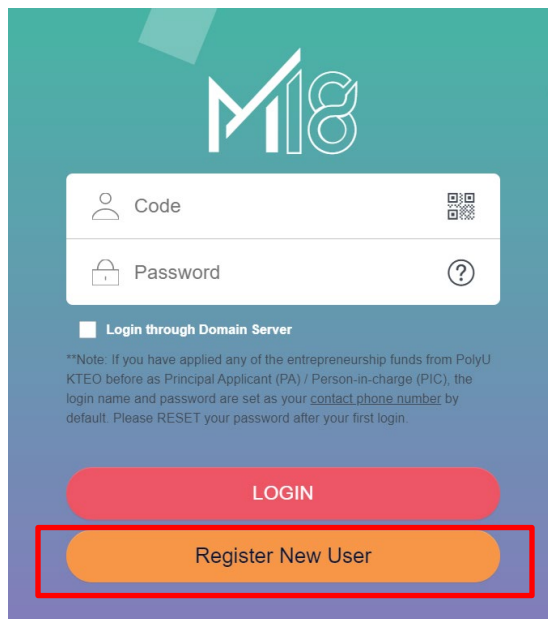


PolyVentures Angel Fund 2024-25 (HK\$3M Fund) Online Application Manual

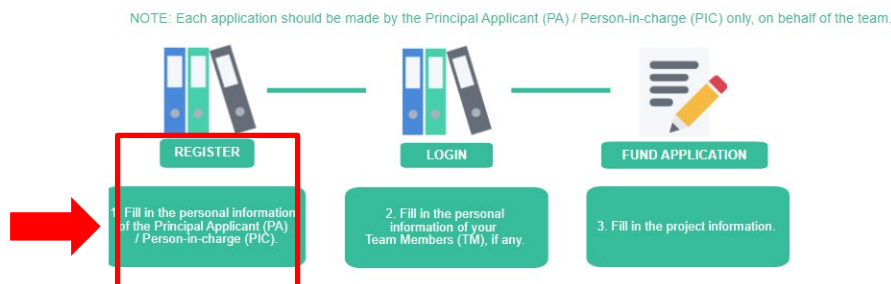
1. Create a Login Account

(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:

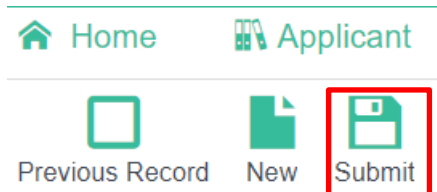
- Personal Information:** Fields include Applicant ID, PA Applicant ID, English Name (e.g., CHAN Tai Man), Chinese Name, Preferred Name (e.g., Peter), Identity Document, Identity Number (e.g., A123456(7) = A1234567), PolyU Member status (Yes/No), Student ID, Contact Phone Number (Area Code and Phone 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.

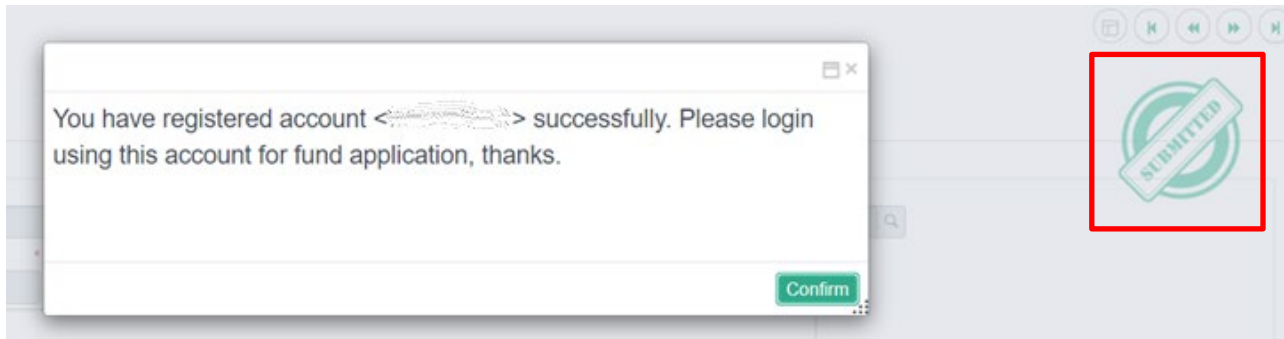
This close-up view of the Attachments section shows two file upload fields. The first field is for the CV, and the second is for the PolyU Student ID / Graduation Certificate / Transcript of each PolyU Student / Alumni. Both fields include a file upload icon and specify the document format as PDF and 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. The Password field is accompanied by a Retype Password field. The Login ID field is highlighted with a red box in the original image.

