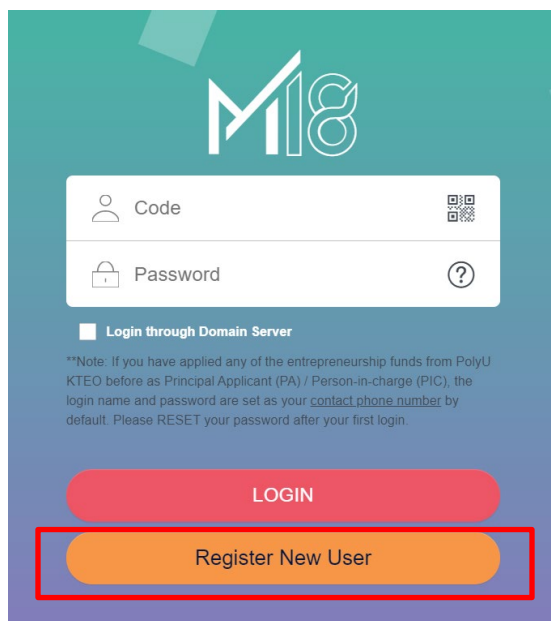


PolyVentures Angel Fund 2024-25 (HK\$1M Fund) Online Application Manual

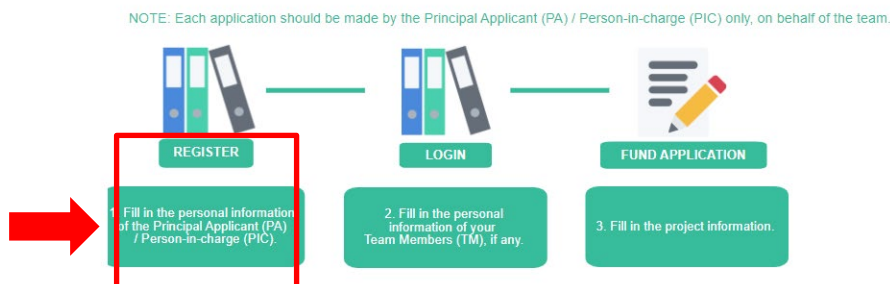
1. Create a Login Account

(If you have applied any of the entrepreneurship funds, i.e. Micro Fund (MF), China Entrepreneurship Fund (CEF), Tech Launchpad Fund (TLF), Tech Incubation Fund (TIF), Proof-of-Concept Funding (POC), from PolyU KTEO before as Principal Applicant (PA) / Person-in-charge (PIC), please directly go to **Step 2** to login with existing account. If you forget your password, please go to **Step 3**.)

1.1 Click the **Register New User** button.



1.2 Click **Register**.



1.3 Fill in your personal information, especially the required fields with *.

The screenshot shows a web application interface for an online application. The top navigation bar includes a search bar, language selection (English), and user information (Public User). The main content area is divided into several sections:

- Personal Information:** Fields include Applicant ID, PA Applicant ID, English Name (e.g., CHAN Tai Man), Chinese Name, Preferred Name (e.g., Peter), Identity Document, Identity Number (e.g., A123456(7) = A1234567), PolyU Member status (Yes/No), Student ID, Contact Phone Number (Area Code and Phone Number), Contact Email Address, and Other Email Address.
- Academic Qualification:** Fields include Qualification, Institute, Other Institute, Department, Programme of Study (e.g., BEng (Hons) in Industrial and Systems Engineering, MSc in Accountancy), and Year of Graduation (e.g., 2020).
- Attachments:** Fields for CV and PolyU Student ID / Graduation Certificate / Transcript of each PolyU Student / Alumni, both with file upload icons and format restrictions (PDF / Max. file size: 1MB).
- Login Credentials:** Fields for Login ID and Password, with a Retype Password field.

