

BUD e-Form System

User Guide

Version: 0.13

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1. User Account

1.1. Create a BUD e-Form Account

- 1. Go to <u>https://www.bud.hkpc.org/</u> 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.





В

Name of the Applicant Ent	Sigr	n up	4. Complete th	e Sign Up f
Company English Name o	n BR			
Name of the Applicant Ente	erprise (Chinese) *			
Fill "NA" if no Chinese Na	me			
Date of Establishment *	Business Registration No. *	Copy of the Business F	Registration Certificate * ()
DD/MM/YYYY	First 8 digits of the BR		Cho	ose File
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 acture	al office location of the applicant.			
· TI:	stration purpose only, the actual off	nce location is:		



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 * 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.
- Click Login button.
 The "Two Factor Authentication" email will send to the registered email with the Onetime Password (OTP).
- 5. Fill in the One-time Password and click Confirm.



發展品牌、升級轉型及 拓展內銷市場的專項基金 Dedicated Fund on Branding, Understie Sales	Sign up Login EN 繁 简
2. Fill in your BR Number , Password and the Captcha Code .	I. Click Login
發展品牌、升級轉型及 拓展內鎖市場的專項基金 西國在ated Fund on Branding, Upgrading and Domestic Sales	Forgot Password ? Login Don't have an account ? Sign up now Sign up Login EN 繁 简
	Two Factor
	Authentication
	The BUD Fund Implementer has One-time Password (OTP) email registered email address in BUD et the applicant.
	Please enter the One-time Password (OTP): *
	An OTP email has been sent by the BLID
	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". Resend OTP email after 02:42

1.3. Logout



- 1. Click the "Logout" at the top menu.
- 2. Click OK to confirm the logout process.



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.



Login	
BR Number *	
8	
Password *	
0 .	
Captcha Code *	2. Click Forgot Password
Login Don't have an account? Sign up now	
Reset Password	3. Enter BR Number and Email
3R Number *	
Email *	
- Reset Password	4. Click Reset Password
Don't have an account ? Sign up now	



Reset Password	7. Enter BR Number, new Password and Confirm Password
BR Number *	
L	
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	
	Q. Click Percet
Reset	8. CIICK Keset

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**.



發展品牌、升級轉型及 拓展內銷市場的專項基金	HOME	PROJECT Y PROFILE	EN 繁 简 Logout	
BOD Decloated Fund on Branding, Upgrading and Domestic Sales	Pro	ofile	1. Click PROFILE	
2. Update Information	glish) *			
Name of the Applicant Enterprise (Ch	inese) *			
NA Date of Establishment *		Business Registration No. *		
23/01/2020 Address *		12345678		
e.g.: Flat A, 1/F. Block1 e.g.: 78 Tat Chee Avenue		e.g.: HKPC Building e.g.: Kowloon Tong		
Yau Tsim Mong	\$			
This address is the actual office lo This address is for registration pur Form of Business *	cation of the applicant. rpose only, the actual of	fice location is:		
Sole Proprietorship ○ Partners	hip 💽 Limited Comp	any		
Name		HKID/Passport No.		



	Last Name *
MM	YY
Phone Number *	
2222222	
Email *	
test@test.com	
Password *	
Must between 8 to 30 characters	
Confirm Password *	
Confirm Password * Must between 8 to 30 characters	
Confirm Password * Must between 8 to 30 characters Password requirements:	
Confirm Password * Must between 8 to 30 characters Password requirements: • Must between 8 and 30 characters long	
Confirm Password * Must between 8 to 30 characters Password requirements: • Must between 8 and 30 characters long • Must contain at least 1 uppercase character	
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	3. Click Update
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	3. Click Update
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 (!@#\$%^	3. Click Update
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 / 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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User Conduct

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Suspension and Termination

HKPC or anyone acting on its beb

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project reference number my time without notice to you