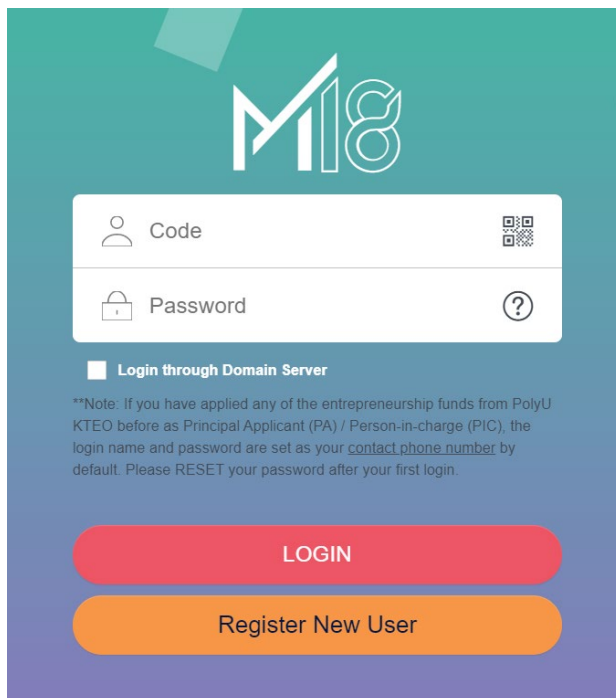


- 1.6 After you click **Submit**, the system will display the below message and “SUBMITTED” icon on the top right corner of the page.

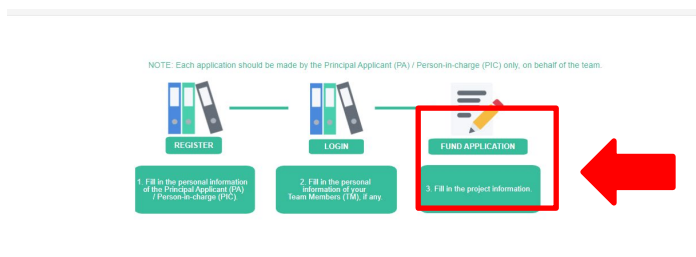


2. Login and fill in the project information

- 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\$3M from TSSSU+ (TSSSUPLUS)"**. And then, upload your (1) pitch deck in PDF format and (2) provide YouTube link of a 3-minute pitching video and (3) Proof of Private Investment (Investment Agreement / Term Sheet)

Home * Fund Applica...

Previous Record New Submit

Project Information

Project Application ID * [Redacted] Year of Funding Period 2024

Funding Scheme * PolyVentures Angel Fund Scheme - HK\$3M from TSSSU+ (TSSSUPLUS)

Application Date 2023/09/26

Project Name * [Redacted]

Project Nature * --

Brief Project Description *

Pitch Deck * [Redacted] (Document format: PDF / Max. file size: 10MB)

YouTube link of Pitching Video * [Redacted]

Declaration Yes No

Proof of Private Investment (Investment Agreement / Term Sheet) * [Redacted] (Document format: PDF / Max. file size: 10MB)

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. FYP, Capstone Project, 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 [PolyVentures Angel Fund – HK\\$3M Fund \(Partially from TSSSU+\)](#) 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

Type of PolyU IP * --

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

License Agreement Date [Redacted]

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

Incubator / Funding Programme

Under / Graduated from Incubator or Funding Programme 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 'Fund Application' form with the 'Team Member' tab selected. A red box highlights the 'Team Member' tab and the 'Create Team Member Record' button. A red arrow points to the 'Team Member' tab. Below the declaration, there is a list of terms and conditions. The form includes a table with columns for Action, Principal Applicant, Applicant ID, English Name, and Team Status.

