



**創新產品開發  
資助計劃**  
**Innovative  
Product  
Development  
Assistance  
Scheme**



香港特別行政區創新科技署

**Innovation and Technology Commission**

The Government of the Hong Kong Special Administrative Region

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## Chapter I

### *INTRODUCTION*

- 1.1 The Innovative Product Development Assistance Scheme (IPDAS) is a scheme established under the Innovation and Technology Support Programme of the Innovation and Technology Fund (ITF).
- 1.2 The IPDAS aims to -
- (a) promote innovation in product development and design;
  - (b) upgrade the product development capability of the local manufacturers;
  - (c) help transform the local industry from OEM to ODM to help enhance competitiveness;
  - (d) stimulate local industry to carry out more R&D activities; and
  - (e) broaden the local talent pool in product development and design.
- 1.3 The ITF, which is set up by the Government to provide funding support to projects that contribute to innovation and technology upgrading in industry, has set aside a maximum of \$50 million to support a trial scheme for the IPDAS. The Government will review the arrangements 12 months after the implementation of the trial scheme, but reserves the right to close the Scheme at any time, if circumstances so warranted.

- 1.4 As a trial scheme, we have selected **consumer electronics products** or their components as the target sector.
- 1.5 The IPDAS trial scheme is administered by the ITF Secretariat under the Innovation and Technology Commission (ITC), the Government of the Hong Kong Special Administrative Region located at 14/F, Ocean Centre, 5 Canton Road, Kowloon (Tel: (852) 2737 2229; Fax : (852) 2957 8726). Any local companies or consortium of local companies that meet the objective and the eligibility criteria of the IPDAS trial scheme may submit an application to the ITF Secretariat for consideration.
- 1.6 Applications for the IPDAS trial scheme are open all year round.
- 1.7 This Guide will give you the details of the funding support available under the IPDAS trial scheme, the eligibility criteria, the application procedures, vetting and assessment procedures, and the rules that need to be followed if an application is approved. Please read this Guide carefully before you intend to apply for a grant under the IPDAS trial scheme.

## Chapter II

### ***IPDAS TRIAL SCHEME - GENERAL FEATURES***

#### ***2.1 Consumer Electronics Products as the target sector for the IPDAS Trial Scheme***

2.1.1 The trial scheme aims to support projects which lead to the development or production of consumer product with electronics components as the critical and essential features in it, e.g. AV equipment, PDA, telecommunication devices, sensors, electronics toys.

2.1.2 The above serve as examples of consumer electronics products and they are by no means exhaustive.

#### ***2.2 Who are eligible to apply?***

2.2.1 An application has to be submitted by a Hong Kong company or a consortium of Hong Kong companies<sup>1</sup>. The company has to be a company incorporated in Hong Kong under the Companies Ordinance and has substantial connection<sup>2</sup> to Hong Kong.

2.2.2 The company has to be involved in the R&D, design, production or marketing of consumer electronics

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<sup>1</sup> If the applicant is a consortium of Hong Kong companies, it should also apply in the name of one single company.

<sup>2</sup> A company which has substantial connection to Hong Kong means that it must have a significant proportion of its research, design, development, production, management or general business activities located in Hong Kong.

products.

#### ***2.3 Projects to be supported under the Trial Scheme***

2.3.1 The project must demonstrate that the proposed product is innovative and new to Hong Kong in terms of functionality or technology applications, e.g. the application of new or existing electronics technologies in a consumer product to perform specific functions.

2.3.2 The project must have some R&D content in the area of electronics technologies. The project deliverables must include a new product, a line of new products, a new component or a family of new components.

2.3.3 All the activities under the project must be conducted primarily in Hong Kong and the project has to be completed within 18 months.

#### ***2.4 Form of funding support***

2.4.1 Funding support is given as a grant amounting to a maximum of 50% of the project cost or \$2 million whichever is the lower. The applicant company is required to contribute no less than 50% of the project cost in cash.

2.4.2 Funding support is given to product development and design activities up to the "pre-production prototype stage" only to demonstrate the functional and technical feasibilities of the new product.

