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

BUD e-Form System

User Guide

Version: 0.9

Date: 21 June 2021

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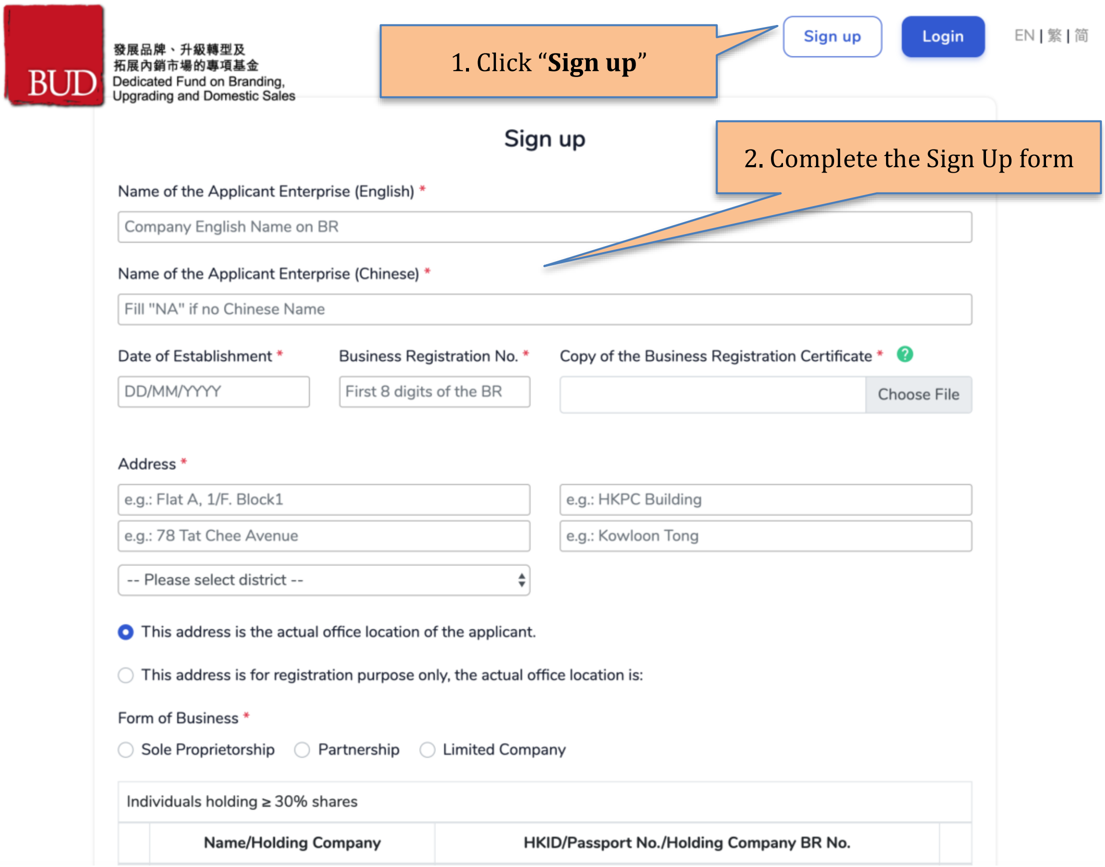
1. User Account

1.1. Create a BUD e-Form Account

1. Go to https://www.bud.hkpc.org/ the BUD Fund website and click the “Online e-form” button at the top of page. Then click the “Sign up” button at the top menu.
2. Complete the onscreen fields in the Sign up form.
3. Click “Sign up” button.
4. An email will be sent to your email address for email verification.
5. Click the link in the verification email to complete the Sign up process.



1. Click “**Sign up**”

2. Complete the Sign Up form

BUD
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Dedicated Fund on Branding,
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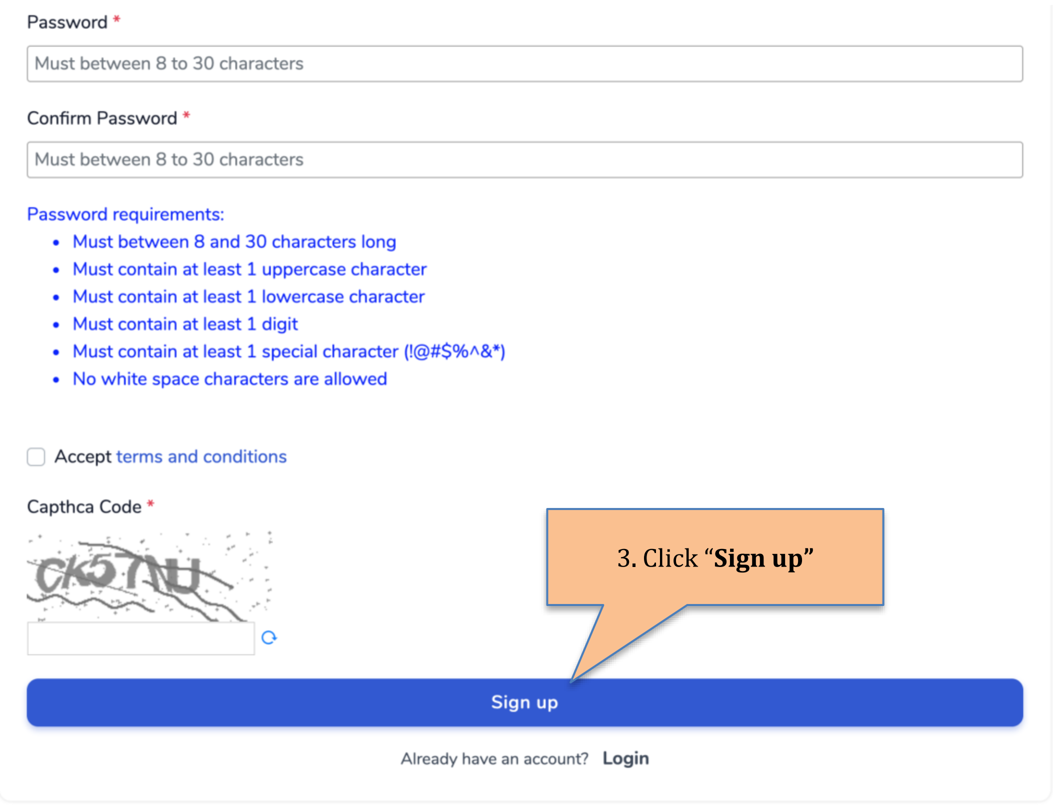
Sign up
Login
EN | 繁 | 简
Sign up
Name of the Applicant Enterprise (English) *
Company English Name on BR
Name of the Applicant Enterprise (Chinese) *
Fill "NA" if no Chinese Name
Date of Establishment *
DD/MM/YYYY
Business Registration No. *
First 8 digits of the BR
Copy of the Business Registration 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.



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

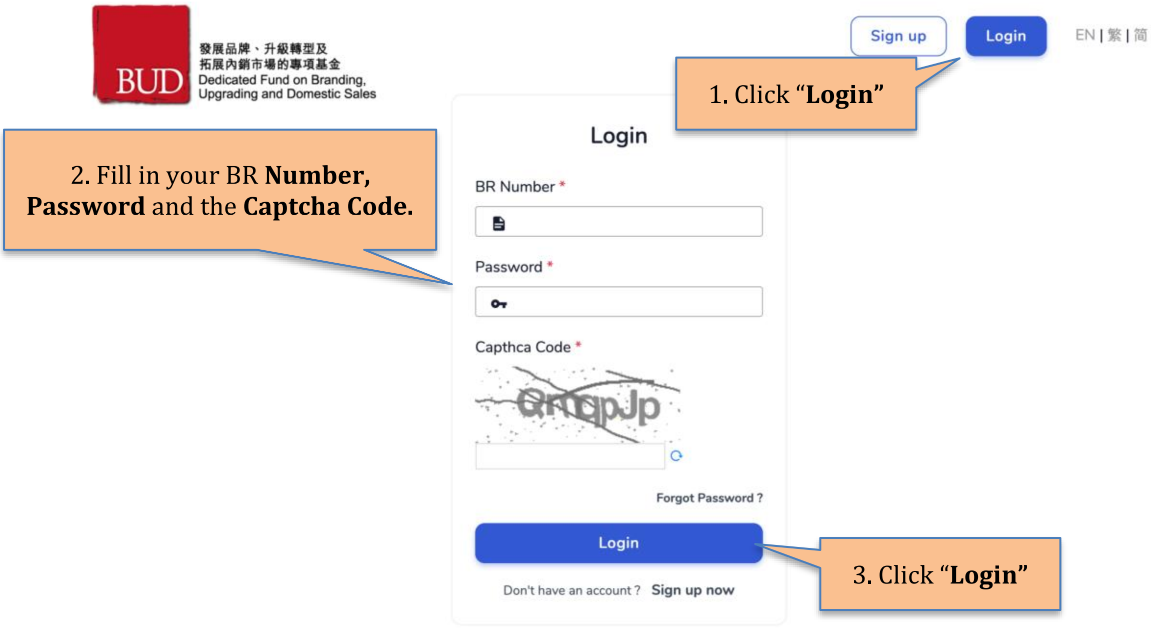
☐ Accept terms and conditions

Capthca Code *

3. Click “**Sign up**”

1.2. Login

1. Go to https://www.bud.hkpc.org/ the BUD Fund website and click the “Online e-form” button at the top of page. Then click the “Login” button at the top menu.
2. Fill in your BR Number, Password and the Captcha Code.
3. Click the “Login” button.


Sign up
Login
EN | 繁 | 简
Login
BR Number *
Password *
Capthca Code *
Forgot Password ?
Login
Don't have an account ? Sign up now

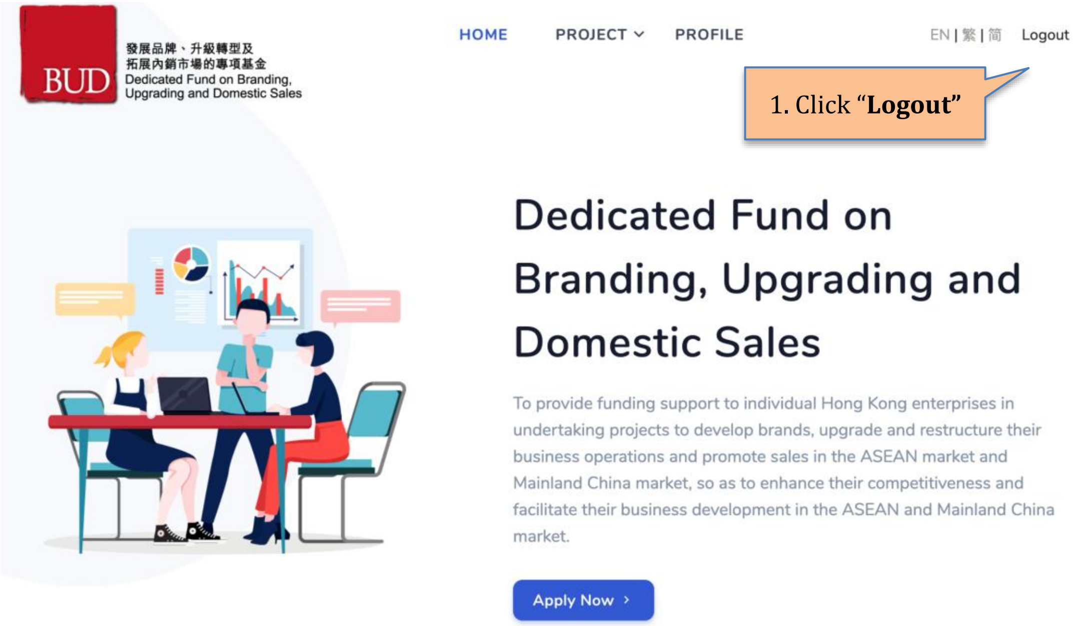
1. Click “**Login**”

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

3. Click “**Login**”

1.3. Logout

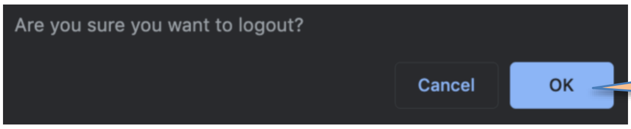
1. Click the “Logout” link at the top menu.
2. Click the “OK” button to confirm the logout process.


HOME
PROJECT
PROFILE
EN | 繁 | 简
Logout
Apply Now ›

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.

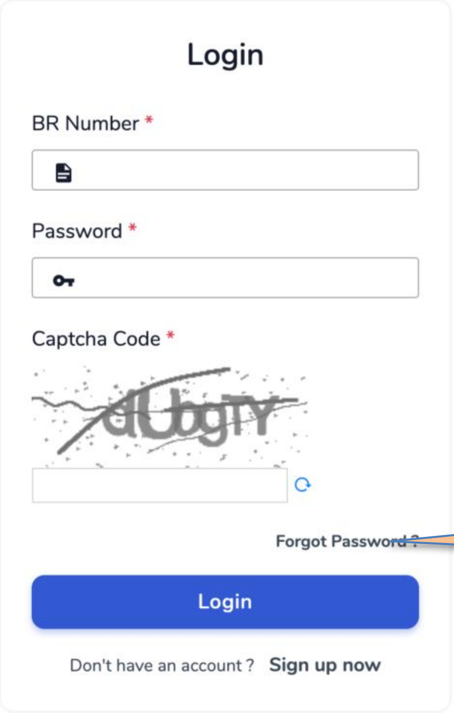


Are you sure you want to logout?

