

Professional Services Advancement Support Scheme
Guide to Application for
Professionals Participation Subsidy Programme
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1. GENERAL

1.1 Background

- 1.1.1 Following the announcement in the 2020 Policy Address, \$50 million has been set aside under the Professional Services Advancement Support Scheme (PASS) to subsidise Hong Kong major professional bodies to participate in relevant activities organised by the Government, Hong Kong Trade Development Council (HKTDC) and overseas Hong Kong Economic and Trade Offices (ETOs), so as to encourage Hong Kong professional services sectors to step up promotion of Hong Kong's competitive edges and professional services to the Mainland cities of the Guangdong-Hong Kong-Macao Greater Bay Area (GBA) and overseas markets after the pandemic has stabilised.
- 1.1.2 The Professionals Participation Subsidy Programme (PSP) has been set up for this purpose.
- 1.1.3 The Commerce and Economic Development Bureau (CEDB) administers PSP under PASS and provides secretariat support to the Vetting Committee¹ of PASS.

1.2 Objective

PSP provides subsidy for Hong Kong professionals to participate in eligible activities organised by the Government (e.g. ETOs) and HKTDC. Such activities should aim at meeting at least one of the following PASS objectives –

- (a) increasing the exchanges and co-operation of Hong Kong's professional services with their counterparts in external markets;
- (b) promoting relevant publicity activities; and
- (c) enhancing the standards and external competitiveness of Hong Kong's professional services.

¹ Membership of the Vetting Committee is available at the PASS website (https://www.pass.gov.hk/main/en/assessment/vetting_committee.html).

1.3 Eligibility

- 1.3.1 Applications for the PSP subsidy should be submitted by Hong Kong major professional bodies² from the relevant sectors on behalf of Hong Kong professionals participating in eligible activities. Such participating professionals must come from the eligible professional services sectors under PASS listed at **Annex I**.
- 1.3.2 Professional bodies applying for the PSP subsidy must be non-profit-distributing³ in nature and must either be statutory organisations or organisations formed or registered under the laws of the Hong Kong Special Administrative Region.
- 1.3.3 Eligible activities under PSP refer to non-profit-making exchange, promotion and professional standard enhancement activities organised by the Government (e.g. ETOs) and HKTDC. The activities should aim at encouraging Hong Kong professional services sectors to step up promotion of Hong Kong's competitive edges and professional services to the Mainland cities (including the GBA cities) and overseas markets after the pandemic has stabilised.
- 1.3.4 The latest list of eligible activities under PSP is available at the PSP web page (<https://www.pass.gov.hk/psp/en/activities/index.html>).

² If Hong Kong professional bodies from eligible professional services sectors under PASS (listed at **Annex I**) are interested in becoming a PSP applicant, they may contact the PASS Secretariat direct. The PASS Secretariat will consider such requests in consultation with relevant bureaux/departments in ascertaining that such bodies are capable of confirming the professional status of individual participants and arranging proper disbursement of the PSP subsidy to eligible participating professionals.

³ A non-profit-distributing organisation is defined as an organisation which does not distribute profits to its directors, members, shareholders, employees or any other persons. An Applicant for the PSP subsidy (Hong Kong major professional body) is required to declare that it has not distributed any profits generated by the Applicant to any of its directors, members, shareholders, employees or any other persons in the past and will not do so in future. The Applicant for the PSP subsidy should provide supplementary information, such as copy of its Constitution, Articles of Association or other official document(s), to prove that the Applicant is non-profit-distributing in nature.

1.4 Subsidy Principle

- 1.4.1 The maximum amount of subsidy for each eligible participation cost item under PSP is 90% of the actual cost incurred for this item by Hong Kong professionals participating in eligible activities, up to the approved maximum subsidy level⁴.
- 1.4.2 The approved maximum subsidy levels for eligible participation cost items cannot be transferred amongst themselves. Details of the participation cost items are set out in paragraph 1.5.1 below.
- 1.4.3 The PSP subsidy will be provided on a reimbursement basis, subject to the participating professionals' full attendance of the activity concerned.

1.5 Participation Cost

- 1.5.1 Participation cost items eligible under PSP include the following direct costs related to the eligible activity concerned –
 - (a) travel cost;
 - (b) accommodation cost; and
 - (c) participation fee charged by the activity organiser, such as group in-town transportation cost and venue cost of sectoral promotion or exchange sessions.

⁴ The approved maximum subsidy level is determined on the basis of the lowest conforming quotation(s) obtained by activity organisers in accordance with the relevant organisation's prevailing procurement procedures. Where necessary, the Government and the PASS Secretariat have the right to adjust the PSP subsidy entitlement.

- 1.5.2 Travel cost covers transportation by air, road, rail, sea, etc. between Hong Kong and the location where the 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. Where fully justified, travel cost incurred five days before the start of the activity to five days after the end of the activity may be considered as a direct cost related to the eligible activity. 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.
- 1.5.3 Accommodation cost covers accommodation staying in during the activity period at the location of the activity. In general, only accommodation cost incurred during the activity period is considered as a direct cost related to the eligible activity. Where fully justified, accommodation cost incurred two days before the start of the activity to two days after the end of the activity may be considered as a direct cost related to the eligible activity.
- 1.5.4 Travel and accommodation costs incurred beyond the above-mentioned periods are not considered directly related to the eligible activity and are not eligible for the PSP subsidy.
- 1.5.5 Participation fee charged by activity organisers may include items, such as –
- (a) cost of the group in-town transportation arranged 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 participants themselves is not eligible for the PSP subsidy; and
 - (b) cost of the venues for conducting sectoral promotion or exchange sessions as arranged by activity organisers for participants. Venue cost of other events is not eligible for the PSP subsidy.

- 1.5.6 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.
- 1.5.7 Only expenses as stated in paragraph 1.5.1 above and paid by participating professionals to activity organisers (or travel and accommodation service providers in case the relevant services are arranged by participating professionals on their own) are eligible for the PSP subsidy.
- 1.5.8 The PASS Secretariat may require the Applicant to provide supporting documents (e.g. copies of participating professionals' bank records and credit card statements) to substantiate the actual payment of expenses incurred for the activity concerned.
- 1.5.9 If the eligible participation cost is paid in a currency other than Hong Kong Dollars, the PASS Secretariat reserves the right to use prevailing market exchange rates, as it deems fit, to determine the equivalent amount of the expenditure in Hong Kong Dollars. The PASS Secretariat will not be liable for any discrepancy, due to fluctuation in exchange rates between the actual amount of expenses in Hong Kong Dollars incurred by the participating professionals and the amount of the PSP subsidy.

2. APPLICATION

The PASS Secretariat will assess each application for the PSP subsidy in accordance with the eligibility criteria, subsidy principles, requirements and procedures as specified in the Guide to Application for Professionals Participation Subsidy Programme (the Guide).

