

HKSTP's Technical Assistance Programme (TAP) for HKSTP Tenants



Procedures for Application and Reimbursement (Ref.: TAP02_Apr08)

I) **To Download Application Forms for Services or Reimbursements:-**
<http://www.hksciencepark.org/webmaint/TAP/IUC.htm>

II) **To Reimburse Funding:-**

1. The planning and use of TAP funding resource is solely at the discretion of the tenant company. HKSTP controls the reimbursement of the fundable items without exceeding the total entitlement under the company's TAP funding account.
2. All reimbursement applications should be submitted within one year after the completion of services/ programs.
3. Company can apply the reimbursement upon the completion of the project or partial payment of project with the proof of service being delivered and payment receipt.
4. HKSTP will process the applications and make payment the company within 2 months after the submission of completed applications. All reimbursement payment will be made by cheque with account payable to company i.e. not individual staff of the company.
5. Company cannot double claim the subsidy on application items which have been obtained subsidy from other government funding schemes.

| Service Type | Documents required to submit to HKSTP | Procedure/ Action for applicant company |
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| Technical Assistance Fund | | |
| Consultancy Services | <ul style="list-style-type: none"> ▪ Application Form (BDTS_IUC_WF_CS_002_A) 1. Using HKSTP pre-approved consultancy providers in local universities: <ol style="list-style-type: none"> 1.1. Complete Section B in Form (BDTS_IUC_WF_CS_002_A) and state clearly the consultancy advice they need. 1.2. A copy of the consultancy agreement upon finalizing consultancy details. Reference: Blanket Agreement signed by HKSTP and the universities. 2. Using non HKSTP pre-approved consultancy providers: <ol style="list-style-type: none"> 2.1 Complete Section C with reasons why none of the pre-approved consultancy providers can cater the applicant company's needs. 2.2 Send details of the identified consultancy to HKSTP for approval. 2.3 Copy of contract/ agreement on consultancy service before start of consultancy. ▪ Originals of payment proofs ▪ Post -consultancy service questionnaire | <ul style="list-style-type: none"> ▪ Upon request of service/ referrals, HKSTP will coordinate/ identify the appropriate expert and relate to the applicant company. ▪ Applicant company to send HKSTP the document required for processing of reimbursement. ▪ Applicant company to complete and return the questionnaire to HKSTP within a month after completion of consultancy service. |
| University Collaborations | | |
| Licensing Purchase | <ul style="list-style-type: none"> ▪ Application Form (BDTS_IUC_WF_UC_003_A) ▪ Copy of the official correspondence stating the cost and the commencement of project ▪ Originals of payment proofs | <ul style="list-style-type: none"> ▪ Applicant company to send HKSTP the document required for processing of reimbursement. |
| Joint R & D Project | <ul style="list-style-type: none"> ▪ Application Form (BDTS_IUC_WF_UC_004_A) ▪ Copy of the official correspondence stating the cost and the commencement of project ▪ Originals of payment proofs | <ul style="list-style-type: none"> ▪ Applicant company to send HKSTP the document required for processing of reimbursement. |
| Information Service | | |
| Access to The Chinese University of Hong Kong (CUHK) library resources | <ul style="list-style-type: none"> ▪ Application Form (BDTS_IUC_WF_IS_002_01_A) ▪ CUHK Library Application Card provided after submission of Form (BDTS_IUC_WF_IS_002_01_A) ▪ Cheque payment ▪ Photo of the applicant ▪ Originals of payment proofs of library card fee <p><i>Termination:</i></p> <ul style="list-style-type: none"> ▪ <i>When the applicant is no longer the staff member of</i> | <ul style="list-style-type: none"> ▪ Applicant company to return the application form to <u>HKSTP</u> for processing the formal application with CUHK. ▪ Applicant company to send HKSTP the document required for processing of reimbursement. |

Remarks:

1. For TAP's Entitlement & Condition of Use, please refer details from document - Ref.: TAP01_Apr08.
2. HKSTP reserves the right to amend the TAP service & fund without prior notice.
3. Enquiry: Industry & University Collaboration, BDTS Tel: 2629 6698 or email: tap@hkstp.org

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| | <i>applicant company, the applicant company should submit HKSTP the Termination Form (BDTS_IUC_WF_IS_002_02_A) to the earliest knowledge.</i> | |
| Access to City University of Hong Kong (CityU) library resources | <ul style="list-style-type: none"> ▪ Copy of CityU Business & Industrial Club (CUBIC) Form (BDTS_IUC_WF_IS_002_04) ▪ Originals of payment proofs of library card fee <p><i>Note: CityU Business & Industrial Club (CUBIC) membership is a pre-requisite of CityU library card/ Sports Complex User/ CityU Visa Card. The application form of CUBIC is available for cos. to apply.</i></p> | <ul style="list-style-type: none"> ▪ Applicant company to settle payment and return the application form <u>directly to CityU</u> for application processing. ▪ Applicant company to send HKSTP the document required for processing of reimbursement. |
| Access to Hong Kong Polytechnic University (PolyU) library resources | <ul style="list-style-type: none"> ▪ Copy of PolyU Pao Yue-kong Library's Application Form "Special Borrower's Ticket" (BDTS_IUC_WF_IS_002_05) ▪ Originals of payment proofs of library card fee | <ul style="list-style-type: none"> ▪ Applicant company to settle payment and return the application form <u>directly to PolyU</u> for application processing. ▪ Applicant company to send HKSTP the document required for processing of reimbursement. |
| Subscription of Market Research Reports | <ul style="list-style-type: none"> ▪ Application Form (BDTS_IUC_WF_IS_002_A) ▪ Originals of payment proofs of reports purchased ▪ Cap at max. HK\$20,000 per application <p>Note:</p> <ul style="list-style-type: none"> ▪ For <u>customized</u> reports, please provide service provider's company background and table of content for HKSTP's approval. ▪ For reports available from <u>market research agencies</u>, company can raise the request to HKSTP. If HKSTP identifies there's common needs of the report requested among the member companies, HKSTP will subscribe the reports under HKSTP's library service system for <u>external borrowing</u>. | <ul style="list-style-type: none"> ▪ Applicant company to send HKSTP the documents required for processing of reimbursement after subscription. |
| Professional Qualification/ Corporate Membership | | |
| <ul style="list-style-type: none"> ▪ HKIE membership ▪ Industry Standard Quality Qualification, e.g. ISO, CMM, Six Sigma ▪ Corporate membership in related industry | <ul style="list-style-type: none"> ▪ Application Form (BDTS_IUC_WF_PQCM_002_A) ▪ Copy of the document/ certificate of successful applications ▪ Originals of payment proof ▪ Pre-approval doc.: Information of the qualification standards as recognized by the relevant industry, certification bodies, accreditation/ certification requirement, assessment procedures, project schedule and payment breakdowns ▪ Cap at max. HK\$20,000 per application | <ul style="list-style-type: none"> ▪ Submission of document for HKSTP's approval. ▪ Applicant company to send HKSTP the document required for processing of reimbursement. |
| Industry Collaboration | | |
| <ul style="list-style-type: none"> ▪ Awards, competitions and networking activities organized by associations of related industry | <ul style="list-style-type: none"> ▪ Application Form (BDTS_IUC_WF_IC_002_A) ▪ Copy of record of participation ▪ Originals of payment proof | <ul style="list-style-type: none"> ▪ Submission of documents for HKSTP's approval ▪ Applicant company to send HKSTP the document required for processing of reimbursement. |
| Talent Pool Development Fund | | |
| University Student Projects | | |
| <ul style="list-style-type: none"> ▪ Student Short-Term Placement | <ul style="list-style-type: none"> ▪ Application Form (BDTS_IUC_WF_ST_002_A) ▪ Copy of the official correspondence stating the period of employment and remuneration package. ▪ Originals of payment proofs of the student i.e. bank statement/ acknowledge of salary payment receipt by signed by student (original copy) ▪ Copy of full-time student card (valid within the placement) | <ul style="list-style-type: none"> ▪ Applicant company to send HKSTP the document required for processing of reimbursement. |