2. Click “**OK**”

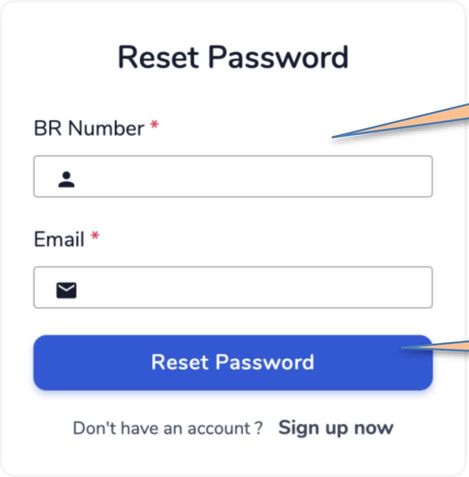
1.4. Forget Password

1. Go to the 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 the “**Reset**” button.



Login
BR Number *
Password *
Captcha Code *
Forgot Password ?
Login
Don't have an account ? Sign up now

2. Click “**Forgot Password**”



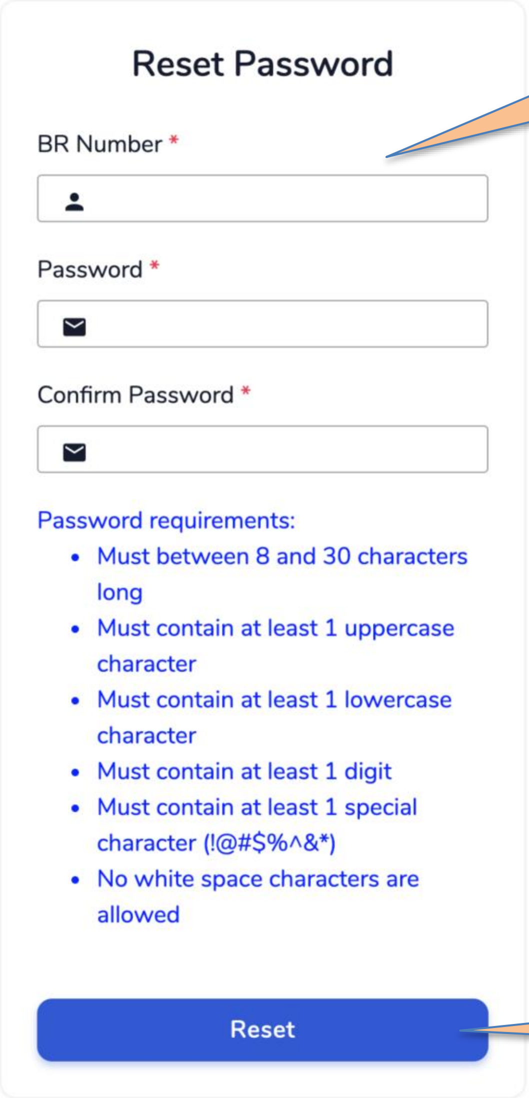
Reset Password

BR Number *

Email *

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

4. Click “**Reset Password**”



Reset Password

BR Number *

Password *

Confirm Password *

Password requirements:

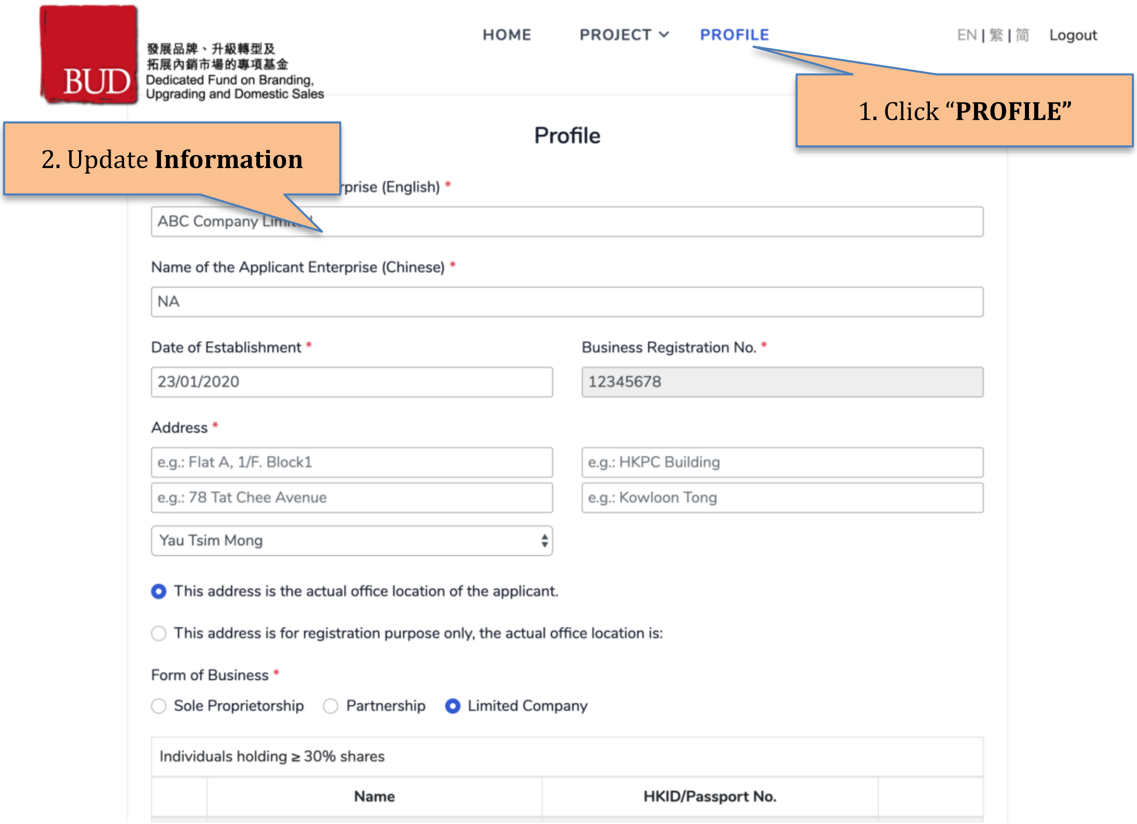
- Must between 8 and 30 characters long
- Must contain at least 1 uppercase character
- Must contain at least 1 lowercase character
- Must contain at least 1 digit
- Must contain at least 1 special character (!@#$%^&*)
- No white space characters are allowed

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 the onscreen fields.
3. Click the “**Update**” button.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Dedicated Fund on Branding,
Upgrading and Domestic Sales
HOME
PROJECT
PROFILE
EN | 繁 | 简
Logout

1. Click “**PROFILE**”

2. Update **Information**

Profile

rprise (English) *
ABC Company Limi

Name of the Applicant Enterprise (Chinese) *
NA

Date of Establishment *
23/01/2020

Business Registration No. *
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

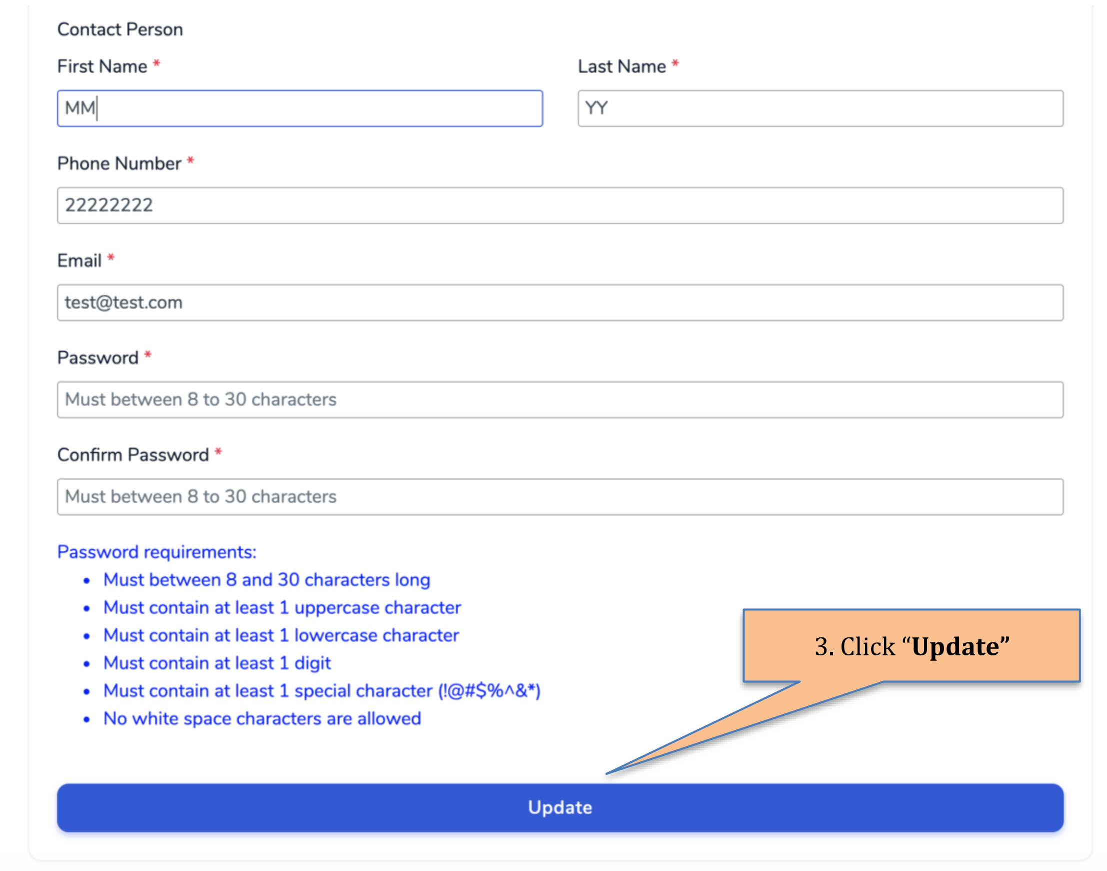
● This address is the actual office location of the applicant.

○ 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.	


Contact Person

First Name *: MM

Last Name *: YY

Phone Number *: 22222222

Email *: test@test.com

Password *: Must between 8 to 30 characters

Confirm Password *: Must between 8 to 30 characters

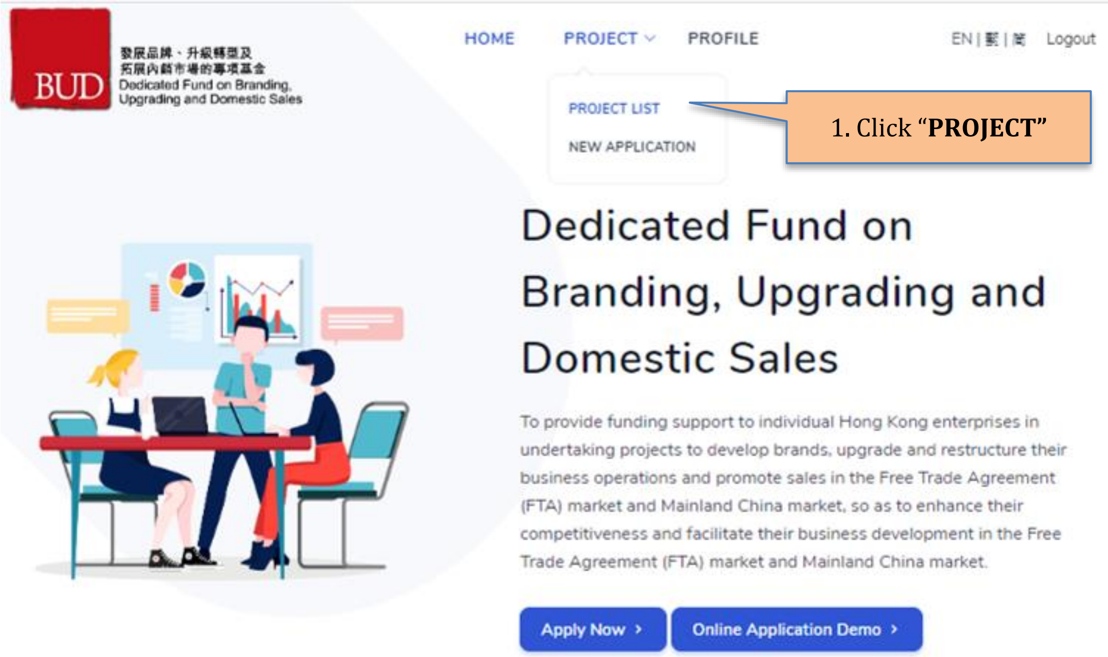
Password requirements:
- Must between 8 and 30 characters long
- Must contain at least 1 uppercase character
- Must contain at least 1 lowercase character
- Must contain at least 1 digit
- Must contain at least 1 special character (!@#$%^&*)
- No white space characters are allowed

3. Click “**Update**”

2. Application

2.1. Create New Application

1. After login, click the “**PROJECT”** link at the top menu.
2. Click the “**New Application”** button.
3. Review the Terms and Conditions.
4. If you accept the Terms and Conditions, click the “**Accept Terms and Conditions”** button.
5. Select a Programme Type, click the Programme “Type” button you are going to apply.
6. An application form will be shown on the screen.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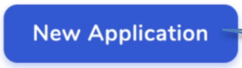
HOME
PROJECT
PROFILE
EN | 繁 | 简
Logout
PROJECT LIST
NEW APPLICATION
Apply Now ›
Online Application Demo ›

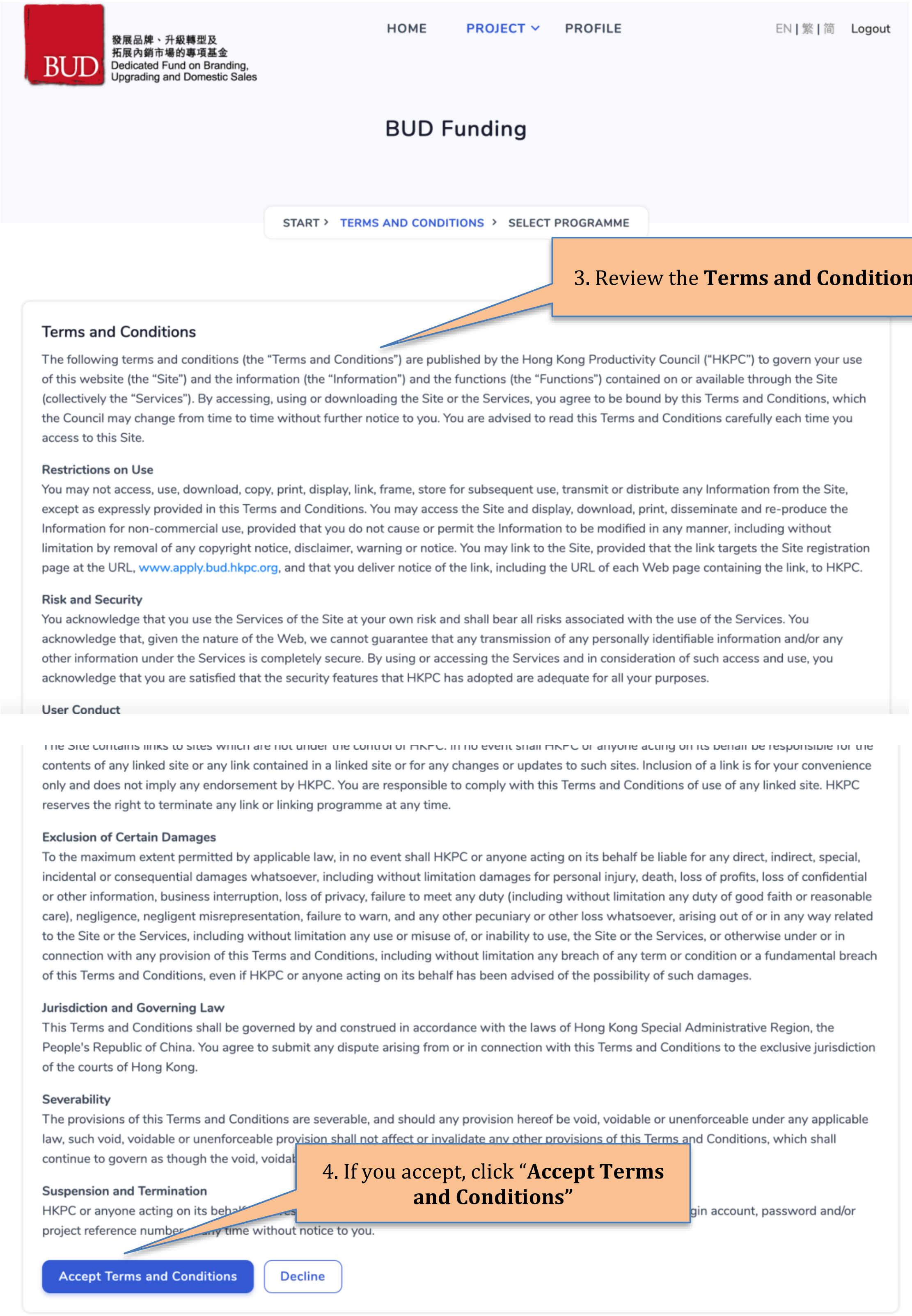
Dedicated Fund on Branding, Upgrading and Domestic Sales

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.

1. Click “**PROJECT**”


New Application

2. Click “**New Application**”



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.

