

**Professional Services Advancement Support Scheme (PASS)  
Professionals Participation Subsidy Programme (PSP)  
Application Form for PSP Subsidy (with Undertaking)  
(To be completed by Applicant (Hong Kong Major Professional Body))**

**Notes for Applicant (Professional Body)**

1. Please read the Guide to Application for PSP carefully before completing the Application Form (with Undertaking).
2. The duly completed, signed and stamped Application Form and Undertaking, together with individual Request Forms completed and signed 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 Application Form and Undertaking 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 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 documents to prove 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 documents to prove the Applicant's legal status, if such information has not been provided to the PASS Secretariat before;
- ☐ a duly completed, signed and stamped Application Form;
- ☐ a duly completed, signed and stamped Undertaking;
- ☐ individual Request Forms duly completed and signed by eligible participating professionals;

Supporting documents to **substantiate actual payment of expenses to activity organisers**:

- ☐ **Original receipts** issued by activity organisers to participating professionals (with a breakdown by each eligible participation cost item, including travel cost, accommodation cost and/or participation fee (e.g. group in-town transportation cost and venue cost of sectoral promotion or exchange sessions)), plus copies of relevant invoices (if any);

Supporting documents to **substantiate actual payment of expenses to travel and accommodation service providers** (*in case participating professionals have arranged the travel and accommodation services on their own*):

- ☐ **Travel cost: Original receipts** issued by service providers to participating professionals, plus copies of relevant invoices/contracts (if any); and
- ☐ **Accommodation cost: Original receipts** issued by service providers to participating professionals, plus copies of relevant invoices/contracts (if any);

Supporting documents to **prove actual usage of travel and accommodation services**:

- ☐ **Travel service: Original** copies of supporting documents issued by service providers, such as boarding passes, flight certificates, train tickets, bus tickets and relevant counterfoils (where applicable); and
- ☐ **Accommodation service: Original** copies of supporting documents issued by service providers upon completion of stay, such as hotel guest folios showing clearly names and addresses of accommodation, guest names, check in/out dates, room rates, etc.

The names of the payers/travellers/guests shown on all supporting documents should be the same as the names of the participating professionals on their Hong Kong Identity Cards.

6. All forms and submitted documents are not returnable.
7. The completed Application Form (with Undertaking), 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](mailto: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](mailto:pass@cedb.gov.hk)

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

(Official Use Only)  
Date of receipt : \_\_\_\_\_  
Reference no : PSP

## **RESTRICTED**

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

#### **Application Form for PSP Subsidy (with Undertaking)** (To be completed by Applicant (Hong Kong Major Professional Body))

- Please read the Guide to Application for PSP carefully before completing the Application Form (with Undertaking). The enquiry hotline is 3655 5418.
- An Applicant (Professional Body) should submit a duly completed, signed and stamped Application Form (with Undertaking), together with individual Request Forms completed and signed 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 list of activities under PSP is available at the PSP web page ([www.pass.gov.hk/psp/en/activities](http://www.pass.gov.hk/psp/en/activities)).

Activity Code: \_\_\_\_\_

Activity Name: \_\_\_\_\_

#### **Section B – Applicant (Professional Body)<sup>1</sup>**

- 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 ([www.pass.gov.hk/psp/doc/en/eligibility/sectors\\_e.pdf](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.

<sup>1</sup> 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 documents to prove 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 documents to prove 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 ([www.pass.gov.hk/psp/doc/en/eligibility/sectors\\_e.pdf](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 that item by Hong Kong professionals participating in eligible activities, up to the approved maximum subsidy level for that item. Details of the approved maximum subsidy levels for eligible participation cost items for eligible activities are available at the PSP web page ([www.pass.gov.hk/psp/en/activities](http://www.pass.gov.hk/psp/en/activities)).
- 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)		(b)	(c)	(d)	(e)	
Name of Participant / Participation Cost Item		90% of Actual Cost Incurred <sup>2</sup> (HK\$)	Approved Maximum Subsidy Level <sup>2</sup> under PSP (HK\$)	Amount of Subsidy Applied <sup>2</sup> under PSP (HK\$) (i.e. the lower of (b) or (c))	Is the participant a Hong Kong professional from the eligible professional services sector under PASS during the full period of the activity concerned? (Please put a "✓" in the appropriate box)	
					Yes	No
e.g.	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					

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

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

## 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 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 funding sources after this application is submitted);
- we are aware that the Government will rely on the information provided by us and participating professionals to determine the eligibility of the participating professionals 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 statements or misrepresentation, withhold any information, or furnish to the Government 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 advantages 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 to handle the personal data/information provided in this form and other information relating to the application in accordance with the Guide, when applicable;
- we understand that the Government and the PASS Vetting Committee have the right to adjust the PSP subsidy entitlement as they think fit. 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;
- 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 the eligible participating professionals (where applicable) **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