2.4.3 Expenses involved in the mass production, marketing, patent application, trademark or copyright registration and advertisement of the new product developed will not be covered by the grant.

- 2.4.4 The ITF grants will be disbursed in two instalments. One in the middle of the project period upon satisfactory progress as reflected in the progress report and one after project completion upon acceptance of the final report. Details of the reporting and disbursement requirements are set out in Chapter VI.
- 2.4.5 The net amount requested from the ITF represents the net approved project cost after deducting the company's contribution to the project.
- 2.4.6 A list of unallowable cost items which cannot be charged to the project account is set out in Chapter V in order to help applicant in preparing the budget.
- 2.4.7 Only R&D/technical/design staff can be included in the project team and the budget. Unless prior approval has been obtained from the Commissioner for Innovation and Technology (CIT), all project team members must be fully deployed for the project and they may charge their efforts to the project on a full-time basis. The project team members must comprise at least one new local<sup>3</sup> staff specifically recruited for the project.
- 2.4.8 Rental of R&D equipment for conducting the project can be included in the budget. If the project requires the purchase of R&D equipment specifically for the project, only 30% of the cost of the newly purchased equipment can be included in the budget.

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<sup>3</sup> Local staff means the staff is either a permanent resident or Hong Kong resident permitted to remain in Hong Kong for not less than 7 years.

- 2.4.9 Outsourcing the R&D work is not fundable unless it can be demonstrated to ITC's satisfaction that such arrangement is essential for the project and is contributing to upgrading of local capability. Moreover, the outsourced part should only be a small portion of the whole project.

## 2.5 *Duplication with other approved ITF projects*

- 2.5.1 Applicants for the trial scheme are required to disclose whether they have received grants from the ITF and other Government grants in relation to the application. In general, funding support will not be given to an applicant for the trial scheme who is receiving funds from the Small Entrepreneur Research Assistance Programme under the ITF or other Government sources for a similar project.

## 2.6 *Application Procedures*

- 2.6.1 The application form can be downloaded from the ITF website <http://www.itf.gov.hk>. It contains three parts, all sections of which have to be completed with supporting documents wherever required. Please read this Guide before filling in an application form. Applications will be processed and considered on a first-come-first-served basis. Each applicant company can submit more than one application for different projects. However, no applicant company will receive funding for more than one project under the Scheme at any one time. No application fee will be charged.

## Chapter III

### ***VETTING AND ASSESSMENT PROCEDURES***

#### ***3.1 Vetting Procedures***

3.1.1 Upon receipt of an application, the ITF Secretariat will conduct a preliminary screening and may seek clarification or supplementary information from the applicant. Applications will only be processed after ALL the required information has been received by the ITF Secretariat and the applications can meet the objectives and modus operandi of the scheme.

3.1.2 The ITF Secretariat's assessment will be submitted to an Assessment Panel for consideration. The Panel is made up of the CIT and assessors drawn from a pool of assessors which comprises academics and venture capitalists. They provide the necessary technical and commercial input in the assessment process. The membership list of the assessment panel is available at the website <http://www.itf.gov.hk>

3.1.3 Project team members may be required to attend assessment meetings to present their projects to and answer queries from panel members.

3.1.4 The Panel's recommendations will be submitted to the Government for approval for the release of grants. The Government's decision will be final.

#### ***3.2 Vetting Criteria***

3.2.1 In considering a proposal, due consideration will be given to, inter alia, the following wherever applicable:

- (a) whether the proposed product or component of product is innovative and new to Hong Kong in terms of functionality or technology application, e.g. the application of new or existing electronics technologies in a consumer product to perform specific functions;
- (b) whether there is any R&D content in the area of electronics technologies;
- (c) the overall planning and organizational structure of the project and the technical and project management capability of the project team;
- (d) the likely commercial potential of the proposed product; and
- (e) whether the proposed budget is reasonable and realistic.

#### ***3.3 Notification of Results***

3.3.1 The ITF Secretariat will notify the applicant company of the assessment result in writing within 45 working days from the receipt of full information related to its application. For projects for which funding support has been approved, the ITF Secretariat will issue an approval-in-principle letter to the applicant company and the applicant company will be required to submit a detailed implementation schedule. Subject to further

vetting by the ITF Secretariat, the application proposal will be formally approved and appended to the project agreement. If an application is declined, reasons will be provided.