2.1 Application Period

- 2.1.1 A participating professional should submit his/her individual request form (**Annex III**) to a relevant Hong Kong major professional body direct, with due attention to requirements and deadlines set by the body. An Applicant for the PSP subsidy (Hong Kong major professional body) must submit its application for the PSP subsidy (**Annex II**) to the PASS Secretariat **within eight weeks** after completion of the activity concerned. Detailed application procedures are explained in Section 2.2 below.
- 2.1.2 Late applications will normally not be considered. Applicants should take into account the lead time required for submitting applications by post. The local calendar (i.e. Hong Kong time) is used for determining the deadline for applications regardless of the location where the activity takes place. In case the deadline for applications falls on a Saturday, Sunday or public holiday, Applicants should ensure that their applications are properly received by the PASS Secretariat on the working day immediately before the deadline; otherwise the applications will be regarded as late submissions and will not be considered.

2.2 Application Procedures

2.2.1 An Applicant for the PSP subsidy should submit a duly completed application form (**Annex II**), together with individual request forms (**Annex III**) completed by eligible participating professionals and relevant supporting documents, to the PASS Secretariat. Amongst other things and as part of the application, the Applicant will be required to: (a) confirm that the participants concerned are Hong Kong professionals from the eligible professional services sectors under PASS (listed at **Annex I**) during the full period of the activity concerned (e.g. with reference to the individual's relevant professional qualifications and whether he/she is engaged in the relevant professional services in Hong Kong); and (b) undertake to arrange proper disbursement of the PSP subsidy to the eligible participating professionals upon receipt of the lump sum PSP subsidy from the Government. **Annexes II** and **III** can be downloaded from the PSP web page (http://www.pass.gov.hk/psp/en/guidelines_and_forms/index.html). No application fee will be charged.

2.2.2 The Applicant is required to provide the following documents to the PASS Secretariat by post, in person or by email to pass@cedb.gov.hk⁵ –

- (a) a copy of the Applicant's Constitution, Articles of Association or other official document(s) to prove that the Applicant is non-profit-distributing in nature, if such information has not been provided to the PASS Secretariat before;
- (b) a copy of the Applicant's Certificate of Incorporation or other official document(s) as proof of the Applicant's legal status, if such information has not been provided to the PASS Secretariat before;
- (c) a duly completed, signed and stamped application form (**Annex II**);

⁵ All documents should be submitted together. If an application is submitted by email, the Applicant should subsequently provide original copies of the application form, individual request forms and other supporting documents (where applicable) to the PASS Secretariat by post or in person.

(d) individual request forms (**Annex III**) duly completed and signed by eligible participating professionals; and

(e) relevant supporting documents such as –

(i) ***Supporting documents for expenses paid to activity organisers***

- Original receipts issued by the activity organiser concerned to participating professionals (with a breakdown by each eligible participation cost item under PSP, 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 the relevant invoices (if any). If the original receipts include the cost item of travel cost, original copies of other supporting documents, such as boarding passes, train tickets, bus tickets and relevant counterfoils (where applicable) will also be required to prove the actual usage of service.

(ii) ***Supporting documents for expenses paid to travel and accommodation service providers (in case the relevant services are arranged by participating professionals on their own)***

- **Travel cost:** Original receipts issued by service providers to participating professionals, plus copies of the relevant invoices/contracts (if any). In addition, original copies of other supporting documents, such as boarding passes, train tickets, bus tickets and relevant counterfoils (where applicable) will also be required to prove the actual usage of service.

- **Accommodation cost:** Original receipts issued by service providers to participating professionals, plus copies of the relevant invoices/contracts (if any). In addition, original copies of other supporting documents, such as hotel vouchers/guest folios issued by hotels upon completion of stay, showing clearly the names and addresses of the accommodation, guest names, check in/out dates, room rates, etc. will also be required to prove the actual usage of service.

(iii) The name of the payer/traveller/guest shown on all supporting documents should be the same as the name of the participating professional.

2.2.3 The PASS Secretariat will acknowledge receipt of applications by email.

2.2.4 The Applicant should submit the application and participating professionals' individual request forms (together with relevant supporting documents) at its own costs and expenses. The Government will not be liable for any costs or expenses whatsoever incurred by the Applicant and/or participating professionals in connection with the preparation and submission of the application and request forms and receipt of the PSP subsidy, as well as disbursement of the PSP subsidy by the Applicant to the eligible participating professionals.

2.3 Application Processing

2.3.1 Under normal circumstances, the PASS Secretariat will complete the processing of a valid application for the PSP subsidy within **eight weeks** from the date of receipt of the duly completed application accompanied by all necessary documentation. The PASS Secretariat may request the Applicant to provide clarification and/or supplementary information as it considers necessary.

2.3.2 Applicants are reminded to ensure that applications for the PSP subsidy submitted to the PASS Secretariat are duly completed and submitted together with participating professionals' individual request forms as well as their supporting documents as detailed in this Guide. Failure to submit participating professionals' individual request forms and their supporting documents by the Applicant may cause delay in the processing of the application. In case any of the required supporting documents are not available before the submission deadline (i.e. within eight weeks after completion of the activity concerned), an Applicant may still submit the duly completed application form and participating professionals' individual request forms to the PASS Secretariat before the submission deadline, together with an explanation as to why a particular document is outstanding and when it will become available. The PASS Secretariat will process the application after the outstanding document is received.

2.4 Notification of Result and Undertaking by Successful Applicants

2.4.1 Applicants for the PSP subsidy will be informed of results of their applications in writing after the PASS Secretariat has completed processing.

2.4.2 A successful Applicant (Grantee) will be required to sign an undertaking to undertake and warrant that it will, among other things, (a) arrange proper disbursement of the PSP subsidy to eligible participating professionals upon receipt of the lump sum PSP subsidy from the Government; (b) bear any costs or expenses whatsoever to be incurred by itself in connection with receipt of the lump sum PSP subsidy from the Government and disbursement of the PSP subsidy to eligible participating professionals; and (c) return the undisbursed residual PSP subsidy to the Government, if any. After signing of the undertaking, the Government will disburse the lump sum PSP subsidy through payment to the Grantee's bank account or by an order cheque bearing the full name of the Grantee.

2.4.3 For unsuccessful applications, the PASS Secretariat will inform the Applicants of the reasons for the decisions.

3. DISBURSEMENT

3.1 Disbursement of Subsidy to Eligible Participating Professionals

- 3.1.1 Grantees are required to arrange disbursement of the PSP subsidy to eligible participating professionals according to the approved participant list given by the PASS Secretariat within **four weeks** upon receipt of the lump sum PSP subsidy from the Government.
- 3.1.2 Grantees or participating professionals 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.
- 3.1.3 Without prejudice to any other rights or remedies which the Government may have, Grantees may be required to return all or part of any PSP subsidy which has been disbursed and compensate the Government for loss of interest income accrued⁶ if the PSP subsidy is not properly handled in accordance with paragraph 3.1.1 above.