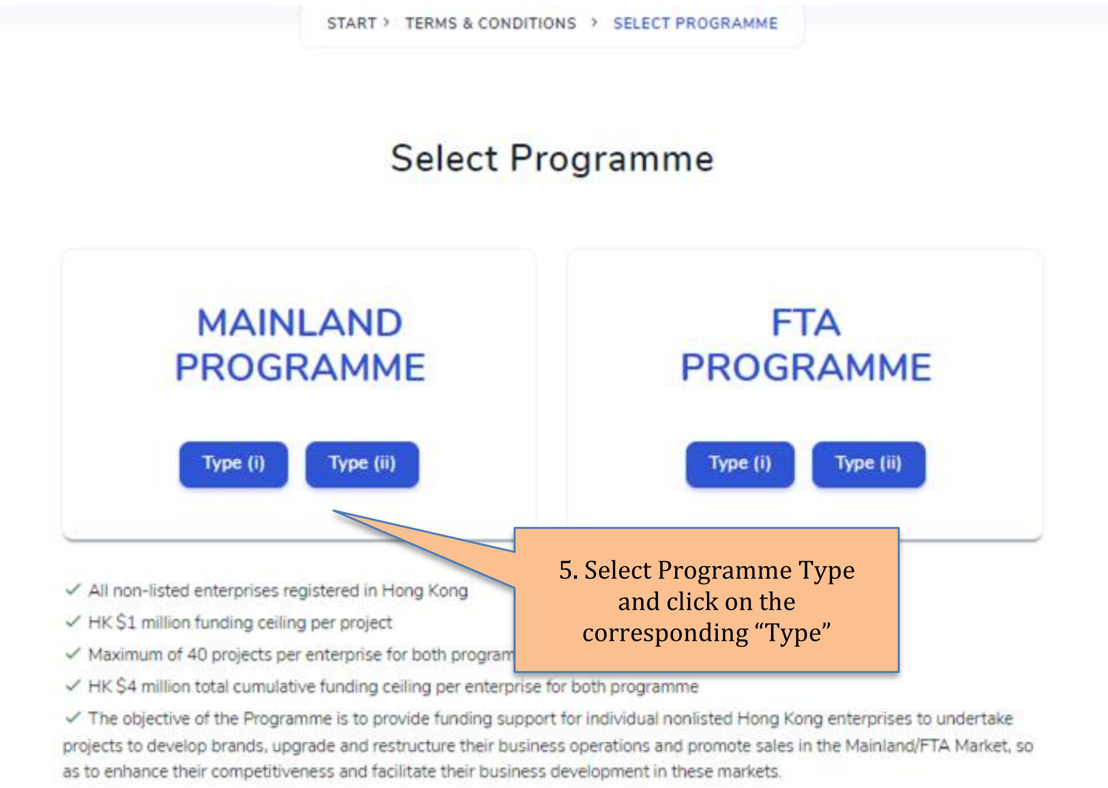
Severability

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, voidab

Suspension and Termination

HKPC or anyone acting on its beha gin account, password and/or project reference number any time without notice to you.

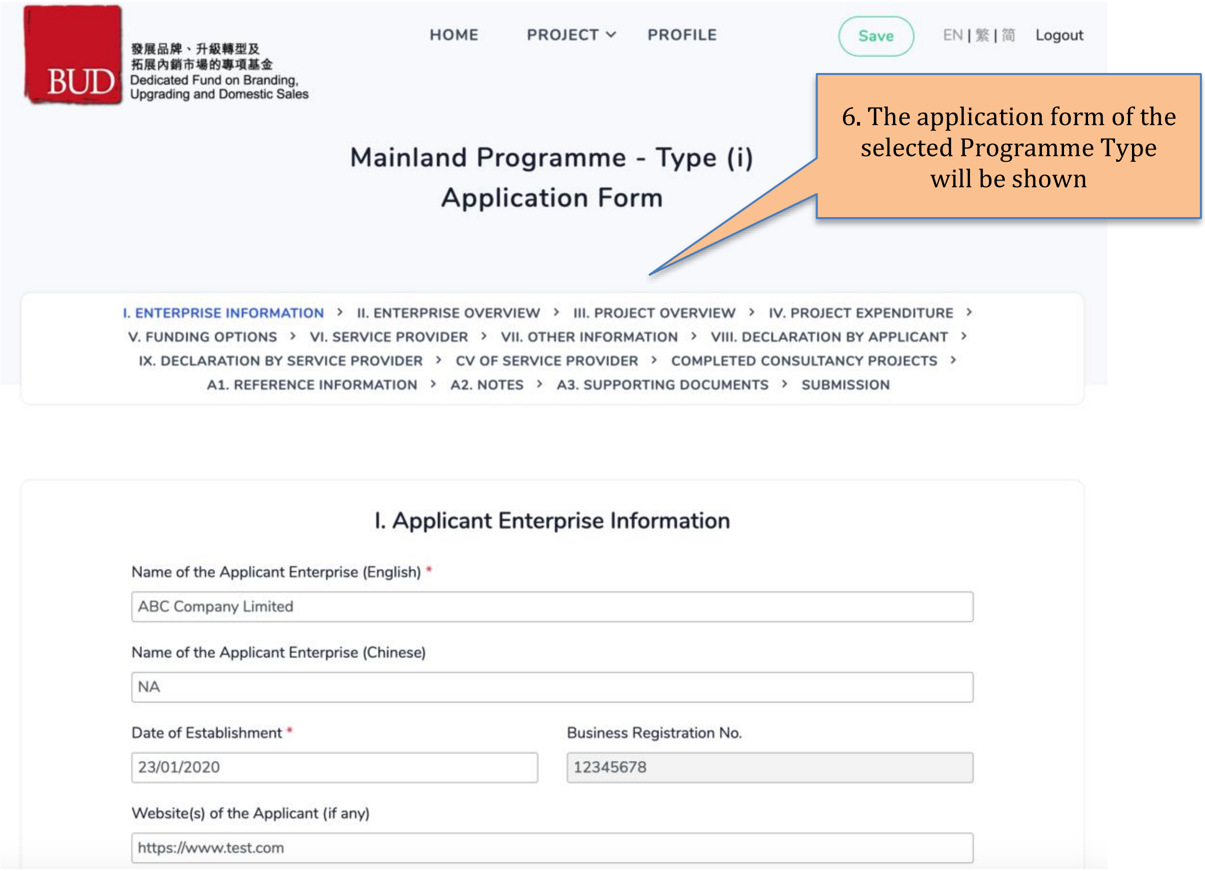
4. If you accept, click "**Accept Terms and Conditions**"


START › TERMS & CONDITIONS › SELECT PROGRAMME
MAINLAND PROGRAMME
Type (i)
Type (ii)
FTA PROGRAMME
Type (i)
Type (ii)

Select Programme

- ✓ All non-listed enterprises registered in Hong Kong
- ✓ HK $1 million funding ceiling per project
- ✓ Maximum of 40 projects per enterprise for both program
- ✓ HK $4 million total cumulative funding ceiling per enterprise for both programme
- ✓ The objective of the Programme is to provide funding support for individual nonlisted Hong Kong enterprises to undertake projects to develop brands, upgrade and restructure their business operations and promote sales in the Mainland/FTA Market, so as to enhance their competitiveness and facilitate their business development in these markets.

5. Select Programme Type and click on the corresponding "Type"


BUD
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Dedicated Fund on Branding,
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HOME
PROJECT
PROFILE
Save
EN | 繁 | 简
Logout
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

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

Mainland Programme - Type (i)
Application Form

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

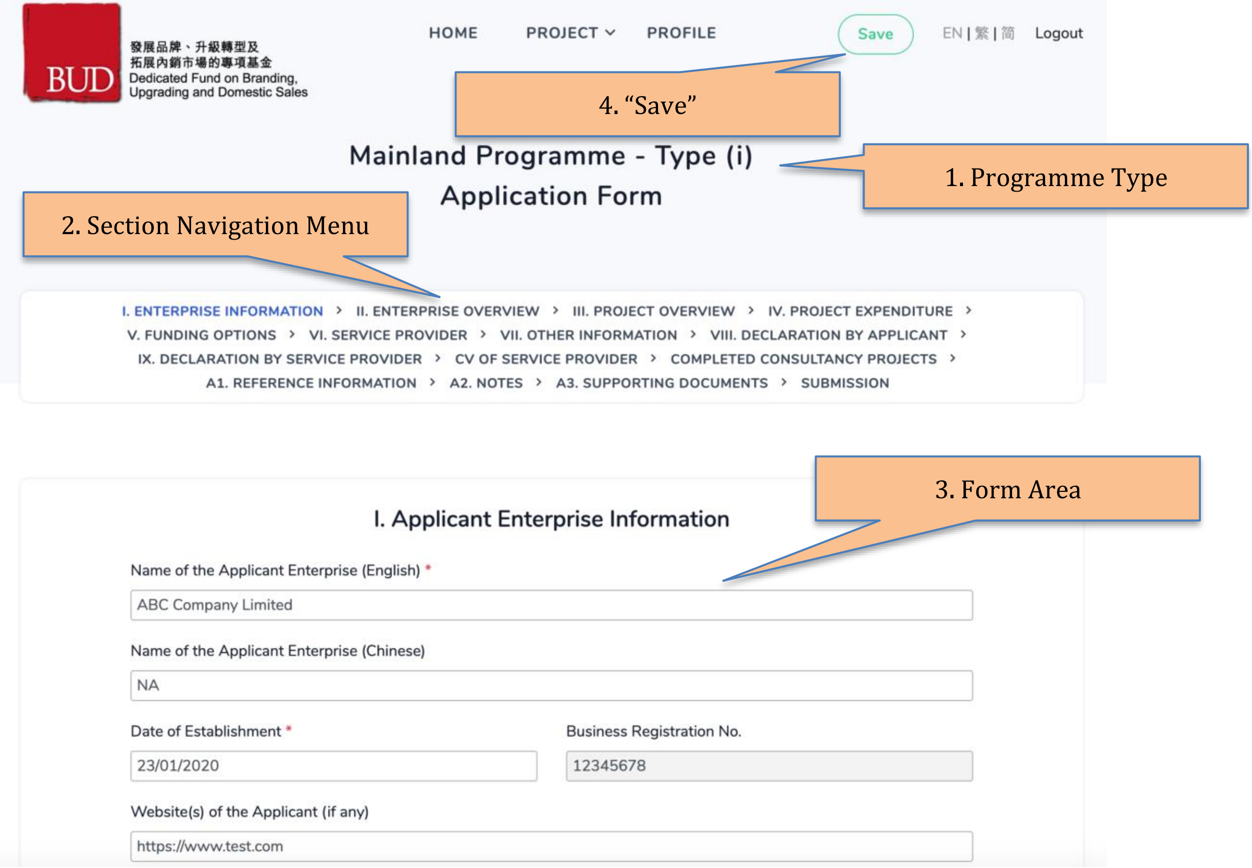
Business Registration No.
12345678

Website(s) of the Applicant (if any)
https://www.test.com

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


發展品牌、升級轉型及
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Dedicated Fund on Branding,
Upgrading and Domestic Sales
HOME
PROJECT
PROFILE
Save
EN | 繁 | 简
Logout
4. "Save"
1. Programme Type
2. Section Navigation Menu
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
3. Form Area

Mainland Programme - Type (i)
Application Form

I. Applicant Enterprise Information

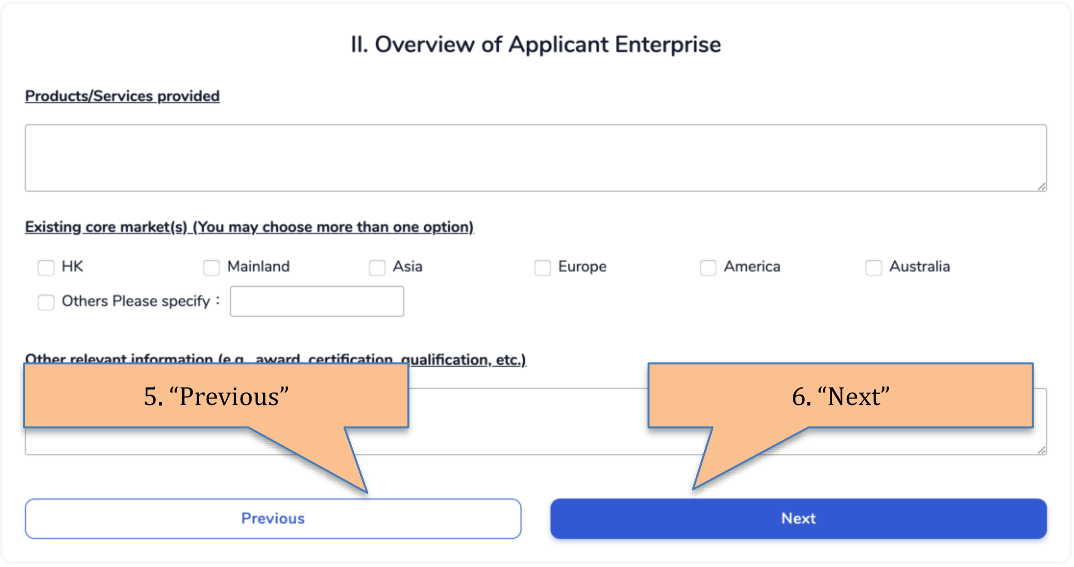
Name of the Applicant Enterprise (English) *
ABC Company Limited

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



II. Overview of Applicant Enterprise

Products/Services provided

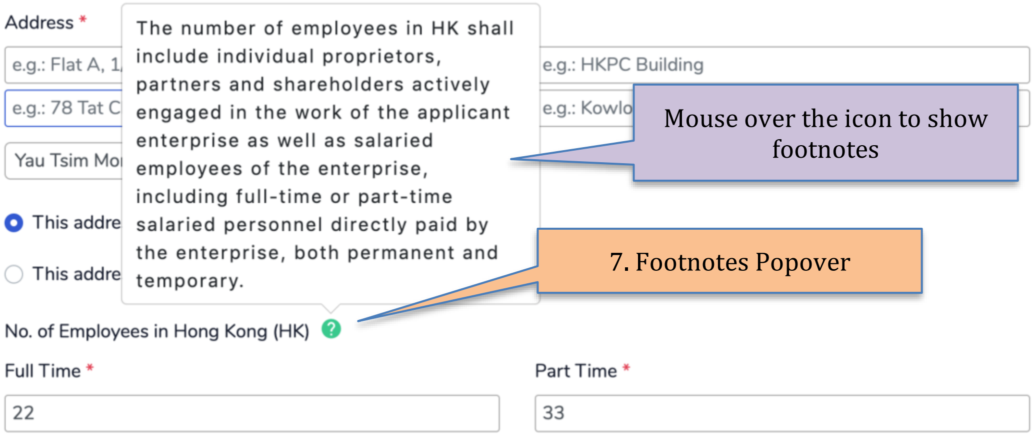
Existing core market(s) (You may choose more than one option)

☐ HK ☐ Mainland ☐ Asia ☐ Europe ☐ America ☐ Australia

☐ Others Please specify：

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

5. “Previous”
6. “Next”
Previous
Next



Address *

e.g.: Flat A, 1

e.g.: HKPC Building

e.g.: 78 Tat C

e.g.: Kowlo

Yau Tsim Mo

● This addre

○ This addre

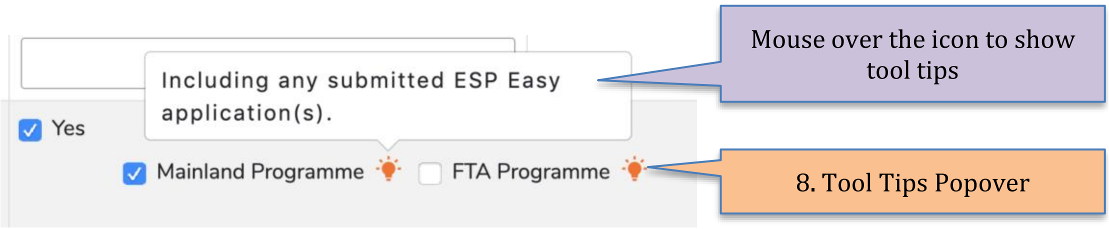
The number of employees in HK shall include individual proprietors, partners and shareholders actively engaged in the work of the applicant enterprise as well as salaried employees of the enterprise, including full-time or part-time salaried personnel directly paid by the enterprise, both permanent and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

No. of Employees in Hong Kong (HK) ?