### 3.4 *Withdrawals*

3.4.1 The applicant company can write to the ITF Secretariat to withdraw an application at any time before an agreement is signed between the Government and the company.

### 3.5 *Resubmission*

3.5.1 A declined application may be resubmitted only if it has been revised substantially or if it has been able to produce additional information to address the comments made by the ITF Secretariat in its earlier review. In completing the application form for a resubmitted application, the applicant company should set out clearly the differences of the resubmitted application vis-à-vis the previous one. The revised application will be treated as a new application, and will be subject to the same assessment procedures.

### 3.6 *Returns*

3.6.1 Applications will be returned if they are submitted by ineligible organizations or if they have been declined previously but have not been revised in accordance with paragraph 3.5 above.

## Chapter IV

### ***PROJECT AGREEMENT AND PROJECT ACCOUNT***

#### 4.1 *Contractual Requirement*

4.1.1 For each project for which grants have been approved, the applicant company has to sign an agreement with the Government and comply with all the terms and conditions laid down in the project agreement, this Guide and all instructions and correspondences issued by CIT from time to time in respect of the project.

#### 4.2 *Project Account*

4.2.1 The company is required to keep a proper and unique set of account code (project account) within the company's accounting system specifically for processing all receipts and payments of each project. The unique set of account code should represent the total income and expenditure of the project. The project account should be maintained in such a manner as to enable the production of Statement of Income and Expenditure (items in the same format as shown in the project budget included in the approved project proposal (approved project budget)) and Balance Sheet in respect of the project. All income and expenditure of a project should be properly and timely recorded in the project account. The total income and expenditure contained in the unique set of account code for the project should be exactly the same as the

project financial position at any point of time. Therefore, those incomes which are not related to the project and/or would not be shown in the project financial position or expenditures not related to the project and/or not allowed to be charged to the project account<sup>4</sup> should not be included within the unique set of account code for the project.

4.2.2 The company should prepare financial statement for progress report of each project on *cash* basis. However, the financial statements for the final report and the final audited accounts of each project have to be prepared on *accrual* basis. During the project period, expenditure could only be charged to the project account after the equipment and goods have been received, used and paid, or services delivered, used and paid. Moreover, the expenditure so charged should be incurred between the project commencement date and completion date as specified in the project agreement. All the income and expenditure of a project must be received/accrued and expended (paid)/accrued respectively in accordance with the basis of each budget line item as set out in the approved project budget.

4.2.3 All records of the project (including project books of accounts, staff, recruitment and procurement records, etc.) should be kept by the company for at least two years after completion of the project or termination of the project agreement, or as otherwise specified by CIT within that two-year period. In this connection, CIT and Director of Audit will have unhindered access to the books of accounts and records relating to the project when conducting financial audit and inspection

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<sup>4</sup> Please refer to Chapter V on “Unallowable Costs”.

of such records at any time when such records are kept and have right to obtain photocopies of such records, if necessary. When so requested in this connection, the company will be obliged to make available all project books of accounts and records and explain to CIT and the Director of Audit any matters relating to the income, expenditure or custody of any money derived from the project. The Director of Audit may carry out value for money studies on any company in receipt of ITF grants. CIT reserves the right to require the company to return mis-spent amount to the Government.

#### 4.3 *Reporting requirements*

4.3.1 The company has to submit to CIT final audited accounts for the project, together with the final report. The audited accounts should comprise Statement of Income and Expenditure, Balance Sheet, Notes to the Accounts and Auditor’s Report.

4.3.2 Final audited accounts covering the period from project commencement date to project completion date or termination date of the project agreement should be submitted within two months from the completion date of the project or termination date of the project agreement.

4.3.3 All income received/receivable and expenditure incurred (paid or payable) for the project during the reporting period should be fully and properly accounted for in accordance with the project agreement, this Guide and all instructions and correspondences issued by CIT in respect of the project and should be the same as recorded in the

books of accounts for that reporting period.

