

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 had 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 and Hong Kong Trade Development Council (HKTDC), 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 and overseas markets after the pandemic 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 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 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/or
- (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 (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 on behalf of Hong Kong professionals after the latter participate in eligible PSP activities. Such participating professionals must come from the eligible professional services sectors under PASS listed at **Annex I**.
- 1.3.2 Hong Kong major 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 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 and overseas markets after the pandemic stabilised.
- 1.3.4 The list of activities under PSP is available at the PSP web page (www.pass.gov.hk/psp/en/activities). For Hong Kong professionals who come from relevant sectors eligible under PASS (listed at **Annex I**) and would like to request the PSP subsidy after they participate in the PSP activities, they should read the "Notes for Participating Professionals to Request PSP Subsidy" at **Annex II** before embarking for the activities.

² If Hong Kong professional bodies from eligible professional services sectors under PASS (listed at **Annex I**) are interested in becoming the PSP applicants (i.e. Hong Kong major professional bodies), 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 (a) confirming the professional status of individual participants; and (b) 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 (i.e. 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.

An Applicant for the PSP subsidy should provide supplementary information, such as copies of its Constitution, Articles of Association or other official documents, to prove 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 that item by Hong Kong professionals participating in eligible activities, up to the approved maximum subsidy level⁴ for that item.
- 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 activities concerned.

1.5 Participation Cost

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

⁴ The approved maximum subsidy level for each eligible participation cost item is determined on the basis of the lowest conforming quotation obtained by an activity organiser in accordance with the Stores and Procurement Regulations for a Government bureau/department or the prevailing procurement procedures of HKTDC. The Government and the PASS Vetting Committee have the right to adjust the PSP subsidy entitlement as they think fit.

- 1.5.2 Travel cost covers transportation by air, road, rail, sea, etc. between Hong Kong and the location where an eligible activity takes place. In general, only travel cost incurred during the activity period is considered as a direct cost related to the eligible activity. Where fully justified⁵, travel cost incurred within five days before the start of the activity or within five days after the end of the activity may be considered as a direct cost related to the eligible activity. If 90% of the actual travel cost incurred is eventually higher than the approved maximum subsidy level for travel cost, the participating professional must bear the shortfall. In any event, PSP will not provide any additional subsidies. The maximum duration of stay in a location of transfer for a connecting flight/transport is 24 hours. For flight fares, normally only cost of the economy class air ticket at the most economical fare level is covered. For train fares for High Speed Rail, normally only cost of the second class train ticket or fare on the most economical class is covered.
- 1.5.3 Accommodation cost covers accommodation staying in during the activity period at the location where an eligible activity takes place. In general, only accommodation cost incurred during the activity period is considered as a direct cost related to the eligible activity. Where fully justified⁶, accommodation cost incurred up to two days before the start of the activity or up to two days after the end of the activity may be considered as a direct cost related to the eligible activity. If 90% of the actual accommodation cost incurred is eventually higher than the approved maximum subsidy level for accommodation cost, the participating professional must bear the shortfall. In any event, PSP will not provide any additional subsidies. For hotel accommodation cost, normally only cost of a standard single room in a four-star hotel (with meal cost excluded) at the most economical room rate is covered.
- 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 under PSP.

⁵ E.g. a participating professional reaches an activity location early (within five days before the start of the activity) or departs for Hong Kong later (within five days after the end of the activity) for reasons such as making on-site preparation, handling post-activity winding-up issues and attending events/visits/meetings related to the eligible PSP activity immediately before the start or after the end of the PSP activity concerned.

⁶ E.g. a participating professional stays in an accommodation at an activity location early (up to two days before the start of the activity) or overstays the activity period (up to two days after the end of the activity) for reasons such as making on-site preparation, handling post-activity winding-up issues and attending events/visits/meetings related to the eligible PSP activity immediately before the start or after the end of the PSP activity concerned.

