



Agriculture, Fisheries
and Conservation
Department

Secretariat Use Only

Application No.: _____

Sustainable Fisheries Development Fund

Application Form

Important Notes

1. Please read the Sustainable Fisheries Development Fund–Application Guidelines carefully before completing this form, and provide all details of the project when submitting the form. If in doubt, please approach the Sustainable Fisheries Development Fund (Fund) Secretariat (Secretariat) for enquiries. (Tel.: 2150 7158)
2. All sections of the application form should be completed and wherever required, supporting documents should be submitted. Where the information sought is not applicable or not available, please fill in “N/A”.
3. Please insert a “✓” in the appropriate “☐”.
4. The application form must be duly signed and sealed by the person-in-charge of the project (i.e. the person authorised by the applicant) before submission.
5. If the project is to be jointly run by more than one organisation, the organisations should identify and nominate a principal organisation as the applicant regarding the project under application.
6. Please give clear and concise information. Additional pages may be attached to the form if necessary. Please ensure that all additional or supplementary information in relation to the application is provided together with the application form. Failure to provide sufficient and correct information may result in the application not being processed.
7. An applicant should not commence a project prior to approval of his application. Otherwise, the applicant shall be responsible for all losses arising thereof if and when the application is eventually rejected. The Fund (including the Director of Agriculture, Fisheries and Conservation (Director), the Advisory Committee of the Sustainable Fisheries Development Fund (Advisory Committee) and the Secretariat) shall have no responsibility for any expenses incurred before a project is approved.
8. Information marked with an asterisk “*” in the application form which has been signed and submitted by the applicant will be disclosed upon approval of the application.

9. The personal data in the application form are provided by the applicant to the Agriculture, Fisheries and Conservation Department (AFCD) on a voluntary basis for the processing of the project application. The AFCD may disclose the personal data provided in the application form to other Government bureaux, departments or relevant private organisations for collecting further data, or request the applicant's data from other Government bureaux, departments or relevant private organisations. The personal data collected by the AFCD are for the sole purpose of vetting the relevant project application and monitoring the project. Requests for access to or correction of the personal data should be directed to the Secretariat.
10. It is an offence under the Prevention of Bribery Ordinance (Cap. 201) to offer advantages to any members of the Advisory Committee or staff of Government department(s) in any dealings in connection with the application submitted to the Fund. Any applications and signed agreements will be invalid if the applicant, or any of its directors, staff and agents commit the above offence. Report should be made to the Independent Commission Against Corruption (Tel.: 2526 6366) in case any person solicits advantages from the applicant in respect of the application. It is a criminal offence to deceive the Government by furnishing incorrect or false information intentionally. Once convicted, the applicant shall return the grant to the Government.
11. The Government reserves the right to disqualify an applicant/application on the grounds that the applicant/application has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion is necessary in the interest of national security, or is necessary to protect Hong Kong's public interest, public morals, public order or public safety.
12. Pursuant to Article 3.1 of the Agreement on Fisheries Subsidies under the World Trade Organization, no Member shall grant or maintain any subsidy to a vessel or operator engaged in Illegal, Unreported and Unregulated (IUU) fishing or fishing related activities in support of IUU fishing. The Director may exercise his power to demand immediate termination of the grant if any grantee, or operator is engaged in or the Vessel is used for IUU fishing or fishing related activities in support of IUU fishing referred to in Article 3 of the Agreement on Fisheries Subsidies.
13. Pursuant to Article 3.4 of the Agreement on Fisheries Subsidies under the World Trade Organization, the Director may set a duration of prohibition in granting or maintaining a loan/fund, taking into account the nature, gravity and repetition of IUU fishing committed by a vessel or operator associated with this application. Such prohibition period shall apply at least as long as the sanction resulting from the determination triggering the prohibition remains in force, or at least as long as the applicant or grantee or vessel/its

operator is listed by a RFMO/A, whichever is the longer. The Director may reject applications in association with the vessel used or its operator associated with the project within the prohibition period.

