

To: PSDAS Secretariat  
Level 29  
One Pacific Place  
88 Queensway  
Hong Kong  
Email: psdas@cedb.gov.hk

(Official Use Only)	
Date of Receipt	_____
Reference No.	_____

## Application Form for Professional Services Development Assistance Scheme

Please read the Guide to Application for Professional Services Development Assistance Scheme (PSDAS) before completing this application form. Sample of a completed application form is available at the PSDAS website at <http://www.cedb.gov.hk/citb/psdas>. Enquiry hotline is at tel. 2918 7593.

### Section A – Project Details

**1. Project Title**

English : \_\_\_\_\_  
Chinese : \_\_\_\_\_  
( Submitted by : \_\_\_\_\_ )

(Name of Applicant) (See footnote 11 in Section C)

**2. Project Objective(s)**

(Please state concisely, preferably in point form, the objectives that the Project aims to achieve.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Project Deliverable(s)**

<u>Deliverable(s) &amp; Quantity</u> <i>(e.g. One 2-day seminar, One 48-hour course)</i>	<u>Target participants / users</u> <u>(professional service sectors<sup>1</sup>) &amp; Estimated no.</u> <i>(e.g. 100 lawyers, 500 expo visitors of Mainland)</i>
_____	_____
_____	_____
_____	_____

**(b) Description of Each Deliverable**

(Please provide important details such as tentative topics and speakers for seminar/conference/training course, itinerary for visit background and activities for exhibition, methodology for research, explanation on technical terms, etc. wherever applicable.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<sup>1</sup> Please check that the project beneficiaries fall within the eligible professional service sectors of PSDAS. Please note that students are not eligible beneficiaries. For clarifications on eligible sectors, please contact the PSDAS Secretariat.

**4. Justifications for the Project**

- (a) (Please state in clear and specific terms, and preferably in not more than 200 words, the justifications for the project including the benefits and contributions of the project to increasing the competitiveness of the professional sector(s) concerned in the Mainland or overseas markets or to enhancing the standard of professional services in Hong Kong. Please also provide evidence, if any, of the practical use of the expected project results to the professional service sector(s) concerned, such as findings of surveys on the members of a profession.)

---

---

---

---

---

---

---

---

- (b) If there are similar projects in the market or you have organised similar projects in the past, please illustrate the added value of this Project and explain why funding is needed.

---

---

---

---

---

**5. Marketing Strategy**

- (a) Channels/Means for pre-delivery promotion  
(e.g. poster on a seminar to promote participation)

---

---

---

---

---

- (b) Channels/Means for dissemination of project results and Project Report so as to extend benefits to the professional service community widely  
(Project Report and project results, e.g. survey reports, handouts, presentations, etc., are required to be passed to the PSDAS Secretariat for dissemination at the PSDAS website at [www.cedb.gov.hk/citb/psdas](http://www.cedb.gov.hk/citb/psdas) upon completion of project. Please state other dissemination channels / means to be employed, e.g. posting project results in the Applicant's website, reporting the project activities in the Applicant's newsletters or organizing dissemination seminars, etc.)

---

---

---

---

---

**6. Feedback Survey(s)**

- (Please state the feedback survey(s) to be conducted for assessing the effectiveness of the project deliverable(s).)

---

---

---

---

---

**7. Implementation Plan<sup>2</sup>**

(a) <u>Commencement Date</u> (day/month/year)	<u>Completion Date</u> (day/month/year)	<u>Project Duration</u> (No. of months)
_____	_____	_____

(b) Please describe the implementation plan, i.e. how you intend to carry out the project.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(c) Key Implementation Stages

<u>(day/month/year) to (day/month/year)</u>	<u>Milestones</u>
_____	_____
_____	_____
_____	_____
_____	_____

**8. Please illustrate your capability to deliver this Project by quoting previous related work done by your organisation and/or individual project team members, etc.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**9. Other information in support of the application**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**10. Have you sought or are you seeking funding support for this or similar project from other public funding sources (e.g. Innovation and Technology Fund, SME Funding Schemes, etc.)? Please put a "√" in the box(es) provided.**

Yes  
Sources  
Name of Funding : \_\_\_\_\_  
Amount of Funding (if applicable) : \_\_\_\_\_

Approved<sup>3</sup>       Disapproved       Pending application outcome

No

<sup>2</sup> Under normal circumstances, PSDAS will only fund projects that will be completed in 2 years. Projects which are intended to be operated on a long-term basis have to demonstrate their sustainability upon the cessation of funding support from this scheme.

<sup>3</sup> Project which is or will be in receipt of other public funding will NOT be considered by PSDAS.

