return, management account and transaction records as proof.*

(VI) Type and duration<sup>(Note 6)</sup> of manufacturing operation/production line in Hong Kong:

The applicant has been carrying out manufacturing operation in Hong Kong for [ ] years and [ ] months.

The applicant has been running production line in Hong Kong for [ ] years and [ ] months.

*Note 6: The applicant must have been carrying out manufacturing operation or running production line in Hong Kong which is related to the project under application for at least one year at the time of application. The Secretariat or any authorised person acting on behalf of the Secretariat makes reference to factors including but not limited to:*

- *Nature of the manufacturing operation/production line in Hong Kong*
- *Size/extent/percentage of the manufacturing operation/production line in Hong Kong*
- *Key steps/processes of the manufacturing operation/ production line in Hong Kong*
- *Investment amount in Hong Kong*
- *Number of employees in Hong Kong*
- *Information of customers/clients*
- *Year of establishment*
- *Whether profits are assessable in Hong Kong*
- *Information/assessment issued by relevant financial and professional organisations*
- *Purchase record(s) of the raw materials used for the manufacturing operation/production line*
- *Sales record(s) of the end products of the manufacturing operation/production line*
- *Inventory record(s) and production record(s)*

*The applicant may be required to submit supporting documents to ascertain its manufacturing operation/production line.*

(VII) Outline of the current manufacturing operation/production line in Hong Kong

(Please include information in Note 6 as far as practicable) (No more than 500 words)

(VIII) Products manufactured: [select from list]

- Chemical and Biotechnology
- Electronics
- Food and Beverage
- Industrial Machinery
- Jewellery
- Metal Products
- Printing and Publishing
- Textiles and Clothing
- Toys
- Watches and Clocks
- Plastics
- Footwear
- Medical and Optical Devices
- Electrical Appliances
- Environmental Industries
- Other Manufacturing Industries , please Specify :

(IX) Employment in Hong Kong

Number of person(s) employed in Hong Kong

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Number of employee(s) directly participating in the manufacturing

operation/production line in Hong Kong

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(including proprietors/partners/shareholders actively engaged in the work of the applicant's business, and all salaried employees  
of the applicant directly paid by the applicant, whether full-time or part-time, permanent or temporary):

(X) Registrations, licences, certifications, accreditations, etc. relevant to the manufacturing operation/production line (if applicable)<sup>(Note 7)</sup>:

Issuing Government Department, Certification or Accreditation Body	Details of registration, licence, certification, accreditations relevant to the manufacturing operation/production line

*Note 7: Including registrations, licences, certifications and accreditations issued by Government Departments (e.g. food factory licence and pharmaceutical manufacturer licence) and certification or accreditation bodies (e.g. GMP and ISO).*

(XI) Project Coordinator

Name: \_\_\_\_\_ [Name in English] \_\_\_\_\_ ([Name in Chinese]) \_\_\_\_\_  
 Post Title: \_\_\_\_\_ Email: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

The contact information of the Project Coordinator will be used for future communication with your company regarding this application. Please ensure they are correct.

**PART B: PROJECT INFORMATION**

**(I) Project Title**

(English) \_\_\_\_\_

(Chinese) \_\_\_\_\_

**(II) Project Period (must be 12 months or below)**

\_\_\_\_\_ - \_\_\_\_\_  
(dd/mm/yyyy) (dd/mm/yyyy)

**(III) Proposed smart manufacturing technologies to be adopted**

*(One or more of the chosen smart manufacturing technologies below should be adopted):*

- Internet of Things
- Real-time data acquisition
- Application of data analytics
- Application of advanced human-machine interfaces
- Artificial intelligence/machine learning/deep learning
- Automation and robotics
- Sustainable technology
- Incorporation of sensors and actuators
- Others (please specify):