- 1.5.5 Participation fee charged by activity organisers may include the following items, such as -
- (a) cost of group in-town transportation arranged and charged by activity organisers for participants, e.g. for travelling to and from transportation terminals and between places of accommodation and event venues. In-town transportation arranged by participants themselves is not eligible under PSP; and
 - (b) cost of venues for conducting sectoral promotion or exchange sessions arranged and charged by activity organisers for participants. Venue cost of other events is not eligible under PSP.
- 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 under PSP. Financial losses due to forfeiture of deposits, payment of unused travel tickets and unoccupied accommodation, etc. are also not eligible under PSP.
- 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 under PSP.
- 1.5.8 To substantiate the actual payment of expenses incurred for the activity concerned, the PASS Secretariat may require an Applicant (Hong Kong major professional body) to provide supporting documents from participating professionals (e.g. original payment receipts, certified true copies of bank records/credit card statements with certifications that no previous claims have been made).
- 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 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 After participating in the PSP activities, eligible participating professionals should submit their individual request forms for PSP subsidy (**Annex III**) direct to relevant Hong Kong major professional bodies as early as practicable, with due attention to the requirements and deadlines set by the bodies. Upon receipt of individual request forms from participating professionals, Applicants for the PSP subsidy (Hong Kong major professional bodies) should submit their application forms for PSP subsidy (**Annex IV**) to the PASS Secretariat and where necessary, by batches, but in any event, the last batch should reach the PASS Secretariat **within eight weeks** after completion of the activities concerned. Detailed application procedures are explained in paragraph 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 deadlines for applications regardless of the locations where the activities take 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, signed and stamped application form (with undertaking) (**Annex IV**), individual request forms duly completed and signed by eligible participating professionals (**Annex III**) together with 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 individuals' relevant professional qualifications and whether they are 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. No application fee will be charged. **Annexes III** and **IV** can be downloaded from the PSP web page (www.pass.gov.hk/psp/en/guidelines_and_forms).

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.hk⁷ -

- (a) 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;
- (b) 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;
- (c) individual request forms duly completed and signed by eligible participating professionals (**Annex III**);
- (d) an application form (with undertaking) duly completed, signed and stamped by the Applicant (**Annex IV**); and

⁷ All forms and documents should be submitted together. If an application is submitted by email, the Applicant should subsequently provide original copies of the application form (with undertaking), individual request forms and other supporting documents (where applicable) to the PASS Secretariat by post or in person.

(e) relevant supporting documents such as -

(i) 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).

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

(iii) Supporting documents to **prove actual usage of travel and accommodation services**

- **Travel services: Original** copies of supporting documents issued by service providers, such as boarding passes, flight certificates, train tickets, bus tickets and relevant counterfoils (where applicable).
- **Accommodation services: 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.

(iv) 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.

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

2.3 Application Processing

- 2.3.1 Upon receipt of applications for the PSP subsidy, the PASS Secretariat may request Applicants to provide clarification and/or supplementary information as it considers necessary. Under normal circumstances, the PASS Secretariat will complete the processing of a valid application for the PSP subsidy **within four weeks** from the date of receipt of all supporting documents, clarification and/or supplementary information, as well as the duly completed, signed and stamped application form for the PSP subsidy. Where necessary, the PASS Secretariat may process valid applications by batches.
- 2.3.2 Applicants are reminded to ensure that applications for the PSP subsidy (with undertakings) submitted to the PASS Secretariat are duly completed, signed, stamped and submitted together with participating professionals' individual request forms and their supporting documents as detailed in this Guide. Failure to submit participating professionals' individual request forms and their supporting documents by Applicants may cause delay in the processing of applications. 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 should submit the application form (with undertaking) 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

- 2.4.1 Applicants for the PSP subsidy will be informed of the results of their applications in writing after the PASS Secretariat has completed the processing. The results may be announced by batches if the PASS Secretariat has processed the applications by batches.
- 2.4.2 An Applicant must undertake and warrant that should it be granted the PSP subsidy, it will, among other things, (a) arrange proper disbursement of the PSP subsidy to eligible participating professionals **within four weeks** 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. The Government will disburse the lump sum PSP subsidy through payment to the bank account of the Grantee (i.e. the successful Applicant) 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 decision.

