



發展品牌、升級轉型及
拓展內銷市場的專項基金
Dedicated Fund on Branding,
Upgrading and Domestic Sales

BUD e-Form System

User Guide

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發展品牌、升級轉型及
拓展內銷市場的專項基金
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1. User Account

1.1. Create a BUD e-Form Account

1. Go to <https://www.bud.hkpc.org/> the BUD Fund website and click “Online e-form” button at the top of page and then click the “Sign up” button at the top menu.
2. Upload Copy of the Business Registration Certificate.
3. Click Continue button.
4. Complete the onscreen fields in the Sign up form.
5. Click Sign up button.
6. An email will be sent to your email address for email verification.
7. Click the link in the verification e-mail that's automatically sent to complete the Sign up process.

The screenshot shows the BUD Fund website interface. At the top left is the BUD logo and the text: 發展品牌、升級轉型及 拓展內銷市場的專項基金 Dedicated Fund on Branding, Upgrading and Domestic Sales. At the top right are 'Sign up' and 'Login' buttons, and the text 'EN | 繁 | 簡'. The main heading is 'Step 1/2' followed by 'Upload Copy of Business Registration Certificate'. Below this is a form field labeled 'Copy of the Business Registration Certificate *' with a 'Choose File' button. A callout box '1. Click Sign up' points to the 'Sign up' button at the top. Below the form field is a grey box with two tips: 'Tips 1: To fill out forms automatically with autofill feature, please upload a photo/scanned copy of the Business Registration Certificate in JPEG, PNG or PDF format onto the system. The image should portray from its front side with completeness and clarity, otherwise, the autofill feature might not work properly.' and 'Tips 2: Business entity listed in application must be registered in Hong Kong under the Business Registration Ordinance (Cap. 310), and is still valid during the application date.' Below the tips is a 'Captcha Code *' field with a 'Continue' button. A callout box '1. Click Continue' points to the 'Continue' button. At the bottom right of the page is the text 'EN | 繁 | 簡'.



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Sign up

Login

EN | 繁 | 簡

Sign up

4. Complete the Sign Up form

Name of the Applicant Enterprise (English) *

Company English Name on BR

Name of the Applicant Enterprise (Chinese) *

Fill "NA" if no Chinese Name

Date of Establishment *

DD/MM/YYYY

Business Registration No. *

First 8 digits of the BR

Copy of the Business Registration Certificate * ?

Choose File

Address *

e.g.: Flat A, 1/F. Block1

e.g.: HKPC Building

e.g.: 78 Tat Chee Avenue

e.g.: Kowloon Tong

-- Please select district --

This address is the actual office location of the applicant.

This address is for registration purpose only, the actual office location is:

Form of Business *

Sole Proprietorship Partnership Limited Company

Individuals holding ≥ 30% shares

Name/Holding Company	HKID/Passport No./Holding Company BR No.
----------------------	--



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Password *

Must between 8 to 30 characters

Confirm Password *

Must between 8 to 30 characters

Password requirements:

- Must between 8 and 30 characters long
- Must contain at least 1 uppercase character
- Must contain at least 1 lowercase character
- Must contain at least 1 digit
- Must contain at least 1 special character (!@#\$%^&*)
- No white space characters are allowed

Accept terms and conditions

Captcha Code *



5. Click Sign up

Sign up

Already have an account? **Login**

1.2. Login

1. Go to <https://www.bud.hkpc.org/> the BUD Fund website and click “Online e-form” button at the top of page and then click the “Login” button at the top menu.
2. Fill in your BR Number, Password and the Captcha Code.
3. Click Login button.
4. The “Two Factor Authentication” email will send to the registered email with the One-time Password (OTP).
5. Fill in the One-time Password and click Confirm.



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Sign up

Login

EN | 繁 | 簡

1. Click **Login**

2. Fill in your **BR Number, Password** and the **Captcha Code**.

Login

BR Number *

Password *

Captcha Code *

[Forgot Password ?](#)

Login

Don't have an account? [Sign up now](#)

3. Click **Login**



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Sign up

Login

EN | 繁 | 簡

Two Factor Authentication

The BUD Fund Implementer has sent you a One-time Password (OTP) email to your registered email address in BUD e-mail. Please check the applicant.

4. Fill in the **One-time Password (OTP)**.

Please enter the One-time Password (OTP): *

An OTP email has been sent by the BUD Fund Implementer. Please ensure that the mailbox has enough space to receive emails, above all, please check if it falls into the spam mailbox. If you fail to receive any OTP emails in three minutes, please click "Resend OTP email".

5. Click **Confirm**

Resend OTP email after 02:42

Confirm

1.3. Logout



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1. Click the “Logout” at the top menu.
2. Click OK to confirm the logout process.

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HOME PROJECT ▾ PROFILE EN | 繁 | 簡 Logout

1. Click **Logout**

Dedicated Fund on Branding, Upgrading and Domestic Sales

To provide funding support to individual Hong Kong enterprises in undertaking projects to develop brands, upgrade and restructure their business operations and promote sales in the ASEAN market and Mainland China market, so as to enhance their competitiveness and facilitate their business development in the ASEAN and Mainland China market.

