

Technology Voucher Programme

This document aims to provide a brief introduction of the **key features** of the Technology Voucher Programme (TVP). Before submitting applications, applicants should **read carefully** the Guidance Notes for Applications available at the TVP Funding Administrative System (<u>https://tvp.itf.gov.hk</u>), with a view to understanding details of the TVP properly.

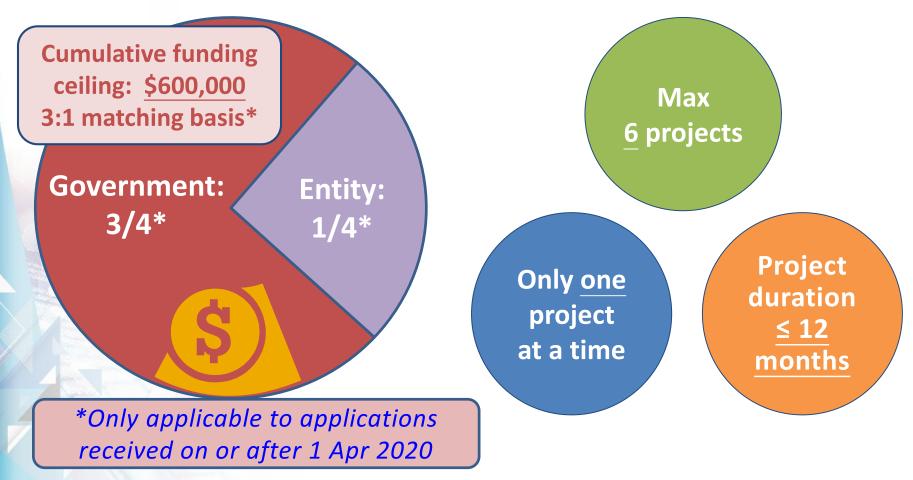
BACKGROUND

- To subsidise all local <u>non-listed</u> enterprises/organisations, irrespective of size and duration of operation, on the use of technological services and solutions
 - to improve productivity / upgrade or transform business processes
- From 1 April 2020: funding ratio and funding ceiling increased
- From 14 August 2020: related entities are no longer treated as one single entity for the purpose of calculating the cumulative funding amount under the TVP

ELIGIBILITY

- (a)(i) Enterprises **registered in HK** under Business Registration Ordinance; or
- (a)(ii) Companies incorporated and registered in HK under the **Companies Ordinance**; or
- (a)(iii) Statutory bodies established in HK AND
- (b) Not a listed company in HK*, and <u>not</u> a government subvented organisation or its subsidiary *subsidiaries of listed enterprises are eligible if they themselves are not listed AND
- (c) With **substantive business operation** in HK at the time of application
 - "Shell" company <u>NOT</u> eligible

FUNDING SCOPE AND AMOUNT (1)





- Funding amount: ≤ approved total project cost × ²/₃ or ³/₄
 - Initial payment (up to 25% of approved funding amount; applicable to applications received from 1 Dec 2019)
 - ① Funding agreement signed; and
 - ② Applicant's corresponding share of contribution deposited into a designated bank account
 - Final payment: disbursed upon ITC's acceptance of final project report

FUNDING SCOPE AND AMOUNT (3)

- Funding could cover:
 - ① Technology Consultancy (optional)
 - ② <u>Customised</u> equipment/hardware, software and technological services or solutions (essential part of project)
 - ③ Off-the-shelf/readily available equipment/ hardware, software and technological services or solutions (<u>essential part</u> of project; ≤ 50% of total project cost)
 - Auditing fee (if approved funding > \$50,000; maximum fee: \$3,000)

FUNDING SCOPE AND AMOUNT (4)

- Detailed budget
- Costs directly incurred for project
- <u>Subscription</u> cost for technological services/solutions allowed within <u>project period</u>
- **No** funding support from other local public funding sources for expenditure items under approved TVP project

FUNDING SCOPE AND AMOUNT (5)

- Since 1 June 2020, applicants can start projects <u>on the day</u> following the submission of application at the earliest
 - Applicants to submit "Declaration and Undertaking" (template at Annex D of the Guidance Notes, available for download at TVP website) no later than five working days after actual project commencement date
 - Applicants to bear full costs of their projects themselves if applications subsequently not approved

FUNDING SCOPE AND AMOUNT (6)

• Normal operating expenses **NOT** covered, such as:

rental of premises, staff salary & related expenses

non-technology related professional service fees

marketing and branding, financing expenses general office equipment for normal business operation

maintenance, warranty & insurance of existing and newly purchased equipment

transportation, accommodation, administrative overheads

TYPICAL TECHNOLOGICAL SERVICES/SOLUTIONS (1)

Productivity / Business Process

Appointment scheduling and queue management system	Big data and cloud-based analytics solution
Cyber security solution	Document management and mobile access system
Electronic inventory management system	Enterprise resource planning (ERP) solution(including CRM system)
Logistics management system	POS system

TYPICAL TECHNOLOGICAL SERVICES/SOLUTIONS (2)

• Productivity / Business Process

Augmented reality (AR) technologies system	Building information modeling (BIM) system	Clinic management system
Electronic procurement management system	Fleet management system	Location based services (LBS)
Quick response management (QRM) system	Real-time manufacturing tracking system	Solutions to facilitate compliance with manufacturing standards

