

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

Notes for Participating Professionals to Request the PSP Subsidy

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

Am I eligible for the PSP subsidy?

- You are a Hong Kong professional with relevant professional qualifications and engaged in the relevant professional services in Hong Kong
[Note: Hong Kong major professional body(ies) from the eligible professional services sector(s) under PASS will confirm whether the participants of the PSP activities are Hong Kong professionals from the eligible sectors under PASS during the full period of the activity 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.] and;
- you have attended the PSP activity in full.

What participation cost items will be covered under PSP?

- Participation cost items eligible for the PSP subsidy include –
 - (i) **Travel cost** which covers transportation by air, road, rail, sea, etc. between Hong Kong and the activity location. In general, only travel cost incurred during the activity period is eligible under PSP. *Where fully justified*, travel cost incurred *five days before* the start of the activity to *five days after* the end of the activity may also be considered as eligible under PSP. The maximum duration of stay in a location of transfer for connecting flight/transport is 24 hours. For flight fares, normally only cost of economy class fare is covered.
 - (ii) **Accommodation cost** which covers accommodation staying in during the activity period at the activity location. In general, only accommodation cost incurred during the activity period is eligible under PSP. *Where fully justified*, accommodation cost incurred *two days before* the start of the activity to *two days after* the end of the activity may also be considered as eligible under PSP.
 - (iii) **Participation fee** charged by the activity organiser, such as
 - cost of the group in-town transportation arranged by the activity organiser for participants, e.g. travelling to and from transportation terminals and between places of accommodation and event venues. In-town transportation arranged by participants themselves is not eligible under PSP; and
 - cost of the venues for conducting sectoral promotion or exchange sessions as arranged by the activity organiser for participants.
- 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 Request Form, together with relevant original receipts and supporting documents to the Hong Kong major professional body concerned, with due attention to the requirements (if any) and deadline for request set by the body. Please note that 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.
 - (i) For travel cost, supporting documents include original receipts issued by service providers, copies of the relevant invoices/contracts (if any) and original boarding passes/train tickets/bus tickets and relevant counterfoils (where applicable).
 - (ii) For accommodation cost, supporting documents include original receipts issued by service providers, copies of the relevant invoices/contracts (if any) and original hotel vouchers/guest folios issued by hotels upon completion of stay, showing clearly the names and addresses of the accommodation, your name, check in/out dates, room rates (or room rate of each night if the stay is longer than the activity period), etc.
 - (iii) For participation fee, supporting documents include original receipts issued by the activity organiser and copies of the relevant invoices (if any). If the participation fee includes travel cost, original boarding passes/train tickets/bus tickets and relevant counterfoils (where applicable) will also be required.
- 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.
- Where necessary, you may be required to provide supporting documents, such as copies of your bank records and credit card statements, to substantiate that you have actually paid the participation cost incurred for the activity concerned.

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

- If the application for the PSP subsidy is approved, after the major professional body concerned (which has applied for the PSP subsidy on your behalf) has signed the undertaking, the Government will disburse the lump sum PSP subsidy to the professional body and you will receive the PSP subsidy from the professional body within four weeks. However, if the application for the PSP subsidy is not successful, the Government will inform the professional body concerned of the reasons for the decisions. 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 for the PSP subsidy. Financial losses due to the forfeiture of deposits, payment of unused travel tickets and unoccupied accommodation, etc. are also not eligible for the PSP subsidy.
- 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 government funding (whether or not provided by the Government of the Hong Kong Special Administrative Region direct) for a certain eligible participation cost item under PSP, you should not request the PSP subsidy for the same participation cost item. Such items 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 have received or will receive other government funding.