



Agriculture, Fisheries and  
Conservation Department

# Farm Improvement Scheme Application Form

**Personal Data:** The personal data in this application form is provided by the applicant voluntarily to the Agriculture, Fisheries and Conservation Department (AFCD) for processing the application for the Farm Improvement Scheme under the Sustainable Agricultural Development Fund (Fund). This Department may disclose the personal data of the applicant to other Government bureaux, departments or private sectors concerned for collection of further data. The personal data collected by this Department is only used for the purpose of vetting and approving the application. Any request for access to or correction of the personal data provided may be put forward to the AFCD's Agricultural Extension Office (Telephone No.: 2476 2424).

**Prevention of Bribery:** Offering an advantage to a public servant for the purpose of this application constitutes an offence under the Prevention of Bribery Ordinance and as a result, your application will be rendered invalid. You should report to the Independent Commission Against Corruption (Telephone No.: 2526 6366) if there is any person soliciting an advantage from you by making use of this application form.

**False Data:** Provision of incorrect and false data to deceive the Government constitutes a criminal offence. Upon verification, the applicant has to return the grant to the Government and will become liable for the offence.

## FOR OFFICIAL USE ONLY

Application No.:

Date of Application:

Name of Processing Staff:

## 1. Personal Particulars of Applicant

Applicant/ Person-in-charge of Company/Organisation	Name in Chinese	Name in English	Hong Kong Identity Card No.
	先生/女士 <sup>#</sup>	#Mr./Ms.	
Spouse (not applicable to company/organisation)	先生/女士 <sup>#</sup>	#Mr./Ms.	
Name of Company/ Farm (if applicable)			
Company/Residential Address <sup>#</sup>			
Correspondence Address (if different from the above addresses):			
Farm Address (Additional pages may be attached if necessary.): (Please specify the Demarcation District Number.)		Farm Area: _____ dau chung/square feet/square metres <sup>#</sup> (Leave blank for livestock farm applicants.)	
Business Registration Certificate/Organisation Registration No. <sup>#</sup> (if applicable)		Telephone No./Fax No./ E-mail Address	Company/Farm Tel. No. <sup>#</sup> : _____ Applicant's Mobile No.: _____ Fax No./E-mail Address <sup>#</sup> : _____
Total number of full-time staff working in the farm: _____			

## 2. Particulars of Farm

### (i) Details of Plantation / Rearing

Type(s) of Crop <sup>#</sup> : Vegetables / Mushrooms / Fruits / Hydroponics / Flowers / Others: _____		
I have taken part in the following schemes launched by AFCD: (Please put a "✓" in the <input type="checkbox"/> next to the appropriate item(s) (if applicable)):		
<input type="checkbox"/> Organic Farming Support Service <input type="checkbox"/> Accredited Farm Scheme <input type="checkbox"/> Voluntary Registration Scheme for Local Vegetable Farms		
Organic Certification Bodies: _____ (if applicable)		Organic Certification No.: _____ (if applicable)
Concerned Co-operative Society : _____ (if applicable)		Brand: _____ (if applicable)
Livestock Keeping Licence No.: _____ (if applicable)	Expiry Date: _____	No. of livestock reared specified on the Livestock Keeping Licence: _____ Head(s) (Chicken/Pig <sup>#</sup> )

Type of Major Crop/Poultry/Livestock	Expected Annual Production Value (\$)	Expected Annual Production Capacity
		(head/catty/kg) <sup>#</sup>
		(head/catty/kg) <sup>#</sup>
		(head/catty/kg) <sup>#</sup>

<sup>#</sup> Please delete where inappropriate.