**Section B – Budget of the Project**

**1. Expenditure<sup>4</sup>**

Value in HK\$

Item <i>(Please itemise, as appropriate)</i>	First 12 months	Remaining period	Total	Remarks <i>(Please show cost calculation and state whether it is Applicant's contribution)</i>
	( )	( )		
<b>(A) Manpower<sup>5</sup></b>				
Subtotal (A)				
<b>(B) Equipment<sup>6</sup></b>				
Subtotal (B)				
<b>(C) Other Direct Cost<sup>7</sup></b>				
Subtotal (C)				
<b>Project Cost (A) + (B) + (C)</b>				

<sup>4</sup> All expenditure items must be incurred between the commencement and completion dates of the Project. Please use supplementary sheets if the space provided is insufficient.

<sup>5</sup> (a) Only the salary (including the employer's contributions to the Mandatory Provident Fund but excluding allowances, fringe benefits, gratuity, year-end double-payment, etc.) of the additional manpower directly incurred for the Project should be included. Please state clearly the number of staff to be recruited and the number of man-hours/man-months to be contributed by each of them, their respective ranks and hourly rates/monthly salary, as well as the total cost for each staff.  
 (b) The salary of existing staff may be included only if the deployment is absolutely necessary and essential for the project. Calculation on a pro-rata/hourly basis should be made if a certain percentage of the working time of the staff is deployed for the project.

<sup>6</sup> Only the cost of procuring or leasing of additional equipment for implementing the Project should be included in the budget. Please list out all the additional equipment required. If more than one unit of the same equipment is required, please set out its unit cost, quantity required and the relevant total cost. For additional equipment to be shared among different projects, the cost shall be charged on a pro-rata basis to each project.

<sup>7</sup> This includes all other costs, directly incurred from the Project, with the exception of overhead expenses and other unallowable cost items set out in the Guide to Application for Professional Services Development Assistance Scheme. Fundable items may include consumables, production and promotion cost of project results (such as advertising and the organisation of seminars) and external audit fees.

2. Contribution from Applicant and Sponsorship from other sources<sup>8</sup>

Value in HK\$

Item <i>(Please itemise, as appropriate)</i>	Form of Contribution <i>(Cash/Manpower/Consumables)</i>	First 12 months	Remaining period	Total	Remarks <i>(Please indicate in kind or cash)</i>
		( )	( )		
(A) Contribution from Applicant					
	<b>Income</b> <sup>9</sup> <i>(Please itemise and show calculation)</i>				
(B) Sponsorship from other sources					
<b>Total Contribution</b>					

3. Amount applied for from PSDAS (i.e. (1) – (2))<sup>10</sup>

Value in HK\$

	First 12 months	Remaining period	Total
	( )	( )	
<b>Funds applied</b>			

<sup>8</sup> Please provide documentary proof of sponsorship (if any). An application submitted by a Government-subsented organisation must secure cash contribution from non-subsented organisation(s) and/or companies in private sector and the amount should not be less than 10% of the Project Cost.

<sup>9</sup> The applicant should make available to the professional community the project results and may charge fees for these deliverables. However, the fee should not be higher than the cost. Please also indicate the basis or assumptions on which the income figures are calculated.

<sup>10</sup> Under the dollar-for-dollar matching principle, an Applicant is required to contribute or to procure the contribution or sponsorship from third parties an aggregate amount equivalent to at least 50% of the Project Cost (i.e. (2) shall not be less than 50% of the Project Cost). For Government-subsented organisations, any grant from PSDAS should not be used to finance manpower cost of existing staff. Please refer to the Guide to Application for Professional Services Development Assistance Scheme for details.

**4. Justifications of the Expenditure**

(Please provide full justifications for each expenditure item. In case consultants are required for the Project, please set out clearly the justifications for engaging the consultants and the expected cost of the consultants under the Project.)

**Manpower**

---

---

---

---

---

---

**Equipment**

(Please also specify whether similar equipment is available within the Applicant(s) and if so, the reason why the existing equipment cannot be deployed for this Project.)

---

---

---

---

---

**Other Direct Costs**

---

---

---

---

---

---

---

---

---

---

---

## Section C – Particulars of the Applicant

### 1. Applicant<sup>11</sup>

Name in English : \_\_\_\_\_

Name in Chinese : \_\_\_\_\_

Address : \_\_\_\_\_

Tel No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_ Email Address : \_\_\_\_\_

Ordinance under which the Applicant is registered : \_\_\_\_\_

Date of establishment : \_\_\_\_\_ Website (if any) : \_\_\_\_\_

Number of Members : (corporate) \_\_\_\_\_ (individual) \_\_\_\_\_

Aim/Objective of the Organisation : \_\_\_\_\_

### 2. Collaborating Organisation(s), if any (Please enclose supporting letter(s) from Collaborating Organization(s))

Name in English : \_\_\_\_\_

Name in Chinese : \_\_\_\_\_

Address : \_\_\_\_\_

Tel No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_ Email Address : \_\_\_\_\_

Date of establishment : \_\_\_\_\_ Website (if any) : \_\_\_\_\_

Number of Members : (corporate) \_\_\_\_\_ (individual) \_\_\_\_\_

Aim/Objective of the Organisation : \_\_\_\_\_

### 3. Implementation Agent, if different from (1) above

Name in English : \_\_\_\_\_

Name in Chinese : \_\_\_\_\_

Address : \_\_\_\_\_

Tel No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_ Email Address : \_\_\_\_\_

Website (if any) : \_\_\_\_\_

<sup>11</sup> Applicant must be a non-profit-distributing professional body, trade and industrial organisation or research institute. It has to be a statutory organisation or an organisation registered under the laws of the Hong Kong Special Administrative Region. Please provide photocopy of :

- i. Certificate of Incorporation or Certificate of Registration of a Society; and
- ii. The audited accounts of the latest financial year (if applicable).