3.2 Return of Residual Subsidy

In case of unsuccessful disbursement of the PSP subsidy (e.g. unsuccessful bank transfer or un-presented cheques for more than six months) to the eligible participating professionals, the Grantee is required to notify the PASS Secretariat immediately and return the residual subsidy to the Government upon demand. The Government reserves the right to seek legal remedy in case of unreasonable delay in the return of residual subsidy to the Government.

⁶ The interest income is calculated on the basis of the interest rate offered by the Hongkong and Shanghai Banking Corporation for savings account during the material time.

4. REPORTING AND AUDITING REQUIREMENTS

4.1 Reporting Requirements

- 4.1.1 Grantees are required to arrange disbursement of the PSP subsidy to eligible participating professionals within four weeks upon receipt of the lump sum PSP subsidy from the Government, and submit a disbursement report together with supporting documents (e.g. bank transfer slips, bank statements and cheque copies) within **six weeks** after completion of disbursement of the PSP subsidy, for acceptance by the PASS Secretariat. The format of the disbursement report will be specified by the PASS Secretariat.
- 4.1.2 Unsatisfactory disbursement, breach of undertaking, or mishandling of the PSP subsidy by the Grantee will be taken into account in considering future PASS (including PSP) applications from the same Applicant. All these may affect the future chance of the same Applicant obtaining funding/subsidy under PASS (including PSP).
- 4.1.3 Grantees are required to maintain full and proper books of accounts and records of receipt of the PSP subsidy from the Government and disbursement of the PSP subsidy to the eligible participating professionals for a minimum of seven years upon the PASS Secretariat's acceptance of the disbursement report. Documents to be retained include but not limited to bank transfer slips, bank statements, cheque copies, passbook records, vouchers, etc. showing proper disbursement of the PSP subsidy to eligible participating professionals.

4.2 Auditing Requirements

- 4.2.1 Grantees will be required to obtain original copies of all supporting documents from the participating professionals who have received the PSP subsidy (in case only copies are provided at the application stage) and submit them to the Government for verification upon request by the PASS Secretariat.
- 4.2.2 The Government and its authorised representatives must be allowed to access all or any of the books and records for conducting audit, inspection, verification and copying of such books and records from time to time upon reasonable notice at any time when such books and records are kept. When so requested in this connection, Grantees will be obliged to make available all books and records and explain to the Government or its authorised representatives any matters relating to the receipt, disbursement of the PSP subsidy or custody of any money derived from the subsidy in relation to the application. The Government reserves the right to require Grantees to return any improperly disbursed subsidy together with the interest income accrued to the Government.

5. OTHER ADMINISTRATIVE ARRANGEMENTS

5.1 Handling of Information

5.1.1 The PASS Secretariat is committed to ensuring that all personal data collected under PSP are handled in accordance with the relevant provisions of the Personal Data (Privacy) Ordinance, Cap. 486 (PD(P)O). In this regard, the personal data collected in relation to applications made under PSP will be used by the PASS Secretariat and/or its authorised agents for activities related to –

- (a) processing and authentication of applications for the PSP subsidy;
- (b) payment and disbursement of the PSP subsidy and any refund and related administrative measures required thereof;
- (c) meeting any disclosure requirements under any applicable law, rules and regulations;
- (d) monitoring disbursement of the PSP subsidy to the eligible participating professionals and evaluating the disbursement report;
- (e) preparing statistical analysis and research relating to the operation and review of PSP;
- (f) arranging public announcement and publicity; and
- (g) purposes related to the above.

Applicants for the PSP subsidy will use the personal data provided in individual request forms (completed by participating professionals) and their supporting documents for the above purposes (a) to (c) only.

5.1.2 The provision of all personal data required in the application form, individual request forms and their supporting documents is voluntary, though true, complete and accurate personal information must be provided to facilitate the processing of the application for the PSP subsidy. Failure to do so may render such application cannot be processed.

- 5.1.3 The personal data that Applicants and participating professionals provided in their application forms, individual request forms and their supporting documents will be kept in confidence provided that such obligations and restrictions do not apply to any disclosure which is necessary for the purposes mentioned in paragraph 5.1.1 above, or any disclosure which is authorised or required by law, or any disclosure which is consented by the Applicants and participating professionals (data subjects).
- 5.1.4 The personal data provided in the application forms, individual request forms and their supporting documents for the purposes mentioned in paragraph 5.1.1 above may be disclosed to other Government bureaux/departments/agencies and relevant parties or organisations (such as activity organisers, collaborating professional bodies, implementation agents, and service providers of eligible participation cost items) to verify the truth of the personal data, if necessary.
- 5.1.5 The PASS Secretariat will adopt all reasonably practicable measures to ensure that all personal data are kept securely and confidentially and protected against unauthorised or accidental access, processing, erasure or other use. The personal data will be kept by the PASS Secretariat for a reasonable period of time as may be required for the aforesaid purposes for which they were collected and in accordance with the relevant statutory provisions. After that time, the personal data will be erased.
- 5.1.6 Applicants and participating professionals (data subjects) whose personal data are collected have the right to request access to and correction of personal data held by the PASS Secretariat under PD(P)O. A charge will be made to cover the cost of providing the data supplied. In addition, requests for access to and correction of personal data should be made to the PASS Secretariat by one of the following means –
- (a) by email to *pass@cedb.gov.hk*;
 - (b) by fax to 2918 9330; or
 - (c) by post to 23/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong.

5.2 Double Funding

If participating professionals 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, they should not request the PSP subsidy for the same participation cost item. Such item will not be subsidised under PSP. The PASS Secretariat reserves the right to determine whether an application for the PSP subsidy is in conflict with the above condition, and require the Grantee to return to the Government the PSP subsidy in respect of the participation cost item which has received or will receive other government funding.

5.3 Timely and Truthful Declaration

It is the responsibility of an Applicant and participating professionals to complete an application form and individual request forms timely and truthfully and to provide all supporting documents. Incomplete and inaccurate information may affect the processing of the application by the PASS Secretariat. Any misrepresentation or omission of information may lead to rejection of the application and/or full or partial recovery by the PASS Secretariat of any PSP subsidy which has been disbursed and be required to compensate the Government for loss of interest income accrued. If an Applicant or participating professionals make any false statement or misrepresentation, withhold any information, or furnish to the Government and/or the PASS Secretariat any false or misleading documents or information for the purpose of obtaining the PSP subsidy, the Applicant or the participating professionals may be liable for prosecution.

5.4 Probity

5.4.1 The Applicant must observe the Prevention of Bribery Ordinance, Cap. 201 (POBO) and must advise its associates⁷, associated persons, participating professionals, directors, employees, agents, consultants, contractors and other personnel who are in any way involved in the application and/or disbursement of the PSP subsidy (collectively, the “Relevant Personnel”) that they are prohibited from offering, soliciting or accepting any advantages as defined under POBO, such as money, gifts, loans, discounts and favour in relation to the application and/or disbursement of the PSP subsidy.

