

## 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	
Company Name	Good Health Medical Group 健康醫療集團	(For Official Use)

#### 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 enterprise, whenever it considers appropriate, information provided by the applicant enterprise in, and in connection with, its application for TVP as stipulated in paragraphs 48 to 50 of the Guide. In submitting the application form, each applicant enterprise 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 enterprise 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 enterprise 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 Enterprise
Part B	Project Information
Part C	Information of Technology Consultant
Part D	Information of Service Provider(s) for Customised Items
Part E	Submission of Quotations
Part F	Declaration

**PART A: PARTICULARS OF THE APPLICANT ENTERPRISE**

Please complete this Part according to the Business Registration (“BR”) Certificate issued by the Inland Revenue Department of the Government.

Business Registration No.: **12345678** Date of Expiry **12/10/2018**  
(first 8 digits only) (dd/mm/yyyy)

Company 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**

Owner / All Partners / Individuals each holding more than or equal to 30% shares <sup>(Note 1)</sup>

Name (as shown on the HKID Card / Passport)	Hong Kong Identity Card / Passport No. (all alphanumeric characters, e.g. A1234567 or AB234567A) <sup>(Note 2)</sup>
<b>Chris WONG</b>	<b>B2345678</b>
<b>CHAN Yat-Sum</b>	<b>C3456789</b>

Note 1: If the applicant enterprise is held by corporate shareholder, please provide the names and relevant information of all directors of the applicant enterprise and copy of the Annual Return (Form NAR1) of the corporate shareholder.

Note 2: Please provide copy of the relevant HKID Cards/passports.

**Type of Business:**

Manufacturing

- Chemical and Biotechnology   
  Electrical Appliances   
  Electronics   
  Environmental Industries  
 Food and Beverages   
  Footwear   
  Industrial Machinery   
  Jewellery  
 Medical and Optical Devices   
  Metal Products   
  Plastics   
  Printing and Publishing  
 Textiles and Clothing   
  Toys   
  Watches and Clocks  
 Others, please specify: \_\_\_\_\_

Non-Manufacturing

- Advertisement, Sales and Marketing   
  Banking, Insurance and Other Financial Services  
 Construction   
  Creative Industries   
  Education Services   
  Engineering  
 Film and Entertainment   
  Import and Export Trade  
 please specify products: \_\_\_\_\_  
 Information Technology   
 Medical Services   
 Personal Care Services   
 Real Estate  
 Professional Services (including Legal and Accounting Services)   
 Restaurants and Hotels   
 Telecommunications  
 Testing and Certification Services   
 Tourism   
 Transportation and

Logistics

- Wholesale and Retail, please specify products: \_\_\_\_\_
- Others, please specify: \_\_\_\_\_

Number of person(s) employed in Hong Kong **60**  
(proprietors, partners and shareholders included) : \_\_\_\_\_

Period with substantive business operations in Hong Kong <sup>(Note 3)</sup>: \_\_\_\_\_ Year(s) **5** Month(s)

*Note 3 The applicant enterprise 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 enterprise may be required by ITC to submit supporting documents to ascertain the company's substantive business operation.*

**Project Coordinator**

Name: **Sophie LEUNG Yan-Yan**

Post Title: **Senior Manager** Email: **sophieyyleung@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\$)

**Related Enterprise <sup>(Note 4)</sup> Applied/Applying for Funding under TVP**

- Yes  No

Project Reference No	Name of Related Enterprise	Date of Project Completion (dd/mm/yyyy)	Approved Amount of Fund (HK\$)

*Note 4: Related enterprises of the applicant enterprise refer to those enterprises registered as different business under the Business Registration Ordinance but having the same individual(s) holding 30% or more ownership in each of the enterprises (up to the ultimate level of natural person(s) if the enterprise(s) is/are held by corporate shareholder(s)). Generally speaking, the applicant enterprise and its related enterprises would be treated as one single enterprise for the purpose of calculating the cumulative ceiling under the TVP (i.e. subject to the same funding ceiling of \$200,000).*

**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)

01/06/2018

-

30/11/2018

(dd/mm/yyyy)

(dd/mm/yyyy)

(D) Total Project Cost:

HK\$ 95,000

(E) Amount of Funding Sought:

HK\$ 63,000

(F) Contribution by Applicant Enterprise:

HK\$ 32,000

(G) Proposed Technological Solutions

*(may check more than one box, but the solutions should correspond to the chosen objective(s) to be elaborated in Section (H)):*

Productivity / Business Process

- Appointment Scheduling and Queue Management System  
 Augmented Reality (AR) Technologies System  
 Big Data and Cloud-Based Analytics Solution  
 Building Information Modeling (BIM) System  
 Clinic Management System  
 Cyber Security Solution  
 Document Management and Mobile Access System  
 Electronic Inventory Management System  
 Electronic Procurement Management System  
 Enterprise Resource Planning (ERP) Solution  
 Fleet Management System  
 Location Based Services (LBS)  
 Logistics Management System  
 Point-of-Sales (POS) System  
 Quick Response Management (QRM) System  
 Real-Time Manufacturing Tracking System  
 Solutions to Facilitate Compliance with Manufacturing Standards  
 Others, please specify:

Testing and Certification

- Energy Management System (ISO 50001)  
 Environmental Management System (ISO 14001)  
 Information Security Management System (ISO/IEC 27001)

- Obtaining Other ISO/IEC Qualifications, please specify:  
\_\_\_\_\_
- Testing and Certification Services in Compliance with Other International Standards, please specify:  
\_\_\_\_\_

Environmental Protection

- Energy Management Systems
- Waste Management Technologies
- Others, please specify:  
\_\_\_\_\_