I have \_\_\_\_\_ years of working experience in the agricultural industry and my agricultural products are supplied to local citizens mainly through the following sales channels: \_\_\_\_\_  
(e.g. the Vegetable Marketing Organization/Government Wholesale Market(s)/Retail Outlet(s)/Slaughterhouse(s)/Farmers' Market(s), please specify the location(s) of the farmers' market(s))

**(ii) Particulars of Land** (Additional pages may be attached if necessary)

Land	Square Feet/ Dau Chung <sup>#</sup>	Other Relevant Information	
Government Land (if any)		Licence No.:	
Private Land (if any)		Land Owner:	
Leased Land (if any)		Annual Rent:	Form of Contract: (With/without <sup>#</sup> stamp (for stamp duty))
		Duration:	Contract Expiry Date:

**3. Farm Machines, Equipment or Materials to be Acquired**

	Equipment/Materials	Quantity	Value (HK\$)		Equipment/Materials	Quantity	Value (HK\$)
<input type="checkbox"/>	1. Cultivator Tiller			<input type="checkbox"/>	2. Tractor Mounted Rotavator		
<input type="checkbox"/>	3. Ridger Attachment			<input type="checkbox"/>	4. Bed Shaper		
<input type="checkbox"/>	5. Rotary Plow			<input type="checkbox"/>	6. Brush Cutter		
<input type="checkbox"/>	7. Weed Burner			<input type="checkbox"/>	8. Mulch Layer		
<input type="checkbox"/>	9. Intertiller			<input type="checkbox"/>	10. Motorised Sprayer		
<input type="checkbox"/>	11. Fertiliser/Compost Spreader			<input type="checkbox"/>	12. Chipper/Shredder		
<input type="checkbox"/>	13. Planter			<input type="checkbox"/>	14. Transplanter		
<input type="checkbox"/>	15. Handheld Harvester			<input type="checkbox"/>	16. Insect Attraction Lamp		
<input type="checkbox"/>	17. Vegetable Packaging Machine			<input type="checkbox"/>	18. Parts and Materials for Irrigation System		
<input type="checkbox"/>	19. Parts and Materials for Protective Structure			<input type="checkbox"/>	20. Electric Fence		
<input type="checkbox"/>	21. Covers for Waste Treatment Facilities			<input type="checkbox"/>	22. Bird Entrance Barrier		
<input type="checkbox"/>	23. Belt Manure Removal System			<input type="checkbox"/>	24. Solid Liquid Waste Separator		
<input type="checkbox"/>	25. Waste Treatment Tank Aeration Blower			<input type="checkbox"/>	26. Water Spraying System		
<input type="checkbox"/>	27. Automatic Scraper System			<input type="checkbox"/>	28. Insect suction trap catcher		
<input type="checkbox"/>	29. Bird repeller			<input type="checkbox"/>	30. Seedling tray planter		
<input type="checkbox"/>	31. Electronic saccharometer			<input type="checkbox"/>	32. Pregnancy test machine for pigs		
<input type="checkbox"/>	33. Mingler			<input type="checkbox"/>	34. Others: _____		
<input type="checkbox"/>	35. Others: _____				Total Value/Quantity		

Please put a "✓" in the ☐ next to the appropriate item(s) and fill in the quantity to be acquired.

Remark: The farming equipment or materials currently eligible for applying for the grant are set out in the above table and Annex 2 in the application guidelines of the Fund. The grant is issued on a reimbursement basis for up to 80% of the cost of each piece of equipment and materials concerned, i.e. the successful applicant is required to bear at least 20% of the cost. The total maximum grant that an applicant may receive is capped at \$30,000, irrespective of the number of items sought.

**Declaration**

I hereby confirm that all information given in this application form is true and give my consent to AFCD to collect data related to me from parties concerned for the purpose of vetting and approving the above application. In addition, my spouse and I have never applied for the grant and I have never been granted any other funding or subsidies from other sources for acquisition of the farming equipment or materials under this application. With regard to this application, I do not have any conflict of interest with any of the AFCD's staff or otherwise have already declared to AFCD.

\_\_\_\_\_  
Signature of Applicant

Date

Year      Month      Day  
\_\_\_\_ / \_\_\_\_ / \_\_\_\_

<sup>#</sup> Please delete where inappropriate.