14. Pursuant to Article 4.1 of the Agreement on Fisheries Subsidies under the World Trade Organization, no Member shall grant or maintain any subsidies for fishing or fishing related activities regarding an overfished stock. The Director may reject applications or terminate any grants if the grants will be used for fishing or fishing related activities regarding an overfished stocks as described in Article 4 of the Agreement on Fisheries Subsidies.
15. Pursuant to Article 5.1 of the Agreement on Fisheries Subsidies under the World Trade Organization, no Member shall grant or maintain subsidies provided to fishing or fishing related activities outside of the jurisdiction of a coastal Member or a coastal non-Member and outside the competence of a relevant RFMO/A. The Director may reject applications or terminate any grants if the grants will be used for fishing or fishing related activities outside of the jurisdiction of a coastal Member or a coastal non-Member and outside the competence of a relevant RFMO/A as described under Article 5.1 of the Agreement on Fisheries Subsidies.
16. The Director/Advisory Committee (as the case may be) will take into account the obligations specified in Articles 5.2 and 5.3 of the Agreement on Fisheries Subsidies under the World Trade Organization, when considering and granting this application.
17. Softcopy of the application form can be downloaded from the following website:
https://www.afcd.gov.hk/english/fisheries/sfdf/Application_Details.html
18. An applicant shall provide true, accurate and complete information that is required for the purpose of this application and shall inform the Secretariat in writing immediately if there is any change of information in an application after its submission. Failure to do so may cause delay in the processing of the application, and/or rejection of the application.
19. An applicant who gives incomplete, misleading or false information for the purpose of an application or obtains any grant under the Fund by deception is subject to prosecution. Any application which contains incomplete, misleading or false information shall be rejected and any grant obtained by deception shall be refunded to the Government upon demand with interest and recoverable as a civil debt.
20. The completed application form, together with the relevant project proposal and other supporting documents, should be emailed to sfdf@afcd.gov.hk or sent by post to the following address (for applications by post, the postmark date will be regarded as the date

of application):

The Sustainable Fisheries Development Fund Secretariat

8/F, Cheung Sha Wan Government Offices

303 Cheung Sha Wan Road, Kowloon, Hong Kong

(Application for the Sustainable Fisheries Development Fund)

Section A – Information about the Applicant

Name of organisation*	(Chinese)		
	(English)		
Registered office address			
Mailing address <i>(if different from the above)</i>			
Name of person-in-charge [†]	Mr./Ms./Dr./Prof. [‡]	Post	
Tel.		Fax	
Mobile		Email	
The organisation is registered or incorporated under [#]	<input type="checkbox"/> the Companies Ordinance (Year ____/Registration no. ____) <input type="checkbox"/> the Co-operative Societies Ordinance (Registration no. ____) <input type="checkbox"/> others (please specify: _____)		
Is the organisation a charitable body exempt from tax under section 88 of the Inland Revenue Ordinance?	<input type="checkbox"/> No <input type="checkbox"/> Yes (Please submit a copy of the relevant supporting document)		
Has the organisation received subventions from the Government or any other sources?	<input type="checkbox"/> No <input type="checkbox"/> Yes (please specify: _____ _____)		
Background of organisation <i>(E.g. year of establishment, objectives, source of funding, history, membership profile and core activities, etc.)</i> <i>(Please submit the latest audited accounts or certified management accounts.)[^]</i> <i>(Separate sheet(s) may be used if necessary.)</i>			

