

## Financial Practitioners FinTech Training Programme 2022

### Application Form – Incentive Scheme (Trade Associations)

For Official Use Only

Application No.:

Applicant must fill in and email the this Application Form of the Incentive Scheme to fp@cyberport.hk.

Part A) Particulars of the Applicant			
Name of Trading Association <i>(as shown on the Business Registration)</i>			
Address			
Principal Contact Person		Job Title	
Telephone No.		Company Email Address	
Contact Person 2 (Marketing Department)		Job Title	
Telephone No.		Company Email Address	
Part B) Particulars of the Programme			
Name of Programme			
Date of Programme		Expected Number of Participants (Including On-site and Online Audience)	
Venue			
Format of Programme	<input type="checkbox"/> In-Person <input type="checkbox"/> Online <input type="checkbox"/> Blended		
Media of Instruction	<input type="checkbox"/> English <input type="checkbox"/> Cantonese <input type="checkbox"/> Putonghua <input type="checkbox"/> Others: _____		
Target Audience			
Other Co-organisers / Key Partners (if applicable)			
Programme Fee per Head	<input type="checkbox"/> Free of charge <input type="checkbox"/> Chargeable (Please specify: HK\$ _____)		

<b>Part C) Programme Details</b>	
Objectives (50 words in English)	
Learning outcome and deliverables (150-200 words in English)	
Role of Cyberport in the Programme	<input type="checkbox"/> Organiser <input type="checkbox"/> Co-organiser <input type="checkbox"/> Others (Please specify: _____)
Programme Abstract (150-200 words in English)	
Trainer(s) Name	
Brief Biography or Trainer(s) (150-200 words in English)	
Is the Applicant applying for subsidy from any other public fund in Hong Kong?	<input type="checkbox"/> Yes, please specify _____ <input type="checkbox"/> No
<b>Part D) Attachments Required</b>	
	<i>(Please attach separate sheets for breakdown, if necessary.)</i>
Information Enclosed regarding to Applicant	<input type="checkbox"/> Business Registration <input type="checkbox"/> Organisation's Logo (high resolution, AI format preferred)
Information Enclosed regarding	<input type="checkbox"/> Detailed Profile including Trainer(s)' Photo, Organisation, and Website

to Trainer(s)	<input type="checkbox"/> Others (Please specify: _____)
Information Enclosed regarding Programme Proposal	<input type="checkbox"/> Working Schedule/Rundown/Curriculum <input type="checkbox"/> Evaluation methods (please draft the evaluation form) <input type="checkbox"/> Promotion Plan <input type="checkbox"/> Estimated Expenses Breakdown <input type="checkbox"/> Course management <input type="checkbox"/> Others, e.g. Partnering Training Institute(s) (Please specify: _____)
<b>Part E) Expected Incentive Fee</b> <span style="float: right;"><i>(Please attach separate sheets for breakdown, if necessary.)</i></span>	
Details of the Items	Estimated Expenses (HK\$)
Items:	
Items:	
Items:	
Items:	
Items:	
Items:	
Items:	
Items:	
Items:	
Items:	
Items:	
Items:	
Items:	
Items:	
<b>Total Amount of Expected Incentive Fee (HK\$)</b>	
<b>Part F) Declaration (It is compulsory to tick all the boxes)</b>	
<input type="checkbox"/> We certify that all information contained in this application is certified truthful and accurate and that no relevant information has been withheld. <input type="checkbox"/> We agree to be bound by the terms and conditions of the application as set out below and on the guides and notes of Cyberport Financial Partitioners FinTech Training Programme 2022 - Incentive Scheme (Doc Ref: CFPFTP GN IS 2022). <input type="checkbox"/> We hereby grant HKCMCL permission to take photos and AV recordings at the programme. Such recordings will be used for various purposes including but not limited to: post-event promotion and promotion for future events primarily relation to the programme. <input type="checkbox"/> We are willing to have the programme live broadcasted via online social media platform(s) at the HKCMCL official account, if applicable. <input type="checkbox"/> We are willing to have the presentation materials and recordings, if any, to be uploaded onto Cyberport Academy Smart Learning Portal website after the Programme. <input type="checkbox"/> We have read the Personal Information Collection Statement of HKCMCL, including the information about the use of our personal data in direct marketing, and we understand its contents. By ticking the box above, we signify our consent for HKCMCL to use our personal data (primarily our names and contact details) in direct marketing services, products, facilities, activities and other subjects to us (primarily services, products, facilities, activities, events and subjects offered in relation to HKCMCL or Cyberport or partners of Cyberport or shops or merchants in Cyberport or offered or hosted at Cyberport) as more particularly set out in the Personal Information Collection Statement. For more on privacy policy, please refer to our website at <a href="http://www.cyberport.hk/en/privacy_policy">http://www.cyberport.hk/en/privacy_policy</a> .	
Submission Date	

**Part G) Terms and Conditions of Application**

1. The applicant shall submit a programme proposal for HKCMCL's consideration. All submitted information will not be returned.
2. For obtaining the approved incentive fee, the applicant must submit the Reimbursement Form (Doc Ref: CFPFF Reimbursement Form 2022) together with **ALL** required documents (e.g. post-programme report, invoice, receipt, photos/screen captures, post-programme survey, attendance record, i.e. attendee's name, company, job title, sign in and sign out (or stay duration)) within 30 working days after the commencement of the programme. All submitted documents for application will not be returned.
3. The applicant's name (i.e. trade association name) must be shown on the invoices and receipts as the payer. Documents failed to prove the applicant as the payer are not acceptable for reimbursement purpose.
4. The actual incentive fee amount payable for each item is capped by the respective approved amount in Part E of this application form.
5. HKCMCL reserves the right to obtain further and additional information from the applicant in relation to the application.
6. These terms and conditions may be amended or supplemented by HKCMCL at any time without prior notice.

**For the Use of HKCMCL**

**Part H) (To be certified by the Cyberport Academy team)**

This application is:  recommended  not recommended

Vetting Panel Approved Incentive Fee: HK\$ \_\_\_\_\_

Name:	Signature:	Date:
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**Part I) (To be verified by Manager or above)**

This recommendation is approved by Vetting Panel:  Confirmed  Not Confirmed

Name:	Signature:	Date:
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