



Technology Voucher Programme (TVP)

Application Form

| Reference No. | | Date/Time of Receipt |
|---------------|---|----------------------|
| Project Title | Electronic Clinical Management System 電子診所管理系統 | (For Official Use) |
| Applicant | Good Health Medical Group 健康醫療集團 | |

GENERAL

1. Please read the “Technology Voucher Programme (TVP) – Guidance Notes for Applications” (the “Guide”) (available at the TVP Funding Administrative System <https://tvp.itf.gov.hk>) carefully before completing this application form.
2. Please attach the supporting documents which are listed in the Guide.
3. The HKSAR Government (“the Government”) shall have the right to disclose, without further reference to the applicant, whenever it considers appropriate, information provided by the applicant in, and in connection with, its application for TVP as stipulated under the section “Handling of Information” of the Guide. In submitting the application form, each applicant irrevocably and unconditionally authorises the Government to make and consents to the Government 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 of the information (including personal data) for the purposes set out above.
4. When registering as an applicant for the TVP for submission of applications or other documents related to the TVP, 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 TVP Funding Administrative System.

7. This form is divided into the following sections:-

| | |
|--------|------------------------------|
| Part A | Particulars of the Applicant |
| Part B | Project Information |
| Part C | Submission of Quotations |
| Part D | Declaration |

SAMPLE



PART A: PARTICULARS OF THE APPLICANT

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

Business Registration No.: 12345678 Date of Expiry 31/01/2021
(first 8 digits only) (dd/mm/yyyy)

Note 1: The applicant must provide its Business Registration No. here if it is registered under the Business Registration Ordinance and has been issued a Business Registration Certificate. The Company Registration No. should be provided only if the applicant does not have a Business Registration Certificate. For statutory body, please refer to the Companies Registry’s Cyber Search Centre (<https://www.icris.cr.gov.hk>) for its Company Registration No.

Applicant Name: (English) Good Health Medical Group
(Chinese) 健康醫療集團

Address: (English) Unit G23, G/F, 222 Trademart Drive, Kowloon Bay, Kowloon, Hong Kong
(Chinese) 香港九龍九龍灣展貿徑 222 號地下 G23 室

Form of Business: **Limited Company**

Type of Business:

| | |
|--------------------|-------------------------|
| Non-Manufacturing: | Medical Services |
|--------------------|-------------------------|

Number of person(s) employed in Hong Kong 60

(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):

Period with substantive business operations in Hong Kong *(Note 2)*: _____ Year(s) 5 Month(s)

Note 2: The applicant must have substantive business operation in Hong Kong which is related to the project under application at the time of application. In this regard, the Innovation and Technology Commission (ITC) makes reference to factors including but not limited to:

- Nature of the business operation in Hong Kong
- Size/extent/percentage of the business operation 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

The applicant may be required by ITC to submit supporting documents to ascertain its substantive business operation.



Project Coordinator

Name: **Sophie LEUNG Yan-Yan**
Post Title: **Senior Manager** Email: **sophieyleung@goodhealth.hk**
Telephone: **852-62345678** Fax: **852-31234567**

Previously Approved Application(s) of TVP

Yes No

| Project Reference No | Date of Project Completion (dd/mm/yyyy) | Approved Amount of Fund (HK\$) |
|----------------------|---|--------------------------------|
| | | |

Applicant is a government subvented organisation^(Note 3) or subsidiary of any government subvented organisation?

Yes No

Note 3: 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.

PART B: PROJECT INFORMATION

(A) Purpose(s) of Project (may check more than one box):

- Improve Productivity
- Upgrade / Transform Business Processes

(B) Project Title

(English) Electronic Clinical Management System

(Chinese) 電子診所管理系統

(C) Project Period (must be 12 months or below)

01/06/2020

-

30/11/2020

(dd/mm/yyyy)

(dd/mm/yyyy)

(D) Proposed Technological Solutions

(the solutions should correspond to the chosen objective(s) in Section (E) below):

| | |
|---------------------------------|--------------------------|
| Productivity / Business Process | Clinic Management System |
|---------------------------------|--------------------------|

(E) Outline of technological solutions and anticipated benefits with concrete outcomes corresponding to the project purpose (i.e. how the project will help to achieve the purpose, e.g. manpower, time or costs can be saved)

(no more than 500 words)

The Clinical Management System will be used for:

- (a) Appointment management: Can change or cancel booking at any time
- (b) Reminding patient via SMS: Not necessary for patients to stay in our clinic, which could minimize waiting time and reduce patient anxiety
- (c) Storage and viewing of patient's medical history and prescription records during consultation
- (d) Alerts of drug allergy and other vital medical conditions
- (e) Generating reports on various specified diagnosis more quickly, and enabling clinical information sharing among healthcare providers in both the public and private sectors via the format of the eHR Sharing System

(F) Information of selected technology consultant ^(note 7)/ service provider(s)/ external auditor ^(note 8)

Company (English) ABCD Medical Technology Limited
/Organisation Name: (Chinese) ABCD 醫療科技有限公司

Business Registration No. (if applicable): 31234567

Company (English) 999 Nathan Road, Tsim Sha Tsui, Kowloon, H.K.
/Organisation Address: (Chinese) 香港九龍尖沙咀彌敦道 999 號

Contact Person:

Name: CHAN Tai-Man, Ricky
Post Title: System Manager Email: Ricky.Chan@abcd.com
Telephone: 852-87654321 Fax: 852-12345678

| Type of Project Expenditure / Deliverables | Item to be Procured | Cost (HK\$) |
|---|---|----------------|
| Customised Items | Software Purchase - Customised Electronic Clinical Management System | 76,000.00 |
| Customised Items | Other - Installation and configuration of the new system and the server | 4,000.00 |
| Customised Items | Other - Specification determination by software engineers | 2,000.00 |
| Customised Items | Other - User training session | 1,000.00 |
| Readily Available Items | Equipment / hardware - Computer server | 10,000.00 |