<p>Has/Is the organisation previously/currently applied/applying for a grant from the Fund?</p> <p><i>(If any other application(s) have been submitted, please specify the title and the relative priority of the other project(s).)</i></p>	<p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes (please specify the reference number of any previous application(s)/the title and the relative priority of the other project(s) currently under application:</p> <p>_____</p> <p>_____</p> <p>_____)</p>
<p>Details of co-organisier/ supporting organisations</p> <p><i>(Please provide written consent to involvement in this project by these organisations as appropriate.)</i></p>	<p>1) Name of organisation: _____</p> <p>Contact person and tel.: _____</p> <p>Role: Co-organisier/Supporting organisation</p> <p>✧Duties: _____</p> <p>Fund granted (if any): _____</p> <p>Status: Confirmed/To be confirmed✧</p> <hr/> <p>2) Name of organisation: _____</p> <p>Contact person and tel.: _____</p> <p>Role: Co-organisier/Supporting organisation✧</p> <p>Duties: _____</p> <p>Fund granted (if any): _____</p> <p>Status: Confirmed/To be confirmed✧</p>
<p>Technical advice from the AFCD is sought</p>	<p><input type="checkbox"/> Have sought/Will seek✧ technical advice from the AFCD, and the scope/ content is as follows (if applicable):</p> <p>_____</p> <p>_____</p> <p>_____</p>

[†] The person-in-charge should be a person authorised by the applicant to submit the application. Please provide relevant supporting document(s).

✧ Please delete as appropriate.

[#] Please insert a “✓” in the appropriate box(es). Please provide a copy of the organisation’s registration document. To prove the legal status and nature of the organisation, please also submit a copy of the Memorandum and Articles of Association/Articles of Association or other supporting documents.

[^] Please enclose the latest audited accounts of the organisation in respect of a financial year ending no earlier than three months prior to the date of this application; or if the organisation is not incorporated or otherwise not subject to mandatory accounting requirements, management accounts or unaudited accounts covering a period of at least 12 months ending no earlier than three months prior to the date of this application. The accounts must be certified by the chairperson or head of the organisation or by certified public accountants.

Section B – Project Details

Project title*	(Chinese)	
	(English)	
Nature of project*	<input type="checkbox"/> Capture fisheries <input type="checkbox"/> Aquaculture <input type="checkbox"/> Leisure fisheries <input type="checkbox"/> Research and monitoring <input type="checkbox"/> Others (please specify: _____)	
Category of project*	<input type="checkbox"/> Innovative Project <input type="checkbox"/> Application Project <input type="checkbox"/> Support Services Project Please provide proof/justification indicating that the application falls under this category: _____ _____ _____	
Any commercial element(s) involved?*	<input type="checkbox"/> Yes <input type="checkbox"/> No Please specify the commercial element(s) involved in the application: _____ _____ _____	
Project objectives*		