Decline

Accept Terms and Conditions

in account, password and/or



START > TERMS & CONDITIONS > SELECT PROGRAMME

Select Programme





2.2. Application Form Layout

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

- 1. Programme Type
- Section Navigation Menu
 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

15. The opioau		
發展品牌、升級轉型及 拓展內銷市場的專項基金	HOME PROJECT V PROFILE	Save EN 繁 简 Logout
BUDD Dedicated Fund on Branding, Upgrading and Domestic Sales	4. Save Button	
Ma	ainland Programme - Type (i)	
		1. Programme Type
	Application Form	-8 - 51-
2. Section Navigation Menu		
I. ENTERPRISE INFORMATION > II. E	NTERPRISE OVERVIEW > III. PROJECT OVERVIEW > IV. PROJECT	T EXPENDITURE >
V. FUNDING OPTIONS > VI. SERVIC	E PROVIDER > VII. OTHER INFORMATION > VIII. DECLARATION I	BY APPLICANT >
IX. DECLARATION BY SERVICE PRO	VIDER > CV OF SERVICE PROVIDER > COMPLETED CONSULTANO	CY PROJECTS >
A1. REFERENCE INFORMA	TION > A2. NOTES > A3. SUPPORTING DOCUMENTS > SUBMI	SSION

I. Aj	pplicant Enterprise Information	3. Form Area
Name of the Applicant Enterprise (English	* (1	
ABC Company Limited		
Name of the Applicant Enterprise (Chines	e)	
NA		
Date of Establishment *	Business Registration No.	
23/01/2020	12345678	
Website(s) of the Applicant (if any)		



II. Overview of Applicant Enterprise				
Products/Servic	es provided			
Existing core ma	arket(s) (You may choose more than one option)			
HK	Mainland Asia	Europe	America	Australia
Other relevant i	nformation (e.g., award, certification, qualification, etc.)			
5.	Previous button		6. Nex	t button
			7	
	Previous		Next	
Address *	The number of employees in HK shall			
e.g.: Flat A, 1,	include individual proprietors,	e.g.: HKPC	Building	
e.g.: 78 Tat C	partners and shareholders actively engaged in the work of the applicant	e.g.: Kowlo	Mouso over t	ha ican ta shaw
Yau Tsim Mo	enterprise as well as salaried		foot	motes
	employees of the enterprise, including full-time or part-time			
This addre	salaried personnel directly paid by			

This addre salaried personnel directly paid by the enterprise, both permanent and temporary.
No. of Employees in Hong Kong (HK)
Full Time * Part Time *
22 33

	Including any submitted ESP Easy	Mouse over the icon to show tool tips
🗸 Yes	application(s).	
	🛿 Mainland Programme 🔶 📄 FTA Programme 👾	8. Tool Tips Popover





	Name of Service Provider			Quotation			
	AAA			10000			Ø
<u>Ū</u>	DDD	Remove the row		20000			66
创	ССС			30000			0
+					Move up/down		
		Add a new row					

10. Expandable Content n / Ex	pected Project Deliverables / Project Expenditure			
Setting up a New Business Entity in the Mainlan	d Market	*		
Recruit Additional Manpower @ (directly incurred for implementing this proposed	Click the title to open/close the content	~		
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		~		



<u>Cor</u>	nmencement / Completion Date		î-			11.	Sel	ect	Date	Calendar		
	02/04/2020 -	01	/04/	202	21			7				
		«		Ap	ril 2	021						
Det	ails of the Expenses	Su	Мо	Tu	We	Th	Fr	Sa				
C	Total should not exceed 20% of	28	29	30	31	1	2	3	iture f	for the pro		
Ic	ocal business entity of the applic	4	5	6	7	8	9	10				
		11	12	13	14	15	16	17		Select date l	by clicking on	
	Setting up a New Business Ent	18	19	20	21	22	23	24		the tar	get date	
		25	26	27	28	29	30	1		-11 Chara		
	Office	2	3	4	5	6	7	8	Ret	all Shop		
	Others Please specify :											
F	12. Group of Fields		, N	lo. c	of Pe	rson	s:			Domouo		Û
1	Main job duty/work									Kenlove		
J	ob Location Please select \$											
1	Months/Days Please select \$											
1	No. of months/days											
ľ	Monthly/Daily# salary HK\$] //	/per	son			
-	Fotal Salary HK\$											
	+ Ad	ld a	ne	Wį	groi	цр						



