

# 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 (<https://tvp.itf.gov.hk>), with a view to understanding details of the TVP properly.

## BACKGROUND

- To subsidise all local non-listed 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 not 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 **NOT** eligible

## FUNDING SCOPE AND AMOUNT (1)

Cumulative funding  
ceiling: \$600,000  
3:1 matching basis\*

Government:  
 $\frac{3}{4}$ \*

Entity:  
 $\frac{1}{4}$ \*

Max  
6 projects

Only one  
project  
at a time

Project  
duration  
 $\leq$  12  
months

*\*Only applicable to applications  
received on or after 1 Apr 2020*

## FUNDING SCOPE AND AMOUNT (2)

- **Funding amount:**  $\leq$  approved total project cost  $\times$   $\frac{2}{3}$  or  $\frac{3}{4}$ 
  - 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 the Secretariat's acceptance of final project report

## FUNDING SCOPE AND AMOUNT (3)

- Funding could cover:
  - ① Technology Consultancy (optional)
  - ② Customised 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 (essential part of project;  $\leq 50\%$  of total project cost)
  - ④ Auditing fee (if approved funding  $> \$50,000$ ; maximum fee: \$3,000)

## FUNDING SCOPE AND AMOUNT (4)

- Detailed budget
- Costs directly incurred for project
- Subscription cost for technological services/solutions allowed within project period
- 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 on the day 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

general office equipment for  
normal business operation

non-technology related  
professional service fees

maintenance, warranty &  
insurance of existing and  
newly purchased equipment

marketing and branding,  
financing expenses

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**

**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
$\leq \$50,000$	2
$> \$50,000$ and $\leq \$300,000$	3
$> \$300,000$ and $\leq \$1.36M$	5
$> \$1.36M$	Open tender

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

## APPLICATION PROCEDURES (1)

- Open for application all year round

Obtain **written quotations and probity and non-collusive 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
- ④ All relevant quotations and duly signed Probity and Non-Collusive Quotation/Tendering Certificate by each bidder/tenderer

\* *Quotation invitation document and certified copy not required*



## VETTING (1)

The  
Secretariat

- Check eligibility
- Conduct preliminary screening
- Seek clarification or supplementary information

TVP  
Committee

- Eligible applications to be considered by TVP Committee

CIT

- Applications supported by TVP Committee to be submitted to Commissioner for Innovation and Technology (CIT) for approval of funding

## **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 not supported by the TVP Committee:
  - merely procurement of off-the-shelf/readily available items
  - application involving only little or no technological elements and hence not 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**



## 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):  
**Strong justifications** to be provided  
→ **Prior written approval** by the Secretariat  
(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 not required under the following conditions
  - Deviation of expenditure of individual item  $\leq 30\%$  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 2 months after project completion
  - Final project report
  - Evidence of deliverables
  - Receipts of payment for expenditure items
  - Audited statement of income and expenditure (funding > \$50,000)  
OR 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

## **COMMON PROBLEMS**

- Procurement procedures
  - Detailed requirements
  - Probity and Non-collusive Quotation Certificate
- Quotations
- Application form
  - Project outline
  - Concrete outcomes



## ENQUIRY

- Tel: (852) 2789 7000
- Email: [tvp-enquiry@hkpc.org](mailto:tvp-enquiry@hkpc.org)
- Website: <https://bee.hkpc.org/funding-schemes/tvp/>
- Address: Technology Voucher Programme Secretariat  
Hong Kong Productivity Council  
HKPC Building  
78 Tat Chee Avenue, Kowloon  
Hong Kong