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CYBERPORT
數碼港

Start Up Slam Dunk

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創 新 科 技 署
Innovation and
Technology Commission

dip **Design Incubation**
Programme
設計創業培育計劃
Incubatee

Incu-App **Incu-Tech** **Incu-Bio**
躍動科技.創業.培育 _科技.創業.培育_ _生物科技.創業.培育_

Hong Kong 香港科技園
Science & Technology Parks

entrepreneur
— ORIGIN C18. Fr. fr
a business or bus
financial risks i

Start Up

MAY THE 4TH BE WITH YOU

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- InvestHK is their sponsor
- **Application procedure:**
  - o **Planning:**
    - ▪ Offers specific advice on following:
      - Sector-specific business opportunities
      - Tax and business regulations
      - Employment legislation
      - Immigration requirements
      - Arranging relevant meetings/visit programme
      - BIP
      - Cost of business models
      - How to recruit staff/interns
      - Trademark regulation and trade regulations
  - o **Set-Up:**
    - ▪ Find right business providers
      - Lawyers, company secretaries, accountants, real estate agents, human resource companies etc.
    - ▪ Advice on :
      - applying for work visas & employment issues
      - corporate structure
      - office premises
      - settling in HK
        - o housing
        - o healthcare
        - o education
        - o social networking
    - ▪ Liaison with other Governmental departments to help apply for necessary licenses
  - o **Launch:**
    - ▪ Free services
      - Generating publicity
      - Developing success stories
      - Distribution of joint press release on Government newswire
      - Support launch events with public relations
      - Preparing client profiles
      - Featuring business in InvestHK bimonthly newsletter
      - Arranging for members of InvestHK Directorate to attend U speak at opening ceremonies
  - o **Expansion:**
    - ▪ Business networking opportunities
    - ▪ Advice on Government initiatives & grants
    - ▪ Business matching services
      - E.g. connecting to sources for trade association, consulates-general and trade commissions
- Service is still provided after company is launched (expansion)
- Website offers step by step in setting up a company with relevant information and links to guide prospective clients
- Website offers links to different incubation programmes:

- o Cyberport Incubation Programme
- o AIA Accelerator
- o HKSTP Incu-Tech Incubation Program
- o FinTech Innovation Lab Asia Pacific (Finsuite & AMP Credit Technologies)
- o Swire Blueprint
- o HKSTP Incu-Tech Programme
- o HKETP Incu-Bio Programme

Cyberport.hk INCUBATION PROGRAMME

- **Duration of programme:** 24 months
- **Financial assistance/re-imbursement:** HKD 530 000
- **Acceptance policies:**
  - o Applicants must have viable business plan for product/service to be ready for marketing in 12-18 months
  - o Must have sufficient funds/plans to raise sufficient funds, for company to operate for at least 1 year upon admission to Incubation Programme
  - o Incorporated business entity before admission (not mandatory as Programme aims to help start-up business, but Incubatee must be company registered and incorporated in HK upon admission)
  - o Projects:
    - ▪ Rooted in ICT-related areas
    - ▪ Must not have received & will not receive funding granted by other publicly-funded organizations/programmes that provide similar stage of business development like Cyberport
  - o Applicants must make:
    - ▪ True & accurate disclosure of proposed/similar ICT projects participated in other publicly and/or privately funded programmes including/not limited to:
      - All applications in progress to process
      - All admissions to such programmes
      - All grants/funding received by Applicant (or any company established by A) in past 18 months prior to date of submission of IP application & scope of expenditure for such grants/funding
      - All grants/funding which A (or any company established by A) anticipates to receive/entitled to receive in 18 months after submission & scope of expenditure for such grants/funding
  - o Provide evidence of payments made/received
  - o Inform Cyberport immediately if there are subsequent changes to above information
- **Application procedure:**
  - o Complete Incubation Programme application form
  - o 1 hardcopy of completed form, plus an online Incubation Programme application submitted
  - o Initial screening by Cyberport Entrepeneurship Centre
  - o **Application Vetting Team:**
    - ▪ Considers following:
      - Quality and competence of management team (20%)
      - Creativity and innovation of proposed project, product or service (20%)
      - Market and business viability (30%)
      - Benefit to HK ICT industry (10%)