13.	File Upload		Click Choos select file to	e File to o upload	
Copy of the	Business Registration	n Certificate of the Applic	ant		
~	_hk_br.jpg Choose File		Remove		remove uploaded file

2.3. Save Application Form

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

發展品牌、升級構型及 拓展內鎖市場的專項基金 Dedicated Fund on Branding, Upgrading and Domestic Sales	HOME PROJECT Y PRO	FILE Save EN 繁 简 Logout
Μ	lainland Programme - Ty Application Form	1. Click the Save button
I. ENTERPRISE INFORMATION > II V. FUNDING OPTIONS > VI. SERV IX. DECLARATION BY SERVICE PF A1. REFERENCE INFORM	. ENTERPRISE OVERVIEW > III. PROJECT OV VICE PROVIDER > VII. OTHER INFORMATION ROVIDER > CV OF SERVICE PROVIDER > C MATION > A2. NOTES > A3. SUPPORTING	ERVIEW > IV. PROJECT EXPENDITURE > > VIII. DECLARATION BY APPLICANT > OMPLETED CONSULTANCY PROJECTS > DOCUMENTS > SUBMISSION

Name of the Applicant Enterprise (English)	*
ABC Company Limited	
Name of the Applicant Enterprise (Chinese)
Date of Establishment *	Business Registration No.



Full Time *	Part Time *	
22	33	
Is Applicant Enterprise a listed company or planne	ed to be a listed company in the co	oming year? *
Ves O No		
Form of Business *		
Sole Proprietorship	nited Company	
Individuals holding ≥ 30% shares		
Name	нк	
ABC	A000000(0)	2. Click the Next button wi
		also save the inputted data
+		
+		
+		
+		Next

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.

黎展品牌、升級轉型及 拓展内鎖市場的專項基金 Dedicated Fund on Branding, Upgrading and Domestic Sales	номе Му Р	PROJECT ~	PROFIL	1. Click PROJECT LIST
Mainland Programme Type (ii) Draft				
Open Remove 2. Click O p	en	1		

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.



	номе Му Р	PROJECT V PROFIL	1. Click PROJECT LIST	
Mainland Programme Type (ii) Draft 99-2020-01-0001-M-N Open Remove	2. Click Re	move		
Are you sure to delete this project?	ancel		3. Click OK	

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



	НОМЕ	PROJECT ~	PROFILE	Save	EN 繁 简	Logout
	Mainland Pro	ogramme	- Type (ii)			
	Дри	cation ro				
I. ENTERPRISE INFORMATION > V. ARRANGEMENT > VI. FUNDING OP A2	II. ENTERPRISE OVERV TIONS > VII. OTHER IN 2. NOTES > A3. SUPPO	IEW > III. PROJ IFORMATION > RTING DOCUMEN	ECT OVERVIEW > VIII. DECLARATION TS > SUBMISSION	IV. PROJECT EXPENDIT > A1. REFERENCE INI	URE >	
			1	. Click SUBM	ISSION se	ection
	Applicat	tion Submis	sion			
Please review and complete the relevant sec	tion before submitting:					
S Enterprise Information						
Enterprise Overview						
Project Overview						
Project Expenditure	2.1	Form Com	pletion Statu	ıs will		
Arrangement		sho	ow here			
Funding Options						
Other Information						



