

**Technology Start-up Support Scheme for Universities (TSSSU)**

**Application for Funding**

*Reference number  
(for ITC use):*

**NOTES**

1. Section A to Section E should be completed by the person-in-charge of the start-up applying for TSSSU funding. Section F should be completed by the Head of the respective university unit responsible for TSSSU.
2. Please read the relevant guidelines from the associated university before completing this form.
3. All information provided in this form will be used for processing the application and related purposes by Innovation and Technology Commission (ITC) and the associated university. It may be disclosed to other Government bureaux/departments, statutory bodies or third parties for the above said purposes or required by law. This submission denotes that the start-up concerned and the university unit responsible for TSSSU have given explicit consent to such disclosure.
4. Please tick the box as appropriate.

**SECTION A: The Applicant**

*(To be completed by the person-in-charge of the applicant company)*

**(1) Our team is applying for –**

- (a) the first year TSSSU-O funding
- (b) the second or the third year TSSSU-O funding; reference number of last year's application: \_\_\_\_\_
- (c) the first year TSSSU+ funding
  - (i) funded by TSSSU-O before; reference number: \_\_\_\_\_
  - (ii) not funded by TSSSU-O before
- (d) the second or the third year TSSSU+ funding; reference number of last year's application: \_\_\_\_\_

**(2) Particulars of the Applicant Team**

Name of Start-up  
(in English): \_\_\_\_\_

Name of Start-up  
(in Chinese): \_\_\_\_\_

The Associated University: \_\_\_\_\_

Date of Registration under  
the Companies Ordinance: \_\_\_\_\_

Company Address  
Registered with the  
Companies Registry: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Webpage (if any): \_\_\_\_\_

**(3) Composition of the Applicant Team**

**(a) Person-in-charge of the Start-up**

Name (in English): \_\_\_\_\_

Name (in Chinese): \_\_\_\_\_

- In what way is the person-in-charge associated with the recommending university?
- (a) Undergraduate
  - (b) Postgraduate
  - (c) Professor
  - (d) Faculty member
  - (e) Alumnus

Academic Qualifications  
(e.g. Degree Awarded,  
Institute Awarding  
Qualification, Year of Award): \_\_\_\_\_

% of Shares Held in the Start-up  
(if any): \_\_\_\_\_

Telephone Number /  
Mobile Number: \_\_\_\_\_ / \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Correspondence Address: \_\_\_\_\_

**(b) Other Team Members**

*(Please add row(s)/separate sheet(s) if necessary)*

No.	Name (in English)	Name (in Chinese)	Is the team member associated with the recommending university? (Undergraduate/ Postgraduate/ Professor/ Faculty Member/ Alumnus/ Not Associated)	Academic Qualifications (e.g. Degree Awarded, Institute Awarding Qualification, Year of Award)	% of Shares Held (if any)
1.					%
2.					%

No.	Name (in English)	Name (in Chinese)	Is the team member associated with the recommending university? (Undergraduate/ Postgraduate/ Professor/ Faculty Member/ Alumnus/ Not Associated)	Academic Qualifications (e.g. Degree Awarded, Institute Awarding Qualification, Year of Award)	% of Shares Held (if any)
3.					%
4.					%

**(c) Other Shareholders**  
(Not Covered in Section 3(b) above)

No.	Name (in English)	Name (in Chinese)	Involvement in Business(es)/Project(s) Supported by TSSSU in the Past Five Years (if any)	% of Shares Held
1.				%
2.				%
3.				%
4.				%
<b>Total % of Shares Held by Entities in Section 3(a), (b) and (c)</b>				<b>100%</b>

**(d) Collaborating Parties in the R&D Work (if applicable)**  
(Please add separate sheet(s) if necessary)

Any collaboration with other organisation(s), including the recommending university, in conducting the R&D work?

Yes                       No (if no, please go to Section B direct)

If yes, please provide the following details –

(i) the name of the organisation(s);

--

- (ii) the form of collaboration(s) (e.g. licensing of intellectual property rights, sharing of the royalties, etc.);

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- (iii) special arrangements arising from such collaboration(s), e.g. licensing of intellectual property rights (if any);

--

- (iv) if the applicant team has entered into such collaboration, then please state the name of the agreement below and attach a copy in Section C; and

--

- (v) information of the contact person(s) of the collaborating party(ies).

English Name and Chinese Name	Role in the R&D Work	Address/ Webpage (if any)	Contact Person	Tel No./ Fax No./ Email Address

- (e) **Private Investor(s) (for applications under TSSSU+)**  
(Please add separate sheet(s) if necessary)

Please provide the following details and attach copies of the documentary proofs as set out in Section C –

Name of the Private Investor	Investment Amount in Cash (HK\$) <sup>1</sup>	% of Shares Held / to be Held in the Start-up	Date of Investment Payment Made / to be Made	Information of Contact Person		
				English Name, Chinese Name and Post Title	Address/ Webpage (if any)	Tel No./ Fax No./ Email Address
		%				
		%				
		%				

<sup>1</sup> In case the investments are made in foreign currency, relevant exchange rates should be provided in the table.

**SECTION B: The Business Proposal**

*(To be completed by the person-in-charge of the applicant company)*

**(1) Technology Area** *(please tick (“√”) as appropriate and insert an asterisk (“\*”) against ONE key technology area in case more than one technology area is indicated)*

- Advanced Manufacturing/Process Development
- Automotive Parts and Accessories
- Biotechnology
- Chinese Medicine
- Electronics
- Energy
- Environmental Protection
- Information and Communication Technologies
- Logistics and Supply Chain Management
- Nanotechnology and Materials Science
- Testing and Certification
- Textile/Clothing/Footwear
- Others (please specify): \_\_\_\_\_

**(2) Industrial Sector** *(please tick (“√”) as appropriate and insert an asterisk (“\*”) against ONE key industrial sector in case more than one industrial sector is indicated)*

- |   |  |
|---|--|
| <input type="checkbox"/> Banking/Financial Market/<br>Fund Management/Insurance | <input type="checkbox"/> Materials                       |
| <input type="checkbox"/> Biotechnology  | <input type="checkbox"/> Medical Equipment               |
| <input type="checkbox"/> Chinese Medicine                                       | <input type="checkbox"/> Precision Engineering           |
| <input type="checkbox"/> Construction   | <input type="checkbox"/> Printing and Publishing         |
| <input type="checkbox"/> Electrical and Electronics                             | <input type="checkbox"/> Professional Services           |
| <input type="checkbox"/> Energy   | <input type="checkbox"/> Real Estate/Property Management |
| <input type="checkbox"/> Environmental  | <input type="checkbox"/> Telecommunications              |
| <input type="checkbox"/> Food and Beverage                                      | <input type="checkbox"/> Testing and Certification       |
| <input type="checkbox"/> General (Cross Sectors)                                | <input type="checkbox"/> Textiles/Clothing/Footwear      |
| <input type="checkbox"/> Import and Export Trade                                | <input type="checkbox"/> Tourism                         |
| <input type="checkbox"/> Information Technology                                 | <input type="checkbox"/> Transportation                  |
| <input type="checkbox"/> Logistics and Communication<br>Technologies            | <input type="checkbox"/> Wholesale and Retail            |
| <input type="checkbox"/> Manufacturing Engineering                              | <input type="checkbox"/> Others (please specify): _____  |
-

**(3) Brief Description of Business** *(Please add separate sheet(s) if necessary)*

*(For applicant applying for the first year TSSSU-O / TSSSU+ funding, please complete Sections B(3)(a) and (3)(c) below. For applicant applying for continued TSSSU-O / TSSSU+ funding, please complete Sections B(3)(b) and (3)(c).)*

(a) *(Applicant applying for the first year TSSSU-O / TSSSU+ funding)*

(i) overview of the start-up;

*(in Chinese) (Not more than 200 words)*

*(in English) (Not more than 150 words)*

(ii) technology(ies) involved;

*(in Chinese) (Not more than 200 words)*

*(in English) (Not more than 150 words)*

(iii) proposed product(s) and/or service(s) and target market(s); and

*(in Chinese) (Not more than 300 words)*

*(in English) (Not more than 200 words)*

- (iv) product development and/or commercialisation plan/progress (including revenue received, capital/money raised, and renowned awards received, if any).

