

**Professional Services Advancement Support Scheme (PASS)  
Professionals Participation Subsidy Programme (PSP)**

**Notes for Participating Professionals to Request PSP Subsidy**  
(To be read by Eligible Participating Professionals before departure)

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If you are a Hong Kong professional from the eligible professional services sector(s) under PASS (listed at **Annex I**) and would like to request the PSP subsidy after participating in a PSP activity, please read the following Notes carefully.

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**Am I eligible for the PSP subsidy?**

- Yes, if you are a Hong Kong professional with relevant professional qualifications and have engaged in the relevant professional services in Hong Kong. In addition, you have attended the PSP activity concerned in full.

[**Note:** Hong Kong major professional bodies from the eligible professional services sectors under PASS will confirm whether participants of the PSP activities are Hong Kong professionals from eligible sectors under PASS during the full period of the activities concerned. If you are not clear whether you are eligible to request the PSP subsidy, please contact the relevant Hong Kong major professional body direct.]

**What participation cost items will be covered under PSP?**

- Participation cost items eligible under PSP include -
  - (a) **Travel cost** covers transportation by air, road, rail, sea, etc. between Hong Kong and the location where an eligible activity takes place. In general, only travel cost incurred during the activity period is considered as a direct cost related to the eligible activity. If 90% of the actual travel cost incurred is eventually higher than the approved maximum subsidy level for travel cost, you and/or the relevant Hong Kong major professional body must bear the shortfall. In any event, PSP will not provide any additional subsidies.  
  
The maximum duration of stay in a location of transfer for a connecting flight/transport is 24 hours. For flight fares, normally only cost of the economy class air ticket at the most economical fare level is covered. For train fares for High Speed Rail, normally only cost of the second class train ticket or fare on the most economical class is covered.
  - (b) **Accommodation cost** covers accommodation staying in during the activity period at the location where an eligible activity takes place. In general, only accommodation cost incurred during the activity period is considered as a direct cost related to the eligible activity. If 90% of the actual accommodation cost incurred is eventually higher than the approved maximum subsidy level for accommodation cost, you and/or the relevant Hong Kong major professional body must bear the shortfall. In any event, PSP will not provide any additional subsidies. For hotel accommodation cost, normally only cost of a standard single room in a four-star hotel (with meal cost excluded) at the most economical room rate is covered.
  - (c) **Participation fee** charged by activity organisers, may include items, such as -
    - cost of group in-town transportation arranged and charged by activity organisers for participants, e.g. travelling to and from transportation terminals and between places of accommodation and event venues. In-town transportation arranged by yourself is not eligible under PSP; and
    - cost of venues for conducting sectoral promotion or exchange sessions arranged and charged by activity organisers for participants. Venue cost of other events is not eligible under PSP.
- The maximum amount of the PSP subsidy for each participation cost item is 90% of the actual cost you have incurred for that item, up to the approved maximum subsidy level for that item. The approved maximum subsidy level for each item cannot be transferred amongst themselves. The PSP subsidy will be provided on a reimbursement basis, subject to your **full attendance** of the activity concerned.

### How to request the PSP subsidy and what supporting documents should be submitted?

- After the PSP activity is completed, you should submit a duly completed and signed Request Form, together with relevant original receipts and supporting documents to the Hong Kong major professional body concerned **as early as practicable**, with due attention to the requirements and deadline for request set by the body (if any). Please note the major professional body which will apply for the PSP subsidy on your behalf will have to submit the application to the Government **within eight weeks** after completion of the activity. Late applications will normally not be considered. Please contact the major professional body to put up your request for the PSP subsidy as early as practicable once the activity concerned is completed.
- Supporting documents to **substantiate actual payment of expenses to activity organisers**
  - **Original receipts** issued by the activity organiser concerned to you (with a breakdown by each eligible participation cost item, including travel cost, accommodation cost and/or participation fee (e.g. group in-town transportation cost and venue cost of sectoral promotion or exchange sessions)), plus copies of relevant invoices (if any).
- Supporting documents to **substantiate actual payment of expenses to travel and accommodation service providers** (in case you have arranged the travel and accommodation services on your own)
  - **Travel cost: Original receipts** issued by service providers to you, plus copies of relevant invoices/contracts (if any).
  - **Accommodation cost: Original receipts** issued by service providers to you, plus copies of relevant invoices/contracts (if any).
- Supporting documents to **prove actual usage of travel and accommodation services**
  - **Travel service: Original** copies of supporting documents issued by service providers, such as boarding passes, flight certificates, train tickets, bus tickets and relevant counterfoils (where applicable).
  - **Accommodation service: Original** copies of supporting documents issued by service providers upon completion of your stay, such as hotel guest folios showing clearly names and addresses of accommodation, your names, check in/out dates, room rates, etc.
- The name of the payer/traveller/guest shown on all supporting documents should be the same as the name on your Hong Kong Identity Card.
- To substantiate the actual payment of expenses you incurred for the activity concerned, you may be required to provide supporting documents, such as certified true copies of your bank records/ credit card statements with certifications that no previous claims have been made.

### When will I have the result and/or receive the PSP subsidy?

- Under normal circumstances, the PASS Secretariat will complete the processing of a valid application for the PSP subsidy **within four weeks** from the date of receipt of all supporting documents, clarification and/or supplementary information, as well as the duly completed, signed and stamped application form for the PSP subsidy.
- If the application is successful, the Government will disburse the lump sum PSP subsidy to the Hong Kong major professional body concerned. Upon receipt of the lump sum PSP subsidy from the Government, the professional body concerned will arrange disbursement of the PSP subsidy to you **within four weeks**. However, if the application is unsuccessful, the Government will inform the Hong Kong major professional body concerned of the reasons for the decision. You may contact the professional body concerned for the result of your request.

### Others

- For the avoidance of doubt, expenses for company promotion booths, gala dinners, meals and entertainment, cocktail receptions, souvenirs, etc. are not eligible under PSP. Financial losses due to forfeiture of deposits, payment of unused travel tickets and unoccupied accommodation, etc. are also not eligible under PSP.
- You are not entitled to charge any interest or claim any compensation or relief of whatsoever nature against the Government in the event of any late or withholding of payment of the PSP subsidy by the Government for any reason whatsoever.
- If you have received or will receive any other funding for a certain eligible participation cost item under PSP, you should not request the PSP subsidy for the same participation cost item. Such item will not be subsidised under PSP. The Government reserves the right to determine whether an application for the PSP subsidy is in conflict with the above condition, and require you to return the PSP subsidy in respect of the participation cost item which has received or will receive other funding.