**4. Key Personnel for the Project**

(A) Project Co-ordinator

Name in English : \_\_\_\_\_  
 (Mr/Ms/Prof/Dr) # \_\_\_\_\_ (First Name/Last Name)  
*#Please delete as appropriate*

Name in Chinese : \_\_\_\_\_

Post Title: \_\_\_\_\_

Company/Organisation : \_\_\_\_\_

Address : \_\_\_\_\_

Tel No. : \_\_\_\_\_

Fax No. : \_\_\_\_\_

Email Address : \_\_\_\_\_

(B) Deputy Project Co-ordinator

Name in English : \_\_\_\_\_  
 (Mr/Ms/Prof/Dr) # \_\_\_\_\_ (First Name/Last Name)  
*#Please delete as appropriate*

Name in Chinese : \_\_\_\_\_

Post Title: \_\_\_\_\_

Company/Organisation : \_\_\_\_\_

Address : \_\_\_\_\_

Tel No. : \_\_\_\_\_

Fax No. : \_\_\_\_\_

Email Address : \_\_\_\_\_

**5. Particulars of the Project Team**

(Please list the key members of the Project team and consultant(s), if any, and specify their roles. Please also enclose a brief Curriculum Vitae of each of them according to the format at Appendix.)

Name of Project Team Member / Consultant	Position in the Project	Main Duties / Responsibilities
	Project Co-ordinator	
	Deputy Project Co-ordinator	

## Section D – Declaration

I, on behalf of, \_\_\_\_\_, declare that  
(Name of Applicant)

- (A) all factual information provided in this application as well as the accompanying information are true and accurate and reflect the status of affairs as at the date of submission. I understand the consequence of wilfully giving any false information or withholding any material information and I undertake to inform the PSDAS Secretariat immediately if there are any subsequent changes to the above information; and
- (B) utmost dedication and determination will be given to complete and monitor the project according to the proposal stated in this application; and
- (C) the ideas of the proposed Project do not constitute any act or potential act of infringement of the intellectual property rights of other individuals and/or organisations; and
- (D) the Applicant will indemnify the Government against all losses, liabilities and claims that it may suffer, incur or subject to in relation to this application or the Project; and
- (E) no profit generated by the Applicant had been distributed in the past to any of its directors, shareholders or employees, or any other persons.

I authorise the PSDAS Secretariat to handle the personal data/information provided in this form in accordance with the Guide to Application for Professional Services Development Assistance Scheme.

_____ Authorised signature with organisation chop	_____ Name of signatory
_____ Name of Applicant	_____ Position
_____ Date	

### Notes

- (1) Please use separate sheets if the space provided for a particular item is insufficient.
- (2) Applicants should submit the application form and the relevant supporting documents to the PSDAS Secretariat by post, in person or by electronic means.
- (3) Please note that all contents of your proposals set out in *items 1 – 3 of Section A; items 1 - 3 of Section C* of this application form will be made available for public access at the PSDAS website at [www.cedb.gov.hk/citb/psdas](http://www.cedb.gov.hk/citb/psdas) once approval for funding is given to your proposal. Members of the public may also be allowed to copy, distribute copies, or otherwise make use of the materials available at this website for non-commercial use. If you do not wish certain information to be released, please forward your request and justifications upon submission of your proposal.

**Section E - Curriculum Vitae**

The information provided will be used for processing your application under the Professional Services Development Assistance Scheme. It may be disclosed to assessors, members of the Vetting Committee of the Scheme or relevant government departments for the purpose of vetting your application. You have the rights of access to or correction of your personal data provided in this form. If you wish to exercise such rights, please contact the PSDAS Secretariat.

**Personal Particulars**

Name in English : \_\_\_\_\_  
(Mr/Ms/Prof/Dr) # (First Name/Last Name)  
# Please delete as appropriate

Name in Chinese : \_\_\_\_\_

Position held in Company/Organisation : \_\_\_\_\_

Company/Organisation : \_\_\_\_\_

Office Address : \_\_\_\_\_

Nature of Business : \_\_\_\_\_

Tel No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Academic/Professional Qualifications** (in chronological order) :

**Relevant Working Experience** (in chronological order) :  
(Project management experience, if any, should be included.)

**Publications** (maximum five publications relevant to the application) :