*(in Chinese) (Not more than 200 words)*

*(in English) (Not more than 150 words)*

- (b) *(For applicant applying for continued TSSSU-O / TSSSU+ funding)*

Please provide updates/key differences in the business compared with that of last year's application –

- (i) progress of product development, commercialisation, and/or market expansion compared with last year (including revenue received, capital/money raised, and significant awards received, if any); and

*(in Chinese) (Not more than 300 words)*

*(in English) (Not more than 200 words)*

- (ii) new proposed product(s) and/or service(s) and/or target market(s) (if any).

*(in Chinese) (Not more than 300 words)*

*(in English) (Not more than 200 words)*



(c) *(For all applicants)*

Admission into any Incubation and/or Acceleration Programme(s) (e.g. Hong Kong Science and Technology Parks Corporation, Cyberport, etc.) (if any)

Name of Incubator/ Accelerator and the Incubation/ Acceleration Programme	Period of the Incubation/Acceleration Programme (dd/mm/yyyy-dd/mm/yyyy)	Additional Grant Approved by the Incubator/ Accelerator (HK\$)
1.		
2.		
3.		
<b>Total</b>		

(4) **Milestones within the 20\_\_ - \_\_ Government Financial Year**

Please set out the milestones of the proposed business and R&D work to be achieved.

Period		Milestones
From (dd/mm/yyyy)	To (dd/mm/yyyy)	

(5) **TSSSU Funding Being Applied for**

**Grand total (HK\$):**

Please provide details of the estimated expenditure items in the following tables. All fields should be completed. For the scope of funding, please refer to the guidelines and terms prescribed by the associated university.

(a) **Manpower**

Post/Rank	No. of Staff (A)	Duration (man-months) (B)	Monthly Rate or Equivalent (HK\$) (C)	Total (HK\$) (A)x(B)x(C)	Justifications (please include the duties, academic qualification and/or relevant experience required)
1.					
2.					
3.					

Post/Rank	No. of Staff (A)	Duration (man-months) (B)	Monthly Rate or Equivalent (HK\$) (C)	Total (HK\$) (A)x(B)x(C)	Justifications <i>(please include the duties, academic qualification and/or relevant experience required)</i>
4.					
5.					
6.					
<b>Sub-total</b>					

**(b) Equipment**

Key Equipment	Quantity and Unit (e.g. set, piece, litre) (A)	Unit Cost (HK\$) (B)	Total (HK\$) (A)x(B)	Justifications
1.				
2.				
3.				
4.				
5.				
6.				
<b>Sub-total</b>				

**(c) Other Direct Costs**

Item	Quantity and Unit (e.g. month, no. of service contract, no. of campaign) (A)	Unit Cost (HK\$) (B)	Total (HK\$) (A)x(B)	Justifications
1.				
2.				
3.				
4.				
5.				
6.				
<b>Sub-total</b>				

**SECTION C: Supporting Documents**

*(to be completed by the person-in-charge of the applicant company)*

Please enclose the following documents as required in the previous sections -

- (1) agreement between the applicant and the collaborating organisation(s) on the sharing of the royalties or intellectual property rights or any other sorts of income to be generated from the applicant (if any);
- (2) investment agreement / undertaking issued by the private investor(s) on details of the cash contribution, bank statement(s)<sup>2</sup> showing the receipt of the private investment amount to match with TSSSU+ funding and returns to Company Registry showing the latest shareholding position of the start-up and proofs of cash injection (if any) (for TSSSU+);
- (3) CVs of all team members (a template is provided at Annex A(i));
- (4) the Certificate of Incorporation under the Companies Ordinance;
- (5) the Business Registration Certificate; and
- (6) the business proposal -
  - (a) *(for applicant applying for the first year TSSSU-O / TSSSU+ funding) the full business proposal; or*
  - (b) *(for applicant applying for the second or the third year TSSSU-O / TSSSU+ funding) supplementary information and/or documents related to information provided in Section B(3)(b), if any.*

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<sup>2</sup> The bank account should be opened with a bank in Hong Kong with the name of the account holder identical to that of the name of the start-up.

**SECTION D: Supplementary Information**

*(to be completed by the person-in-charge of the applicant company)*

Any previously related project(s) undertaken by the applicant and/or its team members in the past five years and supported by the Innovation and Technology Fund (ITF), including TSSSU?

- Yes                       No (if no, please go to Section E direct)

If yes, please briefly describe the related project(s), provide the ITF reference number(s) and title(s), and confirm whether there involves double payment for the same part of expenditure item(s).

ITF Project title and related reference number(s)	Brief description of the project	Involves double payment for the same part of expenditure item(s) budgeted in TSSSU?
1.		<input type="checkbox"/> Yes <input type="checkbox"/> No
2.		<input type="checkbox"/> Yes <input type="checkbox"/> No
3.		<input type="checkbox"/> Yes <input type="checkbox"/> No
4.		<input type="checkbox"/> Yes <input type="checkbox"/> No
5.		<input type="checkbox"/> Yes <input type="checkbox"/> No

**SECTION E: Declaration by the Applicant**

*(To be completed by the person-in-charge of the applicant company)*

I/We hereby declare that:

- (1) this application for TSSSU funding is submitted by *(name of the start-up)*  
\_\_\_\_\_;
- (2) the private investor(s) as stated in Section A(3)(e) is/are independent third-party/parties (for TSSSU+ only); and
- (3) all factual information provided in this application as well as the accompanying information accurately reflects the status of affairs as at the date of submission. I/We shall inform and seek prior approval from the respective university immediately if there are any subsequent changes to the above information during the application stage.

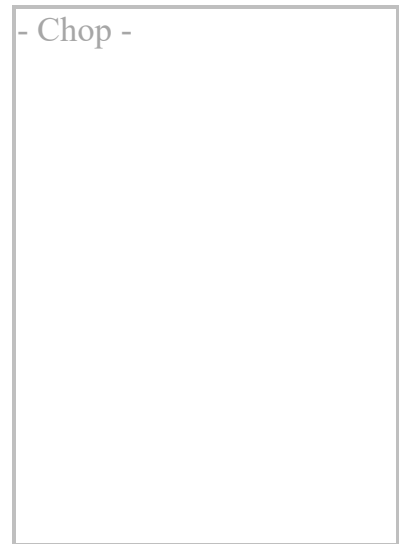
Authorised Signature  
with Company Chop : \_\_\_\_\_

Name of  
Person-in-charge : \_\_\_\_\_

Name of Company : \_\_\_\_\_

Date (dd/mm/yy) : \_\_\_\_\_

- Chop -



**SECTION F: Recommendation by the University**

*(To be completed by the Head of the respective university unit responsible for TSSSU)*

Please tick the appropriate box to indicate whether the university recommends the start-up to be funded under TSSSU-O / TSSSU+.

- I/We RECOMMEND the application from *(name of the start-up)* \_\_\_\_\_ for a total funding of HK\$ \_\_\_\_\_ under TSSSU-O / TSSSU+. Our assessment is as follows –

Assessment Criteria	Assessment	Scores / Maximum Scores
(1)		/
(2)		/
(3)		/
(4)		/
(5)		/
<b>Total Scores (if applicable)</b>		/

I/We also have the following observations about the start-up -

- (For TSSSU+ only) I/We also CONFIRM that the private investment(s) as stated in Section A(3)(e) is/are cash contribution(s) to the start-up and the arrangement(s) is/are not in the nature of a loan, does/do not require the start-up to pay any interest, and does/do not require the start-up to repay the principal in cash to the investor subject to any conditions.
- I/We DO NOT RECOMMEND *(name of the start-up)* \_\_\_\_\_ to be funded under TSSSU-O / TSSSU+. (Note: In this case, the application form needs not to be provided to ITC.)