TYPICAL TECHNOLOGICAL SERVICES/SOLUTIONS (3)

Productivity / Business Process

Computer Aided Design (CAD)

Intelligent Robot (Industrial Robot and Service Robot) Applications

Product Management System Sch

stem School Management System

Environmental Protection

Energy management system

Waste management technologies

TYPICAL TECHNOLOGICAL SERVICES/SOLUTIONS (4)

Testing and Certification

Energy management system (ISO 50001) Environmental management system (ISO 14001)

Information security management system (ISO/IEC 27001) Testing Solutions for Traditional Chinese Medicines (TCM)

applicants should engage technological services and solutions in the process of fulfilling the testing/ certification requirements

PROCUREMENT

Procurement procedures

Estimated value of goods/services	Number of written quotations required
≤ \$50,000	2
> \$50,000 and ≤ \$300,000	3
> \$300,000 and ≤ \$1.4M	5
>\$1.4M	Open tender

Consultants, service providers and suppliers should <u>not</u> be related to applicant in terms of <u>ownership or</u> management, and may <u>not</u> provide loans to applicant for carrying out TVP projects

APPLICATION PROCEDURES (1)

• Open for application all year round

Obtain written quotations and probity and noncollusive quotation/tendering certificate from technology service provider(s) and supplier(s)

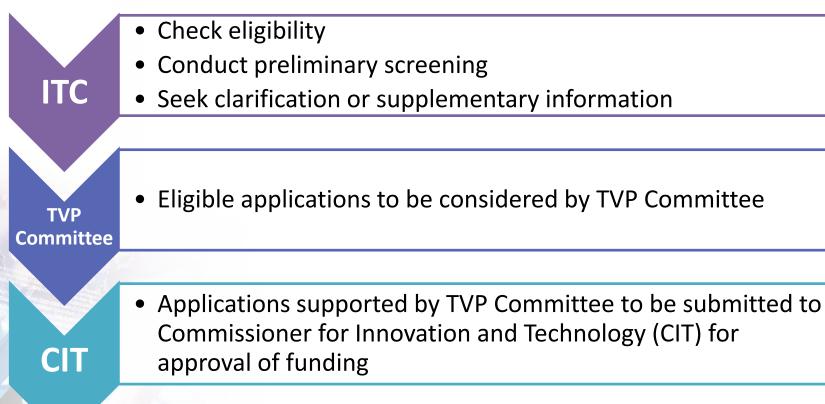
Register as user at TVP Funding Administrative System: https://tvp.itf.gov.hk

Submit applications with **necessary support documents** through TVP Funding Administrative System

APPLICATION PROCEDURES (2)

- ① Evidence of **substantive business operation**
- ② Form 1(a)/1(c) of Business Registration Office or Form NAR1 of Companies Registry
- ③ **HKID** or passport of signatory of application form
- All relevant <u>quotations</u> and duly signed <u>Probity and Non-Collusive Quotation/Tendering</u> <u>Certificate</u> by each bidder/tenderer
- * **Quotation invitation document** and **certified** copy <u>not</u> required

VETTING (1)



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VETTING (2)

- Assessment criteria:
 - Relevant to the applicant's business
 - Reasonable budget
 - Reasonable implementation details
 - Adverse record of the technology service provider(s)

VETTING (3)

- Common reasons for past applications <u>not</u> supported by the TVP Committee:
 - merely procurement of off-the-shelf/readily available items
 - application involving only <u>little or no technological</u> <u>elements</u> and hence <u>not</u> consistent with objectives of TVP
 - Budget or implementation details not reasonable
- Rejected applications → re-submitted after taking into account reason(s) for earlier rejection



TVP COMMITTEE

<u>Non-official members:</u>

 ① Business sector
 ② Technology sector
 ③ Professional services sector

Ex-officio members: Representatives of Government Departments

PROJECT MONITORING (1)

- Funding agreement
- Project carried out strictly in accordance with funding agreement and approved application
- Any modification, amendment or addition to approved project (including change of project duration, services provider, equipment, budget):
 <u>Strong justifications</u> to be provided
 - → Prior written approval by ITC

(TVP Committee to be consulted if necessary)

PROJECT MONITORING (2)

- Request for change in project scope or increase in total amount of ITF funding will not be entertained
- Prior approval by ITC is <u>not</u> required under the following conditions
 - Deviation of expenditure of individual item ≤ 30% of approved budget
 - Increase in own contribution
 - Early project completion
 - Project extension for no more than 6 months

PROJECT COMPLETION

- Submission through TVP Funding Administrative System within
 <u>2 months</u> after project completion
 - Final project report
 - Evidence of deliverables
 - Receipts of payment for expenditure items
 - Audited statement of income and expenditure (funding > \$50,000)
 <u>OR</u> Final statement of income and expenditure (funding ≤ \$50,000)
 - Final payment: subject to actual total project expenditure and initial payment disbursed if any
- Sampled checking



ENQUIRY

- Tel: (852) 3523 1170
- Email: tvp-enquiry@itc.gov.hk
- Website: https://tvp.itf.gov.hk
- Address: Technology Voucher Programme Secretariat **Innovation and Technology Commission** 10/F, Rykadan Capital Tower 135 Hoi Bun Road Kwun Tong, Kowloon Hong Kong

UCHER

ROGRAMME