1.4 Upload your CV and proof of PolyU student (Student ID / Graduation Certificate / Transcript / Alumni) in PDF format.

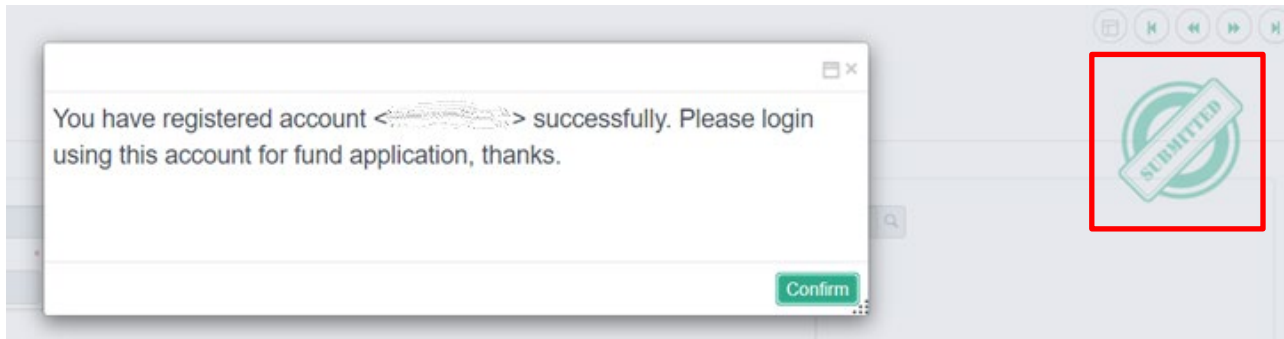
This close-up view of the Attachments section shows two upload fields. The first is for the CV, and the second is for the PolyU Student ID / Graduation Certificate / Transcript of each PolyU Student / Alumni. Both fields include a file upload icon and specify the document format as PDF and the maximum file size as 1MB.

1.5 Login ID will be defaulted as your phone number. Please set your own password, then click **Submit**. Remember the login information for later use.

This close-up view of the Login Credentials section shows two input fields: Login ID and Password. A Retype Password field is also present to the right of the Password field.

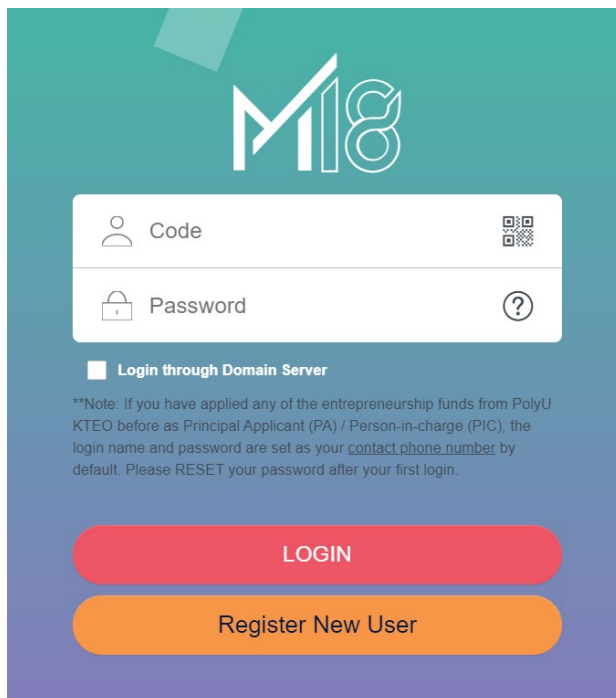
The bottom navigation bar contains four buttons: Home, Applicant, Previous Record, and New. The Submit button is highlighted with a red rectangular border.

- 1.6 After you click **Submit**, the system will display the below message and “SUBMITTED” icon on the top right corner of the page.

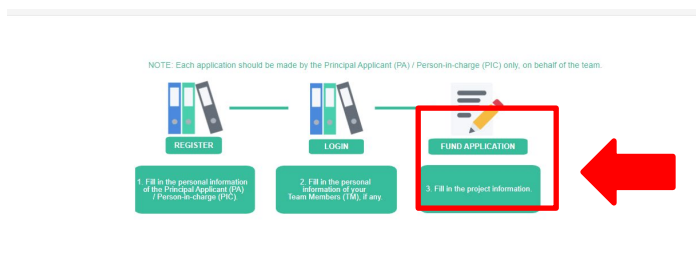


2. Login and fill in the project information

- 2.1 Enter your login code (**your contact phone number**) and password, then click **Login**.



- 2.2 Click **Fund Application**.



- 2.3 Fill in your project information, especially the required fields with *, and make sure to select correct Funding Scheme: **“PolyVentures Angel Fund Scheme - HK\$1M from TSSSU-O (TSSSUO)”**. And then, upload your **(1) pitch deck in PDF format** and **(2) provide YouTube link of a 3-minute pitching video**.