Full Time * 22

Part Time * 33

Mouse over the icon to show footnotes
7. Footnotes Popover



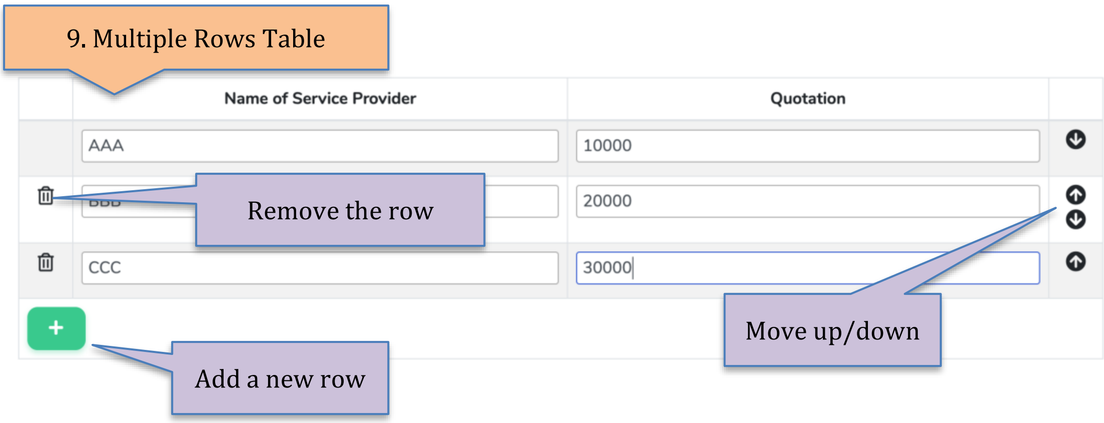
Including any submitted ESP Easy application(s).

☑ Yes

☑ Mainland Programme ☐ FTA Programme

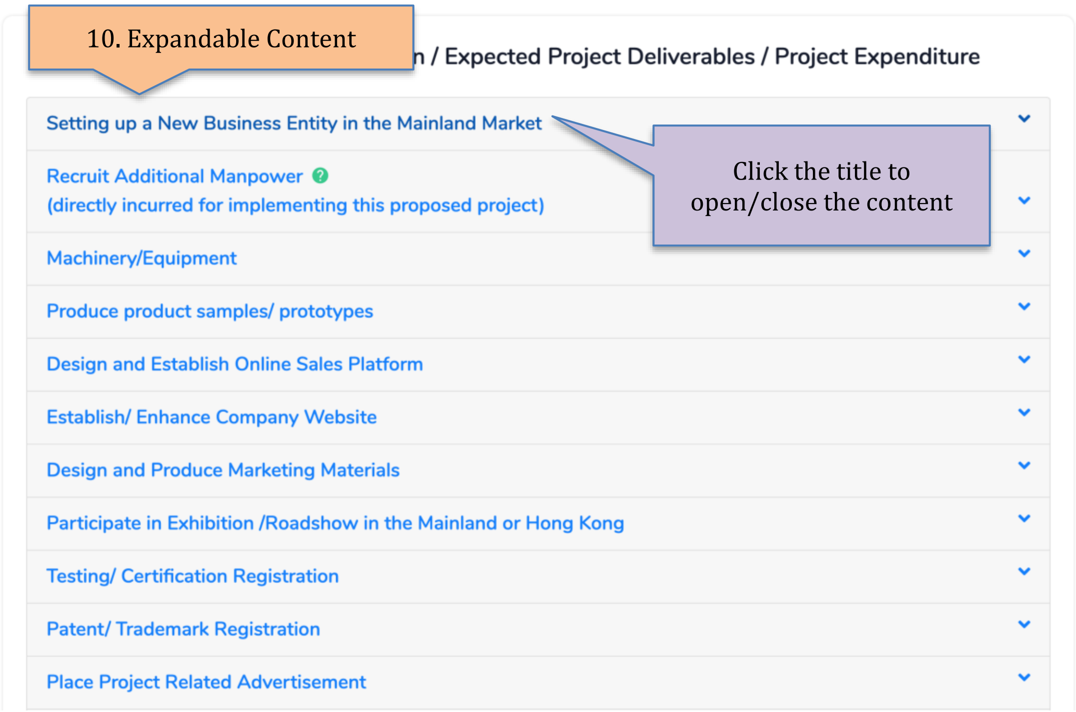
Mouse over the icon to show tool tips
8. Tool Tips Popover

9. Multiple Rows Table



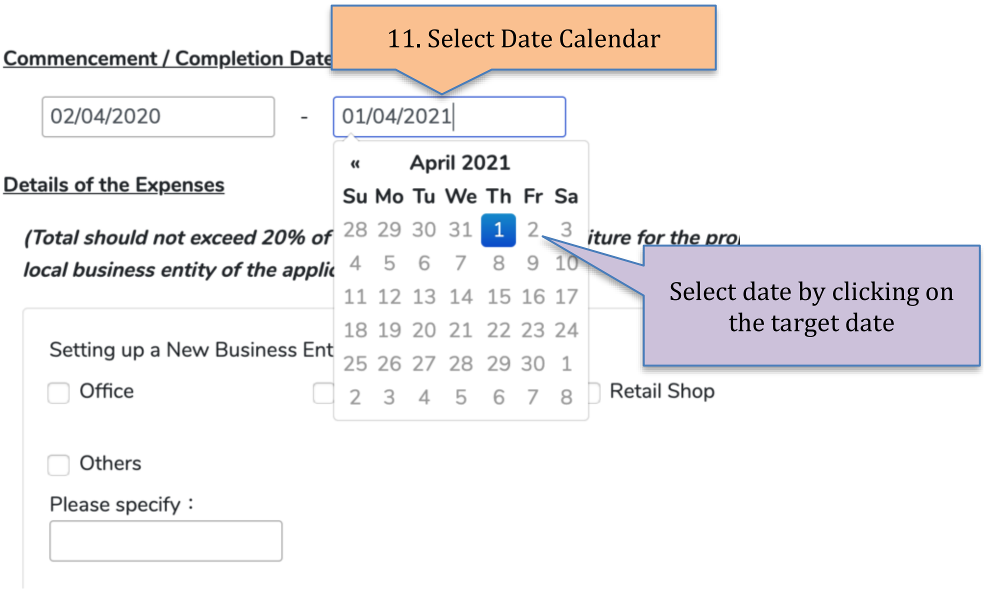
Name of Service Provider	Quotation
AAA	10000
BBB	20000
CCC	30000

10. Expandable Content



n / 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



11. Select Date Calendar

Commencement / Completion Date

02/04/2020 - 01/04/2021

« 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

Details of the Expenses

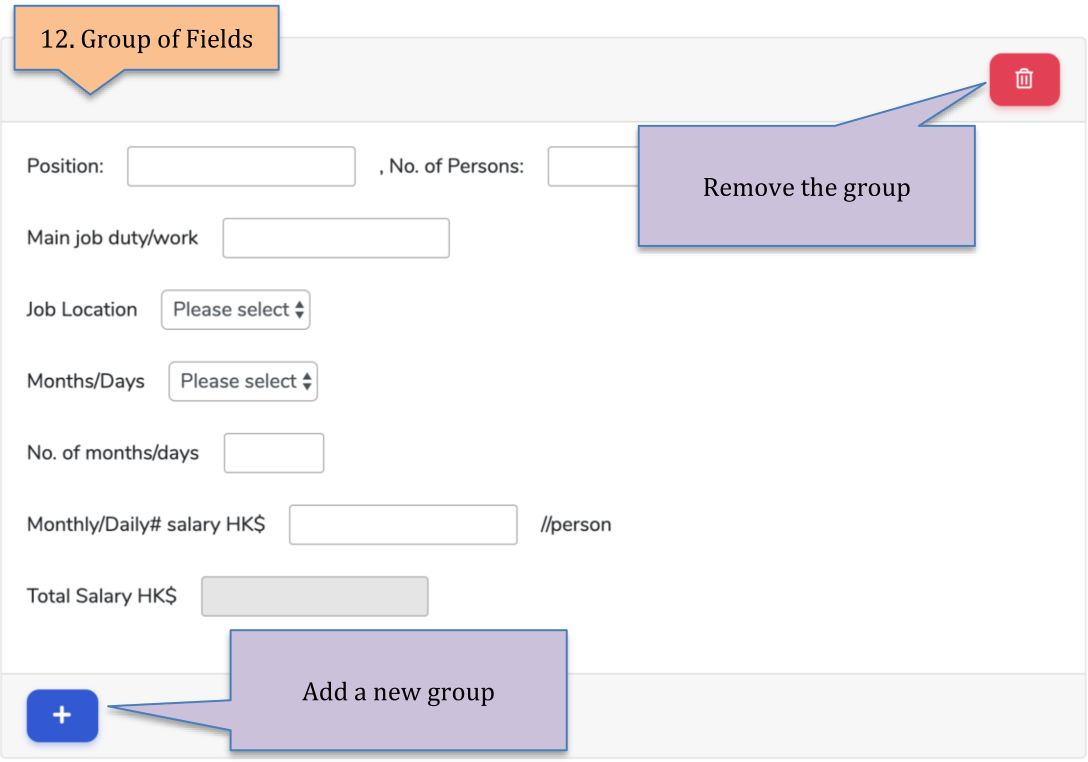
(Total should not exceed 20% of … iture for the pro…
local business entity of the applic…

Setting up a New Business Ent…

☐ Office ☐ ☐ Retail Shop

☐ Others

Please specify：



12. Group of Fields

Remove the group

Position: , No. of Persons:

Main job duty/work

Job Location Please select

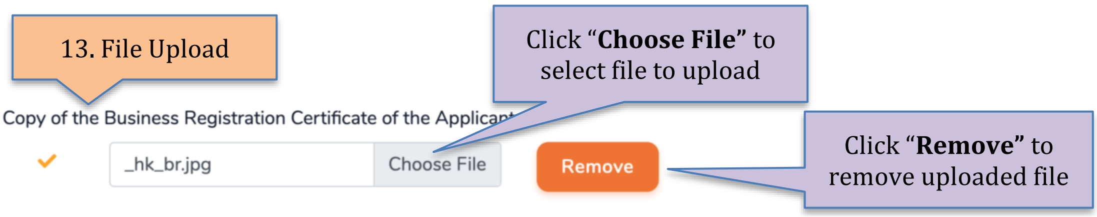
Months/Days Please select

No. of months/days

Monthly/Daily# salary HK$ //person

Total Salary HK$

Add a new group



13. File Upload

Copy of the Business Registration Certificate of the Applicant

✓ _hk_br.jpg

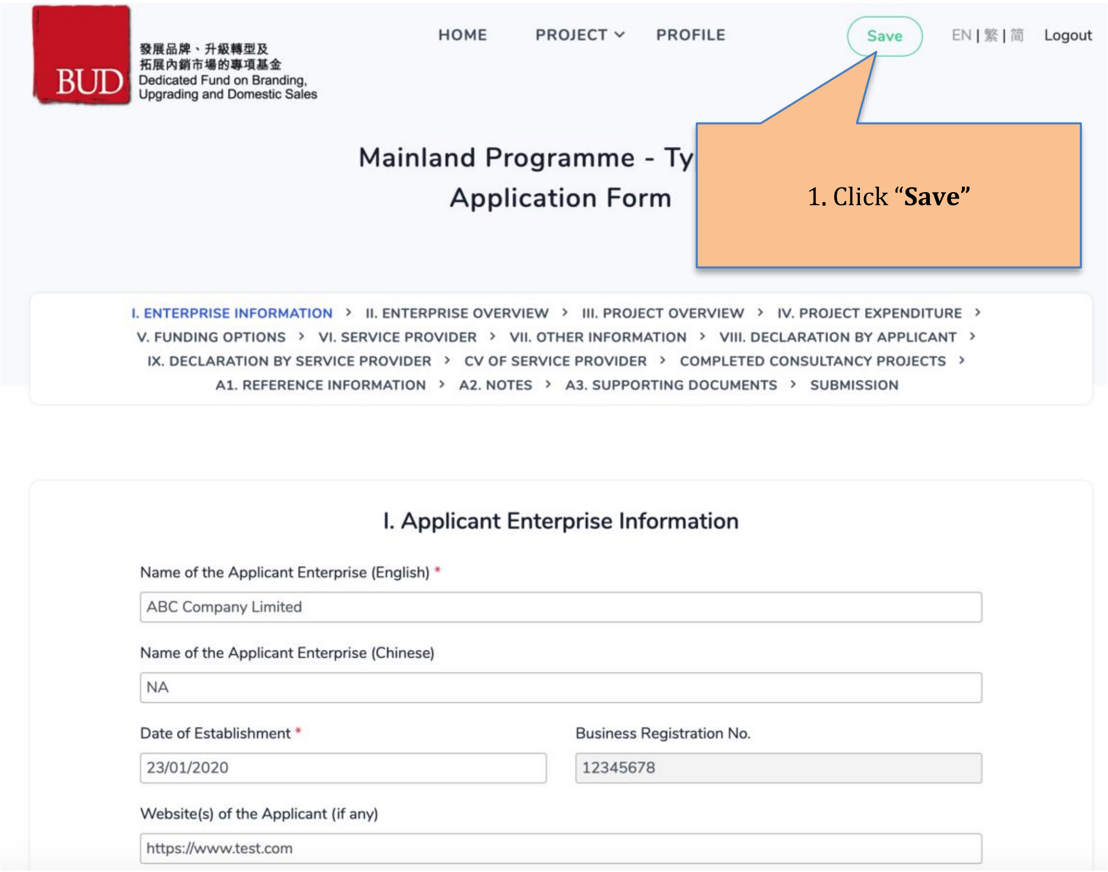
Choose File
Remove

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 the “**Next**” button at the bottom of the application form and the inputted data will be saved.