<p>Brief description of the project*</p> <p><i>(Please briefly describe the contents of the project, how the proposed activities will meet the objectives of the project effectively, and how the applicant will measure the effectiveness of the project. Please also explain how the project outcomes and experiences will be shared with the fisheries industry.)</i></p> <p><i>(Separate sheet(s) may be used if necessary.)</i></p>																
<p>Direct beneficiaries and their number*</p>	<p>Number of beneficiaries in the fisheries industry: _____</p> <p>Other stakeholders (if any, please specify:</p> <p>Sector: _____ No. of persons: _____</p> <p>Sector: _____ No. of persons: _____</p> <p>Sector: _____ No. of persons: _____)</p>															
<p>Project period*</p>	<p>From ____ (day) ____ (month) ____ (year) (commencement date)</p> <p>to ____ (day) ____ (month) ____ (year) (completion date)</p> <p>Total duration _____ months</p>															
<p>Proposed report submission dates</p> <p><i>(Including: progress reports, annual reports, final report, financial reports or audited accounts)</i></p>	<p><input type="checkbox"/> Proposed report submission dates are in accordance with para. 7.4 of the Application Guidelines (No need to fill in the table below)</p> <p><input type="checkbox"/> Proposed report submission dates are listed in the table below, with reasons provided:</p> <table border="1" data-bbox="497 1368 1401 1715"> <thead> <tr> <th data-bbox="497 1368 1074 1417">Category of report</th><th data-bbox="1074 1368 1401 1417">Month of the project</th></tr> </thead> <tbody> <tr><td data-bbox="497 1417 1074 1467">1.</td><td data-bbox="1074 1417 1401 1467"></td></tr> <tr><td data-bbox="497 1467 1074 1516">2.</td><td data-bbox="1074 1467 1401 1516"></td></tr> <tr><td data-bbox="497 1516 1074 1565">3.</td><td data-bbox="1074 1516 1401 1565"></td></tr> <tr><td data-bbox="497 1565 1074 1615">4.</td><td data-bbox="1074 1565 1401 1615"></td></tr> <tr><td data-bbox="497 1615 1074 1664">5.</td><td data-bbox="1074 1615 1401 1664"></td></tr> <tr><td data-bbox="497 1664 1074 1715">6.</td><td data-bbox="1074 1664 1401 1715"></td></tr> </tbody> </table>		Category of report	Month of the project	1.		2.		3.		4.		5.		6.	
Category of report	Month of the project															
1.																
2.																
3.																
4.																
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<p>Amount of grant sought (HK\$)*</p> <p><i>(Please provide a budget summary and projected cash flow in the format set out in <u>Annex 1</u> to this form.)</i></p>	<p>HK\$: _____</p> <p>(The amount must be equal to the total amount of the "Proposed schedule of disbursement" and the total amount of the "Proposed schedule of recoupment" for project involving commercial elements.)</p> <p>Note: Innovative Projects involving commercial elements will be funded on a maximum of a two-dollar-for-a-dollar matching basis between the Government and the applicant, while Application Projects involving commercial elements will be funded on a maximum of a dollar-for-dollar matching basis. The Government may recoup the cost in a manner commensurate with the Government's funding ratio in relation to the contribution by the grantee and the third party financier(s), if any, towards the project.</p>
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Proposed schedule of disbursement <i>(Please complete this part with reference to para. 6.7 of the Application Guidelines, and in accordance with the cash flow requirement and progress of the project.)</i>	Instalment	Amount (HK\$)	Proposed disbursement date (Month of the project)
	1.		_____/____
	2.		_____/____
	3.		_____/____
	4.		_____/____
	5.		_____/____
	6.		_____/____
If the first instalment of the grant exceeds 50% of the total amount of the grant, please specify the reason: _____ _____ _____			
Proposed schedule of recoupment <i>(Please complete this part with reference to para. 6.16 of the Application Guidelines, and in accordance with the cash flow requirement and progress of the project.)</i>	<i>(Only applicable to projects with commercial elements)</i>		
	Instalment	Amount (HK\$)	Proposed recoupment date (Month of the project)
	1.		_____/____
	2.		_____/____
	3.		_____/____
Is the project currently receiving a grant from any other Government fund(s) or private sponsorship (in kind or in cash)?	<input type="checkbox"/> No <input type="checkbox"/> Yes (with details as follows: Funding source: _____ Funding amount: _____ Funded project: _____ Others: _____)		
	<input type="checkbox"/> No <input type="checkbox"/> Yes (with details as follows: Name of organisation: _____ Funding amount: _____ Application progress: _____ Others: _____)		
Is the project the subject of a separate application for a grant from any other funding agencies (including public, private and overseas funds)?	<input type="checkbox"/> No <input type="checkbox"/> Yes (with details as follows: Name of organisation: _____ Funding amount: _____ Application progress: _____ Others: _____)		

Has the applicant ever run any project of the same/similar nature?	<input type="checkbox"/> No
	<input type="checkbox"/> Yes (with details as follows:

	_____)

Summary of activities	Please complete <u>Annex 2.</u>
Expected project outcomes and impacts, methods of sharing outcomes/ experiences of the project, and relevant assessment methods*	Please complete <u>Annex 3.</u>
Details of the project team	Please complete <u>Annex 4.</u>
Contact person for this project application	Name: <i>Mr./Ms./Dr./Prof.</i> ✧ _____ Relationship with the organisation: _____ Tel: _____ Email: _____