Home * Fund Applica... Search

Previous Record New Submit

Project Information

Funding Scheme PolyVentures Angel Fund Scheme - HK\$1M from TSSSU-O (TSSSUO) Year of Funding Period 2024

Application Date 2023/09/25

Project Name

Project Nature

Brief Project Description

Pitch Deck (Document format: PDF / Max. file size: 10MB)

YouTube link of Pitching Video

Declaration Yes No

- 2.4 Click the **Application Details** tab to fill in the information about PolyU Intellectual Property (IP) or Incubator / Funding Programme attended / attending, if any.

If **PolyU IP** is used in the project (i.e. Patent, Research Paper, etc.), please also complete and sign the <Declaration of Use of PolyU Knowledge Innovations Technologies> beforehand. The declaration form can be downloaded from [Angel Fund Scheme - HK\\$1M Fund](#) website under “Download Area”.

Home * Fund Applica... Open Save

Application Details Team Member Company Information Application Status

PolyU Intellectual Property (IP)

Use of PolyU IP Yes No

Type of PolyU IP ...

Name of Supervisor / IP Owner / Inventor Prof. Eric CHENG

License Agreement Date

Declaration of "Use of PolyU Knowledge/Innovations/Technologies" (Document format: PDF / Max. file size: 10MB)

Incubator / Funding Programme

Under / Graduated from Incubator or Funding Programme Yes No

Action	Name of Incubator / Funding Programme (i.e. HKSTP Incu-App Programme, Cyberport CUPP, Good See)
1	

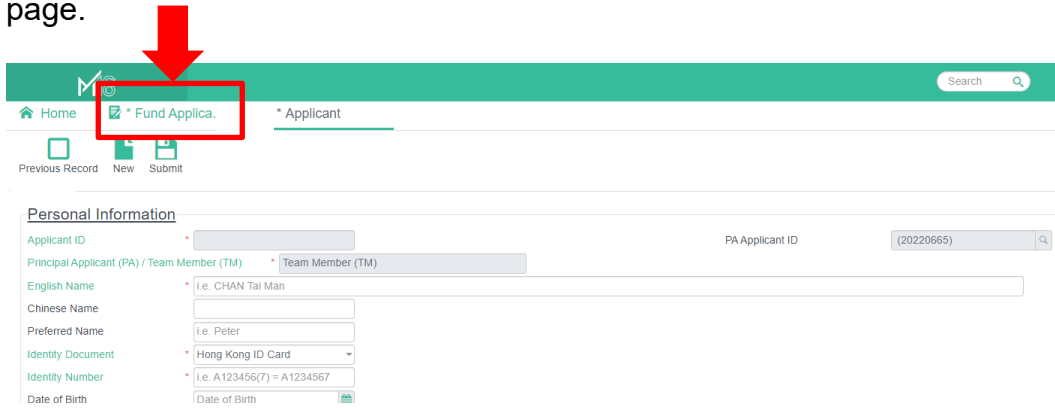
2.5 Click the **Team Member** tab to fill in the information of your team members, if any. Then click **Create Team Member Record** button to create a new record for each team member.

The screenshot shows the application form interface. At the top, there are navigation icons for 'Home' and '* Fund Applica...'. Below this is a toolbar with icons for 'Previous Record', 'New', 'Submit', 'Draft', 'View Deleted', 'Template', and 'Attachments'. A 'Declaration' section has radio buttons for 'Yes' (selected) and 'No'. Below the declaration is a list of terms and conditions. A red arrow points to the 'Team Member' tab in the navigation bar, which is highlighted with a red box. Below the tabs is a green button labeled 'Create Team Member Record', also highlighted with a red box. Below the button is a table with columns: 'Action', 'Principal Applicant (...)', 'Applicant ID', 'English Name', and 'Team Status'. The table contains one row with '1' in the 'Action' column, 'Team Member (TM)' in the 'Principal Applicant (...)' column, a search icon in the 'Applicant ID' column, and 'Active' in the 'Team Status' column.

