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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>	CHAN Tai-man, John				<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Travel Cost	\$16,655	\$17,500	\$16,655		
	Accommodation Cost	\$4,380	\$3,200	\$3,200		
	Participation Fee	N.A.	N.A.	N.A.		
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 undertake 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;
- 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