Apply Now >

Are you sure you want to logout?

Cancel OK

2. Click **OK**

1.4. Forget Password

1. Go to Login page.
2. Click the “Forgot Password ?” link.
3. Enter your **BR Number** and **Email**.
4. Click “Reset Password” button.
5. A reset password email will send to your email address.
6. Click the link in the reset password email.
7. In the Reset Password page, input your **BR Number**, new **Password** and **Confirm Password**.
8. Click **Reset** button.




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Login

BR Number *

Password *

Captcha Code *



[Forgot Password ?](#)

Login

Don't have an account ? [Sign up now](#)

2. Click **Forgot Password**

Reset Password

BR Number *

Email *

Reset Password

Don't have an account ? [Sign up now](#)

3. Enter **BR Number** and **Email**

4. Click **Reset Password**



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Reset Password

BR Number *

Password *

Confirm Password *

Password requirements:

- Must between 8 and 30 characters long
- Must contain at least 1 uppercase character
- Must contain at least 1 lowercase character
- Must contain at least 1 digit
- Must contain at least 1 special character (!@#\$%^&*)
- No white space characters are allowed

Reset

7. Enter **BR Number, new Password and Confirm Password**

8. Click **Reset**

1.5. Update Profile

1. After login, click the **PROFILE** link at the top menu.
2. Update the information in onscreen fields.
3. Click **Update**.



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HOME

PROJECT ▾

PROFILE

EN | 繁 | 簡 Logout

1. Click **PROFILE**

Profile

2. Update **Information**

Enterprise (English) *

ABC Company Limited

Name of the Applicant Enterprise (Chinese) *

NA

Date of Establishment * Business Registration No. *

23/01/2020 12345678

Address *

e.g.: Flat A, 1/F, Block1 e.g.: HKPC Building

e.g.: 78 Tat Chee Avenue e.g.: Kowloon Tong

Yau Tsim Mong

This address is the actual office location of the applicant.

This address is for registration purpose only, the actual office location is:

Form of Business *

Sole Proprietorship Partnership Limited Company

Individuals holding ≥ 30% shares	
Name	HKID/Passport No.



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Contact Person

First Name *

Last Name *

Phone Number *

Email *

Password *

Confirm Password *

Password requirements:

- Must between 8 and 30 characters long
- Must contain at least 1 uppercase character
- Must contain at least 1 lowercase character
- Must contain at least 1 digit
- Must contain at least 1 special character (!@#\$%^&*)
- No white space characters are allowed

3. Click Update

2. Application

2.1. Create New Application

1. After login, click the **PROJECT / PROJECT LIST** link at the top menu.
2. Click **New Application** button.
3. Review the Terms and Conditions.
4. If you accept the Terms and Conditions, click **Accept Terms and Conditions**.
5. Select a Programme Type, click the Programme Type button you are going to apply.
6. An application form will be shown on screen.



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The screenshot shows the BUD website home page. At the top left is the BUD logo and the fund's name in Chinese and English. The navigation menu includes HOME, PROJECT (with a dropdown arrow), and PROFILE. On the right, there are links for EN | 粵 | 國 and a Logout button. A dropdown menu under PROJECT is open, showing PROJECT LIST and NEW APPLICATION. An orange callout box points to the PROJECT menu item with the text "1. Click PROJECT". Below the navigation is a large illustration of three people in a meeting. To the right of the illustration is the main heading "Dedicated Fund on Branding, Upgrading and Domestic Sales" and a paragraph of text describing the fund's purpose. At the bottom of the main content area are two blue buttons: "Apply Now >" and "Online Application Demo >".

HOME PROJECT PROFILE EN | 粵 | 國 Logout

PROJECT LIST
NEW APPLICATION

1. Click **PROJECT**

Dedicated Fund on Branding, Upgrading and Domestic Sales

To provide funding support to individual Hong Kong enterprises in undertaking projects to develop brands, upgrade and restructure their business operations and promote sales in the Free Trade Agreement (FTA) market and Mainland China market, so as to enhance their competitiveness and facilitate their business development in the Free Trade Agreement (FTA) market and Mainland China market.

Apply Now > Online Application Demo >

A blue callout box contains the text "New Application". An orange callout box points to it with the text "2. Click New Application".

New Application

2. Click **New Application**



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HOME PROJECT PROFILE EN | 繁 | 簡 Logout

BUD 發展品牌、升級轉型及
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BUD Funding

START > TERMS AND CONDITIONS > SELECT PROGRAMME

3. Review the Terms and Conditions

Terms and Conditions

The following terms and conditions (the "Terms and Conditions") are published by the Hong Kong Productivity Council ("HKPC") to govern your use of this website (the "Site") and the information (the "Information") and the functions (the "Functions") contained on or available through the Site (collectively the "Services"). By accessing, using or downloading the Site or the Services, you agree to be bound by this Terms and Conditions, which the Council may change from time to time without further notice to you. You are advised to read this Terms and Conditions carefully each time you access to this Site.