- Proposed 6 monthly milestones for project/business after admission (20%)
  - Final funding decision subject to Vetting Team's eval – no appeal/request for explanation of decision will be considered
- **Processing time:** 7 working days
- **Offers:**
  - **On-site Incubatees** (HK registered start-ups with office at EC)
    - Financial Assistance: Up to HKD 530 000
    - Rent-free Office Space
      - 24 months free office during incubation
    - Centre facilities
    - Technology Support
    - Enterprise management
      - 75% subsidies on professional services
      - 50% or up to HKD 9000 monthly salary subsidiaries for interns
      - 75% training subsidiaries to incubatees
    - Business development
    - Marketing & promotion
      - Up to HKD 50000 on marketing
    - .hk domain name
      - 2 year free usage of .hk domain name
  - **Off-site Incubatees** (HK registered start-ups with office outside EC)
    - Financial Assistance: Up to HKD 330000
    - Centre facilities
    - Technology Support
    - Enterprise management
      - 75% subsidies on professional services
      - 50% or up to HKD 9000 monthly salary subsidiaries for interns
      - 75% training subsidiaries to incubatees
    - Business development
    - Marketing & promotion
      - Up to HKD 50000 on marketing
    - .hk domain name
      - 2 year free usage of .hk domain name

INNOVATION AND TECHNOLOGY COMISSION

- **Aim:**
  - To increase the added value, productivity and competitiveness of economic activities
  - Through ITC, Government hopes that HK companies can be encouraged and assisted to upgrade technological level and introduce innovative ideas to business
- **Programmes under ITC:**
  - **Innovation and Technology Support Programme (ITSP)**
    - Guangdong-Hong Kong Cooperation Funding Scheme (TCFS)
  - **General Support Programme (GSP)**
    - GSP-Internship Programme
    - GSP- Patent Application Grant
  - **University-Industry Collaboration Programme (UICP)**

- o **Enterprise Support Scheme (ESS)**

SMALL ENTREPENUER RESEARCH ASSISTANCE PROGRAMME (SERAP):
- **Eligibility to apply:**
  - o Incorporated in HK under Company's Ordnance
  - o Has less than 100 employees in HK
  - o Not large company
  - o Not subsidiary of/or significantly owned/controlled by large company
- **Financial assistance:** Up to **HKD 6 million**
  - o Provided on dollar-to-dollar matching basis to successful applicants to undertake 2 year R&D project for bringing innovation & technology to pre-market launch stage
- **Application procedures:**
  - o Submitted electronically through Innovation and Technology Commission Funding Administrative System (ITCFAS) at ITF website
  - o "A" (Applicant) required to register organisation and relevant personnel prior to submitting application proposal
  - o Project coordinator & deputy project coordinator needs to be employed by A company at time of application & throughout project period
  - o Original ideas for proposed project without any constituted/potential act of infringement
  - o Meeting with A and/or conduct visit(s) to A's company
  - o Vetting of application:
    - ▪ ITC may seek comments & advice from outside experts
    - ▪ Applications & supporting documents submitted to Panel
    - ▪ Panel meetings held every month
- **Assessment Framework:**
  - o Innovation and technology component (30%)
  - o Commercial viability of project (30%)
  - o Team capability and commitment (30%)
  - o Relevance with Government policies/in for other Government funded projects (10%)
- **Processing time:** 50 clear working days

ESS:
- Major funding initiative under ITF designed to encourage private sector to invest in R&D
- **Aim:**
  - o Create 'rainforest' of technology start-ups
  - o Increase private sector investment in R&D
  - o Attract Mainland & foreign companies to establish R&D presence in HK
  - o Create more technology-related jobs
- **Financial assistance:** HKD 10 million by dollar-to-dollar matching basis
- **Main Features:**
  - o **Project period**: No longer than 2 years
  - o Funding recipient company will own all intellectual property rights arising from project
  - o Recoupment of Government's contribution is not required
  - o Benefit sharing of commercialised R&D results non-mandatory
  - o Project with an approved project period of 12 months or longer can apply for financial assistance under the **Internship Programme** to hire additional staff.
  - o Each project can hire up to 2 interns.