(H) 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

(I) Project Expenditure / Deliverables <sup>(Note 5)</sup>  
*(Note: Reimbursement will be processed based on the delivery of items below)*

(i) Technology Consultancy  
*(Please also complete Part C)*

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 (G)
Sub-total (i):			

(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)

(Please also complete Part D)

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 (G)
<b>Software Purchase</b> - Customised Electronic Clinical Management System	1 pcs	76,000	[Applicant enterprise to provide details, including the customisation details, and justifications on the necessity of the item as appropriate]
<b>Other</b> - Installation and configuration of the new system and the server	1 pcs	4,000	[Applicant enterprise to provide details on the necessity of the item as appropriate]
<b>Other</b> - Specification determination by software engineers	1 pcs	2,000	[Applicant enterprise to provide details on the necessity of the item as appropriate]
<b>Other</b> - User training session	1 pcs	1,000	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):			83,000

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

(including purchase, rental or subscription of readily available equipment, hardware, software, **which form an essential part of the project**. In general, the costs of such equipment/ hardware/ software 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 (G)
<b>Equipment / hardware</b> - Computer server	1 pcs	10,000	[Applicant enterprise to provide details and justifications on the necessity of the item as appropriate]
Sub-total (iii):			10,000

(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):	2,000
-----------------	-------

	(HK\$)
Total Project Cost:	95,000
Applicant Enterprise's Contribution in Cash:	32,000
Funding Requested under TVP:	63,000

*Note 5: Please note that TVP will **not** cover expenditure on normal business operating costs of the applicant enterprise, including 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: INFORMATION OF TECHNOLOGY CONSULTANT** (Note 6)

Company Name: (English) \_\_\_\_\_  
(Chinese) \_\_\_\_\_

Business Registration No.: \_\_\_\_\_

Company Address: (English) \_\_\_\_\_  
(Chinese) \_\_\_\_\_

Contact Person

Name: \_\_\_\_\_

Post Title: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

*Note 6: To encourage proper consideration of the local setting in the formulation of technological solutions, the technology consultant must be a local organisation or research institution, or a company/ organisation registered in Hong Kong under the Business Registration Ordinance at the time of application. The technology consultant must not be related to the applicant enterprise in terms of management or ownership.*

**PART D: INFORMATION OF SERVICE PROVIDER(S) FOR CUSTOMISED ITEMS** (Note 7)

<p align="center"><b>Item to be Procured and Company Information</b></p> <p align="center">Company Name / BR No./ Company Address</p>	<p align="center"><b>Contact Person</b></p> <p align="center">Name / Post Title Phone / Fax / Email</p>
<p>Item to be Procured: <u>[Same name/description of item as stated in Part B(I)(ii) above]</u></p> <p>Company name: <u>ABCD Medical Technology Limited</u></p> <p>Company address: <u>999 Nathan Road, Tsim Sha Tsui, Kowloon, Hong Kong</u></p> <p>Business registration no.: <u>31234567</u></p>	<p>Name: <u>CHAN Tai-Man, Ricky</u></p> <p>Post title: <u>System Manager</u></p> <p>Email: <u>Ricky.Chan@abcd.com</u></p> <p>Telephone: <u>852-87654321</u></p> <p>Fax: <u>852-12345678</u></p>

Note 7: The service provider(s) must not be related to the applicant enterprise in terms of management or ownership.

**PART E: 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 (I). **A probity clause and non-collusion clause must be included in the quotation/tender invitation document.** Each bidder/tenderer must also 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](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](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 enterprise should submit the requisite number of quotations/tender bids (as set out below) to ITC as evidence of proper quotations/tenders. The applicant enterprise must specify clearly the goods/services involved on each of the quotations/tender bids obtained. The applicant enterprise should also certify all the quotations/tender bids submitted to ITC.

<p align="center"><b>Aggregate value of each equipment/ good/ service to be procured</b></p>	<p align="center"><b>Minimum number of quotations/tender bids</b></p>
<p align="center">≤ HK\$50,000</p>	<p align="center">2</p>
<p align="center">&gt; HK\$50,000 &amp; ≤ HK\$300,000</p>	<p align="center">3</p>
<p align="center">&gt; HK\$300,000 &amp; ≤ HK\$1,400,000</p>	<p align="center">5</p>
<p align="center">&gt; HK\$1,400,000</p>	<p align="center">open tender</p>

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



## PART F: DECLARATION

I as the ~~sole proprietor / partner / shareholder~~ / authorised person<sup>^</sup> of the applicant enterprise hereby confirm and declare that:

- the applicant enterprise 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 enterprise 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 enterprise 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 enterprise has substantive business operation in Hong Kong and is not listed in Hong Kong as stipulated in the Guide. The applicant enterprise 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 in Part C, the service provider(s) in Part D and any other supplier(s) have no relationship with the applicant enterprise in terms of management and ownership. The applicant enterprise and any person/staff authorised by the applicant enterprise to handle or in any way involved in the quotation or tender exercise for the procurement of goods and services have no actual or potential conflict of interest and will not participate in the procurement process otherwise. If the project is approved, the applicant enterprise shall carry out and complete the project strictly in accordance with the approved application and funding agreement. The applicant enterprise 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 enterprise and conversant with the operation and business processes of the applicant enterprise and is a responsible personnel of the applicant enterprise. The applicant enterprise 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 enterprise 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 enterprise understands that ITC has the right to determine whether the applicant enterprise, the technology consultant, service provider(s) and supplier(s) are eligible, and whether the proposed project falls within the ambit of TVP; and
- subject to the approval of the application, the applicant enterprise shall not apply or accept direct subsidy from other local public funding for the same activities.

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 paragraphs 48 to 50 of the Guide.

Authorised signature with company 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) : 1/3/2018

*^Please delete as appropriate*

SAMPLE