Restrictions on Use

You may not access, use, download, copy, print, display, link, frame, store for subsequent use, transmit or distribute any Information from the Site, except as expressly provided in this Terms and Conditions. You may access the Site and display, download, print, disseminate and re-produce the Information for non-commercial use, provided that you do not cause or permit the Information to be modified in any manner, including without limitation by removal of any copyright notice, disclaimer, warning or notice. You may link to the Site, provided that the link targets the Site registration page at the URL, www.apply.bud.hkpc.org, and that you deliver notice of the link, including the URL of each Web page containing the link, to HKPC.

Risk and Security

You acknowledge that you use the Services of the Site at your own risk and shall bear all risks associated with the use of the Services. You acknowledge that, given the nature of the Web, we cannot guarantee that any transmission of any personally identifiable information and/or any other information under the Services is completely secure. By using or accessing the Services and in consideration of such access and use, you acknowledge that you are satisfied that the security features that HKPC has adopted are adequate for all your purposes.

User Conduct

The Site contains links to sites which are not under the control of HKPC. In no event shall HKPC or anyone acting on its behalf be responsible for the contents of any linked site or any link contained in a linked site or for any changes or updates to such sites. Inclusion of a link is for your convenience only and does not imply any endorsement by HKPC. You are responsible to comply with this Terms and Conditions of use of any linked site. HKPC reserves the right to terminate any link or linking programme at any time.

Exclusion of Certain Damages

To the maximum extent permitted by applicable law, in no event shall HKPC or anyone acting on its behalf be liable for any direct, indirect, special, incidental or consequential damages whatsoever, including without limitation damages for personal injury, death, loss of profits, loss of confidential or other information, business interruption, loss of privacy, failure to meet any duty (including without limitation any duty of good faith or reasonable care), negligence, negligent misrepresentation, failure to warn, and any other pecuniary or other loss whatsoever, arising out of or in any way related to the Site or the Services, including without limitation any use or misuse of, or inability to use, the Site or the Services, or otherwise under or in connection with any provision of this Terms and Conditions, including without limitation any breach of any term or condition or a fundamental breach of this Terms and Conditions, even if HKPC or anyone acting on its behalf has been advised of the possibility of such damages.

Jurisdiction and Governing Law

This Terms and Conditions shall be governed by and construed in accordance with the laws of Hong Kong Special Administrative Region, the People's Republic of China. You agree to submit any dispute arising from or in connection with this Terms and Conditions to the exclusive jurisdiction of the courts of Hong Kong.

Severability

The provisions of this Terms and Conditions are severable, and should any provision hereof be void, voidable or unenforceable under any applicable law, such void, voidable or unenforceable provision shall not affect or invalidate any other provisions of this Terms and Conditions, which shall continue to govern as though the void, voidable or unenforceable provision had never existed.

Suspension and Termination

HKPC or anyone acting on its behalf may suspend or terminate your access to the Site or the Services at any time without notice to you, if you fail to provide a valid login account, password and/or project reference number.

4. If you accept, click the Accept Terms and Conditions button



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START > TERMS & CONDITIONS > SELECT PROGRAMME

Select Programme

MAINLAND PROGRAMME

Type (i) Type (ii)

E-Commerce Easy Easy BUD

FTA AND IPPA PROGRAMME

Type (i) Type (ii)

Easy BUD

5. Select Programme Type and click on the Type button

- ✓ Non-listed enterprise with business registration and substantive business operations in Hong Kong
- ✓ The funding ceiling for each project is HK\$1 million, but for Easy BUD project, it is HK\$100,000
- ✓ Maximum 70 approved projects per enterprise for both programme
- ✓ The total cumulative funding ceiling per enterprise is HK\$7 million for both programme
- ✓ Projects falling within the scope of: (i) branding; (ii) upgrading and restructuring; and (iii) promoting sales



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HOME PROJECT ▾ PROFILE

Save

EN | 繁 | 簡 Logout

Mainland Programme - Type (i) Application Form

6. The application form of selected Programme Type will be shown

I. ENTERPRISE INFORMATION > II. ENTERPRISE OVERVIEW > III. PROJECT OVERVIEW > IV. PROJECT EXPENDITURE >
 V. FUNDING OPTIONS > VI. SERVICE PROVIDER > VII. OTHER INFORMATION > VIII. DECLARATION BY APPLICANT >
 IX. DECLARATION BY SERVICE PROVIDER > CV OF SERVICE PROVIDER > COMPLETED CONSULTANCY PROJECTS >
 A1. REFERENCE INFORMATION > A2. NOTES > A3. SUPPORTING DOCUMENTS > SUBMISSION

I. Applicant Enterprise Information

Name of the Applicant Enterprise (English) *

ABC Company Limited

Name of the Applicant Enterprise (Chinese)

NA

Date of Establishment *

23/01/2020

Business Registration No.

