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Notes for Applicant

1. Please read the “Guide to Application for Professional Services Advancement Support Scheme” carefully before completing the application form.
2. This application form is available in English and Chinese and only needs to be completed in either language. The completed form should be duly signed by the Applicant. All information provided should be concise. If the space provided is insufficient, please use additional sheets.
3. Information provided in the form will be used for processing the application and for related purposes. Such information may be disclosed to other government agencies or third parties if such disclosure is necessary for the purpose of processing the application and related purposes. You have the rights to access or correct your personal data provided in this form. If you wish to exercise such rights, please contact the PASS Secretariat.
4. Please note that the information of this application form may be made available for public information at the PASS website after funding approval is given. Members of the public can copy, distribute copies, or make use of the materials available at this website for non-commercial use.
5. **Checklist of Required Supporting Documents**

The Applicant is required to provide the following documents/items to the PASS Secretariat -

- ☐ Copy of the Applicant’s Constitution and Memorandum and Articles of Association or other official document(s) to prove that the Applicant is non-profit-distributing in nature
- ☐ Copy of the Applicant’s Certificate of Incorporation or other official document(s) to prove the Applicant’s legal status
- ☐ Copy of the Applicant’s audited accounts of the financial year of the Applicant immediately prior to the financial year in which the application is submitted (or management accounts if audited accounts are not available for the aforesaid financial year provided that the audited accounts for the financial year preceding that financial year must be provided)
- ☐ Soft copy of this Application Form (preferably in MS Word format)
- ☐ Declaration and Undertaking (for Incurrence of Expenditures before Project Approval), if applicable
- ☐ Letter(s) of support from the collaborating organisation(s), if applicable
- ☐ Letter(s) from sponsoring organisation(s) pledging the sponsorship, if applicable
- ☐ Supporting document for the basis on which the project income figures are calculated, if applicable
- ☐ Documentary proof on the valuation and supplementary information on the usage of in-kind contribution, if applicable
- ☐ Supporting information (e.g. quotations) to substantiate the estimated amounts of individual project cost items
- ☐ Curriculum vitae of the **key members** of the Project Team as listed in Section E of the Application Form (please adopt the format at **Appendix** of the Application Form)

6. The completed application form and supporting documents should be submitted to the PASS Secretariat by email, in person or by mail:

Address: 23/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong

Telephone no.: 3655 5418

Email: pass@cedb.gov.hk

RESTRICTED

To: PASS Secretariat
23/F, West Wing
Central Government Offices
2 Tim Mei Avenue
Tamar, Hong Kong
Email: pass@cedb.gov.hk

(Official Use Only)

Date of receipt: _____

Reference no.: _____

PS

Application Form for Professional Services Advancement Support Scheme (“PASS”)

Please read the “Guide to Application for Professional Services Advancement Support Scheme” (the “Guide”) before completing the application form. A sample of a completed application form is available at the PASS website (www.pass.gov.hk). Enquiry hotline is at 3655 5418.

Section A – Project Overview

1. Applicant¹

Name in English: _____

Name in Chinese: _____

2. Project Title

English: _____

Chinese: _____

(Please put a “✓” in the appropriate box.)

☐

First submission

☐

Resubmission (reference no. of previous application: _____)

3. Project Objective(s)

(a) Please state the objective(s) of the Project in about 50 words. The description should be in clear and concise terms and in point form.

-
-
-

(b) The Project is expected to meet the following PASS’ objective(s):

(The proposed project must meet at least one of PASS’ objectives. Please put a “✓” in the appropriate box(es).)

☐

Increasing the exchanges and co-operation of Hong Kong’s professional services with their counterparts in external markets

☐

Promoting relevant publicity activities

☐

Enhancing the standards and external competitiveness of Hong Kong’s professional services

¹ The Applicant must be a non-profit-distributing organisation operating as a trade and industrial organisation, professional body, research institute, etc. Please provide a copy of the Applicant’s Constitution and Memorandum and Articles of Association or other official document(s) to prove that the Applicant is non-profit-distributing in nature.