5.4.2 The offer of an advantage to any government officers while having business dealing with them or with a view to expediting the processing and/or influencing the approval/result of the application is an offence under POBO. Any such offer by the Applicant, or the Relevant Personnel, which involves breaching of POBO, will render the application null and void. The Government may also withdraw the relevant approval for application and hold the Applicant liable for any loss or damage, which the Government may sustain.

⁷ Under the Prevention of Bribery Ordinance, Cap. 201, “Associate” of any person means:

- (a) a Relative or partner of that person; or
- (b) any body of persons (corporate or unincorporated) one or more of whose Directors is in common with one or more of the Directors of that person.

“Associated Person” in relation to another person means:

- (a) any person who has Control, directly or indirectly, over the other; or
- (b) any person who is Controlled, directly or indirectly, by the other; or
- (c) any person who is Controlled by, or has Control over, a person at (a) or (b) above.

“Control” in relation to another person means the power to secure:

- (a) by means of the holding of shares or interests or the possession of voting power in or in relation to that or any other person; or
- (b) by virtue of any powers conferred by any constitution, articles of association, partnership, agreement or arrangement (whether legally enforceable or not) affecting that or any other person; or
- (c) by virtue of holding office as a Director in that or any other person;

that the affairs of the first-mentioned person are conducted in accordance with the wishes of that other person.

“Director” means any person occupying the position of director by whatever name called, including a de facto or shadow director and any person in charge of the day-to-day management or operation of a body of persons.

- 5.4.3 When participating in eligible activities under PSP to promote Hong Kong's professional services to the Mainland cities of GBA and overseas markets, participating professionals should comply with the anti-bribery laws and regulations in other jurisdictions when engaging in activities there or where applicable.

5.5 Conflict of Interest

- 5.5.1 A conflict of interest (COI) situation arises when the private interests of an Applicant compete or conflict with the interests of the Government or the Applicant's duties. "Private interests" include the financial and other interests of the Applicant and those of their connections, including family members, relatives, close friends, etc.
- 5.5.2 Applicants and the Relevant Personnel should avoid putting themselves in a position that may lead to an actual, potential or perceived COI, and must as soon as possible make full disclosure to the PASS Secretariat of all relevant interests which conflict, may conflict or may be seen to conflict with their duties when it is unavoidable.

5.6 Right of Final Decision

The PASS Secretariat reserves the right to determine all relevant matters relating to PSP, including whether an Applicant or participating professionals have met the eligibility criteria, whether a cost item is eligible for the PSP subsidy and whether an application has met the various conditions, requirements and criteria for subsidy set out in this Guide.

6. ENQUIRIES

Enquiries regarding PSP may be addressed to the PASS Secretariat:

Address: 23/F West Wing, Central Government Offices
2 Tim Mei Avenue, Tamar, Hong Kong
Telephone No.: 3655 5418
Fax No.: 2918 9330
Email: pass@cedb.gov.hk
Web page: <http://www.pass.gov.hk/psp>

August 2022

Professional Services Advancement Support Scheme

List of Eligible Professional Services Sectors

(i) Accounting-related services

- Accounting, auditing, book-keeping and tax services

(ii) Legal services

- Legal, arbitration and mediation services

(iii) 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

(iv) Health-related services

- Medical, dental and Chinese medicine services
- Services provided by midwives, nurses, physiotherapists and paramedical personnel

(v) Other services

- Information and communications technology services
- Company secretary services
- Design services (including graphic, product, interior and fashion design)
- Business consultancy services (including human resource management consultancy services, management consultancy services, financial consultancy services, etc.)
- Waste management and environmental consultancy services
- Technical testing and analysis services
- Veterinary services

RESTRICTED

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

<i>(Official Use Only)</i>	
Date of receipt:	_____
Reference no.:	PSP _____

Annex II

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

Application Form for PSP Subsidy

(To be completed by Applicant (Professional Body))

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- Please read the Guide to Application for Professionals Participation Subsidy Programme carefully before completing the Application Form. The enquiry hotline is 3655 5418.
 - An Applicant (Professional Body) should submit a duly completed, signed and stamped Application Form, together with individual Request Forms completed by eligible participating professionals and their relevant supporting documents, to the PASS Secretariat within **eight weeks** upon completion of the activity concerned.

Section A – Activity

The latest list of eligible activities under PSP is available at the PSP web page (<http://www.pass.gov.hk/psp/en/activities/index.html>).

Activity Code: _____

Activity Name: _____

Section B – Applicant (Professional Body)¹

- An Applicant (Professional Body) should submit an application for the PSP subsidy on behalf of Hong Kong professionals participating in the activity concerned.
- The Applicant will be required to –
 - (a) **confirm** that the participants concerned are Hong Kong professionals from the eligible professional services sectors under PASS during the full period of the eligible activity concerned. A list of the eligible sectors under PASS is available at the PSP web page (http://www.pass.gov.hk/psp/doc/en/eligibility/sectors_e.pdf); and
 - (b) **undertake** to arrange proper disbursement of the PSP subsidy to the eligible participating professionals upon receipt of the lump sum PSP subsidy from the Government.

¹ The Applicant must be a non-profit-distributing professional body which does not distribute profits to its directors, members, shareholders, employees or any other persons and is required to declare that it has not distributed any profits generated by the Applicant to any of its directors, members, shareholders, employees or any other persons in the past and will not do so in future.

Please provide a copy of the Applicant's Constitution, Articles of Association or other official document(s) to prove that the Applicant is non-profit-distributing in nature, if such information has not been provided to the PASS Secretariat before.

The Applicant must be a statutory organisation or an organisation formed or registered under the laws of the Hong Kong Special Administrative Region.

Please provide a copy of the Applicant's Certificate of Incorporation or other official document(s) as proof of the Applicant's legal status, if such information has not been provided to the PASS Secretariat before.

Name of Applicant in English: _____

Name of Applicant in Chinese: _____

Name of Contact Person: _____

(Title / Surname / First Name)

Position held: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

Section C – Participating Professionals

- Participating professionals must come from the eligible professional services sectors under PASS. A list of the eligible sectors under PASS is available at the PSP web page (http://www.pass.gov.hk/psp/doc/en/eligibility/sectors_e.pdf).
- The maximum amount of subsidy for each eligible participation cost item under PSP is 90% of the actual cost actually incurred for this item by Hong Kong professionals participating in eligible activities, up to the approved maximum subsidy level. Details of the approved maximum subsidy levels for eligible participation cost items for eligible activities are available at the PSP web page (<http://www.pass.gov.hk/psp/en/activities/index.html>).
- The approved maximum subsidy levels for eligible participation cost items cannot be transferred amongst themselves.
- The PSP subsidy will be provided on a reimbursement basis, subject to the participating professionals' full attendance of the activity concerned.