12345678

Website(s) of the Applicant (if any)

https://www.test.com



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2.2. Application Form Layout

In the application form page you can find the following elements:

1. Programme Type
2. Section Navigation Menu
3. Form Area
4. Save Button
5. Previous Button
6. Next Button
7. Footnotes Popover
8. Tool Tips Popover
9. Multiple Rows Table
10. Expandable Content
11. Select Date Calendar
12. Group of Fields
13. File Upload

The screenshot shows the application form interface. At the top left is the BUD logo and name. The top navigation bar includes 'HOME', 'PROJECT', and 'PROFILE', along with a 'Save' button and language options 'EN | 繁 | 簡' and 'Logout'. The main heading is 'Mainland Programme - Type (i) Application Form'. Below this is a section navigation menu with a list of steps: I. ENTERPRISE INFORMATION, II. ENTERPRISE OVERVIEW, III. PROJECT OVERVIEW, IV. PROJECT EXPENDITURE, V. FUNDING OPTIONS, VI. SERVICE PROVIDER, VII. OTHER INFORMATION, VIII. DECLARATION BY APPLICANT, IX. DECLARATION BY SERVICE PROVIDER, CV OF SERVICE PROVIDER, COMPLETED CONSULTANCY PROJECTS, A1. REFERENCE INFORMATION, A2. NOTES, A3. SUPPORTING DOCUMENTS, and SUBMISSION. The form area is titled 'I. Applicant Enterprise Information' and contains several input fields: 'Name of the Applicant Enterprise (English) *' with the value 'ABC Company Limited', 'Name of the Applicant Enterprise (Chinese)' with the value 'NA', 'Date of Establishment *' with the value '23/01/2020', 'Business Registration No.' with the value '12345678', and 'Website(s) of the Applicant (if any)' with the value 'https://www.test.com'. Callouts point to the 'Save Button', 'Section Navigation Menu', 'Form Area', and 'Programme Type'.



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II. Overview of Applicant Enterprise

Products/Services provided

Existing core market(s) (You may choose more than one option)

HK
 Mainland
 Asia
 Europe
 America
 Australia

Others Please specify :

Other relevant information (e.g. award, certification, qualification, etc.)

Previous

Next

Address *

e.g.: Flat A, 1
e.g.: 78 Tat C
Yau Tsim Mo

This address
 This address

e.g.: HKPC Building
e.g.: Kowlo

The number of employees in HK shall include individual proprietors, partners and shareholders actively engaged in the work of the applicant enterprise as well as salaried employees of the enterprise, including full-time or part-time salaried personnel directly paid by the enterprise, both permanent and temporary.

No. of Employees in Hong Kong (HK) ?

Full Time *

Part Time *

Including any submitted ESP Easy application(s).

Yes

Mainland Programme 💡
 FTA Programme 💡

9. Multiple Rows Table



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	Name of Service Provider	Quotation	
	AAA	10000	↓
🗑️	BBB	20000	↑ ↓
🗑️	CCC	30000	↑
+			

Remove the row

Add a new row

Move up/down

10. Expandable Content

... / Expected Project Deliverables / Project Expenditure

- Setting up a New Business Entity in the Mainland Market
- Recruit Additional Manpower (directly incurred for implementing this proposed project)
- Machinery/Equipment
- Produce product samples/ prototypes
- Design and Establish Online Sales Platform
- Establish/ Enhance Company Website
- Design and Produce Marketing Materials
- Participate in Exhibition /Roadshow in the Mainland or Hong Kong
- Testing/ Certification Registration
- Patent/ Trademark Registration
- Place Project Related Advertisement

Click the title to open/close the content



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11. Select Date Calendar

Commencement / Completion Date

02/04/2020 - 01/04/2021

Details of the Expenses

(Total should not exceed 20% of local business entity of the applicant for the project)

Setting up a New Business Entity

Office Retail Shop

Others

Please specify :

« April 2021

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Select date by clicking on the target date

12. Group of Fields

Position: , No. of Persons:

Main job duty/work

Job Location

Months/Days

No. of months/days

Monthly/Daily# salary HK\$ //person

Total Salary HK\$

Add a new group

Remove the group



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13. File Upload

Copy of the Business Registration Certificate of the Applicant



_hk_br.jpg

Choose File

Remove

Click **Choose File** to select file to upload

Click **Remove** to remove uploaded file

2.3. Save Application Form

1. When the application form is open, click the **Save** button at the top menu.
2. You can also click **Next** button at the bottom of the application form and the inputted data will be saved.

The screenshot shows the BUD application form interface. At the top left is the BUD logo and the fund's name in Chinese and English. The top navigation bar includes 'HOME', 'PROJECT', and 'PROFILE', with a 'Save' button highlighted in green. Below the navigation is the title 'Mainland Programme - Ty Application Form'. A callout box points to the 'Save' button with the instruction '1. Click the Save button'. Below the title is a breadcrumb trail: 'I. ENTERPRISE INFORMATION > II. ENTERPRISE OVERVIEW > III. PROJECT OVERVIEW > IV. PROJECT EXPENDITURE > V. FUNDING OPTIONS > VI. SERVICE PROVIDER > VII. OTHER INFORMATION > VIII. DECLARATION BY APPLICANT > IX. DECLARATION BY SERVICE PROVIDER > CV OF SERVICE PROVIDER > COMPLETED CONSULTANCY PROJECTS > A1. REFERENCE INFORMATION > A2. NOTES > A3. SUPPORTING DOCUMENTS > SUBMISSION'. The main content area is titled 'I. Applicant Enterprise Information' and contains several input fields: 'Name of the Applicant Enterprise (English) *' with the value 'ABC Company Limited', 'Name of the Applicant Enterprise (Chinese)' with the value 'NA', 'Date of Establishment *' with the value '23/01/2020', 'Business Registration No.' with the value '12345678', and 'Website(s) of the Applicant (if any)' with the value 'https://www.test.com'.