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拓展內銷市場的專項基金
Dedicated Fund on Branding,
Upgrading and Domestic Sales
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PROJECT
PROFILE
Save
EN | 繁 | 簡
Logout
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

Mainland Programme - Ty
Application Form

1. Click “**Save**”

I. Applicant Enterprise Information

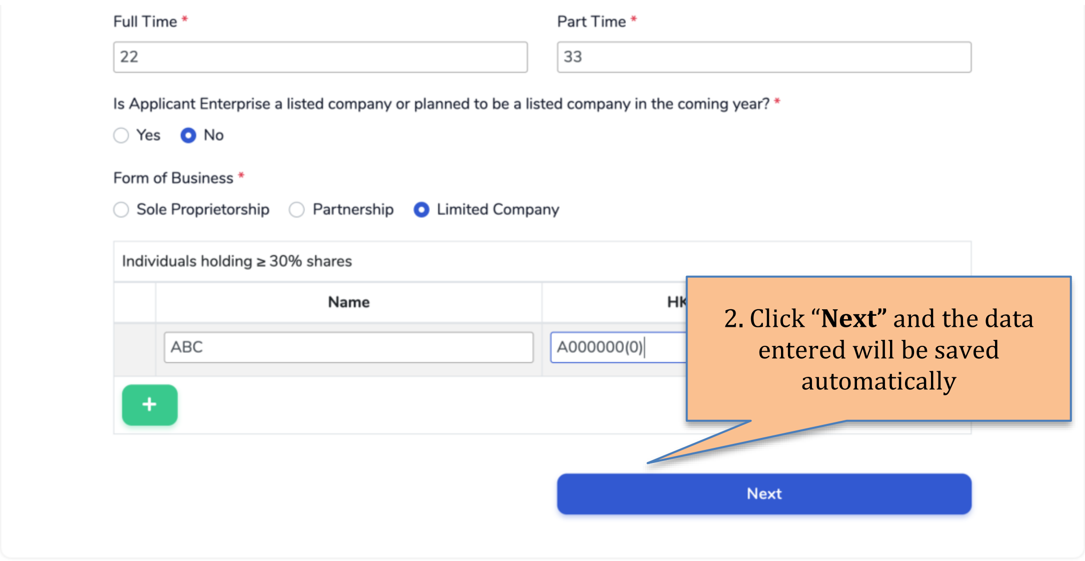
Name of the Applicant Enterprise (English) *
ABC Company Limited

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



Full Time * 22

Part Time * 33

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

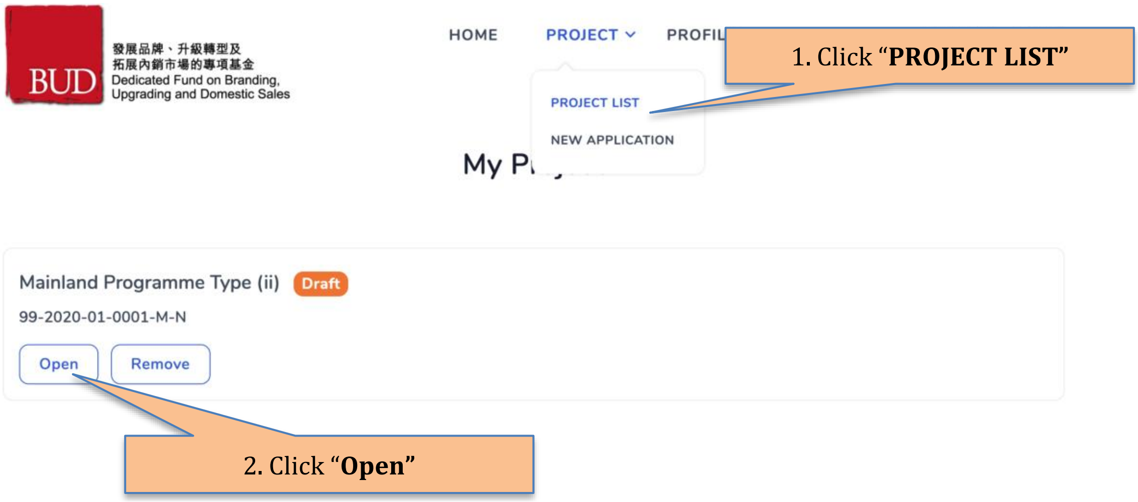
Individuals holding ≥ 30% shares

	Name	HK
	ABC	A000000(0)

2. Click “**Next**” and the data entered will be saved automatically

2.4. Re-open Application Form

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



Mainland Programme Type (ii) Draft

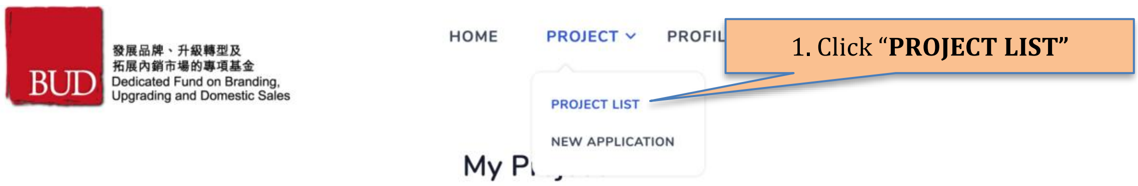
99-2020-01-0001-M-N

1. Click “**PROJECT LIST**”

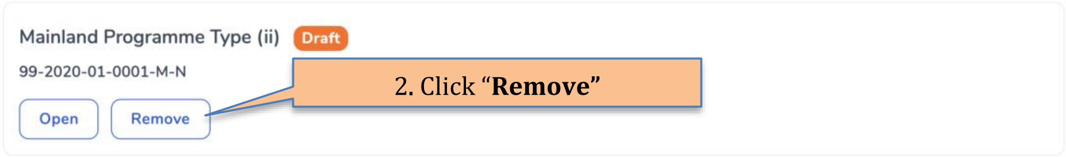
2. Click “**Open**”

2.5. Remove Application Draft

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

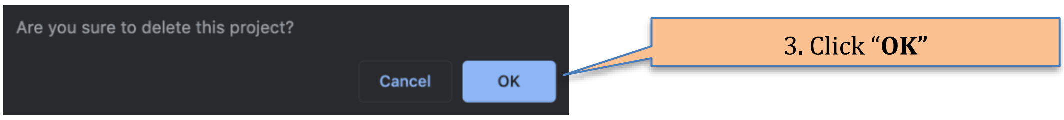

發展品牌、升級轉型及
拓展內銷市場的專項基金
Dedicated Fund on Branding,
Upgrading and Domestic Sales
HOME
PROJECT
PROFIL
PROJECT LIST
NEW APPLICATION
My P

1. Click “**PROJECT LIST**”


Mainland Programme Type (ii) Draft

99-2020-01-0001-M-N
Open
Remove

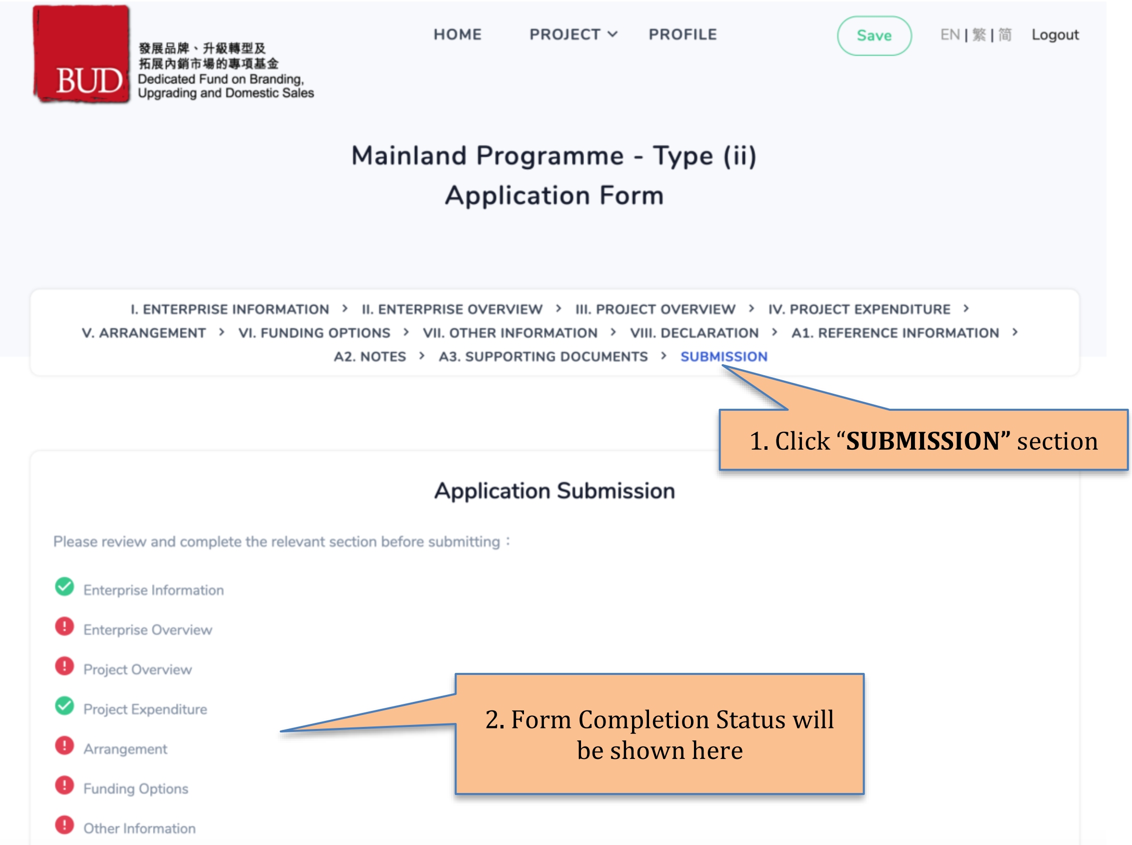
2. Click “**Remove**”


Are you sure to delete this project?

3. Click “**OK**”

2.6. Submit Application

1. When the application is open, click the “**SUBMISSION**” section link 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 be shown before the section name. Otherwise, a red-cross icon will be shown.
4. If all sections are completed, click the “Submit” button.
5. The success page will be shown.


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
Save
EN | 繁 | 简
Logout
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

Mainland Programme - Type (ii)
Application Form

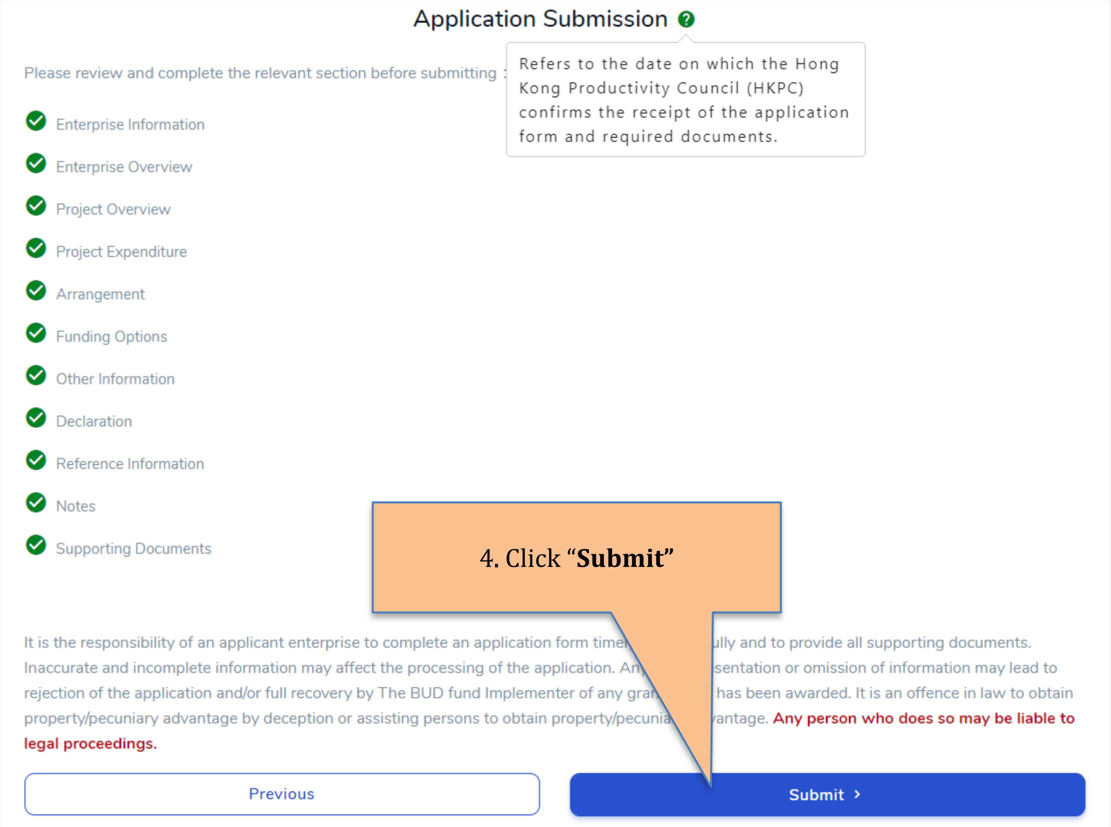
Application Submission

Please review and complete the relevant section before submitting：

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

1. Click “**SUBMISSION**” section

2. Form Completion Status will be shown here



Application Submission

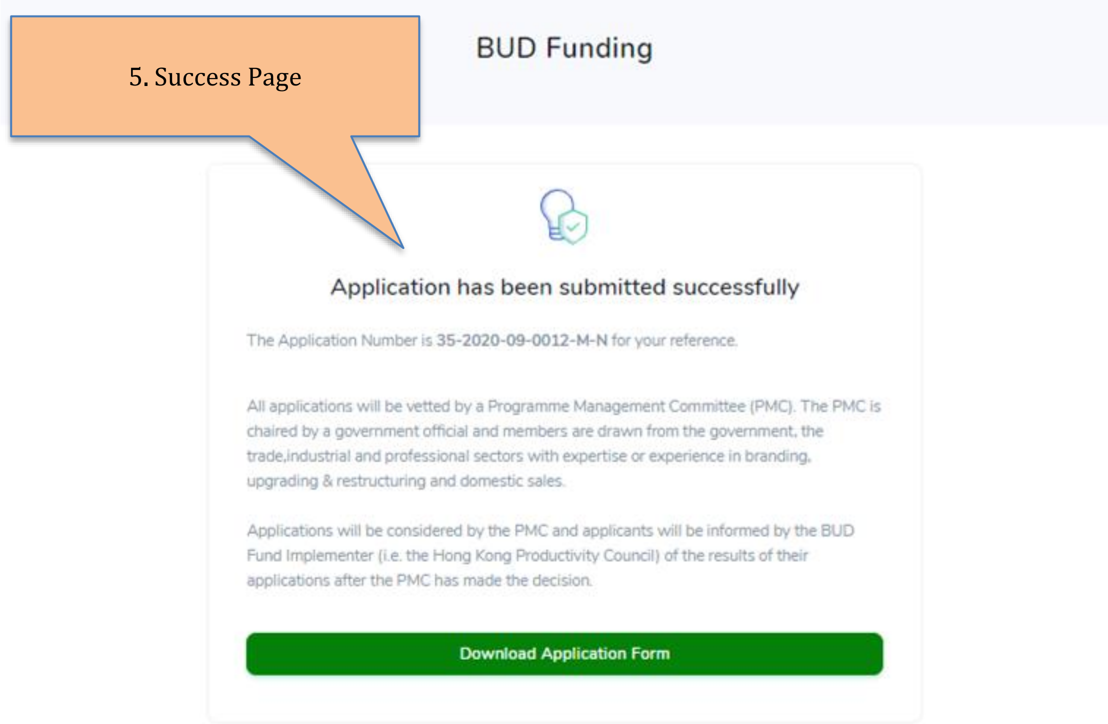
Please review and complete the relevant section before submitting :

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

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

4. Click "**Submit**"

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



Application has been submitted successfully

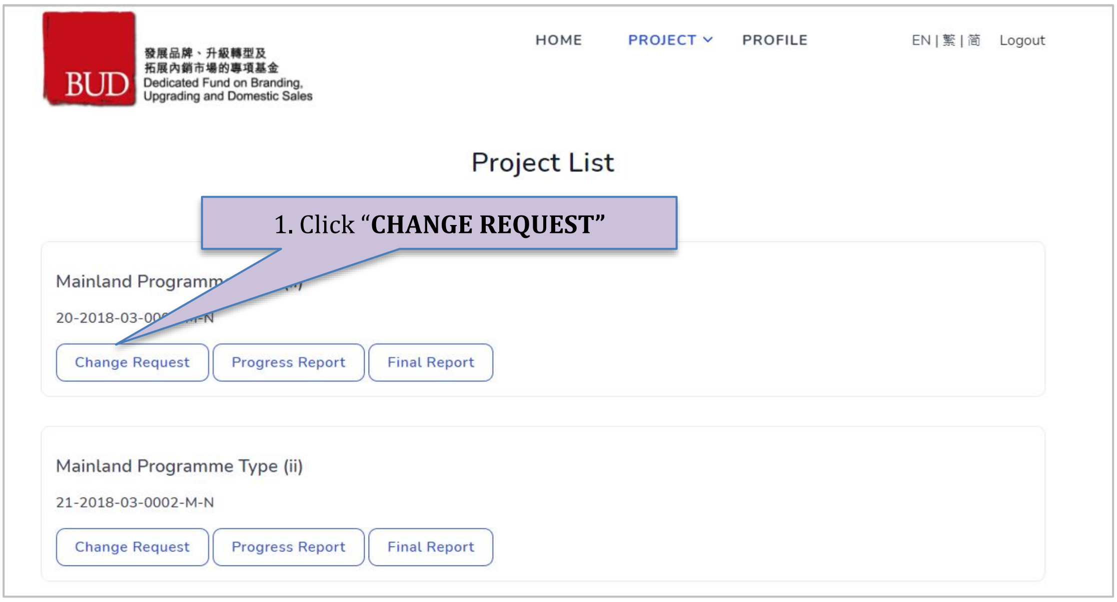
The Application Number is **35-2020-09-0012-M-N** for your reference.