Declaration

I declare that:

1. The organisation **receives/does not receive**[◇] subventions from the Government or other sources at present;
2. All activities seeking grant of the Fund will not be used for political, religious or commercial publicity purposes for any individuals or organisations;
3. The organisation **has/has not**[◇] applied for funds from other sources for the project or activities under application;
4. The project or activity under application **has been/has not been/is being/is not being**[◇] **considered/funded**[◇] by other funding organisations (including public, private and overseas organisations). In case the organisation applies for funds from other sources after submitting the application to the Sustainable Fisheries Development Fund, it will notify the Secretariat/Advisory Committee as soon as possible;
5. To the best of my knowledge,
 - ☐ the project under application has not duplicated work carried out by other groups[#];
 - ☐ the project under application involves technology/mode of commercial operation which has achieved preliminary results but has not yet been widely applied in the local industry[#].
6. I have made a written declaration in the application in accordance with the *Best Practice Checklist–Strengthening Integrity and Accountability–Government Funding Scheme Grantee’s Guidebook* compiled by the ICAC in relation to any actual, potential or perceived conflict of interest that may arise in the implementation of the proposed project, including conflict of interest with members of the Advisory Committee;
7. The information provided in the application is correct to the best of my knowledge;
8. I understand that the deliberate provision of incorrect or false information or withholding any material information in an attempt to obtain funding support from the Sustainable Fisheries Development Fund by deception is a criminal offence. Offenders shall be liable to prosecution and the application will become void. The AFCD may withhold or terminate the payment of the grant approved and any payment already made will be refunded with interest to the Government;
9. I understand that by signing and submitting an application subject to approval, the organisation consents to the disclosure from time to time by the Government of

information marked with an asterisk “*” contained therein without prejudice to its other rights and powers;

10. I understand that it is an offence under the Prevention of Bribery Ordinance (Cap. 201) to offer advantages to any members of the Advisory Committee or staff of Government department(s) in any dealings in connection with the application submitted to the Fund. Any applications and signed agreements will be invalid if the applicant, or its directors, staff and agents commit the above offence;
11. I understand that if I/the organisation/the application have/has engaged, am/is engaging, or am/is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security, the application may be disqualified or rejected; or in the interest of national security, or to protect Hong Kong’s public interest, public morals, public order or public safety, the Government reserves the right to disqualify me/the organisation/the application;
12. I understand that the Director/Advisory Committee (as the case may be) will take into account the obligations specified in Articles 3.1, 3,4, 4.1, 5.1, 5.2 and 5.3 of the Agreement on Fisheries Subsidies under the World Trade Organization, when considering and granting this application;
13. In the event that the application is not successful, and without prejudice to other rights and powers of the Government, I **consent/do not consent**[◇] to the disclosure from time to time by the Government of my name (or name of the organisation), title of the project, and the amount of the grant sought to the public for general information; and
14. The organisation understands and agrees to abide by the terms set out in the Sustainable Fisheries Development Fund–Application Guidelines and will comply with all the requirements laid down in the Agreement should the organisation receive any grant under the Fund for the project, including channelling back the net revenue to the Government.

◇ Please delete as appropriate.

Please insert a “✓” in the appropriate box.