3. DISBURSEMENT

3.1 Disbursement of Subsidy to Eligible Participating Professionals

- 3.1.1 Upon receipt of the lump sum PSP subsidy from the Government, Grantees are required to arrange disbursement of the PSP subsidy to eligible participating professionals **within four weeks** according to the approved participant lists given by the PASS Secretariat.
- 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 accrued⁸ 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 unpresented cheques for more than six months) to the eligible participating professionals, Grantees are 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.

⁸ 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 Upon receipt of the lump sum PSP subsidy from the Government, Grantees are required to arrange disbursement of the PSP subsidy to eligible participating professionals **within four weeks**. After completion of disbursement of the PSP subsidy, Grantees are required to submit disbursement reports together with supporting documents (e.g. bank transfer slips, bank statements and cheque copies) **within six weeks** 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 a 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 eligible participating professionals for a minimum of seven years upon the PASS Secretariat's acceptance of the disbursement reports. 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 their applications. 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, 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.

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 purposes set out in (a) to (c) above only.

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

- 5.1.3 The personal data that Applicants and participating professionals provided in their application forms and undertakings, 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 and undertakings, 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, where 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. 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 funding 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 funding.

5.3 Timely and Truthful Declaration

It is the responsibility of Applicants and participating professionals to complete application forms (with undertakings) and individual request forms timely and truthfully and to provide all supporting documents. Incomplete and inaccurate information may affect the processing of applications by the PASS Secretariat. Any misrepresentation or omission of information may lead to rejection of applications and/or full or partial recovery by the PASS Secretariat of any PSP subsidy which has been disbursed, and the Applicant or the participating professional concerned may be required to compensate the Government for loss of interest income accrued. If an Applicant or a participating professional makes 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 professional may be liable for prosecution.

5.4 Probity

- 5.4.1 Applicants must observe the Prevention of Bribery Ordinance, Cap. 201 (POBO) and must advise their associates⁹, associated persons, participating professionals, directors, employees, agents, consultants, contractors and other personnel who are in any way involved in the applications 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 applications and/or disbursement of the PSP subsidy.
- 5.4.2 The offer of an advantage as defined under POBO 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 an application for the PSP subsidy is an offence under POBO. Any such offer by an Applicant, or the Relevant Personnel will render the application null and void. The Government may also withdraw the relevant approval for the application and hold the Applicant or the Relevant Personnel liable for any loss or damage, which the Government may sustain.
- 5.4.3 When participating in eligible activities under PSP to promote Hong Kong’s professional services to the Mainland 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.

⁹ “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.

5.5 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 an Applicant and those of its 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

- 5.6.1 Applicants and participating professionals shall at all times 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.
- 5.6.2 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 an activity/application is contrary to the interest of national security, 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 : www.pass.gov.hk/psp

July 2024

**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

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

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

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

Am I eligible for the PSP subsidy?

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

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

What participation cost items will be covered under PSP?

- Participation cost items eligible under PSP include -
 - (a) **Travel cost** covers transportation by air, road, rail, sea, etc. between Hong Kong and the location where an eligible activity takes place. In general, only travel cost incurred during the activity period is considered as a direct cost related to the eligible activity. If 90% of the actual travel cost incurred is eventually higher than the approved maximum subsidy level for travel cost, you and/or the relevant Hong Kong major professional body must bear the shortfall. In any event, PSP will not provide any additional subsidies.