- 4.3.4 Any record of mishandling of public funds or lack of discipline in financial management or non-compliance with the terms and conditions of the project agreement is a factor which the ITF Secretariat will take into account in considering future applications from the same company or the same project team members.

#### 4.4 *Auditing requirements*

- 4.4.1 The requirement to submit final audited accounts is to assure the Government that the project funds were fully and properly applied to the projects for which they were paid, and received and expended in accordance with the approved project budget; and that the company complied with the funding terms and conditions in the administration, management and usage of the ITF project. The final audited accounts should be reported by independent auditors who must be Certified Public Accountants/Public Accountants registered under the Professional Accountants Ordinance (Cap. 50) (the Auditors) under a high level assurance engagement conducted in accordance with the Standards on Assurance Engagements issued and updated from time to time by the Hong Kong Society of Accountants.

- 4.4.2 The company should specify in the engagement letter for the employment of the Auditors that it should strictly follow the requirements stipulated in the latest version of the Notes for Auditors of Recipient Organizations (the Notes) issued by ITF Secretariat in conducting a high level assurance engagement and preparing auditors' report for each final account of

each project. The engagement letter should also specify that CIT, Director of Audit and his authorized representatives should have the right to communicate with the Auditors on matters concerning the final account and the supporting statements.

- 4.4.3 The company is required to make available to the Auditors all information, documents and explanations relating to the project. The information and documents mainly comprise project agreement, this Guide, any instructions and correspondences issued by CIT in respect of the project, progress report/final report and project accounts and records.
- 4.4.4 External audit fees relating to the project and arising from compliance with the provisions of the ITF agreement have to be included in the budget. The maximum budget allowed for a final audited account should be \$5,000 and \$10,000 for a project costing less than \$1 million and \$1 million or above respectively.

## Chapter V

### ***CHANGE REQUESTS AND UNALLOWABLE COSTS***

#### ***5.1 Change Requests***

5.1.1 An approved project is required to be carried out strictly in accordance with its proposal appended to the ITF agreement. Any modification, amendment or addition to the project or the agreement, including change of the project commencement or completion dates<sup>5</sup>, project coordinator and deputy project coordinator or key equipment<sup>6</sup>, scope, budget (other than circumstances set out in paragraph 5.1.2 below) and collaborating body, will require prior specific written approval by CIT. The project coordinator should inform the ITF Secretariat well in advance by submitting a change request in the standard form which can be downloaded at the website <http://www.itf.gov.hk/download>. The project coordinator is responsible for overseeing the project generally; monitoring its expenditure and ensuring the proper usage of project funds in accordance with the approved project budget, this Guide and other instructions set for the projects; liaising with and answering all enquiries/requests raised by CIT and the

<sup>5</sup> The commencement and completion dates are specified in the project agreement. They could not be varied unless there has been a mutual agreement in writing between the contractual parties.

<sup>6</sup> Key project staff and key equipment are identified in the project proposal appended to the project agreement.

ITF Secretariat for information and clarification on all aspects of the project.

5.1.2 For budget control purpose, the actual expenditure for any individual item may exceed at most 10% of the original budgeted expenditure for that item if it does not result in any increase in the overall total approved project cost and the total amount of ITF grants requested and that all expenditure follows the relevant requirements set out in this Guide. Justification is required to be disclosed for any spending in excess of the budget items in the relevant mid-term progress report and/or final report. Notwithstanding this, prior written approval is required to be sought from the CIT if budgeted expenditure is to be transferred to any unbudgeted expenditure item (e.g. new/alternative equipment item, new project staff, revised number/rank of the project staff, new/alternative consumable item.) The final decision on whether certain items of income and/or expenditure should be/can be charged to a project should vest with CIT.

#### ***5.2 Unallowable Costs***

##### *General*

5.2.1 All project funds (including ITF grants and the company's matching fund) are for the sole purpose of carrying out the projects. Project funds may be used for covering -

- (a) the costs of manpower specifically employed for carrying out the project;
- (b) new equipment procured or leased specifically for carrying out the project; and

- (c) other direct costs which are specifically incurred for carrying out the project.

5.2.2 Only those expenditures directly related to the work of the proposed project and leading to the "pre-production prototype stage" development would be funded. Other expenditures (advertisement, marketing and mass production costs, etc.) should be excluded from the budget.