Signature : \_\_\_\_\_  
Name : \_\_\_\_\_  
Post Title : \_\_\_\_\_  
Tel. No. : \_\_\_\_\_  
E-mail : \_\_\_\_\_  
Date (dd/mm/yy) : \_\_\_\_\_

**CURRICULUM VITAE**  
**(Maximum Four Pages)**

All information provided in this form will be used for processing the application and related purposes by Innovation and Technology Commission (ITC) and the associated university. It may be disclosed to other Government bureaux/departments, statutory bodies or third parties for the above said purposes or required by law. This submission denotes that the start-up and its team members concerned as well as the university unit responsible for TSSSU have given explicit consent to such disclosure.

**Personal Particulars**

Name in English : [Title] [First name here] [Last name here]

Name in Chinese :

Position held in Applicant Company :

Affiliation with Recommending University  
(if applicable, e.g. undergraduate/  
postgraduate, alumnus, professor/faculty  
member – please specify the post title) :

Faculty/Department in  
Recommending University (if applicable) :

Tel No :

E-mail Address :

**Academic/Professional Qualifications** (in chronological order):

**Working Experience** (in chronological order):  
(Project management experience, if any, should be included)

**Publications** (maximum five publications related to the application):

**Intellectual Property Rights (e.g. patents, copyrights, etc) Owned:**



**Technology Start-ups Support Scheme for Universities (TSSSU)  
Application for Advance Payment  
for the 20\_\_ - \_\_ Government Financial Year**

**NOTES**

1. Please use a separate request form for advance payment if the applications approved by Innovation and Technology Commission (ITC) are in batches.
2. The information provided in this form will be used for processing the request and related purposes by Innovation and Technology Commission (ITC). It may be disclosed to other Government bureaux/departments, statutory bodies or relevant third parties for the above said purposes or required by law. This submission denotes that the university unit responsible for TSSSU has given explicit consent to such disclosure.

**SECTION A** *(To be completed by the university unit responsible for the Scheme)*

- (a) Name of university \_\_\_\_\_
- (b) Advance payment requested  
(up to 50% of the approved  
TSSSU funding) : \$ \_\_\_\_\_
- (c) Payment instruction  
*(please tick as appropriate)* :  Bank transfer  Crossed cheque
- Contact person : \_\_\_\_\_
- Email address : \_\_\_\_\_

Information required (please fill in if you would like to have payment via bank transfer)

- Account name : \_\_\_\_\_
- University Address : \_\_\_\_\_
- Bank : \_\_\_\_\_
- Account number : \_\_\_\_\_

Information required (please fill in if you would like to have payment by crossed cheque)

- Payable to : \_\_\_\_\_
- Postal address : \_\_\_\_\_

**SECTION B** *(To be completed by the Head of the university unit responsible for TSSSU)*

*I/We* confirm that the information provided in Section A is true and correct.

*I/We* undertake to return the amount net of the approved reimbursement to the Government if the reimbursable amount is less than the advance payment(s) provided by ITC.

*I/We* confirm that the advance payment requested in Section A is essential to the implementation of TSSSU and will provide advance payment to approved start-ups according to our own mechanism.

Signature : \_\_\_\_\_  
Name / Post title : \_\_\_\_\_  
Telephone number : \_\_\_\_\_  
Email address : \_\_\_\_\_  
Date (dd/mm/yyyy) : \_\_\_\_\_

**SECTION C** *(To be completed by the Finance Office of the university)*

*I/We* confirm that the information provided in Section A is true and correct.

Authorised signature  
with institution stamp : \_\_\_\_\_  
Name / Post title : \_\_\_\_\_  
Telephone number : \_\_\_\_\_  
Email address : \_\_\_\_\_  
Date (dd/mm/yyyy) : \_\_\_\_\_

**Technology Start-up Support Scheme for Universities (TSSSU)**

**Reimbursement Request for the 20\_\_ - \_\_ Government Financial Year**

**NOTES**

1. Please use a separate reimbursement request form for each start-up.
2. Sections A and B should be completed by the person-in-charge of the funded start-up. Section C should be completed by the Head of the respective university unit responsible for TSSSU, and Section D should be completed by the Finance Office of the respective university.
3. The information provided in this form will be used for processing the reimbursement request and related purposes by Innovation and Technology Commission (ITC) and the associated university. It may be disclosed to other Government bureaux/departments, statutory bodies or third parties for the above said purposes or required by law. This submission denotes that the start-up concerned and the university unit responsible for TSSSU have given explicit consent to such disclosure.
4. The Commissioner for Innovation and Technology (CIT), any authorised person acting on behalf of the Government and the Director of Audit (D of A) will have unhindered access to the books of accounts and records when conducting financial audit and inspection of such books and records at any time when such books and records are kept and have rights to obtain photocopies of such records, if necessary. CIT and D of A may at their absolute discretion request the university unit responsible for TSSSU and the start-ups to make available and/or deliver photocopies of such records to the Government at its sole costs and expenses. When so requested in this connection, the university unit responsible for TSSSU and the start-ups will be obliged to make available all books of accounts and records and explain to CIT and D of A any matters relating to the expenditure or custody of any money in relation to the funding. D of A may carry out value for money studies on the university unit responsible for TSSSU and the start-ups. CIT reserves the right to require the university unit responsible for TSSSU and the start-ups to return any mis-spent amount together with interest income accrued to the Government.

**SECTION A**

*(To be completed by the person-in-charge of the funded start-up)*

Please list the expenditure items incurred by the start-up in the 20\_\_ - \_\_ Government financial year.

*(Please use separate sheet(s) where necessary)*

**TSSSU reference number** : \_\_\_\_\_

Name of start-up : \_\_\_\_\_

Name of the associated university : \_\_\_\_\_

Reimbursable period : \_\_\_\_\_

Amount of expenditure incurred and to be claimed under TSSSU  
*(Please provide its breakdown in the tables below)* : HK\$ \_\_\_\_\_

Amount of private investment received during the recognised matching period (for TSSSU+ start-up only) : HK\$ \_\_\_\_\_

**1. Manpower Expenditure**

Post/ Rank	No. of Staff (A)	Employment Period (dd/mm/yyyy – dd/mm/yyyy)	Duration (man-months) (B)	Monthly Rate or Equivalent (C)	Total Expenditure (A)*(B)*(C)
				HK\$	HK\$
				HK\$	HK\$
				HK\$	HK\$
<b>Total</b>					<b>HK\$</b>

**2. Equipment Expenditure**

Key Equipment <i>(Please state purpose: new purchase / installation / maintenance cost)</i>	Quantity and Unit (A)	Date of Purchase/ Installation/ Maintenance (dd/mm/yyyy)	Unit Cost (B)	Total Expenditure (A)*(B)
			HK\$	HK\$
			HK\$	HK\$
			HK\$	HK\$

<b>Key Equipment</b> <i>(Please state purpose: new purchase / installation / maintenance cost)</i>	<b>Quantity and Unit (A)</b>	<b>Date of Purchase/ Installation/ Maintenance (dd/mm/yyyy)</b>	<b>Unit Cost (B)</b>	<b>Total Expenditure (A)*(B)</b>
<b>Total</b>				<b>HK\$</b>

**3. Other Direct Costs**

<b>Item</b>	<b>Quantity and Unit (A)</b>	<b>Unit Cost (B)</b>	<b>Total Expenditure (A)*(B)</b>
		HK\$	HK\$
		HK\$	HK\$
		HK\$	HK\$
<b>Total</b>			<b>HK\$</b>

**SECTION B**

*(To be completed by the person-in-charge of the funded start-up)*

*I/We confirm that all entries in Section A –*

1. were incurred by the start-up named in Section A;
2. are in line with those listed in the application form, business proposal and/or subsequent change request(s) agreed by the associated university and the Innovation and Technology Commission (ITC), as appropriate; and
3. are in line with the statement of expenditure submitted by the start-up named in Section A.