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Full Time * Part Time *

Is Applicant Enterprise a listed company or planned to be a listed company in the coming year? *
 Yes No

Form of Business *
 Sole Proprietorship Partnership Limited Company

Individuals holding ≥ 30% shares

Name	HK
<input type="text" value="ABC"/>	<input type="text" value="A00000(0)"/>

2. Click the **Next** button will also save the inputted data

2.4. Re-open Application Form

1. Click **PROJECT LIST** link at the top menu.
2. Click **Open** button to open the draft application form.

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HOME PROJECT ▾ PROFILE

PROJECT LIST
NEW APPLICATION

My P...

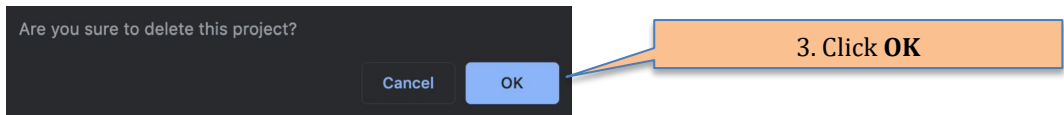
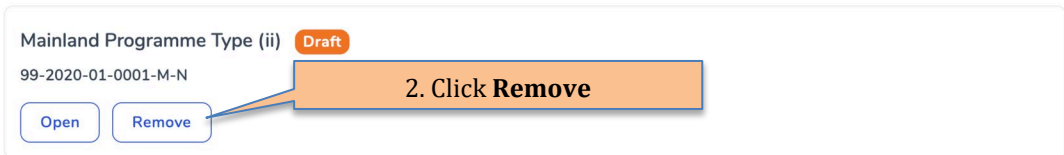
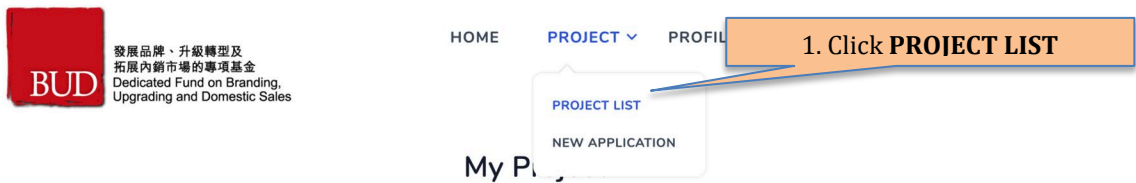
1. Click **PROJECT LIST**

Mainland Programme Type (ii) **Draft**
99-2020-01-0001-M-N

2. Click **Open**

2.4. Remove Application Draft

1. Click **PROJECT LIST** link at the top menu.
2. Click **Remove** button of the application you want to remove.
3. Click **OK** to confirm the remove process.



2.5. Submit Application

1. When the application is open, click **SUBMISSION** section at the Section Navigation Menu.
2. The application submission page will be shown with the completion status of the form.
3. If the section is completed, a green tick icon will show before the section name. Otherwise, a red-cross icon will be shown.
4. If all sections are completed, click Submit button.
5. Success page will be shown



發展品牌、升級轉型及
拓展內銷市場的專項基金
Dedicated Fund on Branding,
Upgrading and Domestic Sales

發展品牌、升級轉型及
拓展內銷市場的專項基金
Dedicated Fund on Branding,
Upgrading and Domestic Sales

HOME PROJECT ▾ PROFILE Save EN | 繁 | 簡 Logout

Mainland Programme - Type (ii) Application Form

I. ENTERPRISE INFORMATION > II. ENTERPRISE OVERVIEW > III. PROJECT OVERVIEW > IV. PROJECT EXPENDITURE >
V. ARRANGEMENT > VI. FUNDING OPTIONS > VII. OTHER INFORMATION > VIII. DECLARATION > A1. REFERENCE INFORMATION >
A2. NOTES > A3. SUPPORTING DOCUMENTS > **SUBMISSION**

1. Click SUBMISSION section

Application Submission

Please review and complete the relevant section before submitting :

- ✓ Enterprise Information
- ! Enterprise Overview
- ! Project Overview
- ✓ Project Expenditure
- ! Arrangement
- ! Funding Options
- ! Other Information

2. Form Completion Status will show here



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Application Submission

Please review and complete the relevant section before submitting :

- Enterprise Information
- Enterprise Overview
- Project Overview
- Project Expenditure
- Arrangement
- Funding Options
- Other Information
- Declaration
- Reference Information
- Notes
- Supporting Documents

Refers to the date on which the Hong Kong Productivity Council (HKPC) confirms the receipt of the application form and required documents.