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;
- I/We understand the information provided in this application and the pitch deck shall be kept by KTEO for record purpose. During Assessment Panel member(s). However, no Non-Disclosure Agreement of any kind will be signed by PolyU or the relevant parties;
- I/We give my/our consent to PolyU staff to carry out necessary due diligence / reference check for the purpose of confirming this information;
- 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 notification of 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) v			Active v

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 'Applicant' form with the 'Personal Information' section expanded. The form 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. There is also an 'Academic Qualification' section with 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.

Home * Fund Applica... * Applicant

Previous Record New Submit

Personal Information

Applicant ID * [] PA Applicant ID (20220665) []

Principal Applicant (PA) / Team Member (TM) * Team Member (TM) []

English Name * I.e. CHAN Tai Man []

Chinese Name []

Preferred Name I.e. Peter []

Identity Document * Hong Kong ID Card []

Identity Number * I.e. A123456(7) = A1234567 []

Date of Birth * Date of Birth []

PolyU Member * Yes No Current Student []

Student ID []

Contact Phone Number * I.e. Area Code(852, 86) [] I.e. Phone Number []

Contact Email Address * []

Other Email Address []

Academic Qualification

Qualification * Associate's Degree []

Institute * PolyU []

Other Institute []

Department * []

Programme of Study * I.e. BEng (Hons) in Industrial and Systems Engineering, MSc in Accountancy []

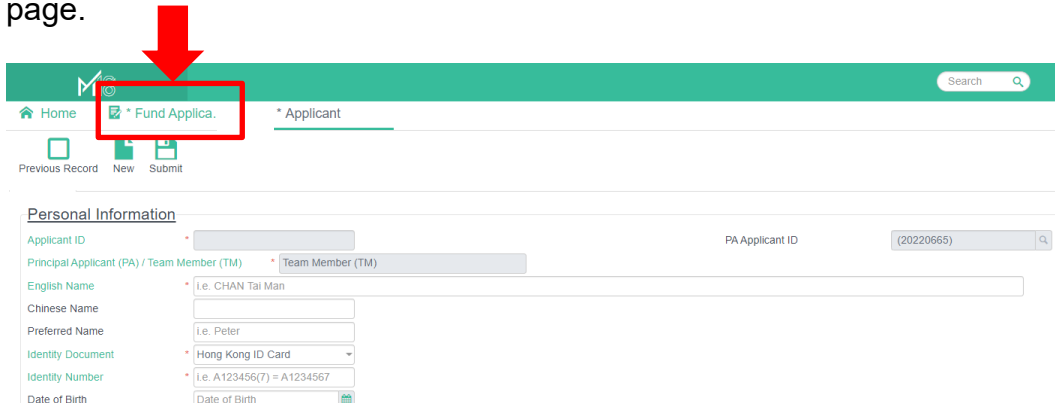
Year of Graduation * 2022 []

Attachments

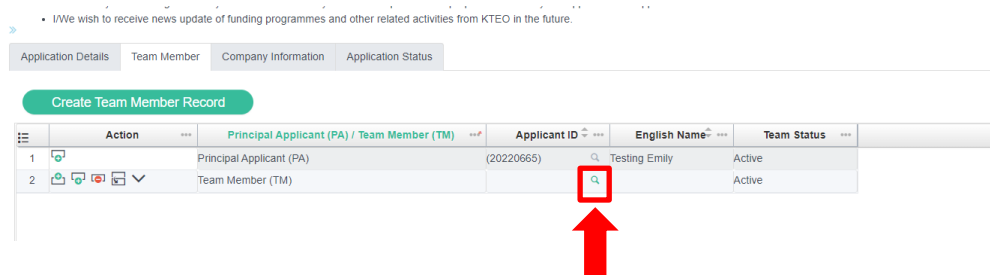
CV [] (Document format: PDF / Max. file size: 1MB)