Company (English) ABC CPA Limited
/Organisation Name: (Chinese) ABC 會計事務所有限公司

Business Registration No. (if applicable): 23456789

Company (English) No. 99, Mong Kok Road, Kowloon, H.K.
/Organisation Address: (Chinese) 香港九龍旺角道 99 號

Contact Person:

Name: Hey CHAN (Hey CHAN)
Post Title: CPA Email: aa@aa.com
Telephone: 852-23456789 Fax: _____

| Type of Project Expenditure / Deliverables | Item to be Procured | Cost (HK\$) |
|---|---------------------|-----------------|
| External Audit Fee | External Audit Fee | <u>2,000.00</u> |

Note 7: To encourage proper consideration of the local setting in the formulation of technological solutions, the technology consultant must be a local university or research institution, or a company registered in Hong Kong under the Business Registration Ordinance at the time of application.

Note 8: The technology consultant, service provider(s) and external auditor must not be related to the applicant in terms of management or ownership.

(G) Project Expenditure / Deliverables *(Note 9)*

(Note: Reimbursement will be processed based on the delivery of items below)

(i) Technology Consultancy

| Item | Quantity | Cost (HK\$) | Please provide the details of the items to be procured, and briefly elaborate the relationship with the technological solutions selected in Section (D) |
|----------------|----------|-------------|---|
| | | | |
| Sub-total (i): | | | HK\$ 0.00 |

(ii) Customised items

(including purchase, rental or subscription of customised equipment, hardware, software, and technological services or solutions that form an essential part of the project)

| Item | Quantity | Cost (HK\$) | Please provide the details of the items to be procured, and briefly elaborate the relationship with the technological solutions selected in Section (D) |
|--|----------|-------------|---|
| Software Purchase - Customised Electronic Clinical Management System | 1 pcs | 76,000.00 | [Applicant enterprise to provide details, including the customisation details, and justifications on the necessity of the item as appropriate] |
| Other - Installation and configuration of the new system and the server | 1 pcs | 4,000.00 | [Applicant enterprise to provide details on the necessity of the item as appropriate] |
| Other - Specification determination by software engineers | 1 pcs | 2,000.00 | [Applicant enterprise to provide details on the necessity of the item as appropriate] |
| Other - User training session | 1 pcs | 1,000.00 | The service provider will provide training to our staff in the clinics after installation of the new system. User training is essential so that our staff can use the system. |
| Sub-total (ii): | | | HK\$ 83,000.00 |

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

(including purchase, rental or subscription of readily available equipment, hardware, software, and technological services or solutions **which form an essential part of the project**. In general, the costs of such equipment/ hardware/ software/ technological services or solutions should constitute no more than 50% of the project cost)

| Item | Quantity | Cost (HK\$) | Please provide the details of the items to be procured, and briefly elaborate the relationship with the technological solutions selected in Section (D) |
|---|----------|-------------|---|
| Equipment / hardware - Computer server | 1 pcs | 10,000.00 | [Applicant enterprise to provide details and justifications on the necessity of the item as appropriate] |
| Sub-total (iii): | | | HK\$ 10,000.00 |

(iv) External Audit Fee

(Allowable for projects with approved funding amount exceeding \$50,000 for which an audited statement of 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): | HK\$ 2,000.00 |
|-----------------|---------------|

| | (HK\$) |
|-----------------------------------|-----------|
| Total Project Cost: | 95,000.00 |
| Applicant's Contribution in Cash: | 23,750.00 |
| Funding Requested under TVP: | 71,250.00 |

*Note 9: TVP 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.*

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 (G). 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), the Competition Commission's website (https://www.compcomm.hk/en/media/press/files/Model_Non_Collusion_Clauses_and_Non_Collusive_Tendering_Certificate_Eng.pdf) and the TVP website (<https://tvp.itf.gov.hk>).

The applicant should submit the requisite number of quotations/tender bids (as set out below) to ITC as evidence of proper quotations/tenders. 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 |
|---|--|
| ≤ HK\$50,000 | 2 |
| > HK\$50,000 & ≤ HK\$300,000 | 3 |
| > HK\$300,000 & ≤ HK\$1,400,000 | 5 |
| > HK\$1,400,000 | open tender |

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:

[Applicant to list out the item(s) one by one and provide reasons, if applicable]

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:

[Applicant to list out the item(s) one by one and provide reasons, if applicable]

PART D: DECLARATION

I as the **Authorised Person** of the applicant 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 ITC immediately in writing if there are any changes to the above information. In the event that any information is found untrue, incomplete or inaccurate, ITC 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 of their information/personal data;
- ✓ the applicant has substantive business operation in Hong Kong, is not listed 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, ITC 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 for refund of any reimbursement to the Government, and subject the case to legal proceedings;



- ✓ the applicant understands that ITC 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 TVP;
- ✓ subject to the approval of the application, the applicant shall not apply or accept direct subsidy from other local public funding for the same activities; and
- ✓ the applicant shall conform in all respects with all legislation (including the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region), regulations and by-laws of the Hong Kong Special Administrative Region in carrying out the project.

I hereby authorise the Hong Kong SAR Government 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.

Authorised signature with

company / organisation chop : [signature with company chop]

Name : Sophie LEUNG Yan-Yan

(as shown on HKID Card / Passport)

Post title : Senior Manager

HK Identity Card / Passport No. : Z9876543

(all alphanumeric characters, e.g.

A1234567 or AB234567A)

Tel. no. : 852-62345678

Date (dd/mm/yyyy) : 01/04/2020

^Please delete as appropriate