5.2.3 All expenditures to be covered by the project funds must be exclusively used for the project and incurred within the project period, except otherwise approved by CIT. When preparing the project budget contained in the application proposal, all expenditure items have to be grouped under the categories of manpower, equipment and other direct costs. Unspecified cost items such as miscellaneous, sundry and contingency etc. will not be accepted by the ITF Secretariat and should not be included in the budget.

*Manpower*

5.2.4 Only R&D/technical/design staff can be included in the project team. Unless prior approval has been obtained from the CIT, all project team members (including project coordinator and deputy project coordinator) must be fully deployed for the project and they may charge their efforts to the project on a full-time basis.

5.2.5 Specifically, project funds cannot be used to cover the following expenditure items:

- (a) annual salary increment; and

- (b) gratuities, fringe benefits and allowances other than employer's contribution to the Mandatory Provident Fund. Such fringe benefits and allowances include expenses on housing (include nominal rental for quarters), education, training, passage and travelling, food, medical, dental, insurance, severance pay, overtime and untaken leave, etc.

*Equipment*

5.2.6 Only 30% of the cost of newly purchased R&D equipment specifically for implementing the project can be charged to the project account. Project funds cannot be used to cover depreciation/amortization of existing equipment owned by the company or provisions not representing actual expenses incurred.

5.2.7 Rental of R&D equipment specifically leased from outside parties for conducting the project can be charged to the project account.

5.2.8 Project funds cannot be used to cover rental/time cost of existing equipment owned by the company.

5.2.9 For general office and IT equipment specifically required for the project, they have to be either included in the approved budget or the funding of which has been specifically approved by CIT, or otherwise the costs of such items cannot be charged to the project account.

*Other Direct Costs*

5.2.10 Project funds cannot be used to cover:

- (a) building facilities (including office, laboratory, accommodation) - rates; rental; renovation; and operation, repair and maintenance expenses.
- (b) costs of setting up office or forming association.
- (c) utilities - charges for electricity, gas, water, telephone, fax.
- (d) transport - shuttle bus services, home to workplace travelling expenses.
- (e) general administration and office expenses.
- (f) staff-related costs - provident fund handling charges, staff training and development costs, staff facilities.
- (g) entertainment expenses; and any prizes, either in the form of cash or other types of souvenirs.
- (h) advertisement (except for recruitment of staff listed in the approved budget or subsequently approved by CIT).
- (i) organization of trade missions, participation fees at study/trade missions for individuals/companies.
- (j) charges for services provided by the recipient organization or their contractors/agents - accounting services, personnel services,

procurement services, library services, security services, cleansing services, legal services, and central and departmental administrative services.

- (k) costs related to prior/subsequent year(s)/period(s) adjustment(s).
- (l) capital financing expenses, e.g. mortgage and interest on loans/overdrafts.

5.2.11 The above list is not exhaustive. The company should consult the ITC if they have any doubts about whether an item could be charged to a project account.

## Chapter VI

### ***SUBMISSION OF REPORTS AND DISBURSEMENT OF FUNDS***

#### ***6.1 Progress Report***

6.1.1 All projects are monitored against their stated milestones by the ITF Secretariat. The company has to submit a mid-term progress report for its project for approval according to the schedule as set out in the project agreement. The progress report should be prepared in the standard format stipulated by CIT. In-depth technical details should be provided to facilitate assessment.

6.1.2 A Statement of Income and Expenditure for the reporting period should be attached to the progress report (please refer to paragraphs 4.2 and 4.3 of Chapter IV for details). Upon request by CIT, the company is required to provide timely clarification and/or additional information to substantiate the content of progress reports. The progress report will then be submitted to CIT for approval. CIT may organize visits or progress review meetings to examine the progress of a project.

#### ***6.2 Final Report***

6.2.1 Within two months from project completion date or termination date of the project agreement, the company has to submit a final report covering the period from project commencement date to project

completion date or termination date of the project agreement, in which, among other things, quantifiable results of the project (both technical and financial) have to be set out. The final report should be prepared in the standard format stipulated by CIT. In-depth technical details should be provided to facilitate assessment. The final audited accounts of the project referred to in Chapter IV should be submitted at the same time.