PolyU Student ID / Graduation Certificate / Transcript of each PolyU Student / Alumni [] (Document format: PDF / Max. file size: 1MB)

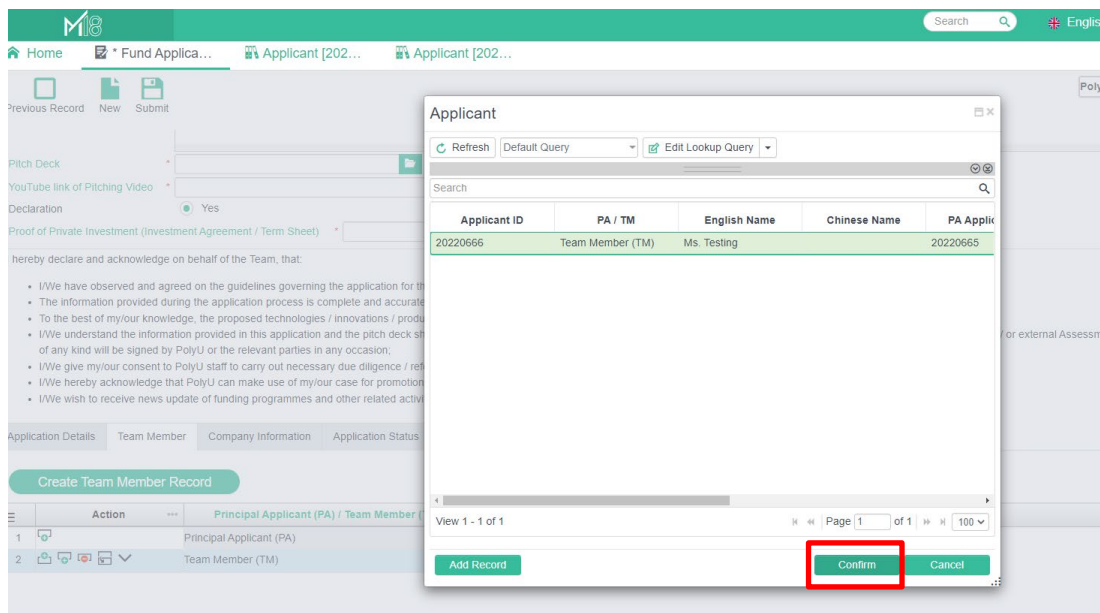
2.7 Click the **Fund Application** tab on the top left corner to go back to the “Project Information” page.



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 (PA) / Team Member (TM) / Non Team Member (Non-TM)	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 Date of Incorporation * 2022/09/13

Company Number on CI * Testing123 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)

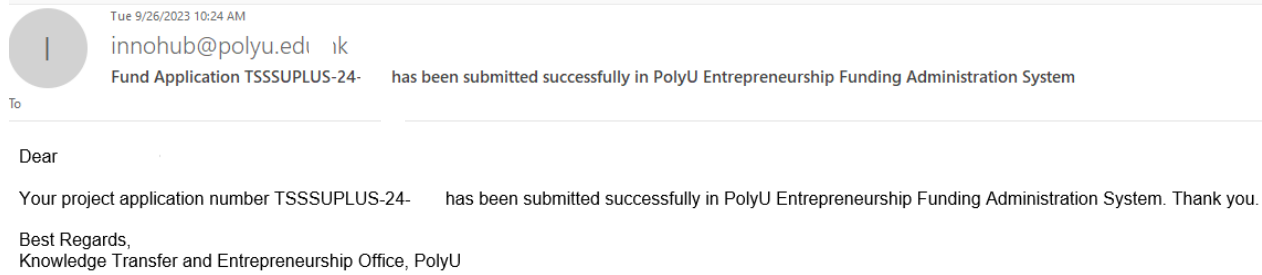
Business Registration Certificate (BR) (Document format: PDF / Max. file size: 1MB)