4. Click **Submit** button

It is the responsibility of an applicant enterprise to complete an application form timely, accurately and to provide all supporting documents. Inaccurate and incomplete information may affect the processing of the application. Any misrepresentation or omission of information may lead to rejection of the application and/or full recovery by The BUD fund Implementer of any grant has been awarded. It is an offence in law to obtain property/pecuniary advantage by deception or assisting persons to obtain property/pecuniary advantage. **Any person who does so may be liable to legal proceedings.**

Previous

Submit >



發展品牌、升級轉型及
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5. Success Page

BUD Funding



Application has been submitted successfully

The Application Number is 35-2020-09-0012-M-N for your reference.

All applications will be vetted by a Programme Management Committee (PMC). The PMC is chaired by a government official and members are drawn from the government, the trade, industrial and professional sectors with expertise or experience in branding, upgrading & restructuring and domestic sales.

Applications will be considered by the PMC and applicants will be informed by the BUD Fund Implementer (i.e. the Hong Kong Productivity Council) of the results of their applications after the PMC has made the decision.

[Download Application Form](#)



發展品牌、升級轉型及
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2.6. Change Request

1. Change request button will be appeared for the approved applications. If you want to make a change request, please press the Change Request button.
2. The change request listing page will be shown.
3. To create a new change request, press New Change Request button.
4. Fill in the change request form.
5. Success page will be shown. Please note that all the change request applications will be vetted by a Programme Management Committee (PMC).

Project List

1. Click **CHANGE REQUEST** button

Mainland Programme
20-2018-03-0000-M-N
Change Request Progress Report Final Report

Mainland Programme Type (ii)
21-2018-03-0002-M-N
Change Request Progress Report Final Report



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20-2018-03-0002-M-N: Change Request List

Change Request – No. 1 **Withdrawn on (2021-3-17)**
[Open](#)

Change Request – No. 2 **Withdrawn on (2021-3-17)**
[Open](#)

Change Request – No. 3 **Withdrawn on (2021-3-17)**
[Open](#)

Change Request – No. 4 **Withdrawn**
[Open](#)

Change Request – No. 5 **Withdrawn**
[Open](#)

Change Request – No. 6 **Withdrawn**
[Open](#)

Change Request – No. 7 **Submitted on (2021-3-18)**
[Open](#) [Cancel](#)

[New Change Request](#)

2. Change Request List

3. Click **NEW CHANGE REQUEST** button



4. Select one of the Change Request types:
- Project Termination
 - Project Postponement (Extension of project duration)
 - Change of project coordinator/deputy project coordinator
 - Project Execution: Specification
 - Project Execution: Location
 - Project Budget (Reallocation of grant; budget variance beyond 20%)
 - Project Budget: Others

20-2018-03

APPLY CHANGE

Please input the details of Change Request.

Type of Change Request *
 Please select

Measure *
 Please select

Summary *

Reason *

Upload File
 Choose File
 Choose File
 Choose File

Submit

5. Select Measure from the dropdown list

6. Input Summary

7. Input Reason

8. Upload file, if any

9. Click **SUBMIT** button

HOME PROJECT PROFILE EN | 繁 | 簡 Logout

BUD Funding

10. Change Request Success Page

Change Request has been submitted successfully

All applications will be vetted by a Programme Management Committee (PMC).



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Tips for Change Request

- Please prepare the related documents or supporting documents before submitting the change request
- For project termination change request, please prepare the termination request letter with company letterhead, company chop and authorized signature

2.7. Submit Progress Report

1. Progress Report button will be appeared for the duration of the approved applications over 18 months. If you want to submit a progress report, please press the Progress Report button.
2. Fill in the Progress Report form.
3. If all sections are completed, click Submit button.
4. Success page will be shown and click Download Report button to download the submitted Progress Report as a copy.

The screenshot shows the BUD web portal interface. At the top left is the BUD logo and the text '發展品牌、升級轉型及 拓展內銷市場的專項基金 Dedicated Fund on Branding, Upgrading and Domestic Sales'. At the top right are navigation links: 'HOME', 'PROJECT' (with a dropdown arrow), 'PROFILE', and 'EN | 繁 | 簡 Logout'. The main content area is titled 'Project List' and contains two project entries. Each entry displays 'Mainland Programme Type (ii)' and a unique ID. Below each ID are three buttons: 'Change Request', 'Progress Report', and 'Final Report'. A callout box with a purple background and white text points to the 'Progress Report' button of the first project, containing the text '1. Click PROGRESS REPORT button'.