*I/We confirm that all information provided in this request is true and correct and in compliance with the applicable and any version of the Guidelines issued by ITC and the associated university.*

*I/We confirm that the expenditure items or parts thereof listed in this request have not been funded by the Government or a Government subvented body/institution or the university or third parties.*

Authorised Signature  
with Company Chop : \_\_\_\_\_

Name of  
Person-in-charge : \_\_\_\_\_

Name of Company : \_\_\_\_\_

Date (dd/mm/yy) : \_\_\_\_\_

- Chop -
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**SECTION C**

*(To be completed by the Head of the respective university unit responsible for TSSSU)*

I/We confirm, to the best of my/our knowledge, that all entries in Section A completed by the start-up are in line with the application form, business proposal and/or subsequent change request(s) agreed by this university and ITC, as appropriate, and that they have been reflected in the statement of expenditure and the auditors' report submitted by this start-up.

The statement of expenditure and the auditors' report submitted by the concerned start-up are attached to this request form.

Signature : \_\_\_\_\_  
Name : \_\_\_\_\_  
Post title : \_\_\_\_\_  
Tel. No : \_\_\_\_\_  
E-mail : \_\_\_\_\_  
Date : \_\_\_\_\_

**SECTION D**

*(To be completed by the Finance Office of the university)*

I/We confirm that the auditors' report submitted by the concerned start-up is a clean report.

Authorised signature(s)  
with institution chop : \_\_\_\_\_  
Name(s) : \_\_\_\_\_  
Post Title(s) : \_\_\_\_\_  
Name of university : \_\_\_\_\_  
Tel. No. : \_\_\_\_\_  
E-mail : \_\_\_\_\_  
Date : \_\_\_\_\_

## Technology Start-up Support Scheme for Universities (TSSSU)

### Notes for Auditors

Pursuant to the Application and Reimbursement Guidelines for the Technology Start-up Support Scheme for Universities (TSSSU Guidelines), the technology start-ups, to be supported under TSSSU of the Innovation and Technology Fund (ITF), are required to submit to the associated universities “audited statement of claim”<sup>1</sup> for reimbursement purpose, which is subsequently forwarded to the Innovation and Technology Commission (ITC) according to a stipulated timeframe. The requirement to submit “audited statement of claim” of each start-up is to assure the Government that all information as provided in the reimbursement request from the associated universities is true and correct, and in compliance with the prevailing TSSSU Guidelines. These notes aim to provide guidance for Auditors in conducting reasonable assurance engagements and in preparing the auditors’ reports to seek reimbursement of expenditure under TSSSU.

2. In conducting a reasonable assurance engagement, the Auditors should perform such procedures<sup>2</sup> as they consider necessary in the circumstances and obtain all the information and explanations which they consider necessary in order to provide them with sufficient evidence to give their conclusion as to whether the start-up has complied with, in all material respects, the requirements set by ITC and the associated university, if applicable, and all the terms and conditions of the TSSSU funding, and all entries as specified in the following documents –

- (a) the TSSSU Guidelines (including the requirement that TSSSU funding should be used in a reasonable, proportionate and proper manner in the areas stipulated in paragraphs 8(a) to 8(c) and, if applicable, the receipt of the private investment during the recognised matching period as stipulated in paragraphs 2 and 24 in the TSSSU Guidelines);

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<sup>1</sup> The “audited statement of claim” comprises a reimbursement request completed by the start-up which lists out the expenditure items for reimbursement from TSSSU as confirmed and duly signed by the Head of the university unit responsible for TSSSU and the Finance Office of the associated university, the statement of expenditure and the auditors’ report for reimbursement request by the start-up. The auditors’ report should indicate that the audit review is a reasonable assurance engagement conducted in accordance with the Hong Kong Standard on Assurance Engagements 3000 (Revised) “Assurance Engagements Other Than Audits or Reviews of Historical Financial Information” issued by the Hong Kong Institute of Certified Public Accountants.

<sup>2</sup> The Auditors’ procedures would normally include -

- a. performing tests of transactions and of the existence, ownership of assets and valuation of liabilities, if any;
- b. obtaining an understanding of the accounting system and control in order to assess its adequacy as a basis for the preparation of the statement of expenditure; and
- c. assessing significant estimates and judgments made by the start-up in the preparation of the statement of expenditure, and whether the accounting policies have followed the requirements of ITC, consistently applied and adequately disclosed.



- (b) all instructions and correspondences issued by ITC to the associated university and the start-up as well as those from the associated university and agreed by ITC in respect of TSSSU funding; and
- (c) the application form, the business proposal, and/or subsequent change request(s) agreed by the associated university and ITC.

3. The Auditors should comply with the Hong Kong Standard on Assurance Engagements 3000 (Revised) “Assurance Engagements Other Than Audits or Reviews of Historical Financial Information” issued and updated from time to time by the Hong Kong Institute of Certified Public Accountants<sup>3</sup>. The following information is required in an auditors’ report prepared by the Auditors to be submitted to the associated universities and ITC -

- (a) the Auditors should state whether, in their conclusion, the start-up has complied with, in all material respects, the requirements set by ITC and the associated university, if applicable, all the terms and conditions of TSSSU funding, as specified in the documents mentioned in paragraph 2 above;
- (b) if the Auditors are of the opinion that there exists any material non-compliance as identified in paragraph 3(a) above, they should make full disclosure and quantify the effects of such non-compliance in the auditors’ report; and
- (c) if the Auditors are of the opinion that a proper and separate set of books and records have not been kept by the start-up for TSSSU funding, or if the Auditors fail to obtain all the information and explanations which are necessary for the purpose of the reasonable assurance engagement, they should make appropriate qualifications in the auditors’ report.

4. The Auditors should plan and conduct the reasonable assurance engagement to satisfy paragraphs 2 and 3 above. In case of any ambiguity regarding the TSSSU Guidelines and rules and regulations governing TSSSU funding prescribed by ITC and/or the associated universities, Auditors should seek clarification from ITC and the associated universities, as appropriate. Any unreasonable reservation or denial of conclusion, for example, comments about ambiguity of guidelines or requirements of the funding support, expressed by Auditors in the auditor’s report, will be returned to the start-ups for follow-up before re-submission.

5. The Auditors may come across during the course of their reasonable assurance engagements weaknesses/breakdown in internal control which are considered material. They should bring to the start-up’s attention the details of such weaknesses/breakdown and provide the start-up with their recommendations for improvement by setting them out in a letter to the start-up. A copy of such letter

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<sup>3</sup> The Hong Kong Institute of Certified Public Accountants would expect its members to apply those relevant and applicable Standards set out in Hong Kong Standards on Auditing when performing “Reasonable Assurance Engagements”.

should be sent to ITC and the associated university for reference and action as appropriate.

6. Auditors are required to refer to the specimen auditors' report and statement of expenditure for TSSSU at **Annex C(i)**.

Innovation and Technology Commission  
September 2023

**Technology Start-up Support Scheme for Universities (TSSSU)**

**Auditors' Report and Statement of Expenditure**

**[Name of the start-up]**

**[Start date of the reimbursable period (DD/MM/YYYY)] to (31/03/YYYY)]**

Pursuant to the agreement made between [name of the start-up] and [name of the associated university] (“the associated university”) in respect of the Technology Start-up Support Scheme for Universities (“TSSSU”) and the Innovation and Technology Commission (“ITC”) Application and Reimbursement Guidelines for TSSSU (“TSSSU Guidelines”), we have performed a reasonable assurance engagement to report on whether [name of the start-up] has complied with, in all material respects, the requirements set by ITC (including the requirements to keep proper books and records and to prepare proper statement of expenditure plus relevant notes, if applicable, for the period from [start date of the reimbursable period (DD/MM/YYYY)] to (31/03/YYYY)] on page [...] to [...] (the “Statement of Expenditure”) and all the terms and conditions of TSSSU funding under the Innovation and Technology Fund, as specified in the following documents –

- (a) the TSSSU Guidelines (including the requirement that TSSSU funding should be used in a reasonable, proportionate and proper manner in the areas stipulated in paragraphs 8(a) to 8(c) and, if applicable, the receipt of the private investment during the recognised matching period as stipulated in paragraphs 2 and 24 in the TSSSU Guidelines);
- (b) all instructions and correspondences issued by ITC to the associated university and the start-up as well as those from the associated university and agreed by ITC in respect of TSSSU funding; and
- (c) the application form, the business proposal, and/or subsequent change request(s) agreed by the associated university and ITC.