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

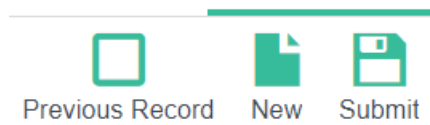
2.12 Click **Submit** and make sure your application has been submitted successfully before exit. The system will display “SUBMITTED” icon on the top right corner of the page.



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.

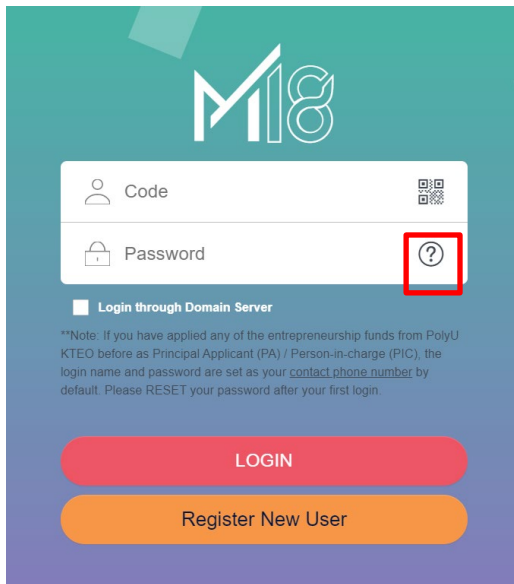


2.14 PA can further revise or make changes of the submitted application online before the application deadline by clicking **Previous Record**. Please ensure to click **Submit** before exit. No further email confirmation will be sent again for revision and amendment of your application.

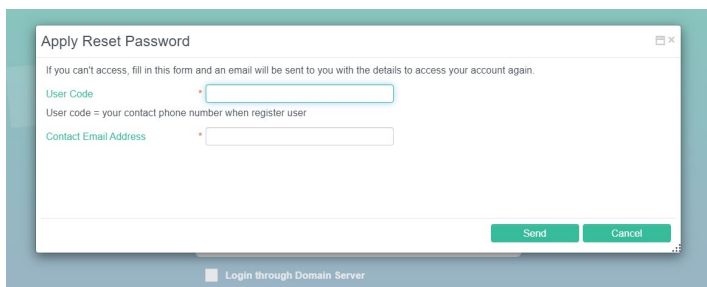


3. Forget your password

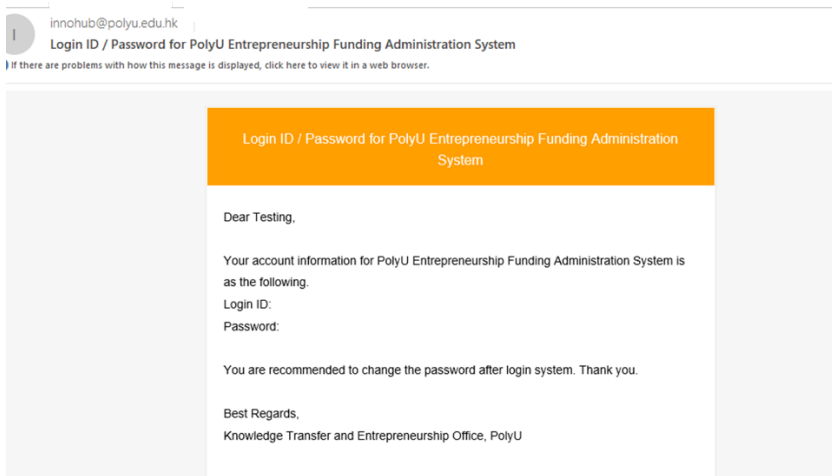
3.1 If you forget your login password, please click .



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-