There should be only one Applicant and it must be a statutory organisation or an organisation formed or registered under the laws of the Hong Kong Special Administrative Region.

RESTRICTED

4. Target Beneficiary Sector(s)²

The Project aims to benefit the following professional services sector(s) –
(May be more than one sector. Please put a “✓” in the appropriate box(es).)

(a) Accounting-related services

☐ Accounting, auditing, book-keeping and tax services

(b) Legal services

☐ Legal services

☐ Arbitration and mediation services

(c) Building and construction-related services

☐ Architecture and landscape architectural services

☐ Engineering services

☐ Integrated engineering services

☐ Planning services

☐ Project development and project finance services

☐ Real estate services (including agency services, facilities management and valuation and surveying services)

☐ Surveying services

(d) Health-related services

☐ Medical services

☐ Dental services

☐ Chinese medicine services

☐ Services provided by midwives, nurses, physiotherapists and paramedical personnel

(e) Other services

☐ Information and communications technology services

☐ Company secretary services

☐ Design services (☐ graphic ☐ product ☐ interior ☐ fashion design)

☐ Business consultancy services (☐ human resource management consultancy services
☐ management consultancy services ☐ financial consultancy services)

☐ Waste management and environmental consultancy services

☐ Technical testing and analysis services

☐ Veterinary services

5. Project Duration³

Commencement date

(dd/mm/yyyy)

/ /

Completion date

(dd/mm/yyyy)

/ /

Project duration

(No. of months)

6. Grant to be applied under PASS⁴

(i.e. Total Project Cost (I) minus Total Contribution (II) under Section D “Project Budget”)

HK\$: _____ (Rounded down to the nearest thousand)

² Eligible beneficiaries under PASS refer to Hong Kong professionals from eligible professional services sectors listed at Annex I of the Guide.

³ Projects should normally be completed within three years. Applicants for projects containing deliverables that are intended to be operated on a long-term basis should explain the projects’ sustainability upon the cessation of funding support from PASS in Section C4.

⁴ The maximum amount of grant for an approved project is 90% of the approved project cost, or HK\$3 million, whichever is lower. Breakdown of the Project Budget should be provided in Section D.

Section B – Particulars of the Applicant

1. Applicant

(Please put a “✓” in the appropriate box.)

- ☐ A Government-subvented organisation⁵
- ☐ Not a Government-subvented organisation

Date of establishment: _____ Ordinance under which the Applicant is formed or registered ⁶ : _____ Aim/Objective of the organisation: _____ Registered address: _____ Correspondence address: _____ (if different from above) Tel no.: _____ Email address: _____	Number of members:	<u>Corporate</u>	<u>Individual</u>	
	_____	_____	_____	

2. Collaborating Organisation(s)⁷, if any

(a) Name in English: _____

Name in Chinese: _____

Date of establishment: _____ Aim/Objective of the organisation: _____ Email address: _____	Number of members:	<u>Corporate</u>	<u>Individual</u>	
	_____	_____	_____	

(b) Name in English: _____

Name in Chinese: _____

Date of establishment: _____ Aim/Objective of the organisation: _____ Email address: _____	Number of members:	<u>Corporate</u>	<u>Individual</u>	
	_____	_____	_____	

⁵ A Government-subvented organisation is defined as an organisation in receipt of direct government subvention. Examples include University Grants Committee-funded institutions and organisations such as the Hong Kong Trade Development Council and Hong Kong Productivity Council.

⁶ Please provide a copy of the Applicant’s Certificate of Incorporation or other official document(s) to illustrate the Applicant’s legal status. Please also provide a copy of the Applicant’s audited accounts (or management accounts if audited accounts are not available) of the latest financial year.

⁷ There is no limit on the number of collaborating organisations. Government departments are not eligible for funding under PASS, but they may act as collaborating organisations or supporting bodies.

Section C – Project Details

1. Justifications for the Project

- (a) Please state the justifications for the Project in about 200 words. The Project's expected benefits and contributions to the objective(s) of PASS should be listed out. Evidence of the practical use of the expected deliverables to the professional services concerned, if any, should be provided. The description should be presented in clear and concise terms and in point form.