- o The funding recipient company can also apply for **the Research and Development Cash Rebate Scheme** to receive a cash rebate of up to 30% of the company's expenditure in the project.
- **Eligible to apply:**
  - o Incorporated/registered in HK under Companies Ordnance
  - o Not Government subvented organisation
  - o Not subsidiary of any government subvented organisation
- **Applications submitted throughout the year**
- **Application process:**
  - o Application received
  - o Secretariat to seek clarification of project/supplementary info from A
  - o A submit revised application
  - o Application vetted by Project Assessment Panel
  - o Notify A of result

HKSTP INCU-APP:

- **Acceptance policies**:
  - o Must be HK registered technology start-up company established no more than 2 years before date of application
    - ▪ HKSTP may request proof including/not limited to audited financial report of company
  - o Founding members:
    - ▪ Must not hold more than 50% of company at time of application submission
    - ▪ Must be individual share holders/non-operating holding companies (reflected by Articles of Association/any other valid proof)
  - o Minimum one full time staff
  - o All staff must be able to work in HK legally
  - o Team of full-time engineers & technologists must:
    - ▪ Individually/collectively own at least 10% of company equity
      - • If have university equipment & applicant is approved by said uni, any shares held by founding uni prof/s counts as 10% equity
  - o <50% full time staff must be engaged in tech work
  - o Implementation of R&D activities at Incubation Centre – cannot operate sales & marketing office only
  - o No retail activities/massive production
  - o Applicant's office & workbench set up at Incubation Centre must be environmentally friendly (no smell, noise or other elements that'll disturb others)
    - ▪ No hazardous materials
    - ▪ Should operate in office building
  - o Requirement less than 1600 square feet office space
- **Duration of program:** 18 months
- **Aim:**
  - o Provide support to web/mobile application technology start-ups
  - o Allocated well-furnished office space in **Incu-App Centre**
    - ▪ Entitled of up to 2 assigned workstations – free of charge during incubation period
      - • Workstations include desk area with partitions, chairs and locker
    - ▪ 1st workstation: free
    - ▪ 2nd workstation: free

- 3rd workstation onwards: HKD 3180/mth
- **Applies to companies with:**
    o Web-based applications
    o Smartphone-based applications
    o PC/internet/smartphone/console games
- **Processing time:** 26 working days
- **Documents:**
    o Application form
    o Business plan (powerpoint form) – template provided
    o CVs
    o Company documents (BR, CI, M&A, AR/NCI
- **Application procedure:**
    o Submit completed application including business plan by email/post
    o Casual interview
    o Admission panel meeting
- **Admission panel:**
    o Comprises of HKSTP senior management & key market players including & not limited to:
        ▪ CITIC Telecom International Holdings Ltd.
        ▪ Cluster Technology Ltd.
        ▪ Google Hong Kong
        ▪ Hong Kong Applied Science and Technology Research Institute Co., Ltd.
        ▪ Hong Kong Business Angel Network Ltd.
        ▪ HKT Limited
        ▪ Hong Kong Wireless Technology Industry Association
        ▪ Microsoft Hong Kong Ltd.
        ▪ Samsung Electronics HK Co., Ltd.

HKSTP INCU-BIO

- **Duration of program:** 4 years
- **Aim:**
    o Designed for biotechnology start-up companies that need wet lab environment for operations
- **Applies to companies:** Engaged in biotechnology including:
    o Therapeutics/personal care
    o Chinese or Herbal Medicine
    o Regenerative Medicine
    o Medical Devices
    o Diagnostics
- **Acceptance polices:**
    o Applicant must be HK registered technology start-up company established for no more than 2 years before date of application
        ▪ HKSTP may request proof including & not limited to audited financial report
    o Founding team members must not hold more then 33% company at time of submission
    o Founding team members must be individual shareholders or non-operating holding companies
    o At least 2 full-time staff in company
    o All staff must be able to work in HK legally