Signature and Chop
of the Organisation

Name of Person-in-charge : ()
Hong Kong Identity Card No. :
Date :

Budget Summary and Projected Cash Flow *(Please click here to fill in budget details in Excel form.)*

Projected Project Expenditure							Projected Project Income						Amount of Grant Sought (HK\$)	Remarks
Expenses Category	#	Item Description ³	Quantity	Unit	Unit Cost ¹ (HK\$)	Total (HK\$)	Remarks	Charge fee/Income	Quantity	Unit	Unit Cost ¹ (HK\$)	Total (HK\$)		
Operating/Programme/ Research Costs														
Sub-total														
Equipment Cost														
Sub-total														
Staff Cost														
Sub-total														
Administrative Cost														
Sub-total														
Contingency														
Sub-total														
Total														
Estimated commencement date:					Amount sought from the Fund:	1 st year of the project		2 nd year of the project		After project completed ²		Total		
Project duration:						Amount (HK\$)	%	Amount (HK\$)	%	Amount (HK\$)	%	Amount (HK\$)	%	
					1 st – 3 rd month									
					4 th – 6 th month									
					7 th – 9 th month									
					10 th – 12 th month									
					Total									

☐ If the project duration exceeds one year, the applicant confirms that the projected project expenditure and income take into account factors such as inflation, wage adjustments, and other considerations.

¹The unit cost is calculated by dividing the total amount (in HK\$) by the quantity.

²The Fund generally requires applicant to reserve no less than 5% of the total funding amount to be disbursed after the acceptance of the audited accounts and the final report, to ensure the applicant fulfills all responsibilities outlined in the agreement and proper uses of public funds.

Work Schedule and Activity Summary

(Please list out the schedule of all the work and activities under the proposed project in chronological order and provide the details of the activities.)

<u>Proposed Activities</u> <u>(including Planning,</u> <u>Recruitment, etc.)</u>	<u>Date</u>	<u>Venue</u>	<u>Objectives, Contents and Anticipated No. of Participants</u>

<u>Proposed Activities</u> <u>(including Planning,</u> <u>Recruitment, etc.)</u>	<u>Date</u>	<u>Venue</u>	<u>Objectives, Contents and Anticipated No. of Participants</u>

Expected Outcomes and Impacts of the Project and Relevant Assessment Methods (Separate sheet(s) may be used if necessary)

Expected Outcomes and Impacts of the Project

(E.g. sustainability of the project and its outcomes/impacts, promotional value and potentials of the project outcomes, contributions to the local fisheries community and the fisheries industry as a whole)

Immediate/Short-term

Medium-term/Long-term

Methods of Sharing Project Outcomes/Experiences

Proposed Activities/Channels (e.g. sharing session/seminar/ workshop/publication)	Brief Description	Target Participants/No.

Outcome Indicators (Indicators must be specific, measurable and achievable, and <u>will be used to evaluate project effectiveness</u>) (e.g. number of beneficiaries (count by heads) who will participate in key activities, expected contributions to the fisheries industry, changes in output quantity/quality)		Data Collection Method
Key Indicator 1		<input type="checkbox"/> Registration Record of Participants <input type="checkbox"/> Questionnaire <input type="checkbox"/> Follow-up Survey or Interview <input type="checkbox"/> Others (please specify: _____ _____) _____)
Key Indicator 2		<input type="checkbox"/> Registration Record of Participants <input type="checkbox"/> Questionnaire <input type="checkbox"/> Follow-up Survey or Interview <input type="checkbox"/> Others (please specify: _____ _____) _____)
Key Indicator 3		<input type="checkbox"/> Registration Record of Participants <input type="checkbox"/> Questionnaire <input type="checkbox"/> Follow-up Survey or Interview <input type="checkbox"/> Others (please specify: _____ _____) _____)

Key Indicator 4		<div><input type="checkbox"/> Registration Record of Participants</div> <div><input type="checkbox"/> Questionnaire</div> <div><input type="checkbox"/> Follow-up Survey or Interview</div> <div><input type="checkbox"/> Others (please specify: _____ _____ _____)</div>
Key Indicator 5		<div><input type="checkbox"/> Registration Record of Participants</div> <div><input type="checkbox"/> Questionnaire</div> <div><input type="checkbox"/> Follow-up Survey or Interview</div> <div><input type="checkbox"/> Others (please specify: _____ _____ _____)</div>
Key Indicator 6		<div><input type="checkbox"/> Registration Record of Participants</div> <div><input type="checkbox"/> Questionnaire</div> <div><input type="checkbox"/> Follow-up Survey or Interview</div> <div><input type="checkbox"/> Others (please specify: _____ _____ _____)</div>

Details of Project Team

(Please include all paid and non-paid members of the project. Separate sheet(s) may be used if necessary.