**A. Points-to-note and Terms of Application**

1. An applicant must be a resident or a registered company/organisation of Hong Kong and operate a crop farm engaged in commercial production or a licensed livestock farm in Hong Kong. The applicant should be the operator of the farm and the area of the farmland should not be less than 1 dau chung (d.c.). The applicant should provide the relevant supporting documents (see Part B).
2. To prevent double benefit, applications should be made on a one grant per farm basis; a successful applicant, as well as his/her spouse, is not eligible for further grant under FIS even if he/she and his/her spouse own(s) more than one farm, or subsequently acquire(s), rent(s) or relocate(s) to a different farm.
3. The farming equipment and materials under the application must be able to meet the actual operational requirements of the farm.
4. On satisfying that the equipment/materials has been purchased and properly installed as the case may be, the Secretariat will arrange for the issue of grant in accordance with approved criteria and rules. Therefore, if the material(s) that the applicant plan to acquire is (are) used for construction of facilities for which a Letter of Approval for Agricultural Structures is required (e.g. a greenhouse), he/she should obtain the approval of the District Lands Office concerned in advance for supporting his/her application for the grant.
5. The applicant/organisation can only acquire the approved farming equipment/material(s) stated in the letter of approval-in-principle after receiving the letter issued by this Department. The applicant should apply for reimbursement according to the procedures specified in the aforesaid letter. The expenditure on acquiring equipment/materials before the issue of the letter of approval-in-principle or the grant of approval will not be reimbursed by the Fund.
6. AFCD's staff will visit the farm(s) of successful applicant(s) to carry out on-farm inspections for ensuring the concerned farming equipment/materials are under proper use. If irregularities, e.g. the farm has ceased operation or the farming equipment/materials concerned has (have) been lost without reasonable explanations, are found within two years after receiving the grant, the applicant might be required to repay the entire or part of the grant to the Government.
7. The labelling of the concerned farming equipment by AFCD should not be taken that the funding has already been or will be granted for the acquisition of the farming equipment. The applicant's arrangement of the labelling of the concerned farming equipment indicates that the applicant has full lawful ownership over the concerned farming equipment. If the labelling has caused any damage to the concerned farming equipment, affected the future maintenance of the equipment and/or incurred any subsequent expense and liability, AFCD will not assume any responsibility and/or will not be liable for any compensation.
8. Changes in the applicant's particulars should be notified to AFCD immediately.
9. For enquiries or request for copies of this application form, please approach the Yuen Long Agricultural Extension Office in-person (address: 5/F, Yuen Long Government Offices, 2 Kiu Lok Square, Yuen Long, New Territories) or contact the office by phone at 2456 0143 or by fax at 2479 3242.
10. Completed application form, together with relevant supporting documents listed in part B below, should be submitted in-person to the Yuen Long Agricultural Extension Office. In case an applicant wishes to submit an application in-person to the Secretariat, he/she may make a prior appointment by telephone: 2150 6829.

## **B. Documents Required for Application**

Documents that **must** be submitted:

- ☐ Copies of the identity cards of the applicant and his/her spouse (and the original copies should be produced for verification);
- ☐ Copies of the proofs of the applicant's residential/company address issued in the latest three months (e.g. water or gas bills) (and the original copies should be produced for verification);
- ☐ Copies of valid leases or proofs of tenancy (e.g. document(s) of Government Land Licence/land search data of the Land Registry)/sworn declarations of genuine user of the farmland (not applicable to licensed livestock farms);
- ☐ A copy of the Letter of Approval for Agricultural Structures issued by the District Lands Office concerned (and the original copy should be produced for verification) (if the material(s) is (are) used for construction of greenhouse(s) or other facilities for which a Letter of Approval for Agricultural Structures is required);
- ☐ Documentary proof that the person-in-charge has been authorized by the applicant to make the application, if the application is submitted by a company/organisation.
- ☐ Copies of documentary proofs of company/organisation enrolment or registration (and the original copies should be produced for verification) (if the applicant is a company or an organisation); and
- ☐ Copies of the consecutive sales records of crops/livestock in the latest three months (and the original copies should be produced for verification) (if the agricultural products are not sold via slaughterhouses, the Vegetable Marketing Organization, Government wholesale markets or the relevant farmers' markets).

Supplementary Information (if any):

- ☐ Copies of the consecutive sales records of crops/livestock in the latest three months (and the original copies should be produced for verification);
- ☐ Copies of the receipt(s) of agricultural input(s) (e.g. fertiliser) in the latest year (and the original copies should be produced for verification);
- ☐ Authentication information of organic crop production issued by a recognised organisation; and
- ☐ The detailed particulars of the concerned farming equipment/materials, e.g. brand, model, etc.