**(IV) Outline of smart manufacturing technological solutions**

*(Please set out the smart technologies to be applied in the proposed project, the proposed solution to be applied or integrated into the current manufacturing operation/production line, the integration to be applied to other existing systems (e.g. IT, supply chain, quality control), the relevance and essentialness of the services/equipment/hardware/software in addressing the existing problems occurred in the key steps of the manufacturing operation/production line, the milestones, timelines and deliverables of the proposed solution, and plans for upskilling workers and managing the organisational change that accompanies the upgrade in not more than 500 words)*



**(V) The anticipated benefits with concrete outcomes corresponding to the project purpose**

*(Please summarise the enhancement to be brought to the existing processes in functionality, performance and productivity; diversification in product range, increase in output, savings in manpower, time or utility costs in not more than 500 words)*



(VI) Information of selected technology consultant/ service provider(s)/ external auditor (notes 8 and 9)

**Is Hong Kong Productivity Council (“HKPC”) involved in the project as either a selected or non-selected technology consultant/ service provider?**

RFQ# from ePROQ System: \_\_\_\_\_

Company (English) \_\_\_\_\_

/Organisation Name: (Chinese) \_\_\_\_\_

Contact Person:

Name: \_\_\_\_\_

Post Title: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Type of Project Expenditure / Deliverables	Item to be Procured	Cost (HK\$)

Add 2nd RFQ Information

RFQ# from ePROQ System: \_\_\_\_\_

Company (English) \_\_\_\_\_

/Organisation Name: (Chinese) \_\_\_\_\_

Contact Person:

Name: \_\_\_\_\_

Post Title: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Type of Project Expenditure / Deliverables	Item to be Procured	Cost (HK\$)

Add 3rd RFQ Information

RFQ# from ePROQ System: \_\_\_\_\_

Company (English) \_\_\_\_\_  
/Organisation Name: (Chinese) \_\_\_\_\_

Contact Person:

Name: \_\_\_\_\_  
Post Title: \_\_\_\_\_ Email: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Type of Project Expenditure / Deliverables	Item to be Procured	Cost (HK\$)

*Note 8: To encourage proper consideration of the local setting in the formulation of smart manufacturing technologies, the technology consultant **must** be a local university, Research and Development Centres or designated local public research institution, or a company registered in Hong Kong under the Business Registration Ordinance at the time of application.*

*Note 9: The technology consultant, service provider(s) and external auditor **must not** be related to the applicant in terms of management or ownership.*

(VII) Project Expenditure / Deliverables <sup>(Note 10)</sup>

(Note 10: Reimbursement will be processed based on the delivery of items below. Manufacturing+ will **not** cover expenditure on normal business operating costs of the applicant, including but not limited to rental for premises, staff salary and other related expenses, maintenance/warranty/insurance, non-technology related professional service fees, marketing and branding expenses, general office equipment and software (e.g. PCs, laptops, printers, scanners, photocopiers, fax machines, tablets, mobile phones, USB flash drives, anti-virus software, office suites), transportation and accommodation, and administrative overhead, etc.)

(i) Technology Consultancy

Item	Quantity	Cost (HK\$)	<b>Please provide the details of the items to be procured, and briefly elaborate the relationship with the smart manufacturing technologies selected in Part (B) Section (III)</b>
Sub-total (i):			

(ii) Customised items

(including purchase, rental or subscription of customised equipment, hardware and software of the smart manufacturing technologies **which form an essential part of the project**)

Item	Quantity	Cost (HK\$)	<b>Please provide the details of the items to be procured, and briefly elaborate the relationship with the smart manufacturing technologies selected in Part (B) Section (III)</b>
Sub-total (ii):			

(iii) Off-the-Shelf/Readily Available items

(including purchase, rental or subscription of readily available equipment, hardware and software of the smart manufacturing technologies which form an essential part of the project.)

Item	Quantity	Cost (HK\$)	<b>Please provide the details of the items to be procured, and briefly elaborate the relationship with the smart manufacturing technologies selected in Part (B) Section (III)</b>
Sub-total (iii):			

(iv) External Audit Fee

(Allowable for projects with approved funding amount exceeding \$50,000 for which an audited statement of income and expenditure for the project from an independent auditor is required. The maximum audit fee to be counted towards the total project cost is \$3,000. Procurement of auditing service must conform to the procurement procedures including the requirement for quotations as stipulated in the Guide. External audit fee not listed in this part will not be reimbursed.)