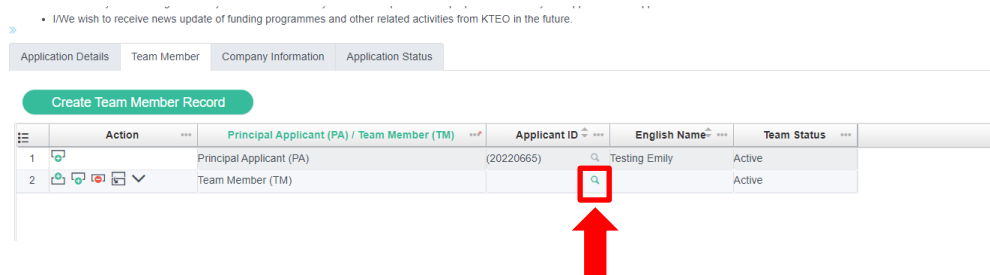
2.6 Fill in the personal information of your team member and click **Submit**.
(If you have more than 1 team member, repeat Step 2.5 – 2.6 for each member.)

The screenshot shows the 'Personal Information' form. At the top, there are navigation icons for 'Home', '* Fund Applica...', and '* Applicant'. Below this is a toolbar with icons for 'Previous Record', 'New', and 'Submit'. The form is divided into sections: 'Personal Information', 'Academic Qualification', and 'Attachments'. The 'Personal Information' section includes fields for 'Applicant ID', 'Principal Applicant (PA) / Team Member (TM)', 'English Name', 'Chinese Name', 'Preferred Name', 'Identity Document', 'Identity Number', 'Date of Birth', 'PolyU Member', 'Student ID', 'Contact Phone Number', 'Contact Email Address', and 'Other Email Address'. The 'Academic Qualification' section includes fields for 'Qualification', 'Institute', 'Other Institute', 'Department', 'Programme of Study', and 'Year of Graduation'. The 'Attachments' section includes fields for 'CV' and 'PolyU Student ID / Graduation Certificate / Transcript of each PolyU Student / Alumni'. A red box highlights the 'Submit' button at the bottom right of the form.

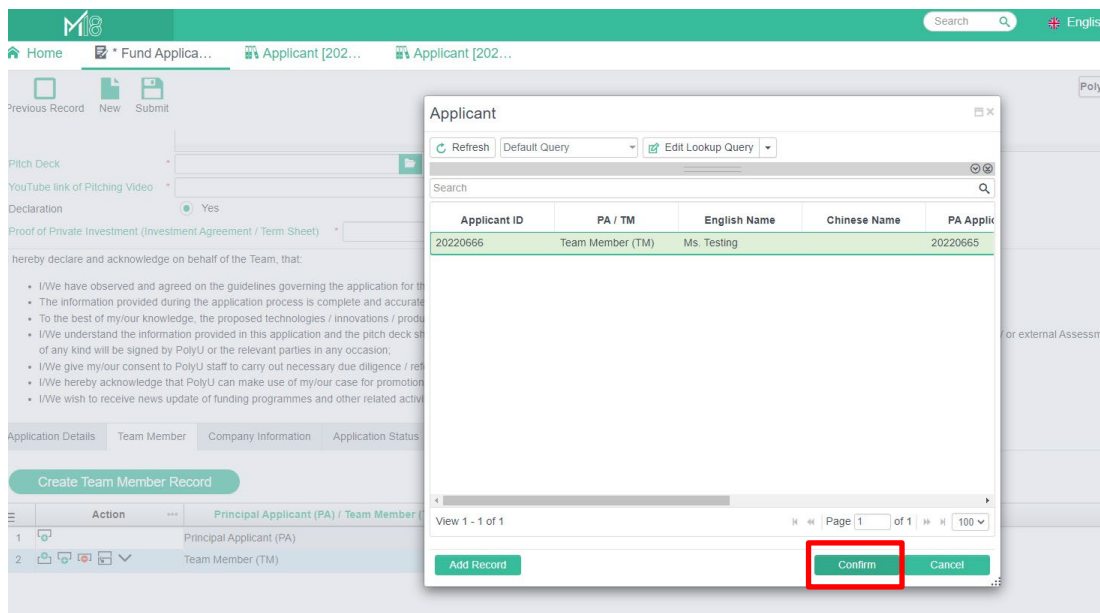
2.7 Click the **Fund Application** tab on the top left corner to go back to the “Project Information” page.



2.8 Click the Search icon  under Applicant ID to look for the team member record(s).



2.9 Choose the team member to add and click the **Confirm** button.



2.10 Repeat Step 2.8 – 2.9 until you add all your team members, then click the **Submit** button.

Home Fund Applica...