Applicati	ion Submission @						
Please review and complete the relevant section before submitting :	Refers to the date on which the Hong Kong Productivity Council (HKPC)						
Enterprise Information	confirms the receipt of the application form and required documents.						
C Enterprise Overview							
Project Overview							
Project Expenditure							
I Arrangement							
Sunding Options	Funding Options						
Other Information	Other Information						
Oeclaration							
Reference Information							
✓ Notes							
Supporting Documents 4. Clin	ck Submit button						
It is the responsibility of an applicant enterprise to complete an appli	ication form time ully and to provide all supporting documents.						
Inaccurate and incomplete information may affect the processing of rejection of the application and/or full recovery by The BUD fund Imp	the application. An sentation or omission of information may lead to be been awarded. It is an offence in law to obtain						
property/pecuniary advantage by deception or assisting persons to o	obtain property/pecunia vantage. Any person who does so may be liable to						
legal proceedings.							
Previous	Submit >						



5. Success Page	BUD Funding
Applicatio	on has been submitted successfully
The Application Number is	s 35-2020-09-0012-M-N for your reference.
All applications will be vet chaired by a government o trade,industrial and profes upgrading & restructuring	ted by a Programme Management Committee (PMC). The PMC is official and members are drawn from the government, the sional sectors with expertise or experience in branding, and domestic sales.
Applications will be consid Fund Implementer (i.e. the applications after the PMC	lered by the PMC and applicants will be informed by the BUD Hong Kong Productivity Council) of the results of their has made the decision.
	Download Application Form



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).

發展品牌、升級轉型及 拓界內第市場的專項基金 Dedicated Fund on Branding, Upgrading and Domestic Sales	HOME	PROJECT ¥	PROFILE	EN 繁 简 Logout
	Project List			
1. Click CHAN	GE REQUEST butto	n		
Mainland Programm				
Change Request Progress Report Fi	nal Report			
Mainland Programme Type (ii)				
Change Request Progress Report Fi	nal Report			



Change Request - No. 1 Withdrawn on (2021-3-17) Open 2. Change Request List Change Request - No. 2 Withdrawn on (2021-3-17) Open 0 Change Request - No. 3 Withdrawn on (2021-3-17) Open Change Request - No. 4 Withdrawn on (2021-3-17) Open Change Request - No. 4 Change Request - No. 5 Withdrawn on (2021-3-17) Open
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. 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. 3 Withdrawn on (2021-3-17) Open Change Request – No. 4 Withdrawn Open Change Request – No. 5 Withdrawn Open
Change Request - No. 4 Withdrawn Open Change Request - No. 5 Withdrawn Open
Change Request – No. 5 Withdrawn Open
Change Request - No. 6 Withdrawn Open 3. Click NEW CHANGE REQUEST button
Change Request - No. 7 Submitted on (2021-3-18) Open Cancel

BUD	發展品牌、 拓展內銷市 Dedicated F Upgrading a	升級轉型及 場的專項基金 und on Brand ind Domestic	4. Select	one of the Cha Termination	ange Request t	types:	tion)
BUD ⁹⁹ 用。 括照 Upgri	品牌、升級轉型及 19前市場効準再基金 atad Fund on Branding, nding and Domestic Sales	H 20-2018-03 APPLY CHANC	 Project Change coordina Project Project Project beyond 2 Project 	of project coo tor Execution: Sp Execution: Lo Budget (Reall 0%) Budget: Other	ecification ocation location of gra	nt; budget var	iance
Please input the detail Type of Chang Please select Measure *	s of Change Request. • Request *		~	5. Select	Measure from	the dropdown	n list
Please select			v		6. Input Sur	mmary	
Reason *	~	7. Input Keaso					
		Choose File Choose File	8. Uple	9. C	lick SUBMIT b	outton	

設置品牌、升級構型及 拓展内留市場的專項基金 Dedicated Fund on Branding, Upgrading and Domestic Sales	HOME PROJE	CT Y PROFILE	EN 繁 简 Logout
	BUD Funding		
10. Change Request Succ Change R All applications will be ver	Cess Page	Ibmitted	



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.