**Respective Responsibilities of [name of the start-up] and the auditors**

ITC requires [name of the start-up] to comply with the requirements set (including the requirements to keep proper books and records and to prepare proper Statement of Expenditure), and all the terms and conditions of TSSSU funding, as specified in the documents mentioned in the above paragraph.

It is our responsibility to form an independent conclusion based on our reasonable assurance engagement, and to report our conclusion to you.

### **Quality Control and Independence**

Our firm applies Hong Kong Standard on Quality Management 1, which requires our firm to design, implement and operate a system of quality management including policies or procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

We have complied with the independence and other ethical requirements of the Code of Ethics for Professional Accountants issued by the Hong Kong Institute of Certified Public Accountants (“HKICPA”), which is founded on fundamental principles of integrity, objectivity, professional competence and due care, confidentiality and professional behaviour.

### **Basis of conclusion**

We conducted our reasonable assurance engagement in accordance with the Hong Kong Standard on Assurance Engagements 3000 (Revised) “Assurance Engagements Other than Audits or Reviews of Historical Financial Information” issued by the HKICPA and the latest Notes for Auditors (i.e. Annex C to the TSSSU Guidelines) issued in [date to be inserted as appropriate] by ITC.

Our reasonable assurance engagement includes examination, on a test basis, of evidence relevant to [name of the start-up]’s compliance with the requirements set by ITC (including the requirements to keep proper books and records and to prepare proper Statement of Expenditure) and all the terms and conditions of TSSSU funding, as specified in the documents mentioned in the above first paragraph. It also includes an assessment of the significant estimates and judgments made by [name of the start-up] in the preparation of the Statement of Expenditure, and of whether the accounting policies have followed the requirements of TSSSU, consistently applied and adequately disclosed.

We planned and performed our reasonable assurance engagement so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give our conclusion as to whether [name of the start-up] has complied with, in all material respects, the requirements set by ITC (including the requirements to keep proper books and records and to prepare proper Statement of Expenditure), and all the terms and conditions of TSSSU funding, as specified in the documents mentioned in the above first

paragraph. In forming our conclusion, we also evaluated the overall adequacy of the presentation of information in the statement of expenditure plus relevant notes, if applicable. We believe that our reasonable assurance engagement provides a reasonable basis for our conclusion.

## **Conclusion**

Based on the foregoing, in our opinion, [name of the start-up] has complied with, in all material respects, the requirements set by ITC (including the requirements to keep proper books and records and to prepare proper Statement of Expenditure) and all the terms and conditions of TSSSU funding, as specified in the documents mentioned in the above first paragraph. [For start-ups funded under TSSSU+: We also confirm that [name of the start-up] has received [total amount of private investment received] from [name of the investor] during the recognised matching period.]

## **Use of this report**

This report is intended for filing by [name of the start-up] with the HKSAR Government and the associated university, and is not intended to be, and should not be, used by anyone except the above three parties for any other purposes.

[Name of the auditing firm] or [Name of auditor]  
Certified Public Accountants Certified Public Accountant (Practising)  
(Practising) Certificate No. [ ]  
Hong Kong  
[Date]

**Statement of Expenditure for [name of the start-up]  
[Start date of the reimbursable period (DD/MM/YYYY)] to (31/03/YYYY)]**

<b><u>Expenditure</u></b>	<b><u>(HK\$)</u></b>
Manpower	
[Name of expenditure item xx]	xxx,xxx
[Name of expenditure item xx]	xxx,xxx
[Name of expenditure item xx]	xxx,xxx
	<hr/>
	xxx,xxx
	<hr/>
Equipment	
[Name of expenditure item xx]	xxx,xxx
[Name of expenditure item xx]	xxx,xxx
[Name of expenditure item xx]	xxx,xxx
	<hr/>
	xxx,xxx
	<hr/>
Other Direct Costs	
[Name of expenditure item xx]	xxx,xxx
[Name of expenditure item xx]	xxx,xxx
[Name of expenditure item xx]	xxx,xxx
	<hr/>
	xxx,xxx
	<hr/>
	<hr/>
<b>Total Expenditure</b>	<b>x,xxx,xxx</b>
	<hr/> <hr/>

Approved and authorised for issue for the \*Board of Directors / Sole Director  
on [date]

[Signature] \_\_\_\_\_  
[Name of Director]  
\*Director / Sole Director

[Signature] \_\_\_\_\_  
[Name of Director]  
\*Director

(\* delete the inappropriate)

**Technology Start-up Support Scheme for Universities (TSSSU)**

**University's Observations on Technology Start-ups  
Funded under TSSSU-O  
for the 20\_\_ - \_\_ Government Financial Year**

**Name of the Associated University:** \_\_\_\_\_

**NOTES**

1. This form is for the respective university unit responsible for TSSSU to provide its overall observations on the implementation of TSSSU-O in all associated start-ups.
2. The information provided in this form will be used for performance monitoring and assessment of the start-ups, statistical analysis, review of TSSSU and related purposes by Innovation and Technology Commission (ITC). It may be disclosed to other Government bureaux/departments, statutory bodies or third parties for the above said purposes or required by law. This submission denotes that the university unit responsible for TSSSU has given explicit consent to such disclosure.

(1) General information on the implementation of TSSSU-O

Total number of start-ups funded

Total amount of funding reimbursed

HK\$

Highest amount of funding reimbursed by a start-up

HK\$

Lowest amount of funding reimbursed by a start-up

HK\$

Technology areas covered: (please tick the box(es) as appropriate)

- Advanced Manufacturing/Process Development
- Automotive Parts and Accessories
- Biotechnology
- Chinese Medicine
- Electronics
- Energy
- Environmental Protection
- Information and Communication Technologies
- Logistics and Supply Chain Management
- Nanotechnology and Materials Science
- Testing and Certification
- Textile/Clothing/Footwear
- Others (please specify): \_\_\_\_\_

Industrial sectors covered:

- |   |  |
|---|--|
| <input type="checkbox"/> Banking/Financial Market/Fund Management/Insurance | <input type="checkbox"/> Materials                       |
| <input type="checkbox"/> Biotechnology                                      | <input type="checkbox"/> Medical Equipment               |
| <input type="checkbox"/> Chinese Medicine                                   | <input type="checkbox"/> Precision Engineering           |
| <input type="checkbox"/> Construction                                       | <input type="checkbox"/> Printing and Publishing         |
| <input type="checkbox"/> Electrical and Electronics                         | <input type="checkbox"/> Professional Services           |
| <input type="checkbox"/> Energy   | <input type="checkbox"/> Real Estate/Property Management |
| <input type="checkbox"/> Environmental                                      | <input type="checkbox"/> Telecommunications              |
| <input type="checkbox"/> Food and Beverage                                  | <input type="checkbox"/> Testing and Certification       |
| <input type="checkbox"/> General (Cross Sectors)                            | <input type="checkbox"/> Textiles/Clothing/Footwear      |
| <input type="checkbox"/> Import and Export Trade                            | <input type="checkbox"/> Tourism                         |
| <input type="checkbox"/> Information Technology                             | <input type="checkbox"/> Transportation                  |
| <input type="checkbox"/> Logistics and Communication Technologies           | <input type="checkbox"/> Wholesale and Retail            |
| <input type="checkbox"/> Manufacturing Engineering                          | <input type="checkbox"/> Others (please specify): _____  |

(2) Please comment on the overall performance of the funded start-ups associated with your university (*in around 200 words*).