Previous Record New **Submit** Draft View Deleted Template Attachments

Declaration Yes No

I hereby declare and acknowledge on behalf of the Team, that:

- I/We have observed and agreed on the guidelines governing the application for the Funding Programme;
- The information provided during the application process is complete and accurate to the best of my/our knowledge;
- To the best of my/our knowledge, the proposed technologies / innovations / products / services / ideas are without any infringement of third parties' intellectual property rights;
- I/We understand the information provided in this application and the pitch deck shall be kept by KTEO for record purpose. During the process, such information may be exposed to related PolyU staff and / or external Assessment Panel member(s). However, no Non-Disclosure Agreement of any kind will be signed by PolyU or the relevant parties in any occasion;
- I/We give my/our consent to PolyU staff to carry out necessary due diligence / reference check for the purpose of confirming this application;
- I/We hereby acknowledge that PolyU can make use of my/our case for promotional purposes should my/our application be approved;
- I/We wish to receive news update of funding programmes and other related activities from KTEO in the future.

> Application Details Team Member Company Information Application Status

Create Team Member Record

Action	Principal Applicant (...)	Applicant ID	English Name	Team Status
1	Team Member (TM)			Active

2.11 Click the **Company Information** tab to enter all required information with *. **Please also upload the CI, BR and shareholding proof in pdf format.**

Home Fund Applica... Applicant [202...]

Previous Record Refresh New Submit PolyU KTEO Entrepreneur

I hereby declare and acknowledge on behalf of the Team, that:

- I/We have observed and agreed on the guidelines governing the application for the Funding Programme;
- The information provided during the application process is complete and accurate to the best of my/our knowledge;
- To the best of my/our knowledge, the proposed technologies / innovations / products / services / ideas are without any infringement of third parties' intellectual property rights;
- I/We understand the information provided in this application and the pitch deck shall be kept by KTEO for record purpose. During the process, such information may be exposed to related PolyU staff and / or external Assessment Panel member(s). However, no Non-Disclosure Agreement of any kind will be signed by PolyU or the relevant parties in any occasion;
- I/We give my/our consent to PolyU staff to carry out necessary due diligence / reference check for the purpose of confirming this application;
- I/We hereby acknowledge that PolyU can make use of my/our case for promotional purposes should my/our application be approved;
- I/We wish to receive news update of funding programmes and other related activities from KTEO in the future.

Application Details Team Member **Company Information** Application Status

Company Name * Testing

Company Website *

Location of Incorporation * Hong Kong

Company Number on CI * Testing123

Date of Incorporation * 2022/09/13

Business Registration Number on BR * Testing123

Action	Principal Applicant (PA) / Team Member (TM) / Non Team Member (Non-TM)	Applicant ID	English Name	Shareholding (%)
1	Principal Applicant (PA)			0.00

Page 1 of 1 300

Certificate of Incorporation (CI) (Document format: PDF / Max. file size: 1MB)

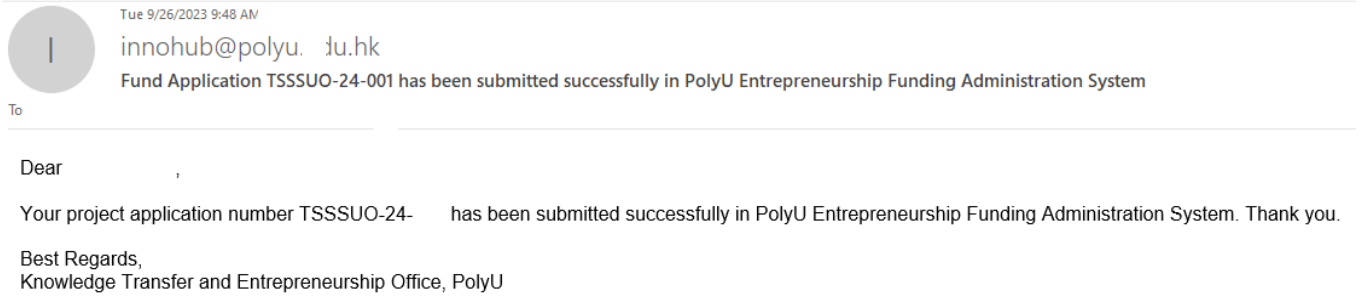
Business Registration Certificate (BR) (Document format: PDF / Max. file size: 1MB)

Shareholding Proof (i.e. NAR1, NNC1) (Document format: PDF / Max. file size: 1MB)

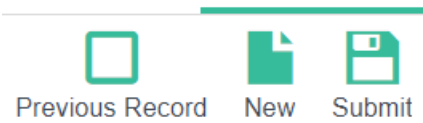
2.12 Click **Submit** and make sure your application has been submitted successfully before exit. The system will display “SUBMITTED” icon on the top right corner of the page.