- (b) Please describe similar project(s) in the market or organised by the Applicant in the past, and explain why the proposed Project and funding requirements are justified and may bring added value despite such similar projects. Information to confirm that the proposed Project is not part of the Applicant's normal business activities or in fulfilment of its official duties (e.g. due to being a member of certain organisation); otherwise grant under PASS would not be available.

- (c) Please provide details on any self-funded activities organised by the Applicant that are similar or related in nature, content, timing or target participants to the Project, within a period of six months before or after the Project Duration.

- (d) If applicable: If the application is proposed to be processed urgently, i.e. outside the general application and assessment cycle⁸, please provide justifications, including problems arising from the deferred implementation of the Project.

2. Project Deliverable(s)

Project Deliverable (Please list out all deliverable(s).)	Quantity (Please specify the quantity for each deliverable where applicable.)	Description/Purpose(s) (Please provide details of each deliverable, e.g. tentative topics, speakers for seminars and itinerary for visits, and explain how each deliverable can help achieve the project objective(s).)	Target Participants/Users⁹ and Estimated No.
<i>Example:</i> (a) 2-day seminar	<i>Example:</i> 2	<i>Example:</i> For each seminar, about 10 speakers from Hong Kong and ASEAN countries, including [names of speakers], will present their experience on [topics] to achieve [project objectives]. A tentative programme is attached.	<i>Example:</i> A total of 200 participants, including 150 Hong Kong lawyers and 50 non-local lawyers (i.e. 100 participants per seminar, including 75 Hong Kong lawyers and 25 non-local lawyers)
(a)			
(b)			

⁸ Information on the general application and assessment cycle is available at the PASS website.

⁹ Majority of the target beneficiaries must be Hong Kong professionals falling within the eligible professional services sectors of PASS. For the avoidance of doubt, students and the general public are generally not considered eligible beneficiaries under PASS. Please also indicate whether the Project can benefit the society significantly through the professional services sector concerned.

RESTRICTED

3. Implementation Plan

Please describe in detail the implementation plan, methodology and marketing strategy to be applied in the Project.

Key Stage	Period (dd/mm/yyyy to dd/mm/yyyy)	Project Milestones (Please include Project Deliverables, if any, to be completed in each key stage.)	Implementation Plan, Methodology and Marketing Strategy (Please describe how the Project will be carried out, list out channels/means for promotion, dissemination of Project Deliverables ¹⁰ , conduct survey, etc. The description should be presented in clear and concise terms and in point form.)
<i>Example:</i> (1) Preparation stage (2) Development stage (3) Promotion stage (4) Implementation stage (5) Dissemination stage	<i>Example:</i> 01/07/2021 to 30/06/2022	<i>Example:</i> <ul style="list-style-type: none"> Conduct two 2-day seminars 	<i>Example:</i> <ul style="list-style-type: none"> Conduct staff recruitment and procure goods and/or services in an open, fair and competitive manner with flexible cancellation terms to avoid forfeiture of deposits or advance payments in case of unexpected developments, e.g. changes of travel plans of speakers. Promote Project Deliverables to target participants through emails, websites, etc. Conduct feedback surveys to assess the effectiveness of each Project Deliverable. Disseminate Project Deliverable materials (e.g. handouts and presentations) on the Grantee's website.
(1)		•	•
(2)		•	•
(3)		•	•
(4)		•	•
(5)		•	•

4. Other Supporting Information

Please provide other information in support of the application that is not covered elsewhere in the form, e.g. resources to be put in by the Applicant, other parties in support of the Project and sustainability after the completion of the Project (or upon the cessation of funding support from PASS if the Project will not be completed within three years).

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5. Other Government Funding Sources

Please indicate whether you have applied for or received or will receive funding support for this or similar project(s) from other government funding sources. Projects which are or will be funded by other government sources will **NOT** be considered by PASS.

(Please put a "✓" in the appropriate box.)

☐ Yes, we have received or will receive other government funding for this or similar project(s).