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.

2.7. Change Request

1. The “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 the “New Change Request” button.
4. Fill in the change request form.
5. The success page will be shown. Please note that all the change request applications will be vetted by a Programme Management Committee (PMC).


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
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Logout
Change Request
Progress Report
Final Report
Change Request
Progress Report
Final Report

Project List

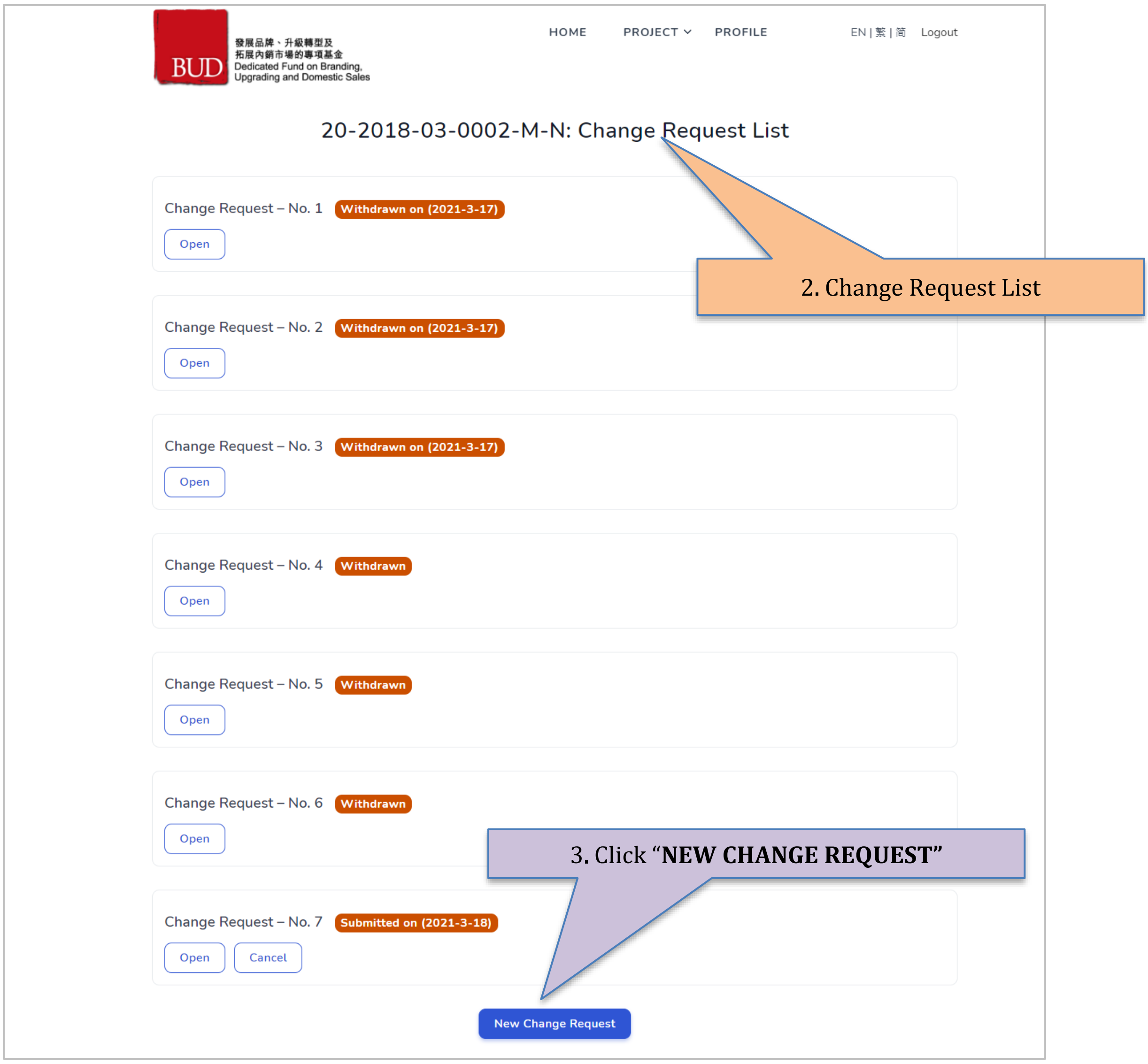
1. Click “**CHANGE REQUEST**”

Mainland Programm

20-2018-03-00

Mainland Programme Type (ii)

21-2018-03-0002-M-N



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

Change Request – No. 1 **Withdrawn on (2021-3-17)**

Change Request – No. 2 **Withdrawn on (2021-3-17)**

Change Request – No. 3 **Withdrawn on (2021-3-17)**

Change Request – No. 4 **Withdrawn**

Change Request – No. 5 **Withdrawn**

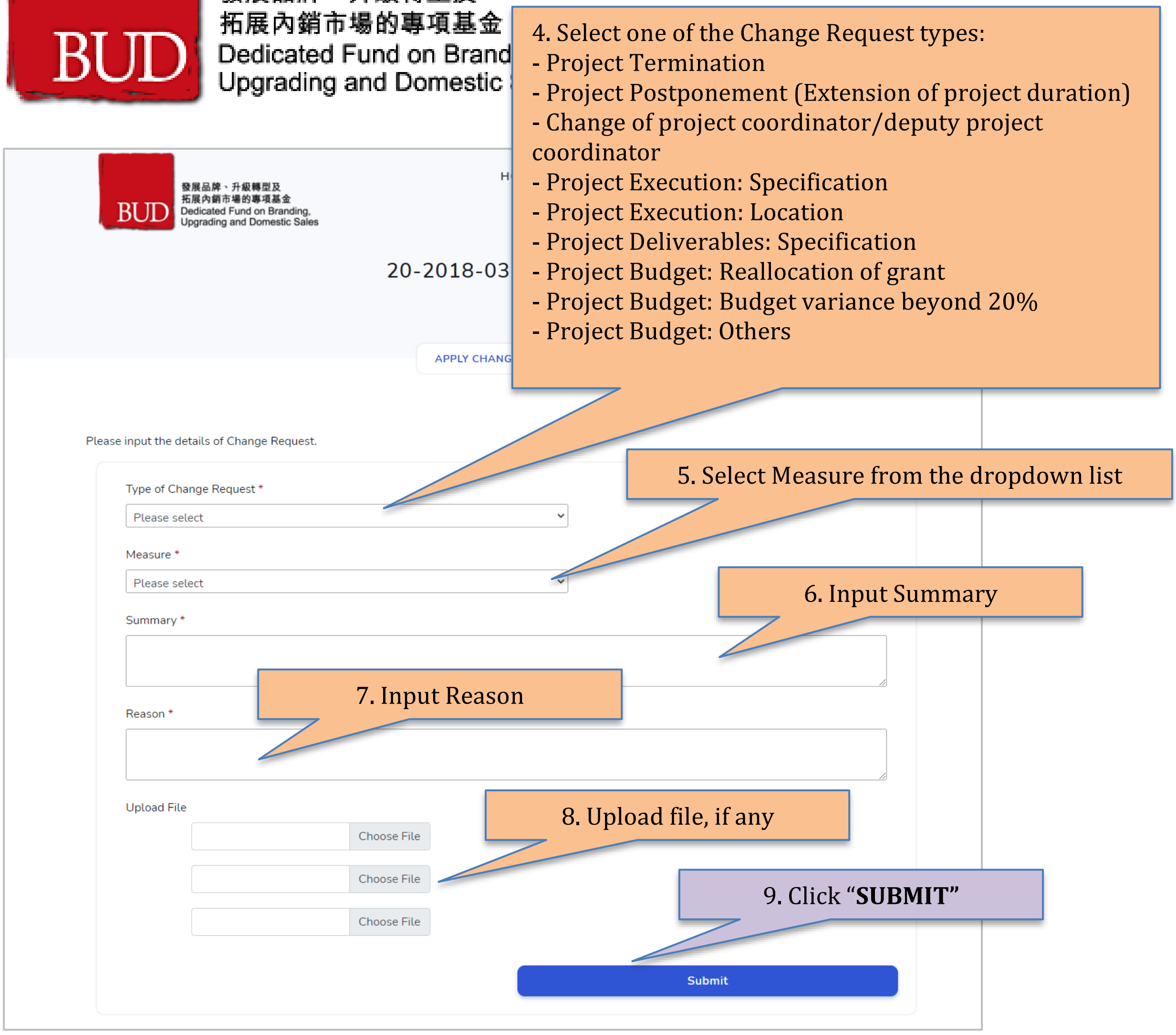
Change Request – No. 6 **Withdrawn**

Change Request – No. 7 **Submitted on (2021-3-18)**

Open
Open
Open
Open
Open
Open
Open
Cancel
New Change Request

2. Change Request List

3. Click “**NEW CHANGE REQUEST**”



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 Deliverables: Specification
- Project Budget: Reallocation of grant
- Project Budget: Budget variance beyond 20%
- Project Budget: Others

5. Select Measure from the dropdown list

6. Input Summary

7. Input Reason

8. Upload file, if any

9. Click "**SUBMIT**"

20-2018-03

Please input the details of Change Request.

Type of Change Request *
Please select

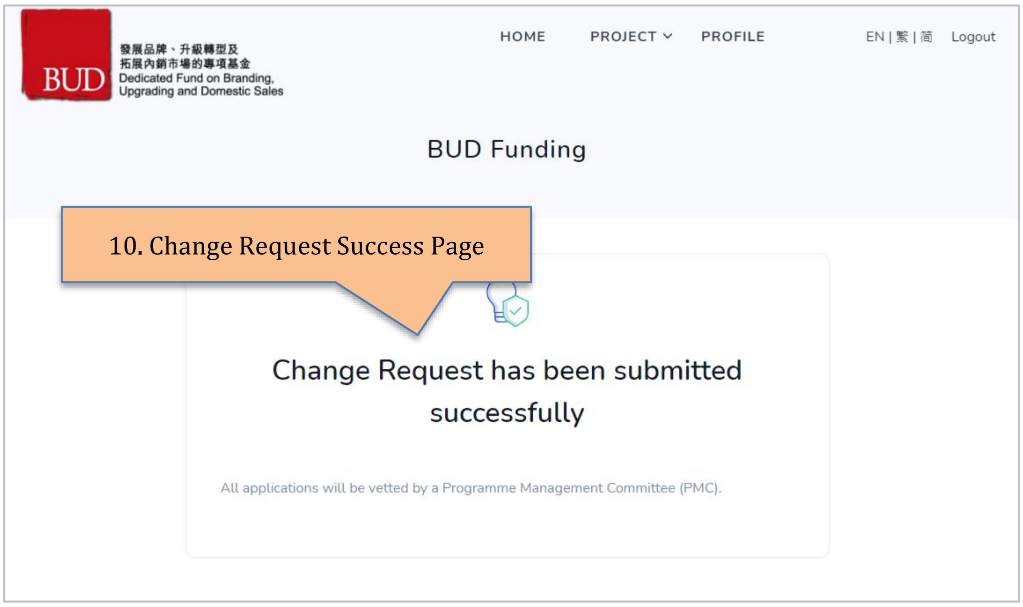
Measure *
Please select

Summary *

Reason *

Upload File

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
APPLY CHANG
Choose File
Choose File
Choose File
Submit



10. Change Request Success Page

BUD Funding

Change Request has been submitted successfully

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

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
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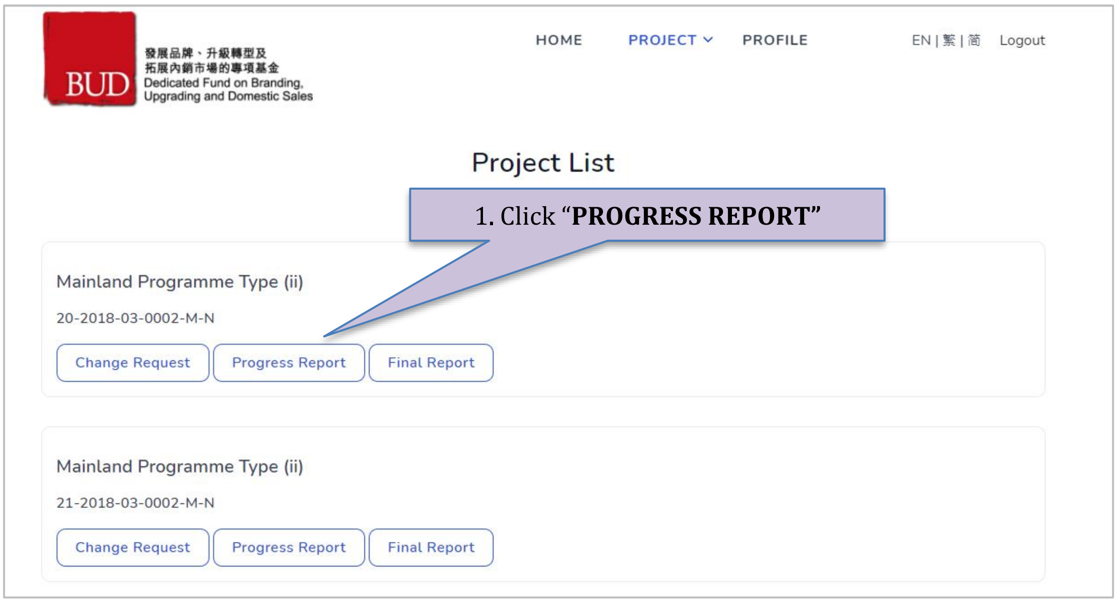
Tips for Change Request

- Please prepare the related documents or supporting evidence before submitting the change request.
- To submit the project termination change request, please prepare the termination request letter with company letterhead, company chop and authorised signature.