Sub-total (iv):	
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	(HK\$)
Total Project Cost:	
Applicant's Contribution in Cash:	
Funding Requested under Manufacturing+:	

## PART C: SUBMISSION OF QUOTATIONS / TENDER BIDS

The minimum number of quotations/tender bids as stipulated in the Guide must be obtained for procurement of goods/services in Part B Section (IV). Each bidder/tenderer must sign a probity and non-collusive quotation/tendering certificate. For samples, please refer to ICAC's website ([http://www.icac.org.hk/filemanager/en/Content\\_1031/GranteeBPC.pdf](http://www.icac.org.hk/filemanager/en/Content_1031/GranteeBPC.pdf)), the Competition Commission's website (<https://www.comppcomm.hk/en/media/press/files/>)

[Model Non Collusion Clauses and Non Collusive Tendering Certificate Eng.pdf](#) and the Manufacturing+ dedicated website (<https://www.itf.gov.hk/en/funding-programmes/promoting-new-industrialisation/new-industrialisation-support-scheme/manufacturing-plus/index.html>).

The applicant should obtain the requisite number of quotations/tender bids (as set out below) using the e-procurement system of Manufacturing+. If the minimum number of quotations/tender bids cannot be obtained, the applicant should initiate one more round of procurement procedure carried out on the e-procurement system of Manufacturing+. The applicant must specify clearly the goods/services involved on each of the quotations/tender bids obtained.

Aggregate value of each equipment/ good/ service to be procured	Minimum number of quotations/tender bids	Minimum number of working days publicised
≤ HK\$50,000	2	3
> HK\$50,000 & ≤ HK\$300,000	3	5
> HK\$300,000 & ≤ HK\$1,350,000	5	10
> HK\$1,350,000	open tender	14

If the selected quotation bid for any goods/services is not the lowest quotation bid, please specify clearly the item(s) involved and provide reason below:

If the minimum number of quotations/tender bids for any goods/services could not be obtained, please specify clearly the item(s) involved and provide reason below:

## PART D: DECLARATION

We, the applicant mentioned below, hereby confirm and declare that:

- .. the applicant has read and fully understands the Guidance Notes for Applications (the Guide) and all explanatory notes as set out in this form, and that the proposed project is in compliance with the requirements set out in the Guide;
- .. all information provided in this form as well as the accompanying information is true, valid and accurate and reflect the status of affairs as at the date of submission. The applicant undertakes to inform the Secretariat or any authorised person acting on behalf of the Secretariat immediately in writing if there are any changes to the above information. In the event that any information is found untrue, incomplete or inaccurate, the Secretariat reserves the right to revoke the approval of any application, request for refund of any reimbursement to the Government, and subject the case to legal proceedings;
- .. the applicant has obtained consent from all relevant persons/entities for the disclosure, use and further disclosure by the Government and the Secretariat of their information/personal data;
- .. the applicant has been carrying out manufacturing operation or running production line in Hong Kong for at least one year at the time of application, is not a listed company in Hong Kong, and is not a government subvented organisation or a subsidiary of any government subvented organisations as stipulated in the Guide. The applicant has provided the Business Registration No. under Part A of this form if it is registered under the Business Registration Ordinance (“BRO”) and has been issued a Business Registration Certificate by the Inland Revenue Department of the Government. The applicant also understands that any omission or misrepresentation of information with a view to obtaining pecuniary advantage by deception is an offence and liable to legal proceedings;
- .. the technology consultant, service provider(s), any other supplier(s) and external auditor have no relationship with the applicant in terms of management and ownership. The applicant and any person/staff authorised by the applicant to handle or in any way to be involved in the quotation or tender exercise for the procurement of goods and services have no actual or potential conflict of interest; or otherwise will not participate in the procurement process. If the project is approved, the applicant shall carry out and complete the project strictly in accordance with the approved application and funding agreement. The applicant shall be solely responsible for monitoring the implementation of the project by the technology consultant, service provider(s) and supplier(s);
- .. the project coordinator in Part A is able to fully represent the applicant and conversant with the operation and business processes of the applicant and is a responsible personnel of the applicant. The applicant also understands that it shall bear the sole responsibility in

