

**Innovation and Technology Fund
Pilot Innovation and Technology Accelerator Scheme**

Application Form

General Notes

1. Please read the “Application Guidelines for Pilot Innovation and Technology Accelerator Scheme (“PITAS”)” (“Guidelines”) before completing this form.
2. Incomplete application forms will not be accepted.
3. Please complete this form in either Chinese or English.
4. Please attach annex(es) if the space provided in the form is insufficient. For any applications submitted, the Innovation and Technology Commission (“ITC”) reserves the right to seek clarification, request additional documents/information, or obtain the original of the documentary proof for verification where necessary. The application would be considered withdrawn if the documents/information or explanation requested by ITC are not provided by the applicant within one month. Unless requested by the PITAS Secretariat, supplementary information will not be accepted once the application has been submitted and will not form part of the application. Supplementary information which is not specifically referred to in the application form will not be considered and will not form part of the application.
5. Information provided in this form will be used for processing the application, compiling statistics, meeting requirements of the law, and if the application is approved, monitoring the project, disbursing funding, etc. ITC reserves the right to disclose, without further notice to the Applicant, whenever it considers appropriate, any Disclosable Information to other bureaux/departments of the Government of the Hong Kong Special Administrative Region (“the Government”), related organisations and other parties.
6. Please submit the application to the PITAS Secretariat through the following means:
 - (a) by email to pitas@itc.gov.hk; or
 - (b) by post or in person, with the signed and stamped application form.
7. In the event of any inconsistency between this form and either the Guidelines mentioned in the first paragraph above or the Agreement to be entered into between the Government and the Applicant upon successful application, the Guidelines and the Agreement shall prevail.
8. This form comprises the following Parts:

Part A	The Applicant
Part B	I&T Accelerator
Part C	Declaration

Part A The Applicant

Section (A) Information of I&T Accelerator

Name of I&T Accelerator:	Chinese: English:
Name of Registered Company in Hong Kong:	Chinese: English:
Company Registration Number in Hong Kong:	
Date of Company Registration in Hong Kong:	
Business Registration Number:	
Expiry Date of Business Registration Certificate:	

Section (B) Person-in-Charge (PIC) of I&T Accelerator

Full Name of PIC:	Chinese: English:
HKID Card Number:	
Passport Number (if no HKID Card Number):	
Position:	
Contact Number:	Office: Mobile:
Email Address:	

Section (C) Contact Person of I&T Accelerator (if such a person is not the same as the PIC mentioned in Section (B))

Full Name of Contact Person:	Chinese: English:
HKID Card Number:	
Passport Number (if no HKID Card Number):	
Position:	
Contact Number:	Office: Mobile:
Email Address:	

Section (D) Please provide the following information.

(a) Main business of Applicant (including information on products or services)

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(b) Whether the PIC or members of the operation team of the I&T accelerator project have criminal conviction records in Hong Kong or elsewhere?

Yes No

If yes, please specify the details:

Offence	Date of Conviction	Penalty

(c) Whether the PIC or members of the operation team of the I&T accelerator project had been subject to criminal prosecution in Hong Kong or elsewhere?

Yes No

If yes, please specify the details:

Offence	Date of Prosecution

(d) Whether the Applicant had submitted or plans to submit a winding-up petition, or whether it is involved in any legal proceedings related to winding-up?

Yes

No

If yes, please specify the details:

Part B I&T Accelerator

Section (A) Basic Information

Date of establishing / planned establishment of physical operational base in Hong Kong (Day/Month/Year):	
Address:	
Area:	
Major facilities:	
Estimated number of technology start-ups to be supported within the project period:	Number of local start-ups: _____ Number of start-ups from outside Hong Kong: _____
Focus technological areas/industries:	
Number of existing staff:	Full-time: _____ Part-time: _____

Section (B) Management and Project Team

1. Please provide the information on the management and project team members of the Applicant (including their qualifications, education level, professional qualifications, related achievements or experience) and attach the organisational chart and relevant curriculum vitae (“CV”).

Name	Please mark with '✓'		Position/ Role	Qualifications/Education Level/Professional Qualifications	Related Achievements or Experience
	Management	Project Team			

Section (C) Details of the Programme

1. Please illustrate the objectives and operational model of the programme.

2. Please explain how to select start-ups with potential to participate in its accelerator programme.

3. Please illustrate the details of services provided or to be provided (including the facilities/equipment/services/courses and activities to be provided for I&T start-ups participating in the programme) and the implementation timetable.

4. Please provide the annual financial estimates for the programme (including the listing of all account details) and proof of financial viability.

5. Please illustrate the expected benefits of the programme to Hong Kong's I&T ecosystem and state clearly the relevant performance indicators for evaluation.

6. Please explain how to attract start-ups with potential in or beyond Hong Kong to participate in the programme, help accelerate the growth of these start-ups and expand their market scale, as well as accelerate the commercialisation and application of their research and development outcomes through the Applicant's (or its founder's or organisation's) network of industry and investor partners, experts and mentors in various technology areas, collaborative partnerships, etc.

Section (D) Please provide the following information.

1. Whether the Applicant (or its founder or organisation) has **at least 5 years of** experience of supporting the development of technology start-ups (for example, providing acceleration services to I&T enterprises)?

Yes, with ___ years of related experience

No

Please provide the details of related experience and achievements with the relevant documentary proof.

2. Please provide the information on at least 3 technology start-ups that accepts or had accepted the acceleration services provided by the Applicant or its founder or organisation.

