

Technology Voucher Programme

This document aims to provide a brief introduction of the **key features** of the Technology Voucher Programme (TVP). Before submitting applications, applicants should **read carefully** the Guidance Notes for Applications available at the TVP Funding Administrative System (<https://tvp.itf.gov.hk>), with a view to understanding details of the TVP properly.

BACKGROUND

- To subsidise all local **non-listed** enterprises/organisations, irrespective of size and duration of operation, on the use of technological services and solutions
 - to improve productivity / upgrade or transform business processes
- From 1 April 2020: funding ratio and funding ceiling increased
- From 14 August 2020: related entities are no longer treated as one single entity for the purpose of calculating the cumulative funding amount under the TVP

ELIGIBILITY

- (a)(i) Enterprises registered in HK under Business Registration Ordinance; or
- (a)(ii) Companies incorporated and registered in HK under the Companies Ordinance; or
- (a)(iii) Statutory bodies established in HK

AND

- (b) **Not** a listed company in HK*, and not a government subvented organisation or its subsidiary

**subsidiaries of listed enterprises are eligible if they themselves are not listed*

AND

- (c) With substantive business operation in HK at the time of application
 - “Shell” company **NOT** eligible

FUNDING SCOPE AND AMOUNT (1)

Cumulative funding
ceiling: \$600,000
3:1 matching basis*

Government:
 $\frac{3}{4}$ *

Entity:
 $\frac{1}{4}$ *

Max
6 projects

Only one
project
at a time

Project
duration
 \leq 12
months

**Only applicable to applications
received on or after 1 Apr 2020*

FUNDING SCOPE AND AMOUNT (2)

- **Funding amount:** \leq approved total project cost $\times \frac{2}{3}$ or $\frac{3}{4}$
 - Initial payment (up to 25% of approved funding amount; applicable to applications received from 1 Dec 2019)
 - ① Funding agreement signed; and
 - ② Applicant's corresponding share of contribution deposited into a designated bank account
 - Final payment: disbursed upon ITC's acceptance of final project report

FUNDING SCOPE AND AMOUNT (3)

- Funding could cover:
 - ① Technology Consultancy (optional)
 - ② Customised equipment/hardware, software and technological services or solutions (essential part of project)
 - ③ Off-the-shelf/readily available equipment/ hardware, software and technological services or solutions (essential part of project; $\leq 50\%$ of total project cost)
 - ④ Auditing fee (if approved funding $> \$50,000$; maximum fee: \$3,000)

FUNDING SCOPE AND AMOUNT (4)

- Detailed budget
- Costs directly incurred for project
- Subscription cost for technological services/solutions allowed within project period
- No funding support from other local public funding sources for expenditure items under approved TVP project

FUNDING SCOPE AND AMOUNT (5)

- Since 1 June 2020, applicants can start projects on the day following the submission of application at the earliest
 - Applicants to submit "Declaration and Undertaking" (template at Annex D of the Guidance Notes, available for download at TVP website) no later than five working days after actual project commencement date
 - Applicants to bear full costs of their projects themselves if applications subsequently not approved

FUNDING SCOPE AND AMOUNT (6)

- Normal operating expenses NOT covered, such as:

rental of premises, staff salary
& related expenses

general office equipment for
normal business operation

non-technology related
professional service fees

maintenance, warranty &
insurance of existing and
newly purchased equipment

marketing and branding,
financing expenses

transportation,
accommodation,
administrative overheads

TYPICAL TECHNOLOGICAL SERVICES/SOLUTIONS (1)

- **Productivity / Business Process**

**Appointment scheduling and
queue management system**

**Big data and cloud-based analytics
solution**

Cyber security solution

**Document management and
mobile access system**

**Electronic inventory management
system**

**Enterprise resource planning (ERP)
solution(including CRM system)**

Logistics management system

POS system

TYPICAL TECHNOLOGICAL SERVICES/SOLUTIONS (2)

- **Productivity / Business Process**

**Augmented reality (AR)
technologies system**

**Building information
modeling (BIM) system**

**Clinic management
system**

**Electronic procurement
management system**

**Fleet management
system**

**Location based services
(LBS)**

**Quick response
management (QRM)
system**

**Real-time
manufacturing tracking
system**

**Solutions to facilitate
compliance with
manufacturing
standards**

TYPICAL TECHNOLOGICAL SERVICES/SOLUTIONS (3)