ensuring all procurement for goods and services are in compliance with the required procedures as stipulated in the Guide. In the event that any procurement procedures of the applicant is found not in compliance with the required procedures, the Secretariat shall have the power to revoke the approval of any application, adjust the amount of payment, withhold and/or defer and/or cease making payment, request refund of any reimbursement to the Government, and subject the case to legal proceedings;

.. the applicant understands that the Secretariat or any authorised person acting on behalf of the Secretariat has the right to determine whether the applicant, the technology consultant, service provider(s) and supplier(s) are eligible, and whether the proposed project falls within the ambit of Manufacturing+;

.. the applicant has not applied for or accepted and shall not apply for or accept direct subsidy from other local public funding for the same expenditure items under the approved project; and

.. the applicant shall conform in all respects with all applicable laws and regulations (including without limitation the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region and the Safeguarding National Security Ordinance).

The applicant is NOT **owned and/or controlled by** a current Hong Kong Productivity Council ("HKPC") Council Member or his/her associate or associated person at the time of filing application. OR

The applicant is **owned and/or controlled by** a current HKPC Council Member or his/her associate or associated person at the time of filing application. Please fill in the full name of such HKPC Council Member in the box below.

Full Name of Council Member:\_\_\_\_\_

For the purpose of this application,

- (1) "associate" of a person means:
  - (a) a relative or partner or director of that person; or
  - (b) a company one or more of whose directors is in common with one or more of the directors of that person.
- (2) "associated person" of a person means:
  - (a) any person who has control, directly or indirectly, over that person; or
  - (b) any person who is controlled, directly or indirectly, by that person; or
  - (c) any person who is controlled by, or has control over, the first-mentioned person in clauses 2(a) and 2(b).

(3) A person having “control” over another person means the power of that person to secure:

- (a) by means of the holding of shares or interests or the possession of voting power in or in relation to the second-mentioned person or any other person; or
- (b) by virtue of powers conferred by any constitution, memorandum or articles of association, partnership, agreement or arrangement (whether legally enforceable or not) affecting that second-mentioned person or any other person; or
- (c) by virtue of holding office as director in that second-mentioned person or any other person; that the affairs of that second-mentioned person are conducted in accordance with the wishes of the first-mentioned person.

(4) “director” means any person occupying the position of a director by whatever name called and includes without limitation a de facto or shadow director. In the context of HKPC, it means a member of HKPC appointed under section 9 of the Hong Kong Productivity Council Ordinance (Cap. 1116) (“member of HKPC”).

(5) “relative” means the spouse, parent, child, brother or sister of the relevant person, and, in deducing such a relationship, an adopted child shall be deemed to be a child both of the natural parent and the adopting parent and a step child to be a child of both the natural parent and the step parent.

We, the applicant mentioned below, hereby authorise the Government and the Secretariat to handle the personal data/information provided in this application, including the disclosure of the information in relation to this application to other parties, in accordance with the section “Handling of Information” of the Guide.

**Signature of authorised person  
for and on behalf of the applicant :** \_\_\_\_\_

**Name of the authorised signatory  
(as shown on HKID Card / Passport) :** \_\_\_\_\_

**Post title of the authorised  
signatory** \_\_\_\_\_

**HKID Card / Passport No.** : \_\_\_\_\_  
(all alphanumeric characters, e.g.  
A1234567 or AB234567A) \_\_\_\_\_

**Company name and company :** \_\_\_\_\_

**chop of the applicant** \_\_\_\_\_

**Tel. no.** : \_\_\_\_\_

**Date (dd/mm/yyyy)** : \_\_\_\_\_