2.13 A confirmation email with **Project Application Number** will be sent to PA's contact email address only. **Project Application Number** will be the reference for your submitted application in any of future announcement and correspondences with the PA.

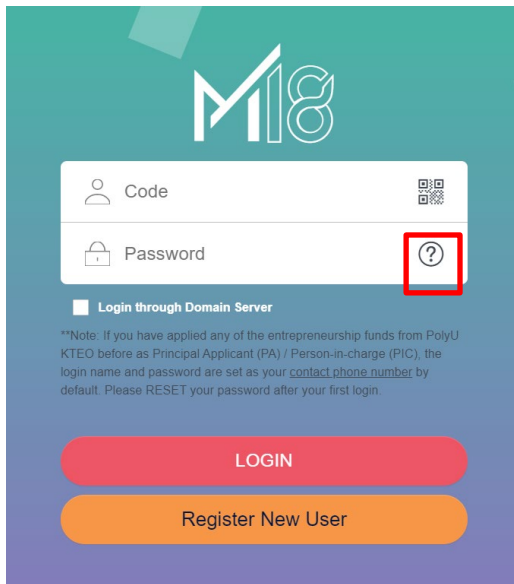


2.14 PA can further revise or make changes of the submitted application online before the application deadline by clicking **Previous Record**. Please ensure to click **Submit** before exit. No further email confirmation will be sent again for revision and amendment of your application.

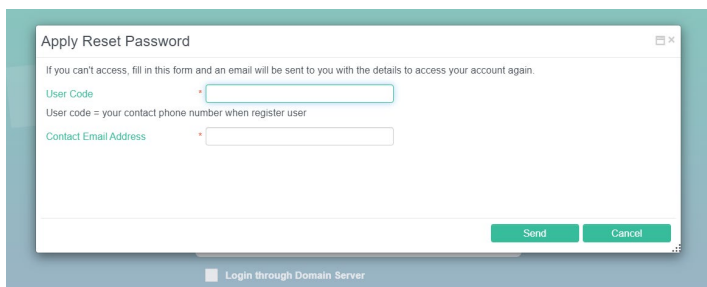


3. Forget your password

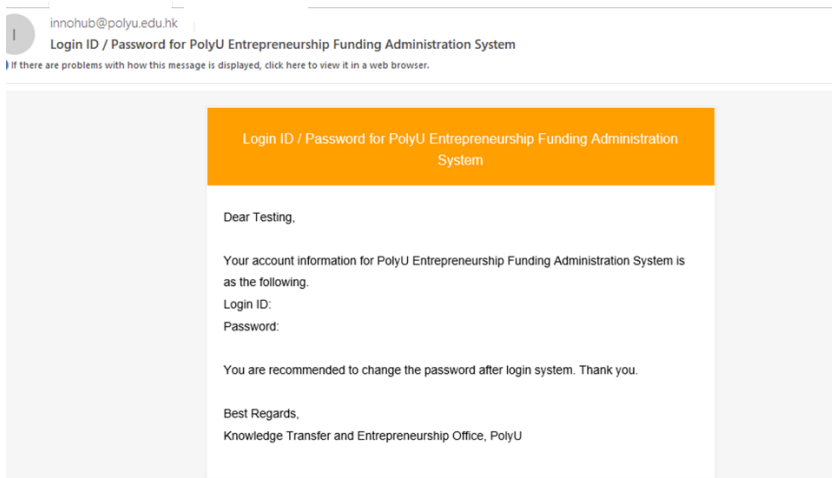
3.1 If you forget your login password, please click .



3.2 Fill in **User Code** and **Contact Email Address** to reset your password, then click **Send**. The **User Code** is your contact phone number.



3.3 You will receive an email of "Login ID / Password for PolyU Entrepreneurship Funding Administration System" with login information. Please change the password after login the system.



-End-