- o Team of full-time engineers & technologists must, individually/collectively own at least 10% company equity
  - If applicant has tech from uni & approved by said uni, any shares by founding uni prof(s) shall count towards 10% equity ownership requirement
- o <50% full time staff must be engaged in technology related work
- o Implementation of R&D activities at Incubation Centre – cannot sales & marketing office only
- o No retail activities/massive production at Incubation Centre
- o Applicant's office & workbench must be environmentally friendly (no smell, noise, other elements which may disturb others), operate in office building and not handle hazardous material
  - Except in wet labs of Biotechnology Small Enterprise Centre adhering to HKSTP published safety standard & guidelines)
- o Normally, a shareholder working for the applicant cannot be a shareholder or former shareholder who is working for or worked for any of the following:
  (i) more than two other companies in the same field as applicant that have previously joined and failed to graduate from any incubation programme operated by HKSTP, Hong Kong Cyberport Management Company or Hong Kong Design Centre (together the "HK Incubators");
  (ii) a company in the same field as applicant that has previously joined and graduated from any incubation programme operated by any of the HK Incubators; or
  (iii) a company in the same field as applicant currently in any incubation programme operated by any of the HK Incubators.
- o **NOTE:**
  - In case of successful application, applicant needs to fulfill the admission criteria throughout the incubation period, and maintain at least 2 full-time staff members at the office at Hong Kong Science Park Technology Incubation Centre, where they should conduct the core R & D.
  - The applicants should have full disclosure of shareholder's identity and holding (up to the top level) of applying entity. The general guideline is that should there be corporate shareholders, they should not be mature companies in the same industry involving R & D of the same or similar products.
- o Quality and competence of management team
- o Sound business plan
- o Innovativeness
- o R&D content
- o Milestones set for every 6 months after move in

- **Financial Aid Packages:**
  - o Each incubatee has access to financial aid package
  - o Valued at HKD 860000 during incubation period

Fund	Coverage	Amount
Micro Fund	Other services provided by external vendors**EXCEPT** salary, rent (licence fee/ management fee), goods purchased such as parts / components of products for re-sale (i.e. work-in-progress), entertainment, local / overseas traveling and matching of our Aid Package, HKSARG and other NGO's support schemes	HKD 60,000
Business Support Fund	- Exhibition	HKD 400,000

	- Talents (Intern)	
	- Business Consultancy (incl. ISO)	
	- Market Intelligence	
	- Accounting Services	
	- Product Launch	
	- Training	
Technology Support Fund	- Lab Services	HKD 400,000
	- Licensing/ Joint R & D	
	- Tech Consultancy	
	- Legal (General + IP)	
	- Data Centre/ Hosting	
	- First@Science Park	
	Total HKD 860,000	

http://www.hkstp.org/en-US/Services-Programmes/Incubation-Programme/Incu-Bio/Aid-Package-Support.aspx

- **Documents needed:**
    - Application form
    - Business plan
    - HK BRC
    - CI
    - Articles of Association
    - Latest annual return/Incorporation form
    - CV of all fulltime staff
    - Academic certificate of key technical personnel
    - Certificate of filling/grant (if applicable)
- **Application procedure:**
    - Submit completed application by email/post
    - Casual interview
    - Technical evaluation by technical advisors
    - Admission panel meeting (optional)
    - Admission result
- **Processing time:** 11 weeks
- **Admission panel:**
    - Assessed by Incu-Tech/Incu-Bio Admission Panel comprises of
        - HKSTP senior staff members
        - 1-2 Technology Advisory Panel members
        - 1 HK Venture Capitalist & Private Equity Association member
    - Technology Advisory Panel comprises of professors from the following universities:
        - University of HK
        - Chinese University of HK
        - HK Baptist University
        - HK Polytechnic University
        - City University of HK
        - HK University of Science and Technology

HKSTP INCU-TECH:
- **Duration of program:** 3 years
- **Aim:**

- o Designed for technology start-up companies
- **Applies to companies that specialise in:**
    - o Electronics
    - o Green technology
    - o ICT – Information Communications Technology
    - o Material and Precision Engineering
- **Technology Incubation Centre (in Science Park):**
    - o During 3 years, incubatees use fully-serviced office space at reduced rental inclusive of management fee
    - o Offers:
        - ▪ Reception services
        - ▪ Shared meeting rooms
        - ▪ Internet access
        - ▪ Business centre services
        - ▪ Pantry
    - o 1st year: Free rental
    - o 2nd year: HKD 12.5 (per square feet)
- **Financial Aid:**
    - o Each incubatee has access to financial aid package
    - o Valued at HKD 645000 during incubation period