<i>(in Chinese)</i>



<i>(in English)</i>

- (3) Please provide at least three examples of the funded start-ups which have made remarkable achievements in commercialising their R&D results. For each example, please include (i) an overview of the start-up, (ii) technology(ies) involved, (iii) key R&D and/or commercialisation results achieved (e.g. renowned awards received, capital raised, product(s) and/or service(s) rolled out in the market(s), revenue received, social/community impact brought, etc.), and (iv) further development plan of product/market/commercialisation channel, etc. *(in around 300 words for each example)*

<i>(in Chinese)</i>
<i>(in English)</i>

\* \* \* \* \*

Signature(s) : \_\_\_\_\_  
*(to be signed by the Head of the university unit responsible for TSSSU)*

Name(s) : \_\_\_\_\_

Post Title(s) : \_\_\_\_\_

Tel. No. : \_\_\_\_\_

E-mail : \_\_\_\_\_

Date : \_\_\_\_\_

**Technology Start-up Support Scheme for Universities (TSSSU)**

**University's Observations on Technology Start-ups  
Funded under TSSSU+  
for the 20\_\_ - \_\_ Government Financial Year**

**Name of the Associated University:** \_\_\_\_\_

**NOTES**

1. This form is for the respective university unit responsible for TSSSU to provide its overall observations on the implementation of TSSSU+ in all associated start-ups.
2. The information provided in this form will be used for performance monitoring and assessment of the start-ups, statistical analysis, review of TSSSU and related purposes by Innovation and Technology Commission (ITC). It may be disclosed to other Government bureaux/departments, statutory bodies or third parties for the above said purposes or required by law. This submission denotes that the university unit responsible for TSSSU has given explicit consent to such disclosure.

(1) General information on the implementation of TSSSU+

Total number of start-ups funded

Total amount of funding reimbursed

HK\$

Highest amount of funding reimbursed by a start-up

HK\$

Lowest amount of funding reimbursed by a start-up

HK\$

Total amount of private investment received

HK\$

Technology areas covered: (please tick the box(es) as appropriate)

- Advanced Manufacturing/Process Development
- Automotive Parts and Accessories
- Biotechnology
- Chinese Medicine
- Electronics
- Energy
- Environmental Protection
- Information and Communication Technologies
- Logistics and Supply Chain Management
- Nanotechnology and Materials Science
- Testing and Certification
- Textile/Clothing/Footwear
- Others (please specify): \_\_\_\_\_

Industrial sectors covered:

- |   |  |
|---|--|
| <input type="checkbox"/> Banking/Financial Market/Fund Management/Insurance | <input type="checkbox"/> Materials                       |
| <input type="checkbox"/> Biotechnology                                      | <input type="checkbox"/> Medical Equipment               |
| <input type="checkbox"/> Chinese Medicine                                   | <input type="checkbox"/> Precision Engineering           |
| <input type="checkbox"/> Construction                                       | <input type="checkbox"/> Printing and Publishing         |
| <input type="checkbox"/> Electrical and Electronics                         | <input type="checkbox"/> Professional Services           |
| <input type="checkbox"/> Energy   | <input type="checkbox"/> Real Estate/Property Management |
| <input type="checkbox"/> Environmental                                      | <input type="checkbox"/> Telecommunications              |
| <input type="checkbox"/> Food and Beverage                                  | <input type="checkbox"/> Testing and Certification       |
| <input type="checkbox"/> General (Cross Sectors)                            | <input type="checkbox"/> Textiles/Clothing/Footwear      |
| <input type="checkbox"/> Import and Export Trade                            | <input type="checkbox"/> Tourism                         |
| <input type="checkbox"/> Information Technology                             | <input type="checkbox"/> Transportation                  |
| <input type="checkbox"/> Logistics and Communication Technologies           | <input type="checkbox"/> Wholesale and Retail            |
| <input type="checkbox"/> Manufacturing Engineering                          | <input type="checkbox"/> Others (please specify): _____  |

(2) Please comment on the overall performance of the funded start-ups associated with your university (*in around 200 words*).

<i>(in Chinese)</i>

<i>(in English)</i>

- (3) Please provide at least three examples of the funded start-ups which have made remarkable achievements in commercialising their R&D results. For each example, please include (i) an overview of the start-up, (ii) technology(ies) involved, (iii) key R&D and/or commercialisation results achieved (e.g. renowned awards received, capital raised, product(s) and/or service(s) rolled out in the market(s), revenue received, social/community impact brought, etc.), and (iv) further development plan of product/market/commercialisation channel, etc. *(in around 300 words for each example)*

<i>(in Chinese)</i>
<i>(in English)</i>

\* \* \* \* \*

Signature(s) : \_\_\_\_\_  
*(to be signed by the Head of the university unit responsible for TSSSU)*

Name(s) : \_\_\_\_\_

Post Title(s) : \_\_\_\_\_

Tel. No. : \_\_\_\_\_

E-mail : \_\_\_\_\_

Date : \_\_\_\_\_

**Technology Start-up Support Scheme for Universities (TSSSU)**

**Assessment of Technology Start-up  
for the 20\_\_ - \_\_ Government Financial Year**

**NOTES**

1. Please use a separate form for each start-up.
2. Sections A to C should be completed by the funded start-up. Section D should be completed by the respective university unit responsible for TSSSU.
3. The information provided in this form will be used for performance monitoring and assessment of the start-up, statistical analysis, review of TSSSU and related purposes by Innovation and Technology Commission (ITC) and the associated university. It may be disclosed to other Government bureaux/departments, statutory bodies or third parties for the above said purposes or required by law. This submission denotes that the start-up concerned and the university unit responsible for TSSSU have given explicit consent to such disclosure.
4. Please tick the box as appropriate.

**SECTION A: Particulars of the Start-up**

*(To be completed by the person-in-charge of the funded start-up)*

Name of Start-up (in English) : \_\_\_\_\_

Name of Start-up (in Chinese) : \_\_\_\_\_

The Associated University : \_\_\_\_\_

TSSSU Reference Number : \_\_\_\_\_

Name of Person-in-charge : \_\_\_\_\_

Webpage (if any) : \_\_\_\_\_

**SECTION B: Brief Description of Business**

*(To be completed by the person-in-charge of the funded start-up)*

Please provide a summary of the start-up, its business and R&D work.

*(Please add separate sheet(s) if necessary)*

*(in Chinese) (Not more than 100 words)*

*(in English) (Not more than 60 words)*

**SECTION C: Performance of the Start-up**

*(To be completed by the person-in-charge of the funded start-up)*

Please describe the performance of the start-up made in the 20\_\_ - \_\_ Government financial year.

**(1) Technological Achievements/Deliverables of the Start-up**

(a) Are there any products/software/services developed from the R&D which has been rolled out in the market?

Yes       No (if no, please go to (1)(b)(i) direct)

If yes, please provide the following details for each deliverable that has been rolled out to the market:

Details of the deliverable(s) (e.g. name(s) and nature of the products/software/services and status of their respective intellectual property (IP) rights including patents/copyrights/trademarks, target clientele/market(s), expansion of business outside Hong Kong)		Involves IP(s) from university?	Involves IP(s) generated by the start-up?
(in English)	(in Chinese)		
1.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

(b) (i) How many IP rights have been generated from the start-up and how many of them are arising from projects previously- funded by the Innovation and Technology Fund (ITF)?

	Total Number	Number of IP Rights Previously Funded by ITF (please provide details in (b)(ii))
Patents filed		
Patents granted		
Copyrights (no matter registered or not)		
Trademarks/designs registered		
Others <i>[please specify:</i>		
<i>(in Chinese)</i>		
<i>(in English)</i>		

(b) (ii) If the intellectual property rights generated are arising from previously-funded ITF projects, please list out the project information:

Name and Reference No. of the Previously-funded ITF Project	Project Period (dd/mm/yyyy - dd/mm/yyyy)	Amount of Funding Approved (HK\$)
1.		
2.		
3.		

(c) Is there any science and technology/industry award granted for the results of the R&D and the commercialisation results?