2.8. Submit Progress Report

1. The "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 the "Submit" button.
4. The success page will be shown and click the "Download Report" button to download the submitted Progress Report as a copy.


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
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Progress Report
Final Report
Change Request
Progress Report
Final Report

Project List

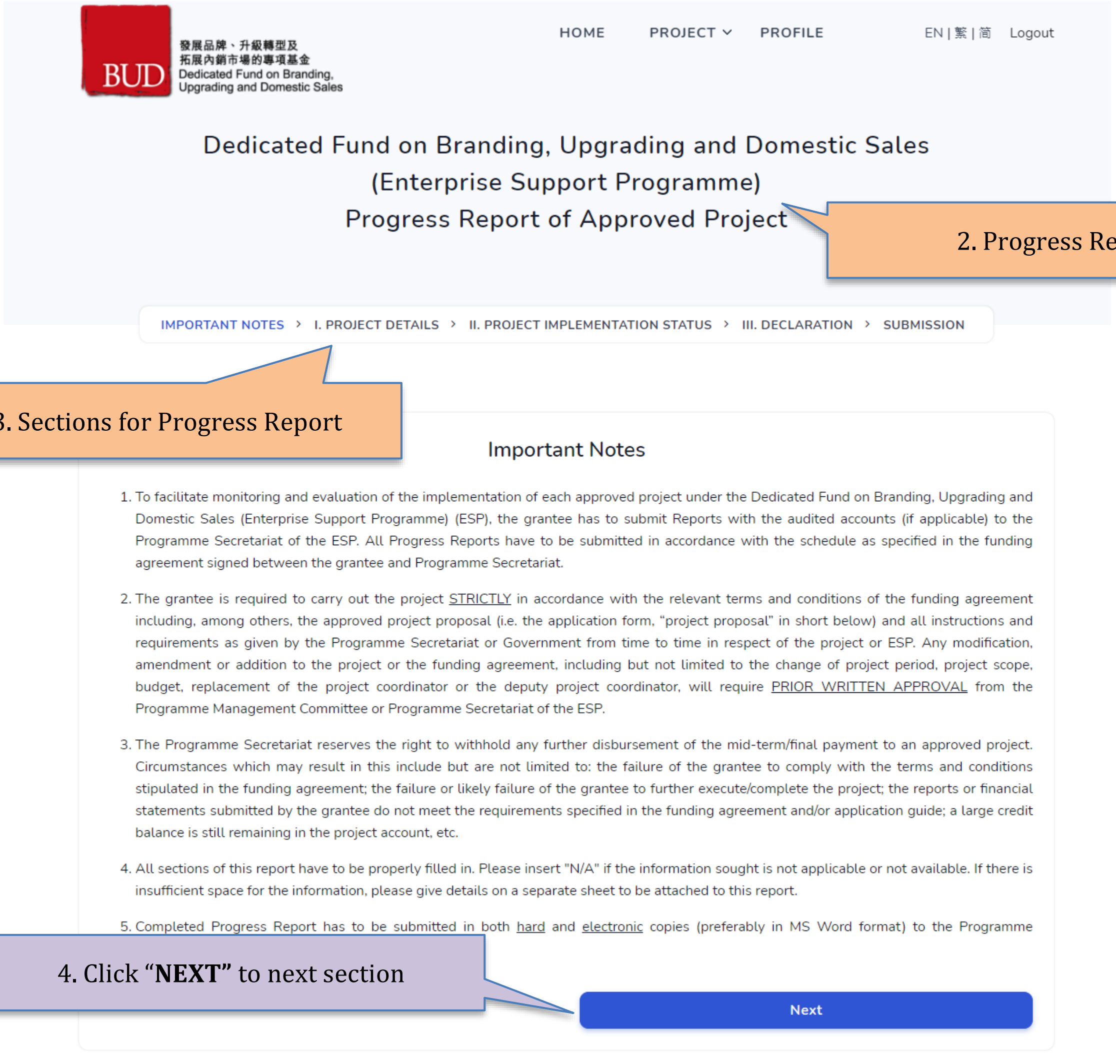
1. Click "**PROGRESS REPORT**"

Mainland Programme Type (ii)

20-2018-03-0002-M-N

Mainland Programme Type (ii)

21-2018-03-0002-M-N


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
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Logout

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

2. Progress Report

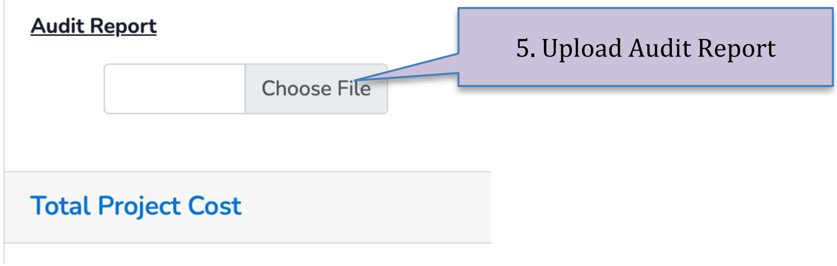
IMPORTANT NOTES › I. PROJECT DETAILS › II. PROJECT IMPLEMENTATION STATUS › III. DECLARATION › SUBMISSION

3. Sections for Progress Report

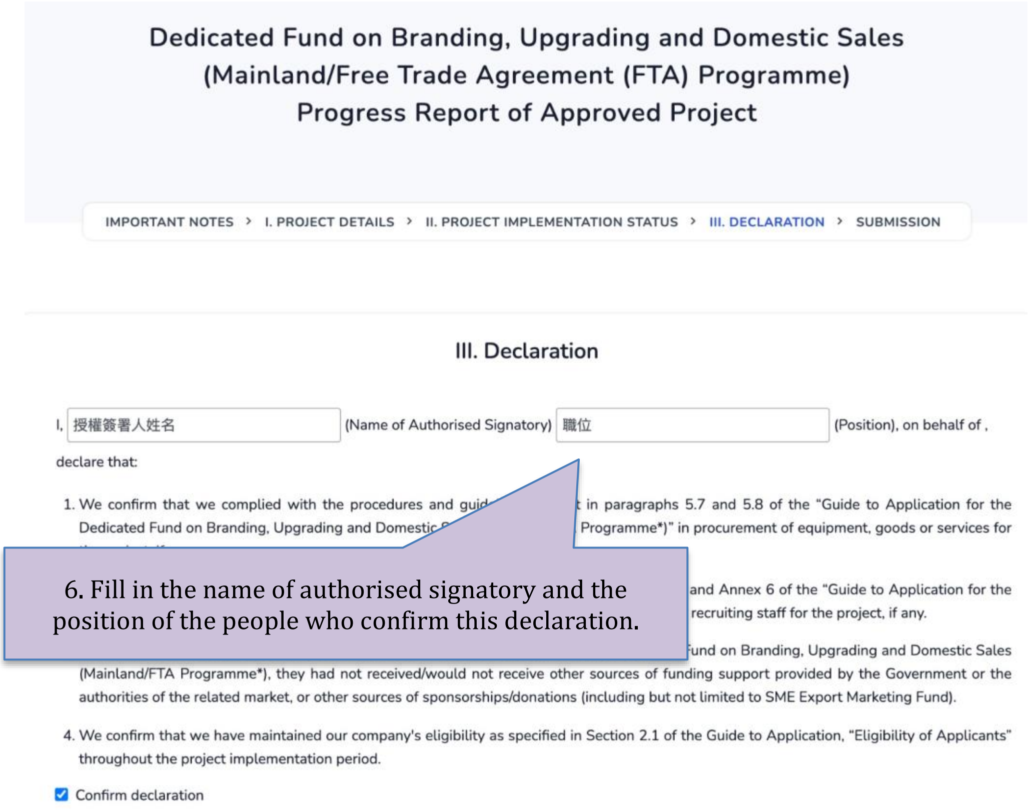
Important Notes

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**" to next section


Audit Report
Choose File
Total Project Cost

5. Upload Audit Report


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, 授權簽署人姓名 (Name of Authorised Signatory) 職位 (Position), on behalf of ,

declare that:

1. We confirm that we complied with the procedures and guid t in paragraphs 5.7 and 5.8 of the "Guide to Application for the Dedicated Fund on Branding, Upgrading and Domestic S Programme*)" in procurement of equipment, goods or services for

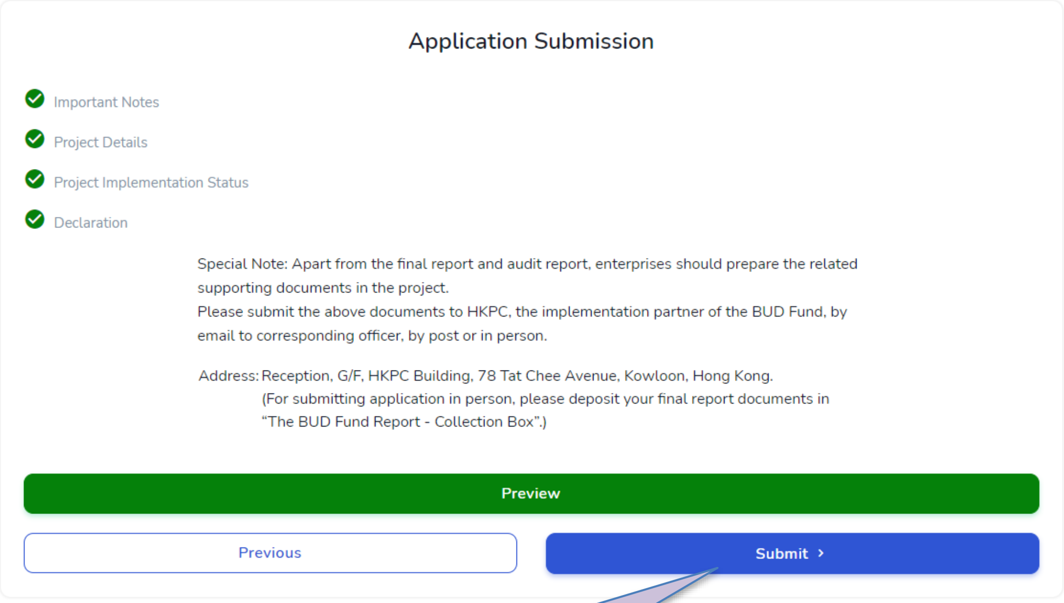
and Annex 6 of the "Guide to Application for the recruiting staff for the project, if any.

und 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

6. Fill in the name of authorised signatory and the position of the people who confirm this declaration.



Application Submission

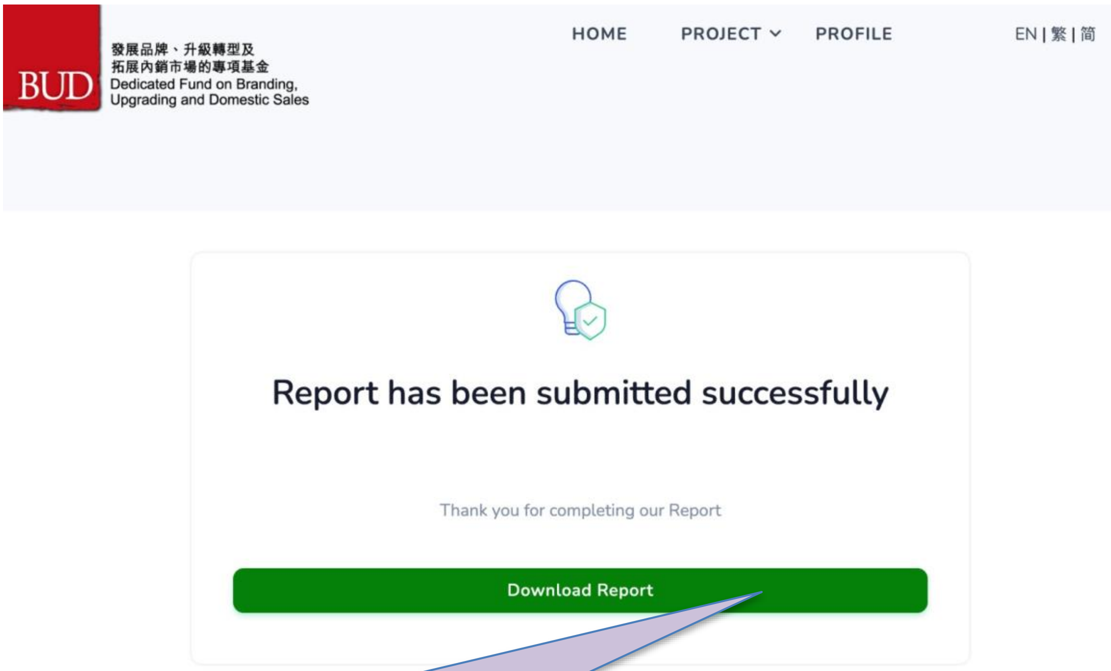
- ✓ Important Notes
- ✓ Project Details
- ✓ Project Implementation Status
- ✓ Declaration

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 ›

7. Click "**SUBMIT**" to submit the report



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
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Report has been submitted successfully

Thank you for completing our Report

Download Report

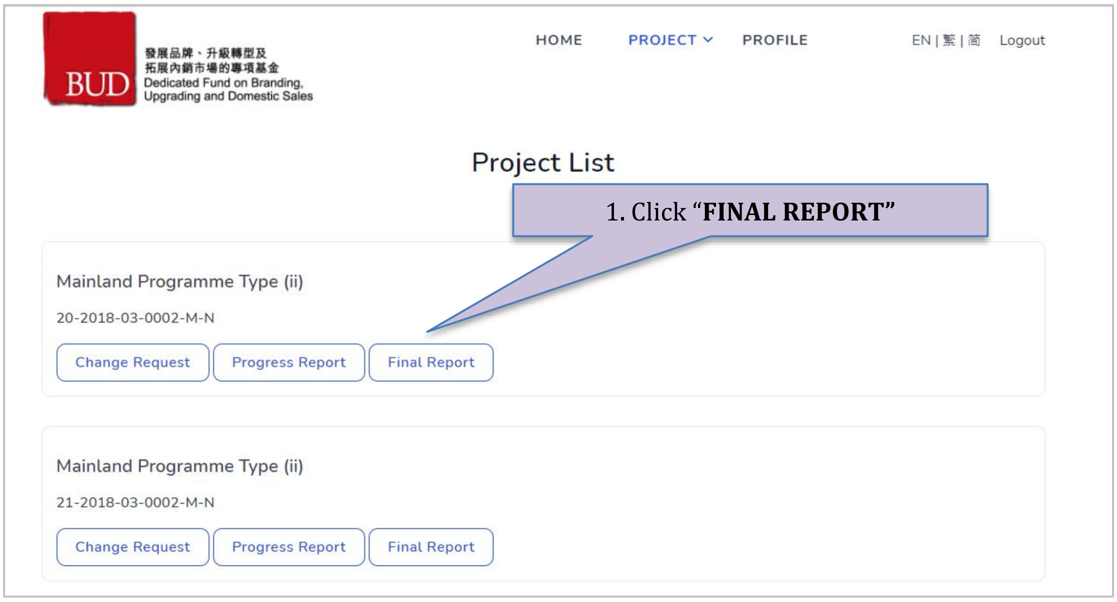
8. Click "**Download Report**" to download a copy of the submitted Progress Report

Tips for Progress Report

- Please prepare all the project implementation information for filling the progress report.
- It is not required to provide receipts or invoices when submitting the progress report. HKPC staff will collect those receipts and invoices at a later time.