	(a) Name of Participant / Participation Cost Item	(b) 90% of Actual Eligible Cost Incurred ² (HK\$)	(c) Approved Maximum Subsidy Level under PSP ² (HK\$)	(d) Amount of Subsidy Applied under PSP ² (HK\$) <i>(i.e. the lower of (b) or (c))</i>	(e) Is the participant a Hong Kong professional from the eligible professional services sector under PASS during the full period of the activity concerned? <i>(Please put a "✓" in the appropriate box)</i>	
					Yes	No
<i>e.g.</i>	<i>CHAN Tai-man, John</i>				<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Travel Cost</i>	<i>\$16,655</i>	<i>\$17,500</i>	<i>\$16,655</i>		
	<i>Accommodation Cost</i>	<i>\$4,380</i>	<i>\$3,200</i>	<i>\$3,200</i>		
	<i>Participation Fee</i>	<i>N.A.</i>	<i>N.A.</i>	<i>N.A.</i>		
1.					<input type="checkbox"/>	<input type="checkbox"/>
	Travel Cost					
	Accommodation Cost					
	Participation Fee					
2.					<input type="checkbox"/>	<input type="checkbox"/>
	Travel Cost					
	Accommodation Cost					
	Participation Fee					

² Please fill in the amount with reference to Section C of the participating professionals' individual Request Forms.

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	(a) Name of Participant / Participation Cost Item	(b) 90% of Actual Eligible Cost Incurred ² (HK\$)	(c) Approved Maximum Subsidy Level under PSP ² (HK\$)	(d) Amount of Subsidy Applied under PSP ² (HK\$) <i>(i.e. the lower of (b) or (c))</i>	(e) Is the participant a Hong Kong professional from the eligible professional services sector under PASS during the full period of the activity concerned? <i>(Please put a "✓" in the appropriate box)</i>	
					Yes	No
3.					<input type="checkbox"/>	<input type="checkbox"/>
	Travel Cost					
	Accommodation Cost					
	Participation Fee					
4.					<input type="checkbox"/>	<input type="checkbox"/>
	Travel Cost					
	Accommodation Cost					
	Participation Fee					
5.					<input type="checkbox"/>	<input type="checkbox"/>
	Travel Cost					
	Accommodation Cost					
	Participation Fee					
6.					<input type="checkbox"/>	<input type="checkbox"/>
	Travel Cost					
	Accommodation Cost					
	Participation Fee					
7.					<input type="checkbox"/>	<input type="checkbox"/>
	Travel Cost					
	Accommodation Cost					
	Participation Fee					
8.					<input type="checkbox"/>	<input type="checkbox"/>
	Travel Cost					
	Accommodation Cost					
	Participation fee					
9.					<input type="checkbox"/>	<input type="checkbox"/>
	Travel Cost					
	Accommodation Cost					
	Participation Fee					
	Total:					

Section D – Declaration by Applicant (Professional Body)

I, on behalf of _____, declare that –

(Name of Applicant (Professional Body))

- we have read and fully understood the Guide to Application for Professionals Participation Subsidy Programme (the Guide) and all explanatory notes as set out in this form, and agree to abide by the terms and conditions therein;
- all information provided in this form, individual Request Forms as well as their accompanying supporting documents are true, accurate and complete to the best of our knowledge and reflect the status of affairs as at the date of submission. We undertake to inform the Government and the PASS Secretariat immediately if there are any subsequent changes to the information provided in this form, individual Request Forms as well as their accompanying supporting documents (in particular, subsequent approval of financial support by other government funding sources after this application is submitted);
- we are aware that the Government and the PASS Secretariat will rely on the information provided by us and participating professionals to determine the latter’s eligibility for the PSP subsidy and to assess the amount of the PSP subsidy to be offered. We understand that any misrepresentation or omission of information may lead to rejection of the application and/or full or partial recovery by the PASS Secretariat of any PSP subsidy which has been disbursed and we may be required to compensate the Government for loss of interest income accrued. If the Applicant or the participating professionals make any false statement or misrepresentation, withhold any information, or furnish to the Government and/or the PASS Secretariat any false or misleading documents or information for the purpose of obtaining the PSP subsidy, the Applicant or the participating professionals may be liable for prosecution;
- we understand that we must observe the Prevention of Bribery Ordinance (POBO), Cap. 201 and are prohibited from offering, soliciting or accepting any advantages as defined under POBO, such as money, gifts, loans, discounts and favour in relation to the application and/or disbursement of the PSP subsidy and must not offer any advantage to any government officers with a view to expediting the processing and/or influencing the approval/result of the application which is an offence under POBO;
- we authorise the Government and 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;
- we understand that the Government and the PASS Secretariat have the right to adjust the PSP subsidy entitlement if necessary. We undertake to return to the Government of the Hong Kong Special Administrative Region any improperly disbursed PSP subsidy together with the interest income accrued upon demand by the Government and the PASS Secretariat;
- 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
- we undertake to arrange proper disbursement of the PSP subsidy to the eligible participating professionals according to the approved participant list given by the PASS Secretariat and the bank account details provided by eligible participating professionals within **four weeks** upon receipt of the lump sum subsidy from the Government according to paragraph 3.1.1 of the Guide.

Name of signatory (in print)

Authorised signature with stamp
of the Applicant (Professional Body)

Position

Date

Notes for Applicant (Professional Body)

1. Please read the Guide to Application for Professionals Participation Subsidy Programme carefully before completing the Application Form.
2. The duly completed, signed and stamped Application Form, together with individual Request Forms completed by eligible participating professionals and their relevant supporting documents, should be submitted to the PASS Secretariat within **eight weeks** upon completion of the activity concerned.
3. The completed form should be duly signed and stamped by the Applicant (Professional Body). If the space provided is insufficient, please use additional sheets.
4. Information provided in this form will be used for processing the application for the PSP subsidy and for related purposes. Such information will be disclosed to other Government bureaux/departments/agencies and relevant parties or organisations (such as activity organisers, collaborating professional bodies, implementation agents, and service providers of eligible participation cost items) if such disclosure is necessary for the purpose of processing and authentication of the application for the PSP subsidy and related purposes.