- **Productivity / Business Process**

Computer Aided Design (CAD)

**Intelligent Robot (Industrial
Robot and Service Robot)
Applications**

Product Management System

School Management System

- **Environmental Protection**

Energy management system

**Waste management
technologies**

TYPICAL TECHNOLOGICAL SERVICES/SOLUTIONS (4)

- Testing and Certification

Energy management system
(ISO 50001)

Environmental management
system (ISO 14001)

Information security
management system
(ISO/IEC 27001)

Testing Solutions for
Traditional Chinese Medicines
(TCM)

- *applicants should engage technological services and solutions in the process of fulfilling the testing/ certification requirements*

PROCUREMENT

- Procurement procedures

Estimated value of goods/services	Number of written quotations required
$\leq \$50,000$	2
$> \$50,000$ and $\leq \$300,000$	3
$> \$300,000$ and $\leq \$1.4M$	5
$> \$1.4M$	Open tender

- Consultants, service providers and suppliers should not be related to applicant in terms of **ownership or management**, and may not provide loans to applicant for carrying out TVP projects

APPLICATION PROCEDURES (1)

- Open for application all year round

Obtain **written quotations and probity and non-collusive quotation/tendering certificate** from technology service provider(s) and supplier(s)



Register as user at TVP Funding Administrative System:
<https://tvp.itf.gov.hk>



Submit applications with **necessary support documents** through TVP Funding Administrative System

APPLICATION PROCEDURES (2)

- ① Evidence of substantive business operation
- ② Form 1(a)/1(c) of Business Registration Office or Form NAR1 of Companies Registry
- ③ HKID or passport of signatory of application form
- ④ All relevant quotations and duly signed Probity and Non-Collusive Quotation/Tendering Certificate by each bidder/tenderer

* *Quotation invitation document and certified copy not required*

VETTING (1)

ITC

- Check eligibility
- Conduct preliminary screening
- Seek clarification or supplementary information

TVP
Committee

- Eligible applications to be considered by TVP Committee

CIT

- Applications supported by TVP Committee to be submitted to Commissioner for Innovation and Technology (CIT) for approval of funding

VETTING (2)

- **Assessment criteria:**
 - **Relevant** to the applicant's **business**
 - **Reasonable budget**
 - **Reasonable implementation details**
 - **Adverse record** of the technology service provider(s)

VETTING (3)

- Common reasons for past applications not supported by the TVP Committee:
 - merely procurement of off-the-shelf/readily available items
 - application involving only little or no technological elements and hence not consistent with objectives of TVP
 - Budget or implementation details not reasonable
- Rejected applications → re-submitted after taking into account reason(s) for earlier rejection

TVP COMMITTEE



PROJECT MONITORING (1)

- Funding agreement
- Project carried out strictly in accordance with funding agreement and approved application
- Any modification, amendment or addition to approved project (including change of project duration, services provider, equipment, budget):
Strong justifications to be provided
→ **Prior written approval** by ITC
(TVP Committee to be consulted if necessary)

PROJECT MONITORING (2)

- Request for change in project scope or increase in total amount of ITF funding will not be entertained
- Prior approval by ITC is not required under the following conditions
 - Deviation of expenditure of individual item $\leq 30\%$ of approved budget
 - Increase in **own** contribution
 - **Early** project completion
 - Project **extension** for **no more than 6 months**

PROJECT COMPLETION

- Submission through TVP Funding Administrative System within **2 months** after project completion
 - Final project report
 - Evidence of deliverables
 - Receipts of payment for expenditure items
 - Audited statement of income and expenditure (funding > \$50,000)
OR Final statement of income and expenditure (funding ≤ \$50,000)
- Final payment: subject to actual total project expenditure and initial payment disbursed if any
- Sampled checking

ENQUIRY

- Tel: (852) 3523 1170
- Email: tvp-enquiry@itc.gov.hk
- Website: <https://tvp.itf.gov.hk>
- Address: Technology Voucher Programme Secretariat
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