

## **Re-industrialisation Funding Scheme (RFS)**

### **Checklist of Documents Required for Submission of Applications**

- (a) Copy of Certificate of Incorporation
- (b) Copy of latest Annual Return of the Companies Registry (Form NAR1) (or copy of the Incorporation Form (NNC1) for a newly established company)
- (c) Copy of the valid Hong Kong Identity Card or passport of the person signing the application form for and on behalf of the applicant (submit in hardcopy together with the completed application form by post to ITC)
- (d) Documentary proof of annual turnover (e.g. Annual Report) of the applicant in the previous year (not applicable to applicant established for less than a year)
- (e) Promotional pamphlets/publications introducing the applicant's business and products

#### *Supplementary Documents*

To effectively present the merits of the proposed project, the applicant should also submit the following supplementary documents:

- (a) A chart showing the composition of the project team overseeing the execution of the project.
- (b) A schematic diagram of the production line under application.
- (c) A PowerPoint introduction of the project in PDF format.
- (d) Job reference and qualifications proof of the technical consultant(s).

#### *Quotation/Tender Bid Documents*

For the procurement of equipment, goods and services for the purpose of the project, the applicant should adhere to the procurement procedures as set out in Section 13 of the Application Guide. If there is any deviation from the procedures, full justification must be provided and prior approval from ITC must be obtained.

For applicant who engages technical consultancy service for the preparation of RFS application before it is submitted, the requisite number of quotations/tender bids, signed probity and non-collusive quotation/tendering certificates should be provided at the time of application submission.

If any equipment, goods or service for the project of which the procurement is envisaged to be from a single supplier/service provider at the time of application submission, full justification and supporting documents should be provided at the time of application submission.

For equipment, goods or services which are to be procured after the project approval, unless upon ITC's request, it is not compulsory for applicant to submit quotations/tender bids at the time of application submission. However, the applicant should provide reference quotation(s) concerning every procurement of equipment, goods or service for the project after ITC has approved the project proposal in principle.

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