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HOME PROJECT ▾ PROFILE EN | 繁 | 簡 Logout

Dedicated Fund on Branding, Upgrading and Domestic Sales
(Enterprise Support Programme)
Progress Report of Approved Project

IMPORTANT NOTES > I. PROJECT DETAILS > II. PROJECT IMPLEMENTATION STATUS > III. DECLARATION > SUBMISSION

2. Progress Report

3. Sections for Progress Report

Important Notes

1. To facilitate monitoring and evaluation of the implementation of each approved project under the Dedicated Fund on Branding, Upgrading and Domestic Sales (Enterprise Support Programme) (ESP), the grantee has to submit Reports with the audited accounts (if applicable) to the Programme Secretariat of the ESP. All Progress Reports have to be submitted in accordance with the schedule as specified in the funding agreement signed between the grantee and Programme Secretariat.
2. The grantee is required to carry out the project STRICTLY in accordance with the relevant terms and conditions of the funding agreement including, among others, the approved project proposal (i.e. the application form, "project proposal" in short below) and all instructions and requirements as given by the Programme Secretariat or Government from time to time in respect of the project or ESP. Any modification, amendment or addition to the project or the funding agreement, including but not limited to the change of project period, project scope, budget, replacement of the project coordinator or the deputy project coordinator, will require PRIOR WRITTEN APPROVAL from the Programme Management Committee or Programme Secretariat of the ESP.
3. The Programme Secretariat reserves the right to withhold any further disbursement of the mid-term/final payment to an approved project. Circumstances which may result in this include but are not limited to: the failure of the grantee to comply with the terms and conditions stipulated in the funding agreement; the failure or likely failure of the grantee to further execute/complete the project; the reports or financial statements submitted by the grantee do not meet the requirements specified in the funding agreement and/or application guide; a large credit balance is still remaining in the project account, etc.
4. All sections of this report have to be properly filled in. Please insert "N/A" if the information sought is not applicable or not available. If there is insufficient space for the information, please give details on a separate sheet to be attached to this report.
5. Completed Progress Report has to be submitted in both hard and electronic copies (preferably in MS Word format) to the Programme

4. Click NEXT button to next section

Next



發展品牌、升級轉型及
 拓展內銷市場的專項基金
 Dedicated Fund on Branding,
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Audit Report

 Choose File

7. Upload Audit Report

Total Project Cost

Dedicated Fund on Branding, Upgrading and Domestic Sales
 (Mainland/Free Trade Agreement (FTA) Programme)
 Progress Report of Approved Project

IMPORTANT NOTES > I. PROJECT DETAILS > II. PROJECT IMPLEMENTATION STATUS > **III. DECLARATION** > SUBMISSION

III. Declaration

I. (Name of Authorised Signatory) (Position), on behalf of .

declare that:

1. We confirm that we complied with the procedures and guidelines set out in paragraphs 5.7 and 5.8 of the "Guide to Application for the Dedicated Fund on Branding, Upgrading and Domestic Sales (Mainland/FTA Programme)" in procurement of equipment, goods or services for

8. Fill in the name of authorized signatory and the position of the people who confirm this declaration.

and Annex 6 of the "Guide to Application for the

Dedicated Fund on Branding, Upgrading and Domestic Sales (Mainland/FTA Programme*), they had not received/would not receive other sources of funding support provided by the Government or the authorities of the related market, or other sources of sponsorships/donations (including but not limited to SME Export Marketing Fund).

4. We confirm that we have maintained our company's eligibility as specified in Section 2.1 of the Guide to Application, "Eligibility of Applicants" throughout the project implementation period.

Confirm declaration



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Application Submission

- ✔ Important Notes
- ✔ Project Details
- ✔ Project Implementation Status
- ✔ Declaration

Special Note: Apart from the final report and audit report, enterprises should prepare the related supporting documents in the project.
Please submit the above documents to HKPC, the implementation partner of the BUD Fund, by email to corresponding officer, by post or in person.

Address: Reception, G/F, HKPC Building, 78 Tat Chee Avenue, Kowloon, Hong Kong.
(For submitting application in person, please deposit your final report documents in "The BUD Fund Report - Collection Box".)

[Preview](#)

[Previous](#) [Submit >](#)

9. Progress Report submission confirm page

10. Click **SUBMIT** button to submit the report

Report has been submitted successfully

Thank you for completing our Report

[Download Report](#)

11. Click **Download Report** button to download a copy of the submitted Progress Report



發展品牌、升級轉型及
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Dedicated Fund on Branding,
Upgrading and Domestic Sales

Tips for Progress Report

- Please prepare all the project implementation information for filling the progress report
- Copy of receipts or invoices are not required for submitting the progress report. HKPC staff will collect those receipts and invoices at later time.



發展品牌、升級轉型及
拓展內銷市場的專項基金
Dedicated Fund on Branding,
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2.8 Submit Final Report

1. Final Report button will be appeared for the approved applications. If you want to submit a Final Report, please press the Final Report button.
2. Fill in the Final Report form.
3. If all sections are completed, click Submit button.
4. Success page will be shown.

The screenshot displays the BUD Project List interface. At the top left is the BUD logo and the text: 發展品牌、升級轉型及 拓展內銷市場的專項基金, Dedicated Fund on Branding, Upgrading and Domestic Sales. The top navigation bar includes HOME, PROJECT (with a dropdown arrow), and PROFILE. On the right, there are links for EN | 繁 | 簡 and a Logout button. The main content area is titled 'Project List' and contains two project entries. Each entry shows 'Mainland Programme Type (ii)' and a unique ID (20-2018-03-0002-M-N and 21-2018-03-0002-M-N). Below each ID are three buttons: 'Change Request', 'Progress Report', and 'Final Report'. A callout box with a purple background and white text points to the 'Final Report' button of the first project, containing the instruction: '1. Click FINAL REPORT button'.