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

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

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

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

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

Others

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

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

Request Form for PSP Subsidy

(To be completed by Eligible Participating Professional)

Notes for Eligible Participating Professional

1. Please read the Guide to Application for PSP 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 major professional body direct as early as practicable, with due attention to the requirements and deadline for request 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 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, to a relevant Hong Kong major professional body -

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).
- ☐ **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 services: Original** copies of supporting documents issued by service providers, such as boarding passes, flight certificates, train tickets, bus tickets and relevant counterfoils (where applicable).
- ☐ **Accommodation services: 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 name of the payer/traveller/guest shown on all supporting documents should be the same as the name of the participating professional on his/her Hong Kong Identity Card.

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

To : _____
(Name of the Hong Kong Major Professional Body)

RESTRICTED

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

Request Form for PSP Subsidy

(To be completed by Eligible Participating Professional)

- Please read the Guide to Application for PSP 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 as early as practicable, with due attention to the requirements and deadline for request set by the body.

Section A – Activity

The list of activities under PSP is available at the PSP web page (www.pass.gov.hk/psp/en/activities).

Activity Code: _____

Activity Name: _____

Section B – Participating Professional

To request 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 (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: _____

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 and Account Number)

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

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

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 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).
- 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 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.	
(I) Expenses paid to activity organiser^{4&5}				
(a) Travel Cost ⁶				
(b) Accommodation Cost ⁷				
(c) Participation Fee ⁸				

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

⁴ To **substantiate actual payment of expenses to activity organisers**, please attach **original receipts** issued by activity organisers to you (i.e. the participating professional) (with a breakdown by each eligible participation cost item, including travel cost, accommodation cost and/or participation fee), plus copies of relevant invoices (if any).

⁵ To **prove actual usage of travel and accommodation services**, for travel services, please attach **original copies** of supporting documents issued by travel service providers, such as boarding passes, flight certificates, train tickets, bus tickets and relevant counterfoils (where applicable); for accommodation services, please attach **original copies** of supporting documents issued by accommodation 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.

⁶ **Travel cost** covers transportation by air, road, rail, sea, etc. between Hong Kong and the location where an eligible activity takes place. In general, only travel cost incurred during the activity period is considered as a direct cost related to the eligible activity. If 90% of the actual travel cost incurred is eventually higher than the approved maximum subsidy level for travel cost, the participating professional must bear the shortfall. In any event, PSP will not provide any additional subsidies. The maximum duration of stay in a location of transfer for a connecting flight/transport is 24 hours. For flight fares, normally only cost of the economy class air ticket at the most economical fare level is covered. For train fares for High Speed Rail, normally only cost of the second class train ticket or fare on the most economical class is covered.

⁷ **Accommodation cost** covers accommodation staying in during the activity period at the location where an eligible activity takes place. In general, only accommodation cost incurred during the activity period is considered as a direct cost related to the eligible activity. If 90% of the actual accommodation cost incurred is eventually higher than the approved maximum subsidy level for accommodation cost, the participating professional must bear the shortfall. In any event, PSP will not provide any additional subsidies. For hotel accommodation cost, normally only cost of a standard single room in a four-star hotel (with meal cost excluded) at the most economical room rate is covered.

⁸ **Participation fee charged by activity organisers** may include the following items, such as -

- (a) **cost of group in-town transportation** arranged and charged by activity organisers for participants, e.g. travelling to and from transportation terminals and between places of accommodation and event venues. In-town transportation arranged by participants themselves is not eligible under PSP; and
- (b) **cost of venues for conducting sectoral promotion or exchange sessions** arranged and charged by activity organisers for participants. Venue cost of other events is not eligible under PSP.