☐ Yes, application has been submitted and result is pending. Please specify –

Other government funding sources:

Funding scheme:

Amount applied: HK\$

☐ No, we have not received or will not receive any other government funding for this or similar project(s).

¹⁰ Where appropriate, the Grantee will be required to widely disseminate its Project Deliverables within the professional services sector and allow the Project Deliverables be used for non-commercial purposes. Therefore, please publish the deliverables online as far as practicable. Please also state other channels/means to be used for dissemination, if any, e.g. reporting project activities in the Applicant's newsletters and organising dissemination seminars.

Section D – Project Budget

1. Project Cost¹¹

Project Cost (Please itemise as appropriate.)	Amount (HK\$)	Remarks (Please show calculation of each item as far as possible and indicate if the item is a contribution listed in Section D2 below. Please also provide justification and/or supporting information for the estimated amount of the item.)
(A) Manpower¹²		
(1) Existing manpower of Applicant		
(i)		
(ii)		
(2) Additional manpower		
(i)		
(ii)		
(3) Service fees charged by implementation agent(s)¹³		
(i)		
(ii)		
(4) External consultancy fees / honorarium for guest speakers¹³		
(i)		
(ii)		
Subtotal (A)		
(B) Equipment¹⁴		
(1)		
(2)		
Subtotal (B)		

¹¹ All Project Cost items must be incurred between the commencement and completion dates of the Project.

¹² With reference to the lists of typical allowable and unallowable costs set out in the Guide –

- (a) Salary (including employer's contributions to the Mandatory Provident Fund, but excluding annual increment, allowances, fringe benefits, gratuity, year-end double-payment, etc.) of additional manpower directly incurred for the Project may be included. Please state clearly the number of staff to be recruited, their respective ranks, the number of man-hours/man-months to be contributed by each of them, their hourly rates/monthly salary, as well as the total salary for each staff. Please also provide benchmark reference to substantiate the proposed salary level of additional staff.
- (b) Salary (including employer's contributions to the Mandatory Provident Fund, but excluding annual increment, allowances, fringe benefits, gratuity, year-end double-payment, etc.) of existing staff as at the date of application to be deployed for the Project may be included only if the deployment is considered necessary for the Project. Calculation on a pro-rata/hourly basis should be made if a certain percentage of the working time of the staff is deployed for the Project. Please also provide the salary proof for existing staff.
- (c) To avoid double subvention, PASS grant cannot be used to pay any emolument to a person who is already on the payroll of a Government-subvented organisation, but the salary of existing staff may be included in the Project Cost and considered as a contribution in-kind by the Government-subvented organisation.

¹³ If external consultancy services or the services of implementation agent(s) are required, please provide details of the services (including how they are related to the proposed Project Deliverables) together with cost breakdown to facilitate assessment. Detailed supporting documents to substantiate the consultancy fees and service fees charged by the implementation agent(s) may also be required. The Grantee must go through tendering/quotation exercise(s) to appoint consultant(s)/implementation agent(s), if any, instead of appointing the proposed consultant(s)/implementation agent(s) direct.

If honorarium for guest speakers is proposed, please provide benchmark references to facilitate assessment of the proposed amount of honorarium.

¹⁴ Please use existing equipment of the organisation or lease additional equipment as far as possible, instead of purchasing new equipment. If more than one unit of the same equipment is required, please set out its unit cost, quantity required and the total cost. If additional equipment is to be shared among different projects, the cost should be charged on a pro-rata basis. General office equipment (e.g. computers, projectors and fax machines) and mobile devices (e.g. mobile phones and tablets) will not be funded.

RESTRICTED

(C) Other Direct Costs¹⁵		
(1) External audit fees¹⁶		
(i)		
(2) Travel cost¹⁷		
(i)		
(ii)		
(iii)		
(3) Accommodation cost¹⁷		
(i)		
(ii)		
(iii)		
(4) Event venue and set up cost		
(i) Venue rentals ¹⁸		
(ii)		
(iii)		
(5) Refreshments		
(i)		
(6) Production cost		
(i)		
(ii)		
(7) Promotion cost		
(i)		
(ii)		
(8) Other services		
(i)		
(ii)		
Subtotal (C)		
(I) Total Project Cost (A) + (B) + (C)		

¹⁵ This includes all other costs directly incurred for delivery of the Project during the Project Duration. Please refer to the lists of typical allowable and unallowable costs set out in the Guide.