5. Checklist for Supporting Documents Required

The Applicant is required to submit the following documents to the PASS Secretariat –

- a copy of the Applicant's Constitution, Articles of Association or other official document(s) to prove that the Applicant is non-profit-distributing in nature, if such information has not been provided to the PASS Secretariat before;
 - a copy of the Applicant's Certificate of Incorporation or other official document(s) as proof of its legal status, if such information has not been provided to the PASS Secretariat before;
 - a duly completed, signed and stamped Application Form;
 - individual Request Forms duly completed and signed by eligible participating professionals; and
 - **Supporting documents for expenses paid to activity organisers –**
 - Original receipts issued by the activity organiser concerned to participating professionals (with a breakdown by each eligible participation cost item under PSP, 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 the relevant invoices (if any). If the original receipts include the cost item of travel cost, original copies of other supporting documents, such as boarding passes, train tickets, bus tickets and relevant counterfoils (where applicable) will also be required to prove the actual usage of service.
 - **Supporting documents for expenses paid to travel and accommodation service providers (in case the relevant services are arranged by participating professionals on their own) –**
 - **Travel cost:** Original receipts issued by service providers to participating professionals, plus copies of the relevant invoices/contracts (if any). In addition, original copies of other supporting documents, such as boarding passes, train tickets, bus tickets and relevant counterfoils (where applicable) will also be required to prove the actual usage of service; and
 - **Accommodation cost:** Original receipts issued by service providers to participating professionals, plus copies of the relevant invoices/contracts (if any). In addition, original copies of other supporting documents, such as hotel vouchers/guest folios issued by the hotels upon completion of stay, showing clearly the names and addresses of the accommodation, guest names, check in/out dates, room rates, etc. will also be required to prove the actual usage of service.
 - The name of the payer/traveller/guest shown on all supporting documents should be the same as the name of the participating professional.
6. All submitted documents are not returnable.
 7. The completed Application Form, individual Request Forms and all supporting documents should be submitted to the PASS Secretariat by post, in person or by email to pass@cedb.gov.hk.
 8. Enquiries regarding PSP may be addressed to the PASS Secretariat –
Address: 23/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong
Telephone no.: 3655 5418
Email: pass@cedb.gov.hk

Personal Information Collection Statement (for Application Form for PSP Subsidy)

Purpose of Collection

The personal data provided in this Application Form (completed by Applicant (Professional Body)), individual Request Form (completed by Participating Professional) and their supporting documents will only be used by the PASS Secretariat and/or its authorised agents for activities related to –

- (a) processing and authentication of applications for the PSP subsidy;
- (b) payment and disbursement of the PSP subsidy and any refund and related administrative measures required thereof;
- (c) meeting any disclosure requirements under any applicable law, rules and regulations;
- (d) monitoring disbursement of the PSP subsidy to eligible participating professionals and evaluating the disbursement report;
- (e) preparing statistical analysis and research relating to the operation and review of PSP;
- (f) arranging public announcement and publicity; and
- (g) purposes related to the above.

The provision of all personal data required in this Application Form, individual Request Forms and their supporting documents is voluntary, though true, complete and accurate personal information must be provided to facilitate the processing of the application for the PSP subsidy. Failure to do so may render such application cannot be processed.

Classes of Transferees

The personal data provided in this Application Form, individual Request Forms and their supporting documents may be disclosed to other Government bureaux/departments/agencies and relevant parties or organisations (such as activity organisers, collaborating professional bodies, implementation agents, and service providers of eligible participation cost items) to verify the truth of the personal data, if necessary.

Protection Measures and Retention of Personal Data

The PASS Secretariat will adopt all reasonably practicable measures to ensure that all personal data are kept securely and confidentially and protected against unauthorised or accidental access, processing, erasure or other use. The personal data will be kept by the PASS Secretariat for a reasonable period of time as may be required for the aforesaid purposes for which they were collected and in accordance with the relevant statutory provisions. After that time, the personal data will be erased.

Access to Personal Data

An Applicant/participating professionals (data subjects) whose personal data are collected has/have the right to request access to and correction of the personal data held by the PASS Secretariat. Requests for access to and correction of personal data should be made to the PASS Secretariat by one of the following means –

- (a) by email to *pass@cedb.gov.hk*;
- (b) by fax to 2918 9330; or
- (c) by post to 23/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong

To: _____

(Name of the Hong Kong Major Professional Body)

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

Request Form for PSP Subsidy

(To be completed by Participating Professional)

- Please read the Guide to Application for Professionals Participation Subsidy Programme carefully before completing the Request Form. The enquiry hotline is 3655 5418.
- A participating professional should complete his/her own Request Form and submit the duly completed and signed form to a relevant Hong Kong major professional body direct, with due attention to requirements and deadlines set by the body.

Section A – Activity

The latest list of eligible activities under PSP is available at the PSP web page (<http://www.pass.gov.hk/psp/en/activities/index.html>).

Activity Code: _____

Activity Name: _____

Section B – Participating Professional

To request for the PSP subsidy, the Hong Kong professional participating in the above activity must come from the eligible professional services sector under PASS. A list of the eligible sectors under PASS is available at the PSP web page (http://www.pass.gov.hk/psp/doc/en/eligibility/sectors_e.pdf).

1. Personal Data

Name in English¹: _____

(Title / Surname / First Name)

Name in Chinese¹: _____

Hong Kong Identity Card Number
(Prefix and first 4 digits): _____

(e.g. A 1234xx(x))

Relevant Professional Services Sector: _____

¹ The name of the participating professional should be the same as the name on his/her Hong Kong Identity Card.

2. Bank Account²

Please provide details of your bank account below for receiving the PSP subsidy if your request is successful. The name of the bank account holder should be the same as the name on your Hong Kong Identity Card.

Name of Bank: _____

Name of Bank Account Holder: _____

Bank Account Number: _____

(Bank Code / Branch Code & Account No.)

Section C – Participation Cost

- The maximum amount of subsidy for each eligible participation cost item under PSP is 90% of the actual cost incurred for that item by a Hong Kong professional participating in an eligible activity, up to the approved maximum subsidy level. Details of the approved maximum subsidy levels for eligible participation cost items for eligible activities are available at the PSP web page (<http://www.pass.gov.hk/psp/en/activities/index.html>).
- The approved maximum subsidy levels for eligible participation cost items cannot be transferred amongst themselves.
- If your request is successful, the PSP subsidy will be provided on a reimbursement basis, subject to your full attendance of the activity concerned.

(a)	(b)	(c)	(d)	(e)
Participation Cost Item ³	90% of Actual Eligible Cost Incurred (HK\$)	Approved Maximum Subsidy Level under PSP (HK\$)	Amount of Subsidy Requested under PSP (HK\$) (i.e. the lower of (b) or (c))	Remarks
<i>e.g. Travel Cost</i>	\$16,655	\$17,500	\$16,655	
<i>Accommodation Cost</i>	\$4,380	\$3,200	\$3,200	
<i>Participation Fee</i>	N.A.	N.A.	N.A.	

² The bank account must not be a fixed deposit account, a credit card account, a foreign currency account or a loan account.

³ Participation cost items eligible under PSP are direct costs related to the eligible activity concerned.

