

# Technology Voucher Programme (TVP)

## Checklist of Documents Required for Submission of Applications

Before submitting the application, applicant enterprises must ensure that **ALL** the required documents listed below are attached to the application:

- A **certified copy** <sup>Note 1</sup> of **Form 1(a)/ 1(c)** of the Business Registration Office or Annual Return of the Companies Registry (**Form NAR1**) of the applicant enterprise
- Copies of the documentary evidence proving that the applicant enterprise has **substantive business operations** in Hong Kong which is **related to the project** under application at the time of application. For example, invoices/receipts or commercial contracts issued within three months before submitting application, the latest audited account, profits tax returns and taxation assessment issued by the Inland Revenue Department
- A copy of the valid **Hong Kong Identity Card** or **passport** of the person signing the application form for and on behalf of the applicant enterprise
- Copy(ies) of all the **issued quotation/tender invitation document(s)** which should have included the **probity clause and non-collusion clause** <sup>Note 2, Note 3</sup> and all **signed probity and non-collusive quotation/tendering certificate(s)** as stipulated in paragraph 12 of the Guidance Notes for Applications
- Certified copy(ies)** <sup>Note 1</sup> of the **quotation(s)** submitted by the bidder(s) showing their **detailed contact information** (including address, telephone number and email address). Please indicate which quotation is to be chosen by the applicant enterprise and how the item(s) listed in individual quotation(s) correspond to the expenditure item(s) listed in Part B(I) of the application form.

Applicant enterprises are also required to attach the relevant documents under the following circumstances:

- Will the applicant enterprise engage any **technology consultant** in the project?
  - Yes - A copy of the valid **Business Registration Certificate** of the consultant

- Are there any **individuals holding 30% or more of ownership** in the applicant enterprise?
  - Yes - Copy(ies) of the valid **Hong Kong Identity Card** or **passport** of all relevant individual(s)
  
- Is the applicant enterprise held by **corporate shareholder(s)**?
  - Yes - **Certified copy(ies)** <sup>Note 1</sup> of Annual Return of the Companies Registry (**Form NAR1**) of the corporate shareholder(s)
  
- Is the **requested funding exceeding \$50,000**?
  - Yes - An audited statement of expenditure for the project from an independent auditor is required and the audit fee is reimbursable. If the applicant enterprise wishes to cover the audit fee in the project expenses, **certified copy(ies)** <sup>Note 1</sup> of the **quotations** for audit fee and copy(ies) of the **issued quotation invitation document(s)** which should have included the probity clause and non-collusion clause and the **signed probity and non-collusive quotation certificate(s)** should also be attached. External audit fee not included in Part B of the application will **not** be reimbursed.

*Note 1: An authorised person from the applicant enterprise shall sign on the copy of the document and affix a company chop to certify that the copy is true.*

*Note 2: The Independent Commission Against Corruption (ICAC) has published a booklet “Strengthening Integrity and Accountability – Government Funding Schemes Grantee’s Guidebook” providing applicant enterprises/grantees with a practical set of guidelines in utilising the funds. Softcopy of the Guidebook is available on ICAC’s website ([http://www.icac.org.hk/filemanager/en/Content\\_1031/GranteeBPC.pdf](http://www.icac.org.hk/filemanager/en/Content_1031/GranteeBPC.pdf)). The Competition Commission (“CC”) has also published a booklet which provides guidance relating to Model Non-Collusion Clauses and Non-Collusive Tendering Certificate (available on CC’s website, [https://www.compcomm.hk/en/media/press/files/Model\\_Non\\_Collusion\\_Clauses\\_and\\_Non\\_Collusive\\_Tendering\\_Certificate\\_Enq.pdf](https://www.compcomm.hk/en/media/press/files/Model_Non_Collusion_Clauses_and_Non_Collusive_Tendering_Certificate_Enq.pdf)). Applicant enterprises are advised to make reference to the best practices in the ICAC’s Guidebook and CC’s booklet and contact the Corruption Prevention Advisory Service of ICAC (Tel: 2526 6363) or CC (Tel: 3462 2118) for any questions concerning the Guidebook or the booklet or if they need any advice to prevent corruption or anti-competitive practices.*

*Note 3: Please refer to the TVP website (<https://tvp.itf.gov.hk>) for the model clauses and provisions to be included in the quotation/tender invitation document and the probity and non-collusive quotation/tendering certificate.*