¹⁶ The maximum funding for each audit is HK\$10,000.

¹⁷ Travel and accommodation costs for the following individuals may be funded under PASS –

- (a) Project Team members and/or other individuals approved by the Government (e.g. non-local guest speakers travelling to/from Hong Kong); and
- (b) Participants with active roles (e.g. guest speakers) in an events outside Hong Kong which is to be approved in this application or participants of relatively longer professional internship/attachment programmes (say, six weeks or above) which is to be approved in this application.

For air travel, only standard economy class fare or its equivalent is covered. Likewise, for other modes of transportation, only the cost of the most economical class will be supported. Add on services, such as extra luggage fees, seat reservation fees, extra legroom charges, administrative fees and meal costs are not covered. Grantees may provide justifications and seek exceptional approval from the Government to top up the travel arrangements (including any class superior to the most economical class) at their own expenses.

¹⁸ Venue insurance may be included if charged by venue holder(s).

RESTRICTED

2. Contribution¹⁹

Contribution Item <i>(Please itemise as far as possible.)</i>	Cash²⁰ <i>(HK\$)</i>	In-kind²¹ <i>(HK\$)</i>	Remarks <i>(Please show calculation of each item as far as possible.)</i>
(1) Applicant's contribution			
(i)			
(ii)			
(2) Expected project income²²			
(i)			
(ii)			
(3) Third party sponsorship			
(i)			
(ii)			
(4) Other means			
(i)			
(ii)			
(II) Total Contribution	(Cash)	(In-kind)	[Cash + In-kind]

¹⁹ The Grantee is required to contribute to the Project Cost through self-financing and/or through third party sponsorship, project income or other means. The aggregate amount of such contribution must be equivalent to at least 10% of the approved Project Cost. Contributions can either be in cash or in-kind.

²⁰ For an application submitted by a Government-subvented organisation, the Applicant must secure cash contribution from non-subvented organisation(s) or company(ies) in the private sector and the amount must not be less than 5% of the approved Project Cost.

Manpower cost of existing staff in a Government-subvented organisation can be included in the Project Cost and considered as a contribution in-kind by the Government-subvented organisation. However, any grant approved under PASS must not be used to finance such manpower cost.

²¹ In-kind contribution can take the form of required existing manpower and resources (e.g. venue rentals) directly related to the implementation of the project and be included in the Project Budget. For any proposed in-kind contribution from the Grantee and/or through third party sponsorship for an item (excluding existing manpower), the full amount of the item must be funded by the Grantee and/or third party sponsorship as the in-kind contribution and application for partial funding under PASS for such in-kind contribution is not allowed. Subject to the foregoing, in-kind sponsorship(s) can be sourced by phases. In assessing the monetary value of manpower contribution, references will be made to the actual salary of the existing staff deployed for the Project.

²² While only non-profit making projects are eligible under PASS, project income (e.g. admission fees and course enrolment fees) may be counted towards the Grantee's contribution to the Project Cost. Where appropriate, the Grantee may charge fees for the use of Project Deliverables. However, the fee level must not be higher than the cost. Please set out the basis or assumptions (and provide supporting document, if applicable) on which the project income figures are calculated (e.g. prevailing market prices).

In case the actual project income is lower than expected, the Grantee must cover the shortfall by additional cash contribution. PASS will not provide any additional funds. Nevertheless, in case the actual project income is higher than expected, the Grantee must return the surplus project income, but up to the amount of the PASS grant plus the interest generated from the Project Account.

RESTRICTED

Section E – Project Team

1. Particulars of the Project Team²³

Please list out key members of the Project Team and specify each of their roles.