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| <ul style="list-style-type: none"> ▪ Work-Study Program | <ul style="list-style-type: none"> ▪ Application Form (BDTS_IUC_WF_WS_002_A) ▪ Copy of the official correspondence stating the period of employment and remuneration package ▪ Originals of monthly salary payment proofs of the student i.e. bank statement/ acknowledge of salary payment receipt signed by student (original copy) ▪ Copy of full-time student card (valid within the placement) | <ul style="list-style-type: none"> ▪ Applicant company to submit placement(s) offered in Dec. Employment normally commences in June, i.e. full-time trainees for 12 months with entitlement of monthly salaries. ▪ Interested student will apply to the Program Coordinator of concerned university and interview will be arranged with applicant company if required. ▪ Applicant company to send HKSTP the document required for processing of reimbursement. |
| <ul style="list-style-type: none"> ▪ University Final-Year Student Projects | <ul style="list-style-type: none"> ▪ Application Form (BDTS_IUC_WF_FYP_002_A) ▪ Copy of the project description document ▪ Originals of monthly salary payment proofs of the student i.e. bank statement/ acknowledge of salary payment receipt signed by student (original copy) ▪ Copy of full-time student card (valid within the project) | <ul style="list-style-type: none"> ▪ Invitation of University Final-Year Student Projects will be announced by HKSTP, please take note and supply a list of possible projects as according to schedule, e.g. engineering / computer engineering project applications are usually submitted before end of Feb while design project applications are usually submitted before end of May. ▪ Applicant company to send HKSTP the document required for processing of reimbursement. |
| <p>Science & Technical Training</p> <ul style="list-style-type: none"> ▪ Training programs by HKSTP/ other institutions | <ul style="list-style-type: none"> ▪ Application Form (BDTS_IUC_WF_T_002_A) ▪ Copy of the certificate of attendance or exam results ▪ Originals of payment proofs/ certified true-copy by training organization ▪ For In-house or other training programs not organized by HKSTP, local universities, IVE/VTC, HKPC, HKIE, please provide the course information for HKSTP's approval. | <ul style="list-style-type: none"> ▪ Submission of documents for HKSTP's approval ▪ Applicant company to send HKSTP the document required for processing of reimbursement. |
| <p>HKIE Scheme A</p> | <ul style="list-style-type: none"> ▪ Application Form (BDTS_IUC_WF_T_001_A) ▪ Copy of the official correspondence stating the period of employment and remuneration package ▪ Copy of HKIE's approval on company's Scheme A training program and engineer trainee ▪ Copy of the quarterly training log book "Records of Objectives" submitted to HKIE ▪ Originals of monthly salary payment proofs of the trainee i.e. bank statement/ acknowledge of salary payment receipt signed by student (original copy) | <ul style="list-style-type: none"> ▪ HKSTP will relate the applicant company to HKIE personnel for understanding the application procedures and requirement. ▪ The process will likely take a year-time on the formation of training program, solicitation of corporate member as supervisors, registration of graduate member as trainee and approval of HKIE's admission board. ▪ Applicant company to send HKSTP the document required <u>every 3 months</u>. |
| <p>General Training Fund</p> | | |
| <p>Management & Other Job-related Training</p> | <ul style="list-style-type: none"> ▪ Application Form (BDTS_IUC_WF_T_003_A) ▪ Copy of the certificate of attendance or exam results ▪ Originals of payment proofs (exempted for HKSTP's organized programs) / certified true-copy by training organization ▪ For In-house or other training programs not organized by HKSTP, local universities, IVE/VTC, HKPC, HKIE, please provide the course information for HKSTP's approval. | <ul style="list-style-type: none"> ▪ Submission of documents for HKSTP's approval ▪ Applicant company to send HKSTP the document required for processing of reimbursement. |

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