(a)	(b)	(c)	(d)	(e)
Participation Cost Item ³	90% of Actual 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
(II) Expenses paid to travel and accommodation service providers^{5&9} (Note: There is no need to fill in this part if travel and accommodation costs were paid to the activity organiser under Item (I) above).				
(a) Travel Cost⁶				
For activity with one location: <u>Hong Kong</u> to/from _____ (round-trip)				<input type="checkbox"/> Air <input type="checkbox"/> Road <input type="checkbox"/> Rail <input type="checkbox"/> Sea <input type="checkbox"/> Others (Please specify: _____)
For activity with more than one locations: (i) <u>Hong Kong</u> to _____ (Location A) (one-way)				<input type="checkbox"/> Air <input type="checkbox"/> Road <input type="checkbox"/> Rail <input type="checkbox"/> Sea <input type="checkbox"/> Others (Please specify: _____)
(ii) _____ (Location A) to _____ (Location B) (one-way)				<input type="checkbox"/> Air <input type="checkbox"/> Road <input type="checkbox"/> Rail <input type="checkbox"/> Sea <input type="checkbox"/> Others (Please specify: _____)
(iii) _____ (Location B) to <u>Hong Kong</u> (one-way)				<input type="checkbox"/> Air <input type="checkbox"/> Road <input type="checkbox"/> Rail <input type="checkbox"/> Sea <input type="checkbox"/> Others (Please specify: _____)
(b) Accommodation Cost⁷				
_____ (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 To substantiate actual payment of expenses to travel and accommodation service providers, please attach **original receipts** issued by service providers to you (i.e. the participating professional), plus copies of relevant invoices/contracts (if any).

Section D – Other 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 funding sources. 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 funding for any eligible participation cost items under PSP.
- ☐ I have received or will receive other funding 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 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 major 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 funding sources after this request is submitted).
- I declare that I have not received any other funding 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 funding for the same eligible participation cost item(s) under PSP.
- I am aware that the relevant Hong Kong major 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 Government 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 statements or misrepresentation, withhold any information, or furnish to the relevant Hong Kong major professional body and/or the Government any false or misleading documents or information for the purpose of obtaining the PSP subsidy, I may be liable for prosecution.
- I 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.
- 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 advantages to any personnel/officers of the relevant Hong Kong major 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 major professional body and/or the Government to handle the personal data/information provided in this form and other information relating to the request in accordance with the Guide, when applicable.
- I give my consent to the activity organiser/service provider(s) concerned to release my personal data to the relevant Hong Kong major 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 major professional body and the activity organiser/service provider(s) concerned to release my personal data to the Government 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 major professional body (in case only copies are provided before), and give my consent to the relevant Hong Kong major professional body to release the original copies to the Government for verification in case of need.
- I understand that the Government 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 in the event of any late or withholding of payment of the PSP subsidy by the Government for any reason whatsoever.
- I understand that the Government and the PASS Vetting Committee have the right to adjust my PSP subsidy entitlement as they think fit. 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.

Name of Participating Professional (in print)

Signature of Participating Professional

/ /

Date

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, 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 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 purposes set out in (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, 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

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

**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.
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

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

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

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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).

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 (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 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).
- 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).
- 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 ² (HK\$)	Approved Maximum Subsidy Level ² under PSP (HK\$)	Amount of Subsidy Applied ² 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					

² 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 ² (HK\$)	Approved Maximum Subsidy Level ² under PSP (HK\$)	Amount of Subsidy Applied ² 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					
	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 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))

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)

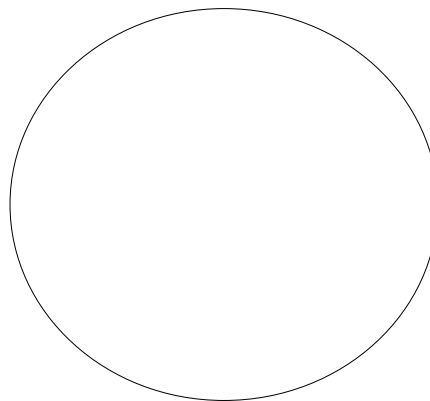
I, _____

(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.



Signature of the Representative of
the Applicant

Stamp of the Applicant

/ /

Date