(A) Project Co-ordinator (PC)

(B) Deputy Project Co-ordinator (DPC)

Name in English:

(Title/ Surname/ First Name)

Name in English:

(Title/ Surname/ First Name)

Name in Chinese :

Name in Chinese :

Position in
Applicant
organisation:

Position in
Applicant
organisation:

Tel no.: (Mobile)

Tel. no.: (Mobile)

(Office)

(Office)

Email Address:

Email Address:

Name		Position in the Project Team	Main Duties/Responsibilities
(English)	(Chinese)		
Applicant Organisation			
		PC	
		DPC	
Collaborating Organisation, if any			
Proposed Implementation Agent, if any			
Consultant(s), if any			
Others, if any			

2. Capability of the Applicant and Project Team

Please explain how the Applicant and Project Team will contribute to the successful delivery of the Project, with reference to their experience, qualifications and track record in organising similar projects, etc. Please also provide the curriculum vitae of the **key members** of the Project Team at **Appendix**.

²³ The Applicant needs to propose two staff members/office bearers of the organisation as the Project Co-ordinator and the Deputy Project Co-ordinator respectively, appoint them as such in accordance with the aforesaid nominations if the project is approved. They will be responsible for overseeing the implementation of the Project to ensure that all the terms and conditions laid down in the Project Agreement are complied with, monitoring the proper use of the project funds in accordance with the approved project proposal, liaising with the PASS Secretariat, reporting progress made on the Project in writing or at meetings, etc.

Section F – Declaration by the Applicant

I, on behalf of, _____, and also in my own personal capacity declare that –
(Name of Applicant)

- (A) all factual information provided in this application as well as the accompanying information are true and accurate and reflect the status of affairs as at the date of submission. I undertake to inform the PASS Secretariat immediately if there are any subsequent changes to the above information (in particular, subsequent approval of funds by other government funding sources after this application is submitted);
- (B) utmost dedication and determination will be given to complete and monitor the project according to the proposal stated in this application;
- (C) the Government, its authorised users, assigns and successors-in-title should not be restricted from doing any acts which are protected by copyright under sections 22 to 29 of the Copyright Ordinance (Cap. 528) in respect of this application form and its accompanying documents submitted by the Applicant for the purposes including the evaluation of the Applicant's application, management of the PASS and all other purposes incidental thereto;
- (D) the application form and all the related materials submitted by the Applicant does not and will not infringe the Intellectual Property Rights of any person;
- (E) the Applicant undertakes to comply with all applicable laws (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 Hong Kong in carrying out the project;
- (F) the Applicant will indemnify the Government against all losses, liabilities and claims that it may suffer, incur or subject to in relation to this application or the Project;
- (G) no profit generated by the Applicant had been distributed in the past and no such profit will be distributed in future to any of its directors, members, shareholders, employees, or any other persons; and
- (H) the Applicant has not received or will not receive any other government funding for this or similar project(s).

I understand that any false or inaccurate or incomplete declaration (including any intentional withholding of any material information) could lead to termination of the Project Agreement, and the obligation to refund of any PASS grant plus the interest generated from the Project Account. I also understand that I will be personally liable to make the aforesaid refund on a joint and several basis with the Applicant, and the possibility that myself and the Applicant could be prosecuted for any such false or incomplete declaration.

I authorise the PASS Secretariat to handle the personal data/information provided in this form and other information relating to the application in accordance with the Guide, if applicable.

Authorised signature with organisation chop

Name of signatory

Name of Applicant

Position

/ /

Date

Curriculum Vitae of the Key Members of the Project Team*Example: Project Co-ordinator, Deputy Co-ordinator, Consultant(s), if any.*

The information provided will be used for processing your application under PASS. It may be disclosed to the members of the PASS Vetting Committee, relevant government agencies and relevant parties for the purpose of vetting your application. You have the rights of access to or correction of your personal data provided in the form. If you wish to exercise such rights, please contact the PASS Secretariat.

Personal Particulars

Name in English:

(Title / Surname / First name)

Name in Chinese:

Position held in the Applicant's organisation:

Position held in the Project Team:

Academic/Professional Qualifications *(in chronological order)***Relevant Working Experience** *(in chronological order)*

Project management experience, if any, should be included.

Publications *(maximum of five publications relevant to the application)*