Yes       No (if no, please go to(1)(d) direct)

If yes, please provide details (including the address of any webpage of the award by means of footnote).

<b>Local/Mainland awards</b>
<i>(in Chinese) (Not more than 50 words)</i>
<i>(in English) (Not more than 30 words)</i>
<b>International awards</b>
<i>(in Chinese) (Not more than 50 words)</i>
<i>(in English) (Not more than 30 words)</i>



- (d) Please provide details/experience of successful commercialisation of R&D results (e.g. how did the commercialisation results bring benefits to the community/collaborating parties after the technologies/deliverables developed by the start-up were adopted).

<i>(in Chinese)</i>
<i>(in English)</i>

**(2) Financial Achievements/Deliverables of the Start-up**

- (a) How much revenue has been received in the 20\_\_ - \_\_ Government financial year through the commercialisation of the R&D results?

	(HK\$)
Licensing/sale of technology	
Royalties	
Sales of sample/prototype	
Use of technology in production of goods for sales/provision of services	
Other technology transfer activities <i>[Please specify:</i>	
<i>(in Chinese)</i>	
<i>(in English)</i>	<i>]</i>
	Total

- (b) Has the start-up been admitted to any incubation/acceleration programme (e.g. Hong Kong Science and Technology Parks Corporation, Cyberport, etc.)?

Yes       No (if no, please go to (2)(c) direct)

If yes, please provide the following details:

Name of incubator/accelerator and the incubation/acceleration programme	Period of the incubation/acceleration programme (dd/mm/yyyy - dd/mm/yyyy)	Additional grant approved by the incubator/accelerator (HK\$)
1.		
2.		
3.		
Total		

- (c) How much capital or money has been raised (including private investment received by start-up funded by TSSSU+) in the 20\_\_-\_\_ Government financial year (other than TSSSU funding)?

Source of capital/money	(HK\$)
1. <u>Government</u> <i>(in Chinese)</i> <i>(in English)</i>	
2. <u>The Associated University</u> (Note) <i>(in Chinese)</i> <i>(in English)</i>	
3. <u>Private Investor(s)</u> <i>(in Chinese)</i> <i>(in English)</i>	
4. <u>Others (please specify)</u> (Note) <i>(in Chinese)</i> <i>(in English)</i>	
Total	

Note: For capital/money from the associated university and other sources, please add an asterisk (\*) after the name of funding source if such capital/money originates from government subvention.

**(3) Creation of Jobs/Training Opportunities**

How many jobs/training opportunities have been created in the start-up (other than the members of the university team forming the start-up)?

Technical : \_\_\_\_\_

Non-technical : \_\_\_\_\_

**(4) Material Modification to the Approved Budget/Business Proposal**

How many counts of material modification to the approved budget/business proposal have been sought and approved by the associated university?

Reasons	No. of Change(s)
Due to the introduction of new expenditure item(s)	_____
Due to change(s) to the approved budget	_____
Due to change(s) to the approved business proposal	_____
Due to other change(s)	_____
Total	_____

\* \* \* \* \*

I/We hereby declare that:

- (1) the information in Sections A to C above is provided by *(name of the start-up)* \_\_\_\_\_; and
- (2) all information provided in this form accurately reflects the status of affairs as at the date of submission.

Authorised Signature with Company Chop : \_\_\_\_\_

Name of Person-in-charge : \_\_\_\_\_

Name of Company : \_\_\_\_\_

Contact Phone No. : \_\_\_\_\_

Date (dd/mm/yy) : \_\_\_\_\_

- Chop -

**SECTION D: Performance Assessment of the Start-up**

*(To be completed by the university unit responsible for TSSSU)*

(1) Latest status of the Start-up (as at 31 March 20\_\_)

- In Operation
- Ceased Operation on *(please specify date (dd/mm/yyyy))*: \_\_\_\_\_
- Others *(please specify)*: \_\_\_\_\_

(2) Please comment on whether the milestones proposed by the start-up in the application for the TSSSU funding support have been achieved within the specified period.

Period		Milestones	Achieved? (if not, please provide comments)
From (dd/mm/yyyy)	To (dd/mm/yyyy)		

(3) Please provide a performance assessment of the start-up, to the best of the unit's knowledge, for the 20\_\_ - \_\_ Government financial year.

	<i>Extremely satisfied / Likely</i>	A	B	C	D	E	N/A	<i>Extremely disappointed / Unlikely</i>
<b>I. Innovation and Technology Content and Commercialisation</b>								
Q1	How well do you think the R&D and commercialisation results have achieved in the following areas?							
	➤ <i>Technology breakthrough</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➤ <i>Improve production capability/ product quality</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➤ <i>Reduce production/product cost</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➤ <i>Others (please specify: _____)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>II. Commercial Viability of the Business</b>								
Q2	How likely do you think the start-up would be a sustainable business in the future?							
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		<i>Extremely satisfied / Likely</i>	A	B	C	D	E	N/A	<i>Extremely disappointed / Unlikely</i>
<b>III. Capability of the Start-up and its Team to Undertake the R&amp;D Work and Manage the Company</b>									
Q3	How well did the start-up carry out the R&D work and commercialise the results as proposed in the business proposal agreed by the associated university and ITC?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Q4	How effective do you think the start-up was in making use of TSSSU funding and managing the budget?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Q5	How well did the start-up comply with funding requirements stipulated by ITC and the associated university (e.g. submission of requests for material modifications to the approved business proposal/budget, half-yearly report, annual report and reimbursement request in good time and in good quality, keep the university informed the progress of the R&D or modifications to the business proposal, etc.)?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>IV. Social and/or Community Impact of the Start-up's R&amp;D Work</b>									
Q6	How likely will the R&D and its commercialisation results bring benefits to the community?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Q7	How well did the start-up provide opportunities for training of local scientific personnel?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>V. Overall Performance</b>									
Q8	How satisfied are you with the overall performance of the start-up?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Q9	How satisfied are you with the overall performance of the person-in-charge of the start-up?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

(4) Please list any other observations on the start-up for the 20\_\_-\_\_ Government financial year, and any appropriate follow up actions taken. (Compulsory if the rating(s) for Q8 and/or Q9 in Section (D)(3) above is/are D or E)

\* \* \* \* \*

I/We confirm, to the best of my knowledge, that the information provided in Section D of this form is true and correct.

Signature(s) : \_\_\_\_\_  
*(to be signed by the Head of the university unit responsible for TSSSU)*

Name(s) : \_\_\_\_\_

Post Title(s) : \_\_\_\_\_

Tel. No. : \_\_\_\_\_

E-mail : \_\_\_\_\_

Date : \_\_\_\_\_

**Technology Start-up Support Scheme for Universities (TSSSU)**  
**Request for Material Modifications to the Approved Budget**

**NOTES**

1. Section A to Section C should be completed by the person-in-charge of the start-up funded under TSSSU. Section D should be completed by the respective university unit responsible for TSSSU.
2. Please read the relevant guidelines from the associated university before completing this form.
3. The information provided in this form will be used for processing the material modification request and related purposes by the Innovation and Technology Commission (ITC) and the associated university. It may be disclosed to other Government bureaux/departments, statutory bodies or third parties for the above said purposes or required by law. This submission denotes that the start-up concerned and the university unit responsible for TSSSU have given explicit consent to such disclosure.

**SECTION A: Particulars of the Start-up**

*(To be completed by the person-in-charge of the start-up funded under TSSSU)*

<b>TSSSU reference no.</b>	:	_____
Name of start-up	:	_____
Name of the associated university	:	_____
Maximum amount of TSSSU funding approved	:	\$ _____
Reimbursable period	:	_____

**SECTION B: Modifications to the Latest Approved Budget**

*(To be completed by the person-in-charge of the funded start-up)*

All fields below should be completed.