6.2.2 Upon receipt of the final report and final audited accounts of a project, the ITF Secretariat will assess the effectiveness of the project by comparing the project results against its original objectives and targets (both technical and financial) as set out in the project proposal. Upon request by CIT, the company is required to provide timely clarification and/or additional information to substantiate the content of final report.

6.2.3 The final report will then be submitted to CIT for approval.

#### ***6.3 Disbursement of ITF Grants***

6.3.1 Disbursement of ITF grants will be done by two instalments and payable to the company. The first instalment, being half of the actual expenditure incurred for the purpose of the project from the project commencement date to an agreed cut-off date, but capped to 50% of the approved grant, will only be effected when the progress report is accepted by CIT. The second instalment, comprising the remaining contribution to the actual expenditure of the project, will only be effected when the final report is accepted

by CIT. CIT reserves the right to withhold any payment to the project if there is any delay in submission of progress and final reports.

6.3.2 In addition, the ITC reserves the right to withhold any payment if there is any record of non-compliance with the terms and conditions of the project agreement.

#### 6.4 *Suspension or Termination of Funding Support*

6.4.1 CIT may terminate a project or suspend ITF fund at any time for reasons which include, inter alia, lack of progress of the project in a material way, or CIT sees fit to terminate the project in public interest.

#### 6.5 *Post-Project Evaluation Report*

6.5.1 The company will be required to submit a post-project evaluation report for its project to report on the successfulness of the project in terms of bringing commercial return to the company, increase of investment on R&D in the company and creation of R&D related job opportunities within the company.

## Chapter VII

### ***PROCUREMENT AND RECRUITMENT***

#### 7.1 **Procurement Procedures**

7.1.1 The company should ensure that all procurements for goods and services should be carried out in an unbiased and fair manner and must comply with the following procedures unless CIT agrees otherwise.

- (a) For every procurement the aggregate value of which is more than HK\$5,000 but less than HK\$10,000, quotations from at least two suppliers should be obtained. The supplier that has submitted the lowest bid should be selected. If the lowest bid is not selected, full justifications must be given.
- (b) For every procurement the aggregate value of which is HK\$10,000 or more, but less than HK\$500,000, quotations from at least three suppliers should be obtained. The supplier that has submitted the lowest bid should be selected. If the lowest bid is not selected, full justifications must be given.
- (c) For every procurement the aggregate value of which is HK\$500,000 or more, open tendering should be used.

7.1.2 In case the company intends to procure goods or services from one company/organization/individual, they have to provide details, justifications and their relationship with the company/organization/individual in the application form for not following the open procurement process set out at paragraph 7.1.1 above. If the application is approved, subsequent approval from CIT will not be required.

7.1.3 All quotations and tendering documents should be kept for CIT and Director of Audit's inspection for at least two years after completion of the project or termination of the project agreement, or as otherwise specified by CIT within that two-year period.

## 7.2 *Hiring of Project Staff*

7.2.1 The company is required to abide by the principle of openness and competitiveness in hiring staff for the approved project.

## 7.3 *Title to Equipment*

7.3.1 The title to all equipment procured under an IPDAS project will vest with the company.

## Chapter VIII

### ***PUBLICITY AND INTELLECTUAL PROPERTY RIGHTS***

#### 8.1 *Publicity and Acknowledgement*

8.1.1 Acknowledgement of ITF support must appear on all equipment, facilities, publicity/media events related to an IPDAS project. The following disclaimer should also be included in any publications and media events related to an IPDAS project:

“Any opinions, findings, conclusions or recommendations expressed in this material/event (or by members of the project team) do not reflect the views of the Government of the Hong Kong Special Administrative Region or the Innovation and Technology Commission.”

#### 8.2 *Intellectual Property Rights (IPR)*

8.2.1 Intellectual property rights mean all intellectual property rights arising from the project including designs, inventions, patents, copyrights, rights in goodwill, and trademarks, whether registered or unregistered.

8.2.2 The company will hold all the intellectual property rights arising from the project results.