發展品牌、升級轉型及
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 Dedicated Fund on Branding,
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Dedicated Fund on Branding, Upgrading and Domestic Sales
 (Enterprise Support Programme)
 Final Report of Approved Project

2. Final Report

IMPORTANT NOTES > I. PROJECT DETAILS > II. PROJECT IMPLEMENTATION STATUS > III. DECLARATION > SUBMISSION

3. Sections for Final Report

Important Notes

- To facilitate monitoring and evaluation of the implementation of each approved project under the Dedicated Fund on Branding, Upgrading and Domestic Sales (Enterprise Support Programme) (ESP), the grantee has to submit Reports with the audited accounts (if applicable) to the Programme Secretariat of the ESP. All Progress Reports have to be submitted in accordance with the schedule as specified in the funding agreement signed between the grantee and Programme Secretariat.
- The grantee is required to carry out the project STRICTLY in accordance with the relevant terms and conditions of the funding agreement including, among others, the approved project proposal (i.e. the application form, "project proposal" in short below) and all instructions and requirements as given by the Programme Secretariat or Government from time to time in respect of the project or ESP. Any modification, amendment or addition to the project or the funding agreement, including but not limited to the change of project period, project scope, budget, replacement of the project coordinator or the deputy project coordinator, will require PRIOR WRITTEN APPROVAL from the Programme Management Committee or Programme Secretariat of the ESP.
- The Programme Secretariat reserves the right to withhold any further disbursement of the mid-term/final payment to an approved project. Circumstances which may result in this include but are not limited to: the failure of the grantee to comply with the terms and conditions stipulated in the funding agreement; the failure or likely failure of the grantee to further execute/complete the project; the reports or financial statements submitted by the grantee do not meet the requirements specified in the funding agreement and/or application guide; a large credit balance is still remaining in the project account, etc.
- All sections of this report have to be properly filled in. Please insert "N/A" if the information sought is not applicable or not available. If there is a separate sheet to be attached to this report.

4. Click **NEXT** button to next section

Electronic copies (preferably in MS Word format) to the Programme Secretariat.

Next

Application Submission

- ✔ Important Notes
- ✔ Project Details
- ✔ Project Implementation Status
- ✔ Declaration

5. Progress Report submission confirm page

Special Note: Apart from the final report and audit report, enterprises should prepare the related supporting documents in the project.
 Please submit the above documents to HKPC, the implementation partner of the BUD Fund, by

6. Click **SUBMIT** button to submit the report

Avenue, Kowloon, Hong Kong.
 Please deposit your final report documents in

Previous Submit >



發展品牌、升級轉型及
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Dedicated Fund on Branding,
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Yes

No (Please provide reason)

Audit Report

✓ Choose File

Total project Cost

Approved Project

7. Upload Audit Report

BUD 發展品牌、升級轉型及
拓展內銷市場的專項基金
Dedicated Fund on Branding,
Upgrading and Domestic Sales

HOME PROJECT PROFILE EN | 繁 | 簡 Logout

Dedicated Fund on Branding, Upgrading and Domestic Sales
(Mainland /Free Trade Agreement (FTA) Programme)
Final Report of Approved Project

IMPORTANT NOTES > I. PROJECT DETAILS > II. PROJECT IMPLEMENTATION STATUS > III. DECLARATION > SUBMISSION

III. Declaration

I, (Name of Authorised Signatory) (Position), on behalf of ,
declare that:

1. We confirm that we complied with the procedures and guidelines set out in paragraphs 5.7 and 5.8 of the "Guide to Application for the Dedicated Fund on Branding, Upgrading and Domestic Sales (Mainland/FTA Programme)" in procurement of equipment, goods or services for the project, if any.
2. We confirm that we complied with the procedures and guidelines set out in paragraph 5.10 and Annex 6 of the "Guide to Application for the Dedicated Fund on Branding, Upgrading and Domestic Sales (Mainland/FTA Programme)" in recruiting staff for the project, if any.
3. We confirm that the project measures that received funding support from the Dedicated Fund on Branding, Upgrading and Domestic Sales (Mainland/FTA Programme), they had not received/would not receive other sources of funding support provided by the Government or the authorities in the domestic market, or other sources of sponsorships/donations (including but not limited to SME Export Marketing Fund).
4. We confirm that we have maintained our company's eligibility as specified in Section 2.1 of the Guide to Application, "Eligibility of Applicants" throughout the implementation period.

Complete

8. Fill in the name of authorized signatory and the position of the people who confirm this declaration.



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Dedicated Fund on Branding, Upgrading and Domestic Sales
(Mainland /Free Trade Agreement (FTA) Programme)
Final Report of Approved Project



Report has been submitted successfully

Thank you for completing our Report

Download Report

9. Click **Download Report** button to download a copy of the submitted Final Report

Tips for Progress Report

- Please prepare the softcopy of audit report in PDF format for uploading before starting to fill the final report form
- Please prepare all the project implementation information for filling the final report
- Copy of receipts or invoices are not required for submitting the final report. HKPC staff will collect those receipts and invoices at later time.