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

### **Purpose of Collection**

The personal data provided in this Application Form and Undertaking (completed by Applicant (Professional Body)), individual Request Forms (completed by Participating Professionals) 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, any refund of the PSP subsidy and related administrative measures;
- (c) meeting any disclosure requirements under any applicable laws, rules and regulations;
- (d) monitoring disbursement of the PSP subsidy to eligible participating professionals and evaluating disbursement reports;
- (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 and Undertaking, 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 and undertaking, 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, where 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

**RESTRICTED**

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

**Undertaking**

*(To be completed by Applicant (Hong Kong Major Professional Body))*

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**Personal Particulars of the Representative of the Applicant**

Name in English:

\_\_\_\_\_

*(Title / Surname / First Name)*

Name in Chinese:

Position Held:

Telephone Number:

Fax Number:

Email Address:

On behalf of \_\_\_\_\_,

(Name of Applicant)

I, \_\_\_\_\_

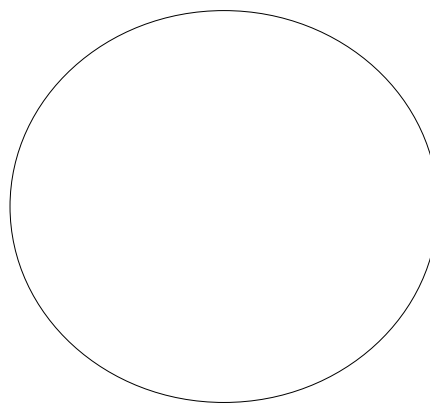
(Name of the Representative of Applicant)

undertake and warrant that should the Applicant be granted the PSP subsidy -

- (a) we will comply with all the terms and conditions laid down in the Guide to Application for Professionals Participation Subsidy Programme and 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;
- (b) we will arrange proper disbursement of the PSP subsidy to eligible participating professionals according to the approved lists given by the PASS Secretariat, and the bank account details provided by the eligible participating professionals (where applicable) **within four weeks** upon receipt of the lump sum PSP subsidy from the Government. We understand that without prejudice to any other rights or remedies which the Government may have, we 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 accrued if the PSP subsidy is not properly handled;
- (c) we understand that the Government will not be liable for any costs or expenses whatsoever incurred by ourselves in connection with the preparation and submission of the application and request forms and the undertaking, the receipt of the PSP subsidy from the Government as well as the disbursement of the PSP subsidy to the eligible participating professionals, and we 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. We will bear any costs or expenses whatsoever to be incurred by ourselves in connection with the preparation and submission of the application and request forms and the undertaking, the receipt of PSP subsidy from the Government, as well as the disbursement of the PSP subsidy to the eligible participating professionals;
- (d) before the actual disbursement of the PSP subsidy to eligible participating professionals, we will ensure that the requisite information for arranging disbursement, such as names of the eligible participating professionals, names of bank account holders and bank account numbers, and the disbursed amount of the PSP subsidy for each eligible participating professional have been checked and are correct;
- (e) we will report any incorrect disbursement to the PASS Secretariat immediately and rectify it at our own costs. We understand that unrecoverable loss arising from incorrect disbursement due to our errors should not be charged against the Government. We also understand that the Government reserves the right to require us to return any improperly disbursed subsidy together with the interest income accrued to the Government;
- (f) in case of unsuccessful disbursement (e.g. unsuccessful bank transfer or unpresented cheques for more than six months), we will notify the PASS Secretariat immediately and return the residual subsidy to the Government upon demand. We understand that the Government reserves the right to seek legal remedy in case of unreasonable delay in the return of residual subsidy to the Government;



- (g) we will submit disbursement reports together with supporting documents, e.g. bank transfer slips, bank statements and cheque copies, to the PASS Secretariat for acceptance **within six weeks** after the completion of disbursement of the PSP subsidy. The format of the disbursement report will be specified by the PASS Secretariat;
- (h) we will 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 eligible participating professionals for a minimum of seven years upon acceptance of the disbursement reports and relevant documents, such as bank transfer slips, bank statements, cheque copies, passbook records and vouchers will also be retained;
- (i) we will allow the Government and its authorised representatives 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, we 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; and
- (j) we understand and agree that the Government and the PASS Vetting Committee have the right to review any approved applications and adjust the amount of the PSP subsidy as they deem fit. We understand that the PASS Secretariat will duly inform the PSP Grantee of any adjustment, and may request return of the PSP subsidy, in whole or in part. When so requested, the PSP Grantee must promptly return the required amount of the PSP subsidy to the Government.



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Signature of the Representative of  
the Applicant

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Stamp of the Applicant

/ /

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Date