發展品牌・升級轉型及 拓展内領市場的専項基金 Dedicated Fund on Branding, Upgrading and Domestic Sales	НОМЕ	PROJECT ¥	PROFILE	EN 繁 简	Logout
	Project List				
	1. Click PROGR	ESS REPO	DRT button		
Mainland Programme Type (ii) 20-2018-03-0002-M-N Change Request Progress Report	Final Report			-	
Mainland Programme Type (ii) 21-2018-03-0002-M-N					
Change Request Progress Report	Final Report				







Audit Report		7. Upload Audit Report
	Choose File	
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



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



	۵	application Submission		
Important NotesProject Details			9. Progress Repo confirm	rt submission page
Project Impleme	ntation Status			
Declaration	Special Note: Apart from the fina supporting documents in the pro Please submit the above docume email to corresponding officer, by Address: Reception, G/F, HKPC E (For submitting applicat "The BUD Fund Report	al report and audit report, enterprise iject. ents to HKPC, the implementation p y post or in person. Building, 78 Tat Chee Avenue, Kowl tion in person, please deposit your t - Collection Box".)	es should prepare the related partner of the BUD Fund, by oon, Hong Kong. final report documents in	
		Preview		
	Previous		Submit →	
發展品牌、 拓展內銷市 Dedicate 7 Upgrading a	10. Click SUBMIT but repor	tton to submit the rt HOME F	PROJECT Y PROFILE	EN 繁 简
	Report has	been submitted	port	
11. Click Dov	vnload Report button f	to download a copy s Report		



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.



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.

發展品牌、升級構型及 拓展內銷市場的專項基金 Dedicated Fund on Branding, Upgrading and Domestic Sales	НОМЕ	PROJECT ¥	PROFILE	EN 繁 简	Logout
	Project List	i			
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Mainland Programme Type (ii) 20-2018-03-0002-M-N					
Change Request Progress Report Final Report					
Mainland Programme Type (II) 21-2018-03-0002-M-N					
Change Request Progress Report Final Report					









Yes		
🗌 No (Please provide reason)	7. Upload Audit Report	
Audit Report		
✓ Choose File	Remove	
Total project Cost		
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数度品牌、升散制型及 拓展内衡市場的事項基金 Dedicated Fund on Branding, Upgrading and Domestic Sales		
Dedicated Fund a	- Prending Ungreding and Dama	atia Calaa
(Mainland /Fr	e Trade Agreement (FTA) Progra	amme)
Fina	l Report of Approved Project	
IMPORTANT NOTES > I. PROJECT DET	ILS > II. PROJECT IMPLEMENTATION STATUS > III. DECLAR	ATION > SUBMISSION
	III. Declaration	
, (Na	ne of Authorised Signatory)	(Position), on behalf of ,
declare that:		
 We confirm that we of mplied with the pro Dedicated Fund on Br the project, if any. 	cedures and guidelines set out in paragraphs 5.7 and 5.8 of Domestic Sales (Mainland/FTA Programme*)" in procurement	of equipment, goods or services for
2. We confirm that nplied with the proc Dedicated Fund ding, Upgrading and	dures and guidelines set out in paragraph 5.10 and Annex 6 of Domestic Sales (Mainland/FTA Programme*)" in recruiting staf	of the "Guide to Application for the if for the project, if any.
3. We confirm to project measures the (Mainland/F nme*), they had not	It received funding support from the Dedicated Fund on Brand eceived/would not receive other sources of funding support p	ing, Upgrading and Domestic Sales provided by the Government or the
authoritie ed market, or other so 4. We core ave maintained our co	irces of sponsorships/donations (including but not limited to SN npany's eligibility as specified in Section 2.1 of the Guide to Ar	4E Export Marketing Fund).
throu implementation perio	,,.,	······
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8. Fill in the name of authorized signatory and the position of the people who confirm this declaration.



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



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.