Technology start-up (1)

Name of enterprise:	Chinese: English:
Website (if any):	
Technology area:	
Location: (Country/Region/Technology Park)	
Details of participating in acceleration services:	Period: Brief description of services: Outcomes:
Information on Contact Person:	Name: Position: Telephone number: E-mail address:

Technology start-up (2)

Name of enterprise:	Chinese: English:
Website (if any):	
Technology area:	
Location: (Country/Region/Technology Park)	
Details of participating in acceleration services:	Period: Brief description of services: Outcomes:
Information on Contact Person:	Name: Position: Telephone number: E-mail address:

Technology start-up (3)

Name of enterprise:	Chinese: English:
Website (if any):	
Technology area:	
Location: (Country/Region/Technology Park)	
Details of participating in acceleration services:	Period: Brief description of services: Outcomes:
Information on Contact Person:	Name: Position: Telephone number: E-mail address:

3. Whether the Applicant or its founder or organisation had engaged in co-operation with the existing I&T parks in Hong Kong?

Yes No

If yes, please provide a brief description of the co-operation and outcomes.

4. Whether the Applicant or its founder or organisation had any achievements and/or awards related to I&T accelerator services?

Yes No

If yes, please provide a brief description of the achievements and/or awards with the relevant documentary proof.

Part C Declaration

The Applicant has carefully read and fully understood the content of the Application Guidelines for PITAS and information in this Application Form. In particular, the Applicant fully understands that, where this application is successful, the Applicant will enter into a funding agreement with the Government and is required to comply with all the terms and conditions therein and the instructions or letters issued by the Government from time to time for the project, including those on project progress and expenditure, submission of reports and audited accounts, etc. The Applicant shall assume all legal liabilities arising from, and be directly accountable for all legal obligations relating to the project, and shall not take any action that is prejudicial to the Government's interest.

The Applicant certifies that all the information provided in this Application Form is true, complete and accurate. In the event that any information is found untrue, incomplete or inaccurate in future, ITC reserves the right to revoke its approval of any application, withdraw any approved funding approved, request for refund to the Government of any payment already made, and subject the case to legal proceedings. The Applicant also understands that any deception by omitting or misrepresenting information to obtain pecuniary advantage is an offence and liable to prosecution.

The Applicant agrees that the Government is entitled to use and/or disclose the information provided in this Application Form to other relevant parties to process the application, compile statistics, meet requirements of the law, and if the application is approved, monitor the project, disburse funding (including uploading the relevant information onto the website of the Innovation and Technology Fund), exercise the related rights and authority, publicise and promote the project, etc. The Applicant understands and accepts that ITC or relevant institutions may conduct on-site checking to verify the progress/outcomes of individual projects and that they are entitled to check the relevant information on the project.

The Applicant declares that the expenditure items in this Application Form will not cover any expenses unrelated to the services provided under the PITAS, including but not limited to any form of investment in start-ups; estate agent commissions and administrative fees related to rentals, such as rates, Government rent, management fees and air-conditioning charges; any expenses that are unnecessary or irrelevant to the operations of the project; entertainment expenses, and any prizes, either in the form of cash or other types of souvenirs; transportation and accommodation expenses arising from local and overseas trips; additional expenses related to staff salary (e.g. Mandatory Provident Fund service charges and staff facilities); and financing expenses (e.g. interest payment for loans for setting up accelerator bases in Hong Kong or purchasing software/equipment/apparatus/experimental and testing equipment, etc.).

The Applicant declares that it would not directly receive other public funding from the Government, government-subvented bodies or existing I&T parks (viz. the Hong Kong Science and Technology Parks Corporation, the Hong Kong Cyberport Management Company Limited and the Hong Kong-Shenzhen Innovation and Technology Park Limited) for the provision of acceleration services at the same time. In other words, no double payment is allowed for the same part of an expenditure item. The Applicant also understands that it shall ensure that start-ups participating in their accelerator programmes would not receive other public funding in relation to the participation of the accelerator programmes and would make declaration accordingly. The Applicant also declares that the expenditure items under other public funding had already been excluded from this Application Form.

The Applicant understands that as the funding is provided on a matching basis, if the actual amount of its contribution is less than that committed in the application, the funding amount will be reduced accordingly.

The Applicant is not involved in any litigation, arbitration or administrative legal proceedings (whether in Hong Kong or elsewhere), and there are no claims pending, threatened or in progress against the Applicant or any of its assets (whether in Hong Kong or elsewhere).

The Applicant declares that it has not taken (nor is it taking or intending to take) any corporate action or other steps, and no proceedings have been commenced (or are about to be commenced or threatened to be commenced), for the purpose of making the Applicant wound up, bankrupt, dissolved, placed under administration or re-organisation, or for the appointment of a liquidator, receiver, administrator, trustee or similar officer over the Applicant or any or all of its revenues and assets.

The Applicant declares that the quoters/bidders have no relationship with the Applicant in terms of management or ownership. The Applicant and any persons/employees authorised by the Applicant to handle or in any way involved in the quotation or tendering process have no actual or potential conflict of interest; otherwise, they shall not participate in the procurement process.

The Applicant declares and undertakes that it shall fully comply with all laws, regulations and by-laws applicable to the Hong Kong Special Administrative Region (including but not limited to 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) in carrying out the project. On the occurrence of any of the following events, the Government may revoke the approved applications at any time with immediate effect, and require the Applicant to return the disbursed fund to ITC:

- (i) the Applicant has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
- (ii) the continued engagement of the Applicant is contrary to the interest of national security; or
- (iii) the Government reasonably believes that any of the events mentioned in paragraph (i) to (ii) above is about to occur.

Name of Applicant	<hr/>	
Name of PIC	<hr/>	
HKID Card/ Passport Number (All letters and numbers, e.g. A1234567 or AB234567A)	<hr/>	
Position	<hr/>	Stamp of Applicant
Telephone Number	<hr/>	
Email	<hr/>	
Date (Day / Month / Year)	<hr/>	