Justification should be given if existing staff are planned to be hired in the project.)

<u>Post</u>	<u>Number</u>	<u>Qualifications Required</u>	<u>Responsibilities in the Project</u>	<u>Employment Mode</u>	<u>Amount of Time to be Contributed</u>	<u>Monthly Salaries (HK\$) (Including MPF Contributions)</u>	<u>Recruitment Method</u>
		Education and/or work experience: <hr/> <hr/> Other expertise/knowledge/skill/licence: <hr/> <hr/>		<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	_____ working days per month		<input type="checkbox"/> Open Recruitment <input type="checkbox"/> Specific Person <i>*Justification is required</i>
		Education and/or work experience: <hr/> <hr/> Other expertise/knowledge/skill/licence: <hr/> <hr/>		<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	_____ working days per month		<input type="checkbox"/> Open Recruitment <input type="checkbox"/> Specific Person <i>*Justification is required</i>

<u>Post</u>	<u>Number</u>	<u>Qualifications Required</u>	<u>Responsibilities in the Project</u>	<u>Employment Mode</u>	<u>Amount of Time to be Contributed</u>	<u>Monthly Salaries (HK\$) (Including MPF Contributions)</u>	<u>Recruitment Method</u>
		Education and/or work experience: <hr/> <hr/> Other expertise/knowledge/skill/licence: <hr/> <hr/>		<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	_____ working days per month		<input type="checkbox"/> Open Recruitment <input type="checkbox"/> Specific Person <i>*Justification is required</i>
		Education and/or work experience: <hr/> <hr/> Other expertise/knowledge/skill/licence: <hr/> <hr/>		<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	_____ working days per month		<input type="checkbox"/> Open Recruitment <input type="checkbox"/> Specific Person <i>*Justification is required</i>

Checklist for Applicants

To help us process your application as quickly as possible, please kindly check that you have done the following when you submit the application form:

1. completed all sections of the application form.
2. had the declaration signed by the person authorised by the applicant to make the application, and affixed with the organisation's chop.
3. attached the following documents:
 - ☐ documentary proof that the person-in-charge has been authorised by the applicant to make the application
 - ☐ copies of registration/incorporation document(s) of the organisation (e.g. Incorporation Form, Business Registration Certificate, Certificate of Incorporation)
 - ☐ a copy of the Business Registration Certificate of the organisation (if applicable)
 - ☐ documentary proofs of the organisation's nature (copies of its Memorandum and Articles of Association or Articles of Association, or other documentary proof(s):
_____)
 - ☐ background information of the organisation (separate sheet(s) may be used if needed)
 - ☐ a set of the latest audited accounts or certified management accounts
 - ☐ a copy of the document showing the bank account number used exclusively for the project (if applicable)
 - ☐ proofs of collaboration with co-organisers/supporting organisations (if applicable)
 - ☐ curricula vitae of the person-in-charge and members of the project (if applicable)
 - ☐ the budget (if applicable)
 - ☐ approval(s) required for the project (if applicable), including:

 - ☐ completed declaration(s) of interest (if applicable)
 - ☐ project proposal (recommended to provide)
 - ☐ proof of financial capacity (e.g. confirmation of funding from private funding sources, or bank statements) (if applicable)
 - ☐ a compact disk copy of the completed application form and project proposal (in Word format) (optional)
 - ☐ any relevant supplementary information related to the project (if applicable), including:

4. Please be reminded that failure to provide the required documents or information may result in the application being rejected.