Fund	Coverage	Amount
Micro Fund	Other services provided by external vendors **EXCEPT**salary, rent (licence fee/ management fee), goods purchased such as parts / components of products for re-sale (i.e. work-in-progress), entertainment, local / overseas traveling and matching of our Aid Package, HKSARG and other NGO's support schemes	HKD 45,000
Business Support Fund	- Exhibition - Talents (Intern) - Business Consultancy (incl. ISO) - Market Intelligence - Accounting Services - Product Launch - Training	HKD 300,000
Technology Support Fund	- Lab Services - Licensing/ Joint R & D - Tech Consultancy - Legal (General + IP) - Data Centre/ Hosting - First@Science Park	HKD 300,000
	Total	**HKD 645,000**

http://www.hkstp.org/en-US/Services-Programmes/Incubation-Programme/Incu-Tech/Aid-Package-Support.aspx

- **Acceptance policies:**
    - o Same as Incu-App
- **Documents needed:**
    - o Application form

- o Business plan
- o HK BRC
- o CI
- o Articles of Association
- o Latest annual return/Incorporation form
- o CV of all fulltime staff
- o Academic certificate of all key technical personnel
- o Employment letter of all non-shareholding full-time employees
- o Certificate of filing/grant (if applicable)
- **Processing time:** 11 weeks
- **Application procedure:**
  - o Submit completed application by email/post
  - o Casual interview
  - o Technical eval by tech advisors
  - o Admission panel meeting (optional)
  - o Admission result
- **Admission panel:**
  - o Same as INCU-BIO

DESIGN INCUBATION PROGRAMME

- **Duration of programme:** 2 years
- **Application policies:**
  - o Local applicants:
    - ▪ HK PR
    - ▪ His/Her Company as start-up HK incorporated company
      - No more than 3 years as of date of application
      - Still in early stages of development
    - ▪ Must have as of date of application & throughout incubation period at least 2 fulltime staff
      - 1 must be shareholder/partner & designer in recognised design discipline & HKPR
      - Aggregate share holdings controlled by above said full-time designer's should be majority
  - o Overseas applicants:
    - ▪ Overseas incorporated company operating in country of domicile
    - ▪ Not incorporated more than 5 years as of date of application
    - ▪ When approval granted, A (Applicant) must set up HK incorporated company immediately to qualify for programme commencement
    - ▪ Must have at least 2 fulltime staff
      - Representative from his/her country working in HK Incorporated company before commencement of programme
        - o Must be designer/professional with design knowledge in recognized design discipline
  - o Qualify for OFFICE RENTAL & BUSINESS CENTRE ASSISTANCE:
    - ▪ Not require more than 650 square foot gross of office space at time of admission/general
  - o Shareholder/partner of A company must not be share-holder/partner of current incubatee/graduated company in DIP, or any incubation programmes funded by HK SAR government

- o **Assessed on:**
  - Innovation and creativity
  - Business model and commercial viability
  - Revenue model and financial viability
  - Background of the applicant and relevant strength
  - Management team
  - Presentation at Design Admission Panel
  - Social / community impact
  - Commitment of the applicant and the team to become resourceful design-preneurs running successful design business
  - Need of financial and professional support
- **Application Procedure:**
  - o Submit completed application in person/mail
  - o Assessment and interview by Design Incubation Programme Secretariat
  - o Due Diligence meeting with DIP Secretariat which all original documents
  - o Presentation at Admission Panel Meeting
  - o Admission result
- **Documents needed:**
  - o Resume of all shareholders & fulltime employees
  - o 2 passport photos of all shareholders & fulltime employees
  - o Recommendation letter (Original copy with sig) from nominator of application
  - o ORIGINAL HKBRC
  - o ORIGINAL CI, Memorandum & Articles of Association, NC1/AR1 form
  - o ORIGINAL Form 1(c) (For Partnership), or Form 1(a) (for Sole Proprietorship)
  - o Office layout
  - o 8 sets of design portfolio (pics, drawing etc.) of A and/or designers preferably in A4 size paper
    - Submit 3 working days before Design Admission Panel Meeting
- **Processing time:** 11 weeks