(a)	(b)	(c)	(d)	(e)
Participation Cost Item³	90% of Actual Eligible Cost Incurred (HK\$)	Approved Maximum Subsidy Level under PSP (HK\$)	Amount of Subsidy Requested under PSP (HK\$) <i>(i.e. the lower of (b) or (c))</i>	Remarks
(I) Expenses paid to activity organiser⁴				
(a) Travel Cost ⁵				
(b) Accommodation Cost ⁶				
(c) Participation Fee ⁷				

(II) Expenses paid to travel and accommodation service providers <i>(Note: There is no need to fill in this part if travel and accommodation costs have been paid to the activity organiser under Item (I) above).</i>				
(a) Travel Cost^{5 & 8}				
<u>For activity with one location:</u>				<input type="checkbox"/> Air <input type="checkbox"/> Road <input type="checkbox"/> Rail <input type="checkbox"/> Sea <input type="checkbox"/> Others <i>(Please specify: _____)</i>
(i) <u>Hong Kong to/from</u> _____ <i>(round-trip)</i>				

⁴ Please attach original receipts issued by the activity organiser concerned to you (i.e. the participating professional) (with a breakdown by each eligible participation cost item under PSP, including travel cost, accommodation cost and/or participation fee), plus copies of the relevant invoices (if any). If the original receipts include the cost item of travel cost, original copies of other supporting documents, such as boarding passes, train tickets, bus tickets and relevant counterfoils (where applicable) will also be required to prove the actual usage of the service.

⁵ **Travel cost** covers transportation by air, road, rail, sea, etc. between Hong Kong and the location where the 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. Where fully justified, travel cost incurred five days before the start of the activity to five days after the end of the activity may be considered as a direct cost related to the eligible activity. 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.

⁶ **Accommodation cost** covers accommodation staying in during the activity period at the place of the activity. In general, only accommodation cost incurred during the activity period is considered as a direct cost related to the eligible activity. Where fully justified, accommodation cost incurred two days before the start of the activity to two days after the end of the activity may be considered as a direct cost related to the eligible activity.

⁷ **Participation fee charged by the activity organiser** may include items, such as –

(a) **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 for the PSP subsidy; and

(b) **cost of the venues for conducting sectoral promotion or exchange sessions** as arranged by the activity organiser for participants. Venue cost of other events is not eligible for the PSP subsidy.

⁸ Please attach original receipts issued by the travel service providers to you (i.e. the participating professional), plus copies of the relevant invoices/contracts (if any). In addition, original copies of other supporting documents, such as boarding passes, train tickets, bus tickets and relevant counterfoils (where applicable) will also be required to prove the actual usage of the service.

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(a)	(b)	(c)	(d)	(e)
Participation Cost Item³	90% of Actual Eligible Cost Incurred (HK\$)	Approved Maximum Subsidy Level under PSP (HK\$)	Amount of Subsidy Requested under PSP (HK\$) <i>(i.e. the lower of (b) or (c))</i>	Remarks
For activity with more than one locations ⁹ : (i) <u>Hong Kong</u> to _____ (Location A) <i>(one-way)</i>				<input type="checkbox"/> Air <input type="checkbox"/> Road <input type="checkbox"/> Rail <input type="checkbox"/> Sea <input type="checkbox"/> Others <i>(Please specify: _____)</i>
(ii) _____ (Location A) to _____ (Location B) <i>(one-way)</i>				<input type="checkbox"/> Air <input type="checkbox"/> Road <input type="checkbox"/> Rail <input type="checkbox"/> Sea <input type="checkbox"/> Others <i>(Please specify: _____)</i>
(iii) _____ (Location B) to <u>Hong Kong</u> <i>(one-way)</i>				<input type="checkbox"/> Air <input type="checkbox"/> Road <input type="checkbox"/> Rail <input type="checkbox"/> Sea <input type="checkbox"/> Others <i>(Please specify: _____)</i>
(b) Accommodation Cost^{6 & 10}				
_____ (e.g. Location A)				Name and address of accommodation: _____ _____ From ____ (check-in date) to ____ (check-out date) (Nights of stay: _____)
_____ (e.g. Location B)				Name and address of accommodation: _____ _____ From ____ (check-in date) to ____ (check-out date) (Nights of stay: _____)
		Total:		

⁹ Please add rows to show the whole itinerary where necessary.

¹⁰ Please also attach original receipts issued by the accommodation service providers to you (i.e. the participating professional), plus copies of the relevant invoices/contracts (if any). In addition, original copies of other supporting documents, such as hotel vouchers/guest folios issued by the hotels upon completion of stay, showing clearly the names and addresses of the accommodation, guest name, check in/out dates, room rates, etc. will also be required to prove the actual usage of the service. Please add rows to show all locations of stay where necessary.

Section D – Other Government Funding Sources

Please indicate below whether you have applied for or received or will receive funding support for any eligible participation cost items under PSP from other government funding sources (whether or not provided by the Government of the Hong Kong Special Administrative Region (HKSAR) direct), e.g. SME Export Marketing Fund of the Trade and Industry Department. If you have received or will receive such funding support, you should not submit a request for the PSP subsidy for the same participation cost item. Such item will not be subsidised under PSP. The PASS Secretariat reserves the right to determine whether an application for the PSP subsidy is in conflict with the above condition.

Please put a “√” in the appropriate box below.

- I have not received or will not receive any other government funding (whether or not provided by the Government of the HKSAR direct) for any eligible participation cost items under PSP.
- I have received or will receive other government funding (whether or not provided by the Government of the HKSAR direct) for the following eligible participation cost items under PSP.

Funding Source: _____

	<u>Eligible Participation Cost Items under PSP</u>	<u>Amount (HK\$)</u>
(a)	_____	_____
(b)	_____	_____

- Application(s) for other government funding has/have been submitted and the result(s) is/are pending. Please specify: _____

Section E – Declaration by Participating Professional

- I have read and fully understood the Guide to Application for Professionals Participation Subsidy Programme (the Guide) and all explanatory notes as set out in this form, and agree to abide by the terms and conditions therein.
- **I confirm that I am a Hong Kong professional from the eligible professional services sector under PASS as stated in Section B above of this form during the full period of the activity concerned. I also confirm that I have participated in the activity concerned in full.**
- I declare that all information provided in this form as well as the accompanying supporting documents are true, accurate and complete to the best of my knowledge and reflect the status of affairs as at the date of submission. I undertake to inform the relevant Hong Kong professional body and/or government officers immediately if there are any subsequent changes to the information provided in this form (in particular, subsequent approval of funding support by other government funding sources after this request is submitted).
- I declare that I have not received any other government funding (whether or not provided by the Government of the HKSAR direct) for any eligible participation cost item(s) under PSP, and understand that if my request for the PSP subsidy is successful, I will not accept any other government funding for the same eligible participation cost item(s) under PSP.
- I am aware that the relevant Hong Kong professional body and/or the Government will rely on the information provided by me to determine my eligibility for the PSP subsidy and to assess the amount of the PSP subsidy which can be requested. I understand that any misrepresentation or omission of information may lead to rejection of the application/request and/or full or partial recovery by the PASS Secretariat of any PSP subsidy which has been disbursed and I may be required to compensate the Government for loss of interest income accrued; and that if I make any false statement or misrepresentation, withhold any information, or furnish to the relevant Hong Kong professional body and/or the Government and/or the PASS Secretariat any false or misleading documents or information for the purpose of obtaining the PSP subsidy, I may be liable for prosecution.
- I understand that I must observe the Prevention of Bribery Ordinance (POBO), Cap. 201 and am prohibited from offering, soliciting or accepting any advantages as defined under POBO, such as money, gifts, loans, discounts and favour in relation to this request and/or disbursement of the PSP subsidy and must not offer any advantage to any personnel/officers of the relevant Hong Kong professional body and/or government officers with a view to expediting the processing and/or influencing the approval/result of the request which is an offence under POBO.
- I authorise the relevant Hong Kong professional body and/or the Government and/or the PASS Secretariat to handle the personal data/information provided in this form and other information relating to the request in accordance with the Guide, if applicable.
- I give my consent to the activity organiser/service provider(s) concerned to release my personal data to the relevant Hong Kong professional body for the purpose of processing my request for the PSP subsidy or verifying the information provided in this request. I also give my consent to the relevant Hong Kong professional body and the activity organiser/service provider(s) concerned to release my personal data to the Government and the PASS Secretariat for the purpose of processing my request for the PSP subsidy, verifying the information provided in this request and other purposes as set out in the Personal Information Collection Statement below.