2.9. Submit Final Report

1. The "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 the "Submit" button.
4. The 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
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Final Report
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Progress Report
Final Report

Project List

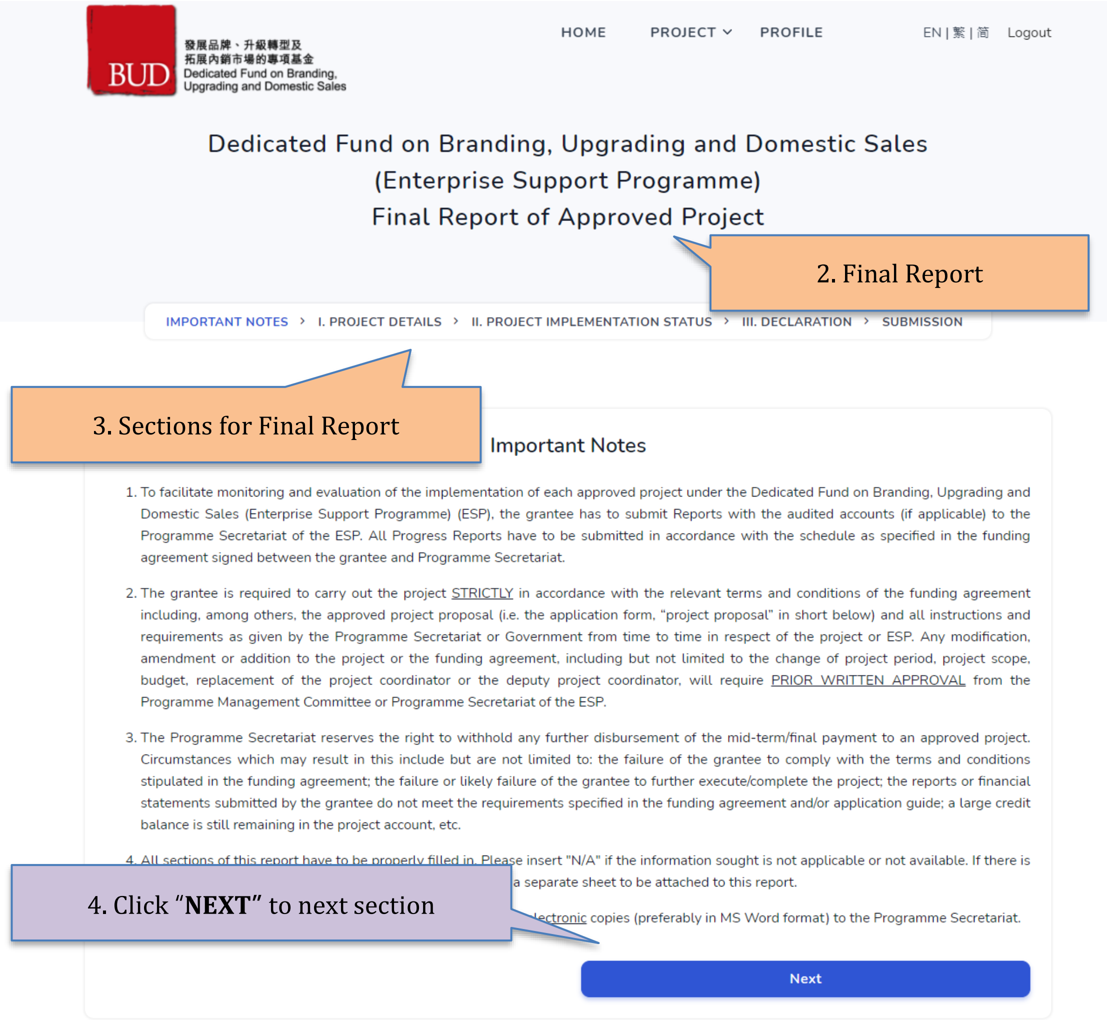
1. Click “**FINAL REPORT**”

Mainland Programme Type (ii)

20-2018-03-0002-M-N

Mainland Programme Type (ii)

21-2018-03-0002-M-N



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

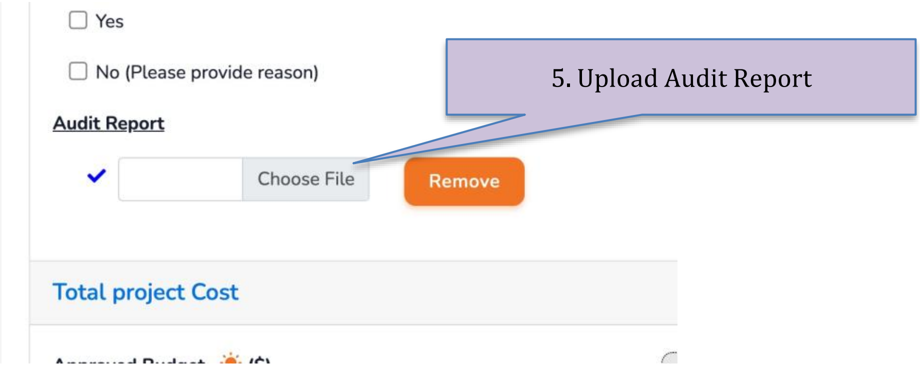
2. Final Report

3. Sections for Final 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
a separate sheet to be attached to this report.
lectronic copies (preferably in MS Word format) to the Programme Secretariat.

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



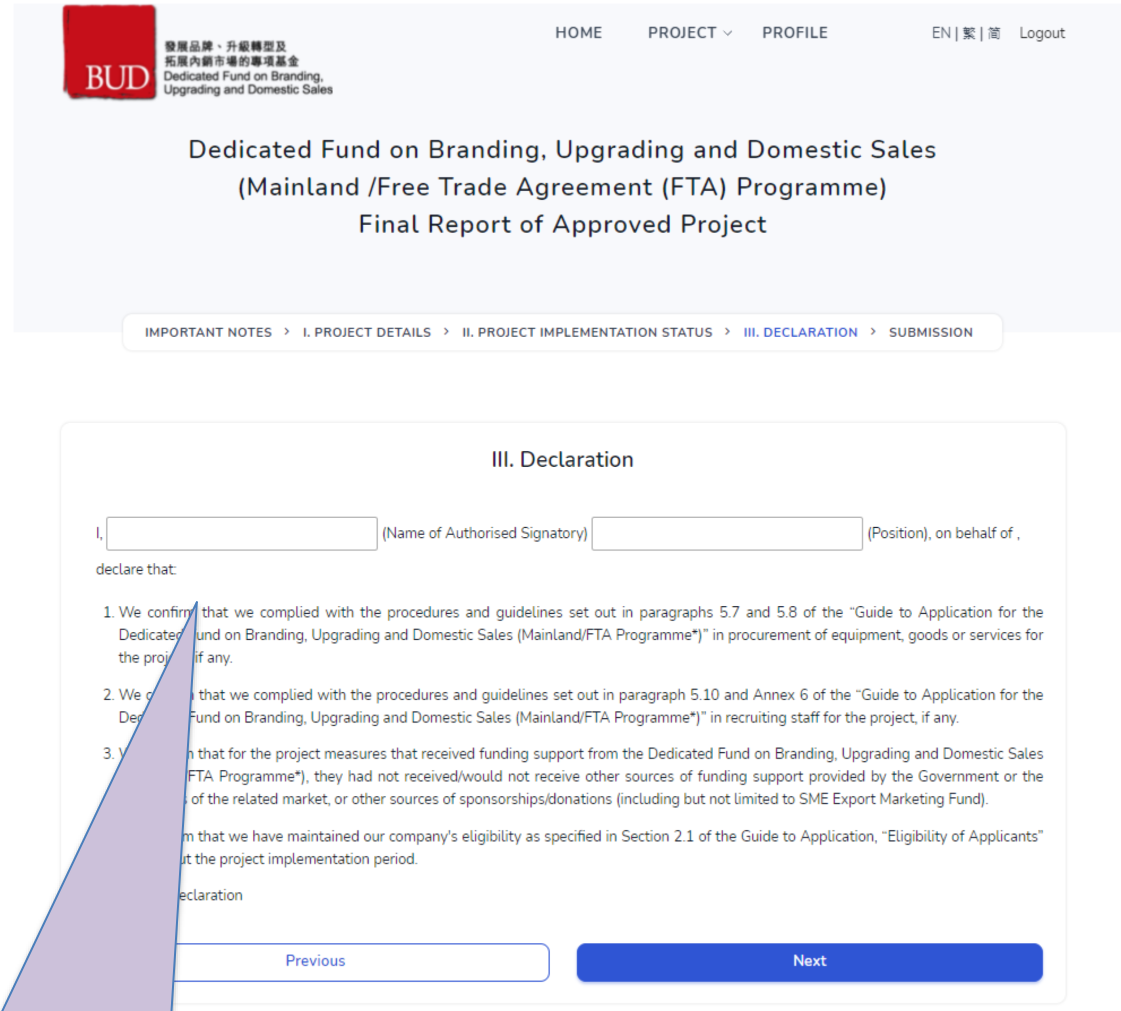
☐ Yes

☐ No (Please provide reason)

Audit Report

5. Upload Audit Report

Total project Cost


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
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Logout
IMPORTANT NOTES
I. PROJECT DETAILS
II. PROJECT IMPLEMENTATION STATUS
III. DECLARATION
SUBMISSION
Previous
Next

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

III. Declaration

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

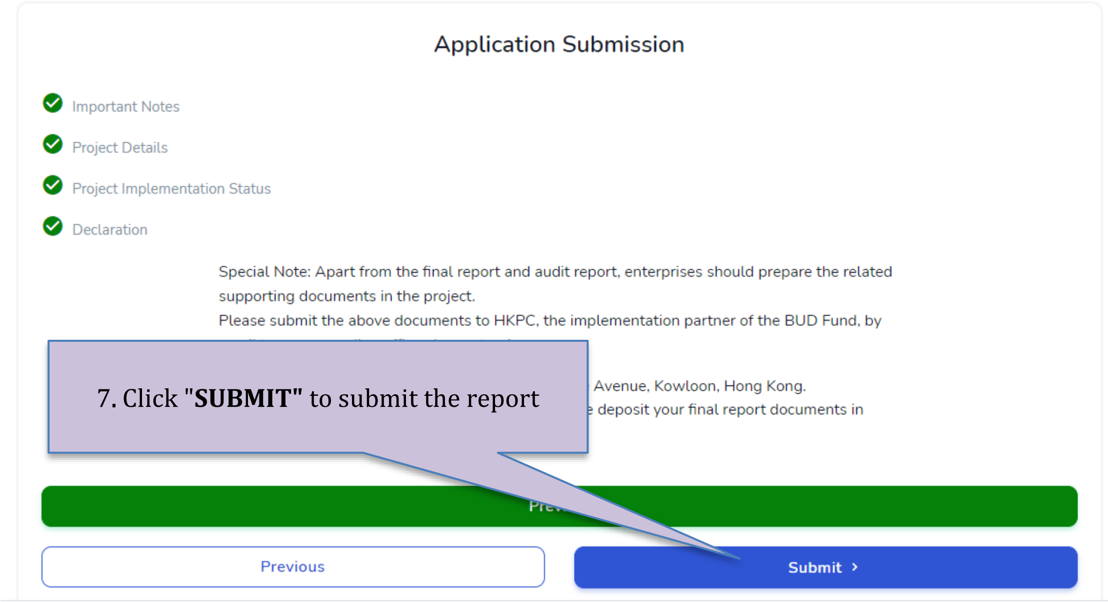
declare that:

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 und on Branding, Upgrading and Domestic Sales (Mainland/FTA Programme*)" in procurement of equipment, goods or services for the proj if any.
2. We c that we complied with the procedures and guidelines set out in paragraph 5.10 and Annex 6 of the "Guide to Application for the De Fund on Branding, Upgrading and Domestic Sales (Mainland/FTA Programme*)" in recruiting staff for the project, if any.
3. V that for the project measures that received funding support from the Dedicated Fund on Branding, Upgrading and Domestic Sales FTA Programme*), they had not received/would not receive other sources of funding support provided by the Government or the of the related market, or other sources of sponsorships/donations (including but not limited to SME Export Marketing Fund).

m that we have maintained our company's eligibility as specified in Section 2.1 of the Guide to Application, "Eligibility of Applicants" t the project implementation period.

eclaration

6. Fill in the name of authorised signatory and the position of the people who confirm this declaration.



Application Submission

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

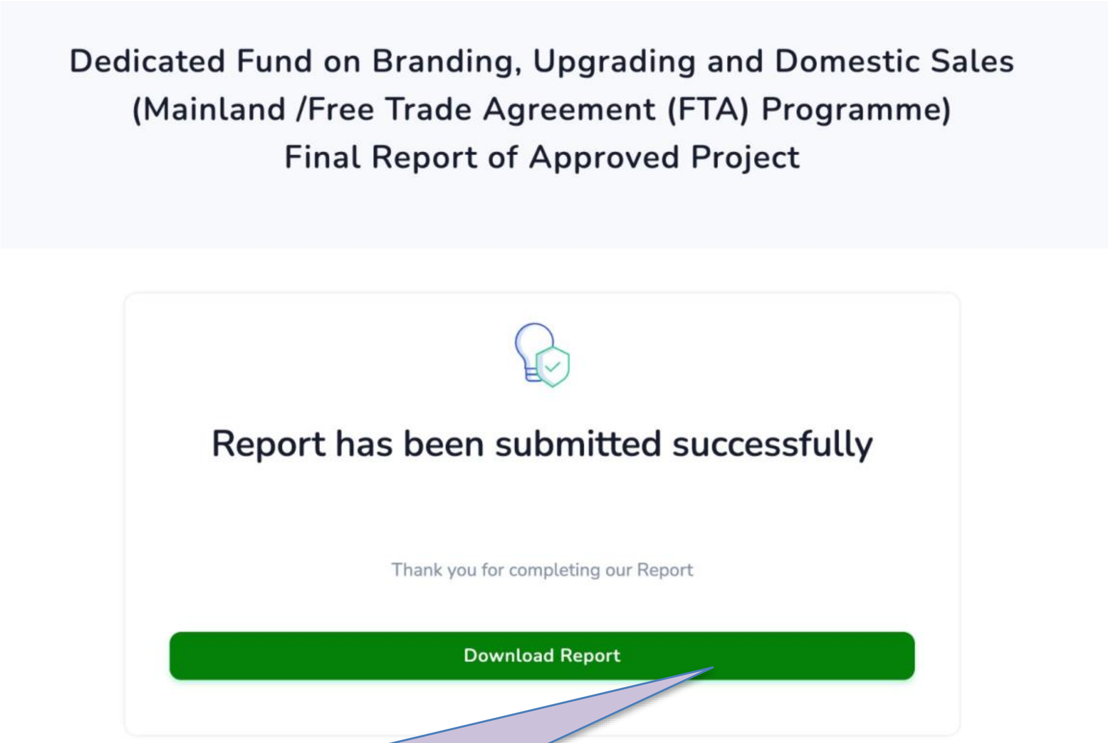
Special Note: Apart from the final report and audit report, enterprises should prepare the related supporting documents in the project.

Please submit the above documents to HKPC, the implementation partner of the BUD Fund, by

Avenue, Kowloon, Hong Kong.

deposit your final report documents in

7. Click "**SUBMIT**" to submit the report



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

8. Click "**Download Report**" to download a copy of the submitted Final Report

Tips for Progress Report

- Please prepare the softcopy of the 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.
- It is not required to provide receipts or invoices when submitting the final report. HKPC staff will collect those receipts and invoices at a later time.