Sites:

STARTMEUP.HK/INVEST HK
http://www.investhk.gov.hk/how-we-can-help.html
http://www.investhk.gov.hk/setting-up-your-business.html
http://www.startmeup.hk/en/inside-scoop/incubatees-sharing/

CYBERPORT.HK
http://www.cyberport.hk/en/about_cyberport/our_5_centres/entrepreneurship_centre/about_ec_incubation_programme_about_the_programme
http://www.cyberport.hk/files/4e97cb0686f23839535857/ENC.RF.010%20Guide%20and%20Notes%20for%20Applicants%20-%20Incubation%20Programme%20(On-site%20and%20Off-site)(R2)a.pdf
http://www.cyberport.hk/en/about_cyberport/our_5_centres/entrepreneurship_centre/about_ec_incubation_programme
http://www.cyberport.hk/en/about_cyberport/our_5_centres/entrepreneurship_centre/about_ec_incubation_programme/about_ec_incubation_programme_about_the_programme

INCUBATION AND TECHNOLOGY COMISSION
http://www.itf.gov.hk/l-eng/about.asp
https://www.itf.gov.hk/l-eng/Forms/itf-serap-guide_2012_04.pdf
http://www.itf.gov.hk/l-eng/ESS.asp
http://www.itf.gov.hk/l-eng/ESS_FAQ.asp
http://www.itf.gov.hk/l-eng/ESS_FAQ.asp#

HKSTP INCU-APP
http://www.hkstp.org/en-US/Services-Programmes/Incubation-Programme/Incu-App/Application/Application-Procedure.aspx
http://www.hkstp.org/en-US/Services-Programmes/Incubation-Programme/Incu-App/Application/Admission-Criteria.aspx
http://www.hkstp.org/en-US/Services-Programmes/Incubation-Programme/Incu-App/Application/Assessment-Panel.aspx
http://www.hkstp.org/en-US/Services-Programmes/Incubation-Programme/Incu-App/About-Incu-App-Programme.aspx
http://www.hkstp.org/en-US/Services-Programmes/Incubation-Programme/Incu-App/Incu-App-Centre.aspx

HKSTP INCU-BIO
http://www.hkstp.org/en-US/Services-Programmes/Incubation-Programme/Incu-Bio/About-Incu-Bio-Programme.aspx
http://www.hkstp.org/en-US/Services-Programmes/Incubation-Programme/Incu-Bio/Application/Admission-Criteria.aspx
http://www.hkstp.org/en-US/Services-Programmes/Incubation-Programme/Incu-Bio/Application/Application-Form.aspx
http://www.hkstp.org/en-US/Services-Programmes/Incubation-Programme/Incu-Bio/Application/Application-Procedure.aspx
http://www.hkstp.org/en-US/Services-Programmes/Incubation-Programme/Incu-Bio/Application/Assessment-Panel.aspx
http://www.hkstp.org/en-US/Services-Programmes/Incubation-Programme/Incu-Bio/Aid-Package-Support.aspx

HKSTP INCU-TECH
http://www.hkstp.org/en-US/Services-Programmes/Incubation-Programme/Incu-Tech/About-Incu-Tech-Programme.aspx
http://www.hkstp.org/en-US/Services-Programmes/Incubation-Programme/Incu-Tech/Office-Premises-Centre-Facilities.aspx
http://www.hkstp.org/en-US/Services-Programmes/Incubation-Programme/Incu-Tech/Aid-Package-Support.aspx
http://www.hkstp.org/en-US/Services-Programmes/Incubation-Programme/Incu-Tech/Application/Admission-Criteria.aspx
http://www.hkstp.org/en-US/Services-Programmes/Incubation-Programme/Incu-Tech/Application/Application-Procedure.aspx
http://www.hkstp.org/en-US/Services-Programmes/Incubation-Programme/Incu-Tech/Application/Assessment-Panel.aspx

DESIGN INCUBATION PROGRAMME
http://www.hkdesigncentre.org/en/designincubation/apply.asp
http://www.hkdesigncentre.org/download/dip/HKDC-DIP-notes%20to%20applicants.pdf