- I understand that I am required to provide original copies of all my supporting documents to the relevant Hong Kong professional body (in case only copies are provided before), and also give my consent to the relevant Hong Kong professional body to release the original copies to the Government and the PASS Secretariat for verification in case of need.
- I understand that the Government and the PASS Secretariat will not be liable for any costs or expenses whatsoever incurred by myself in connection with the preparation and submission of the Request Form, as well as the receipt of the PSP subsidy. I will bear any costs or expenses whatsoever to be incurred by myself in connection with the preparation and submission of the Request Form, as well as the receipt of the PSP subsidy.
- I understand that if my request for the PSP subsidy is successful, I am not entitled to charge any interest or claim any compensation or relief of whatsoever nature against the Government and the PASS Secretariat in the event of any late or withholding of payment of the PSP subsidy by the Government and the PASS Secretariat for any reason whatsoever.
- I understand that the Government and the PASS Secretariat have the right to adjust my PSP subsidy entitlement if necessary. I undertake to return to the Government of the HKSAR any improperly disbursed PSP subsidy together with the interest income accrued upon demand by the Government and the PASS Secretariat.

Name of Participating Professional (in print)

Signature of Participating Professional

/ /

Date

Notes for Participating Professional

1. Please read the Guide to Application for Professionals Participation Subsidy Programme carefully before completing the Request Form.
2. The duly completed and signed Request Form together with all supporting documents should be submitted to a relevant Hong Kong professional body direct, with due attention to requirements and deadlines set by the body.
3. The completed Request Form should be duly signed by the participating professional. If the space provided is insufficient, please use additional sheets.
4. Information provided in this form will be used for processing your request for the PSP subsidy and for related purposes. Such information will be disclosed to other Government bureaux/departments/agencies and relevant parties or organisations (such as activity organisers, collaborating professional bodies, implementation agents, and service providers of eligible participation cost items) if such disclosure is necessary for the purpose of processing your request for the PSP subsidy and related purposes.

5. Checklist for Supporting Documents Required

A participating professional is required to submit a duly completed and signed Request Form together with the following supporting documents where applicable –

➤ Supporting documents for expenses paid to activity organisers:

- original receipts issued by the activity organiser concerned to participating professionals (with a breakdown by each eligible participation cost item under PSP, 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 the relevant invoices (if any). If the original receipts include the cost item of travel cost, original copies of other supporting documents, such as boarding passes, train tickets, bus tickets and relevant counterfoils (where applicable) will also be required to prove the actual usage of service.

➤ Supporting documents for expenses paid to travel and accommodation service providers (in case the relevant services are arranged by participating professionals on their own):

- **travel cost:** Original receipts issued by service providers to participating professionals, plus copies of the relevant invoices/contracts (if any). In addition, original copies of other supporting documents, such as boarding passes, train tickets, bus tickets and relevant counterfoils (where applicable) will also be required to prove the actual usage of service; and
- **accommodation cost:** Original receipts issued by service providers to participating professionals, plus copies of the relevant invoices/contracts (if any). In addition, original copies of other supporting documents, such as hotel vouchers/guest folios issued by the hotels upon completion of stay, showing clearly the names and addresses of the accommodation, guest name, check in/out dates, room rates, etc. will also be required to prove the actual usage of service.

➤ The name of the payer/traveller/guest shown on all supporting documents should be the same as the name of the participating professional.

6. All submitted documents are not returnable.
7. For enquiries relating to the submission of Request Form, please contact the relevant Hong Kong professional body.

Other enquiries regarding PSP may be addressed to the PASS Secretariat –

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

Telephone no.: 3655 5418

Email: pass@cedb.gov.hk

Personal Information Collection Statement (for Request Form for PSP Subsidy)**Purpose of Collection**

The personal data provided in this Request Form and its supporting documents will only be used by the PASS Secretariat and/or its authorised agents for activities related to –

- (a) processing and authentication of applications for the PSP subsidy;
- (b) payment and disbursement of the PSP subsidy and any refund and related administrative measures required thereof;
- (c) meeting any disclosure requirements under any applicable law, rules and regulations;
- (d) monitoring disbursement of the PSP subsidy to eligible participating professionals and evaluating the disbursement report;
- (e) preparing statistical analysis and research relating to the operation and review of PSP;
- (f) arranging public announcement and publicity; and
- (g) purposes related to the above.

The Applicant for PSP subsidy (i.e. the relevant Hong Kong major professional body) will only use the personal data provided in this Request Form and its supporting documents for the above purposes (a) to (c) only.

The provision of all personal data required in this Request Form and its supporting documents is voluntary, though true, complete and accurate personal information must be provided to facilitate the processing of the application/request for the PSP subsidy. Failure to do so may render such application/request cannot be processed.

Classes of Transferees

The personal data provided in this Request Form and its supporting documents may be disclosed to other Government bureaux/departments/agencies and relevant parties or organisations (such as activity organisers, collaborating professional bodies, implementation agents, and service providers of eligible participation cost items) to verify the truth of the personal data, if necessary.

Protection Measures and Retention of Personal Data

The PASS Secretariat will adopt all reasonably practicable measures to ensure that all personal data are kept securely and confidentially and protected against unauthorised or accidental access, processing, erasure or other use. The personal data will be kept by the PASS Secretariat for a reasonable period of time as may be required for the aforesaid purposes for which they were collected and in accordance with the relevant statutory provisions. After that time, the personal data will be erased.

Access to Personal Data

A participating professional (data subject) whose personal data are collected has the right to request access to and correction of his/her personal data. Requests for access to and correction of personal data should be addressed to the Applicant for PSP subsidy (i.e. the relevant Hong Kong major professional body) direct and copied to the PASS Secretariat by one of the following means –

- (a) by email to *pass@cedb.gov.hk*;
- (b) by fax to 2918 9330; or
- (c) by post to 23/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong