

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

**Notes for 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 professional body direct, with due attention to requirements and deadlines set by the body.
3. The completed Request Form should be duly signed by the participating professional. If the space provided is insufficient, please use additional sheets.
4. Information provided in this form will be used for processing your request for the PSP subsidy and for related purposes. Such information will be disclosed to other Government bureaux / departments / agencies and relevant parties or organisations (such as activity organisers, collaborating professional bodies, implementation agents, and service providers of eligible participation cost items) if such disclosure is necessary for the purpose of processing your request for the PSP subsidy and related purposes.

5. **Checklist for Supporting Documents Required**

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

**Supporting documents for expenses paid to activity organisers:**

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

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

- Travel cost:** original receipts issued by service providers to participating professionals, plus copies of 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 for usage of travel and accommodation services:**

- original copies of supporting documents, such as boarding passes, train tickets, bus tickets and relevant counterfoils (where applicable); and
- original copies of supporting documents, such as hotel vouchers/guest folios issued by the hotels upon completion of stay, showing clearly the names and addresses of the accommodation, guest name, check in/out dates, room rates, etc.

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

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

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

Address : 23/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong  
 Telephone no. : 3655 5418  
 Email : [pass@cedb.gov.hk](mailto:pass@cedb.gov.hk)

To : \_\_\_\_\_

*(Name of the Hong Kong Major Professional Body)*

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

**Request Form for PSP Subsidy**

*(To be completed by Participating Professional)*

- Please read the Guide to Application for 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, with due attention to requirements and deadlines set by the body.

**Section A – Activity**

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

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

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

**Section B – Participating Professional**

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

**1. Personal Data**

Name in English<sup>1</sup>: \_\_\_\_\_

*(Title / Surname / First Name)*

Name in Chinese<sup>1</sup>: \_\_\_\_\_

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

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

Relevant Professional Services Sector: \_\_\_\_\_

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

## 2. Bank Account<sup>2</sup>

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

Name of Bank: \_\_\_\_\_

Name of Bank Account Holder: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

(Bank Code / Branch Code & Account No.)

### Section C – Participation Cost

- The maximum amount of subsidy for each eligible participation cost item under PSP is 90% of the actual cost incurred for that item by a Hong Kong professional participating in an eligible activity, up to the approved maximum subsidy level. Details of the approved maximum subsidy levels for eligible participation cost items for eligible activities are available at the PSP web page ([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.
- 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 <sup>3</sup>	90% of Actual Eligible Cost Incurred (HK\$)	Approved Maximum Subsidy Level under PSP (HK\$)	Amount of Subsidy Requested under PSP (HK\$) (i.e. the lower of (b) or (c))	Remarks
<i>e.g. Travel Cost</i>	\$16,655	\$17,500	\$16,655	
<i>Accommodation Cost</i>	\$4,380	\$3,200	\$3,200	
<i>Participation Fee</i>	N.A.	N.A.	N.A.	

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

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

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(a)	(b)	(c)	(d)	(e)
Participation Cost Item <sup>3</sup>	90% of Actual Eligible Cost Incurred (HK\$)	Approved Maximum Subsidy Level under PSP (HK\$)	Amount of Subsidy Requested under PSP (HK\$) (i.e. the lower of (b) or (c))	Remarks
<b>(I) Expenses paid to activity organiser<sup>4</sup></b>				
(a) Travel Cost <sup>5</sup>				
(b) Accommodation Cost <sup>6</sup>				
(c) Participation Fee <sup>7</sup>				
<b>(II) Expenses paid to travel and accommodation service providers</b> (Note: There is no need to fill in this part if travel and accommodation costs have been paid to the activity organiser under Item (I) above).				
<b>(a) Travel Cost<sup>5 &amp; 8</sup></b>				
<u>For activity with one location:</u>				<input type="checkbox"/> Air <input type="checkbox"/> Road <input type="checkbox"/> Rail <input type="checkbox"/> Sea <input type="checkbox"/> Others (Please specify: _____)
(i) <u>Hong Kong to/from</u> _____ (round-trip)				

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

<sup>5</sup> **Travel cost** covers transportation by air, road, rail, sea, etc. between Hong Kong and the location where the eligible activity takes place. In general, only travel cost incurred during the activity period is considered as a direct cost related to the eligible activity. Where fully justified, travel cost incurred five days before the start of the activity to five days after the end of the activity may be considered as a direct cost related to the eligible activity. The maximum duration of stay in a location of transfer for connecting flight/transport is 24 hours. For flight fares, normally only cost of economy class fare is covered.

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

<sup>7</sup> **Participation fee charged by the activity organiser** may include items, such as -

(a) **cost of the group in-town transportation** arranged by the activity organiser for participants, e.g. travelling to and from transportation terminals and between places of accommodation and event venues. In-town transportation arranged by participants themselves is not eligible for the PSP subsidy; and

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

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

**RESTRICTED**

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(a)	(b)	(c)	(d)	(e)
<b>Participation Cost Item<sup>3</sup></b>	<b>90% of Actual Eligible Cost Incurred (HK\$)</b>	<b>Approved Maximum Subsidy Level under PSP (HK\$)</b>	<b>Amount of Subsidy Requested under PSP (HK\$)</b> <i>(i.e. the lower of (b) or (c))</i>	<b>Remarks</b>
For activity with more than one locations <sup>9</sup> :				<input type="checkbox"/> Air <input type="checkbox"/> Road <input type="checkbox"/> Rail <input type="checkbox"/> Sea <input type="checkbox"/> Others <i>(Please specify: _____)</i>
(i) <u>Hong Kong</u> to _____ (Location A) <i>(one-way)</i>				<input type="checkbox"/> Air <input type="checkbox"/> Road <input type="checkbox"/> Rail <input type="checkbox"/> Sea <input type="checkbox"/> Others <i>(Please specify: _____)</i>
(ii) _____ (Location A) to _____ (Location B) <i>(one-way)</i>				<input type="checkbox"/> Air <input type="checkbox"/> Road <input type="checkbox"/> Rail <input type="checkbox"/> Sea <input type="checkbox"/> Others <i>(Please specify: _____)</i>
(iii) _____ (Location B) to <u>Hong Kong</u> <i>(one-way)</i>				<input type="checkbox"/> Air <input type="checkbox"/> Road <input type="checkbox"/> Rail <input type="checkbox"/> Sea <input type="checkbox"/> Others <i>(Please specify: _____)</i>
<b>(b) Accommodation Cost<sup>6 &amp; 10</sup></b>				
_____ (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: _____)
		<b>Total:</b>		

<sup>9</sup> Please add rows to show the whole itinerary where necessary.

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

**Section D – Other Government Funding Sources**

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

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

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

Funding Source: \_\_\_\_\_

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

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

**Section E – Declaration by Participating Professional**

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

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

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Name of Participating Professional (in print)

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Signature of Participating Professional

/ /

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

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

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

**Classes of Transferees**

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

**Protection Measures and Retention of Personal Data**

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

**Access to Personal Data**

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

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