**(a) Manpower**

Post	New Expenditure item? <i>(Tick if yes)</i>	Latest Approved Entries <i>(Please fill in N/A if the expenditure item is to be newly added into the budget)</i>				Proposed Modifications				
		No. of Staff (A)	Duration (man-months) (B)	Monthly Rate or Equivalent (HK\$) (C)	Total (HK\$) (A)x(B)x(C)	No. of Staff (A)	Duration (man-months) (B)	Monthly Rate or Equivalent (HK\$) (C)	Total (HK\$) (A)x(B)x(C)	Justifications for the Proposed Modifications
	<input type="checkbox"/>									
	<input type="checkbox"/>									
	<input type="checkbox"/>									
	<input type="checkbox"/>									
	<input type="checkbox"/>									
	<input type="checkbox"/>									
<b>Sub-total of Original Entries to be Modified</b>						<b>Sub-total of Modified Entries</b>				



**(b) Equipment**

Equipment	New Expenditure item? <i>(Tick if yes)</i>	Latest Approved Entries <i>(Please fill in N/A if the expenditure item is to be newly added into the budget)</i>			Proposed Modifications			
		Quantity (A)	Unit Cost (HK\$) (B)	Total (HK\$) (A)x(B)	Quantity (A)	Unit Cost (HK\$) (B)	Total (HK\$) (A)x(B)	Justifications for the Proposed Modifications
	<input type="checkbox"/>							
	<input type="checkbox"/>							
	<input type="checkbox"/>							
	<input type="checkbox"/>							
	<input type="checkbox"/>							
	<input type="checkbox"/>							
<b>Sub-total of Original Entries to be Modified</b>					<b>Sub-total of Modified Entries</b>			

**(c) Other Direct Costs**

Item	New Expenditure item? <i>(Tick if yes)</i>	Latest Approved Entries <i>(Please fill in N/A if the expenditure item is to be newly added into the budget)</i>			Proposed Modifications			
		Quantity (A)	Unit Cost (HK\$) (B)	Total (HK\$) (A)x(B)	Quantity (A)	Unit Cost (HK\$) (B)	Total (HK\$) (A)x(B)	Justifications for the Proposed Modifications
	<input type="checkbox"/>							
	<input type="checkbox"/>							
	<input type="checkbox"/>							
	<input type="checkbox"/>							
	<input type="checkbox"/>							
	<input type="checkbox"/>							
<b>Sub-total of Original Entries to be Modified</b>					<b>Sub-total of Modified Entries</b>			

**(d) The modifications listed above (please tick the box as appropriate):**

have not been made

have been made prior to seeking the university's approval because of the following reason(s):

and I/we consider that such modifications can facilitate the realisation of the business proposal in the following way(s):

**SECTION C: Declaration**

*(To be completed by the person-in-charge of the funded start-up)*

I/We hereby declare that all factual information provided in this change request as well as the accompanying information accurately reflects the status of affairs as at the date of submission.

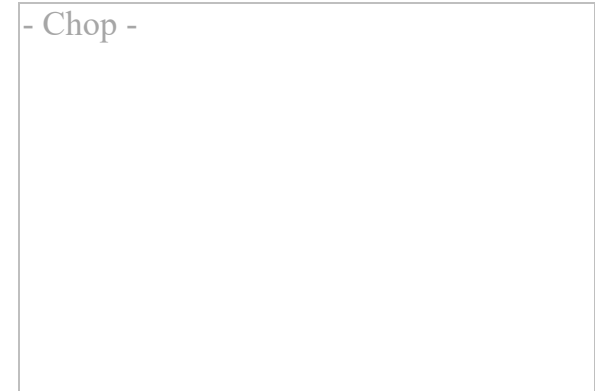
Authorised Signature with Company Chop : \_\_\_\_\_

Name of Person-in-charge : \_\_\_\_\_

Name of Company : \_\_\_\_\_

Date (dd/mm/yy) : \_\_\_\_\_

- Chop -



**SECTION D: Approval by the University**

*(To be completed by the respective university unit responsible for TSSSU)*

Please tick the appropriate box to indicate whether the university approves this change request.

- I/We approve this change request from *(name of the start-up)* \_\_\_\_\_ and consider that the modifications in Section B above are reasonable, proportionate and proper.
- (Note: Please tick this box if the start-up's explanation provided in Section B(d) above for not seeking prior approval is to the university's satisfaction.)* I/We are satisfied with the start-up's explanations for not seeking the university's prior approval for the modifications.
- I/We DO NOT approve this change request from *(name of the start-up)* \_\_\_\_\_.  
*(Note: In this case, this form needs not be provided to ITC.)*

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Post Title : \_\_\_\_\_

Tel. No. : \_\_\_\_\_

E-mail : \_\_\_\_\_

Date (dd/mm/yy) : \_\_\_\_\_

## Technology Start-up Support Scheme for Universities (TSSSU)

### Request for Material Modifications to the Approved Business Proposal

#### NOTES

1. Section A to Section C should be completed by the person-in-charge of the start-up funded under TSSSU. Section D should be completed by the respective university unit responsible for TSSSU.
2. Please read the relevant guidelines from the associated university before completing this form.
3. The information provided in this form will be used for processing the material modification request and related purposes by the Innovation and Technology Commission (ITC) and the associated university. It may be disclosed to other Government bureaux/departments, statutory bodies or third parties for the above said purposes or required by law. This submission denotes that the start-up concerned and the university unit responsible for TSSSU have given explicit consent to such disclosure.

#### **SECTION A: Particulars of the Start-up**

*(To be completed by the person-in-charge of the funded start-up)*

<b>TSSSU reference no.</b>	:	_____
Name of start-up	:	_____
Name of the associated university	:	_____
Maximum amount of TSSSU funding approved	:	\$ _____
Reimbursable period	:	_____

**SECTION B: Modification(s) Requested by the Start-up**

*(To be completed by the person-in-charge of the funded start-up)*

(1) I/We would like to request for the following material modifications(s):  
*(please tick the box(es) as appropriate)*

**Change of PIC and/or Other Team Members**

*(Please attach the amended Section A(3) of Annex A; provide updated CV(s) for team member(s) using template at Annex A(i), if any; and provide justifications for the proposed change(s).)*

**Change of Business Proposal and/or Deliverables**

*(Please fill in the following table.)*

Period		Latest Approved Milestones	Proposed Modifications on Milestones	Justifications for the Proposed Modifications
From (dd/mm/yyyy)	To (dd/mm/yyyy)			

**Other material changes**

*(Please provide relevant documents and justifications for the proposed change(s).)*

(2) The modifications listed above (please tick the box as appropriate):

have not been made

have been made prior to seeking the university's approval because of the following reason(s):

and I/we consider that such modifications can facilitate the realisation of the business proposal in the following ways:

**SECTION C: Declaration**

*(To be completed by the person-in-charge of the funded start-up)*

I/We hereby declare that all factual information provided in this change request as well as the accompanying information accurately reflects the status of affairs as at the date of submission.


Authorised Signature  
with Company Chop : \_\_\_\_\_

Name of PIC : \_\_\_\_\_

Name of Company : \_\_\_\_\_

Date (dd/mm/yyyy) : \_\_\_\_\_

- Chop -



**SECTION D: Approval by the University**

*(To be completed by the respective university unit responsible for TSSSU)*

Please tick the appropriate box to indicate whether the university approves this change request.

- I/We approve this change request from *(name of the start-up)* \_\_\_\_\_ and consider that the modifications in Section B above are in line with the ITC TSSSU Guidelines.
- (Note: Please tick this box if the start-up's explanation provided in Section B(2) above for not seeking prior approval is to the university's satisfaction.)* I/We are satisfied with the start-up's explanations for not seeking the university's prior approval for the modifications.
- I/We DO NOT approve this change request from *(name of the start-up)* \_\_\_\_\_.  
*(Note: In this case, this form needs not be provided to ITC.)*

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Post Title : \_\_\_\_\_

Tel. No. : \_\_\_\_\_

E-mail : \_\_\_\_\_

Date (dd/mm/yyyy) : \_\_\_\_\_



**Technology Start-up Support Scheme for Universities (TSSSU)  
Essential Workflow of TSSSU**

