Maritime and Aviation Training Fund (MATF)

Logistics Promotion Funding Scheme (LPFS)

Application Form

**Notes for Applicant Organisation:**

1. Please read the Guide to Application for LPFS carefully before completing the application form. The Guide to Application can be downloaded from the LPFS website at <https://lpfs.hkpc.org>.
2. Please note that the information of this application form may be made available for public information at the LPFS website after funding approval is given.
3. The completed application form and supporting document shall be submitted to the Secretariat via email ([lpfs\_sec@hkpc.org](mailto:lpfs_sec@hkpc.org)).
4. For enquiries about the application, please contact the Secretariat at (852) 2788 6077 or via email ([lpfs\_sec@hkpc.org](mailto:lpfs_sec@hkpc.org)).

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| Section A – Basic Information of Organisation (hereafter referred to as “Applicant Organisation”) |

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| **1.** | **Applicant Organisation Information** | | | | | | | |
|  | Name in English: | | |  | | | | |
|  | Name in Chinese: | | |  | | | | |
|  | Year of Establishment: | | |  | | | | |
|  | Brief introduction of the Applicant Organisation  *(Aims and logistics-related works)*: | | |  | | | | |
|  | Registered address: | | |  | | | | |
|  | Correspondence address: *(if different from above)* | | |  | | | | |
|  | Tel no.: | | |  | | Fax no.: | |  |
|  | Email address: | | |  | | Website: | |  |
|  | Ordinance under which the Applicant Organisation is established or registered (if applicable): | | |  | | | | |
|  | Business Registration no. / other Registration no.  (if applicable): | | |  | | | | |
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| **2.** | **Previous Applications to the LPFS** | | | | | | | |
|  |  | First submission | | | | | | |
|  |  | Our organisation has previously applied for the LPFS: | | | | | | |
|  |  |  | the application was not approved *(Please go to Section B)* | | | | | |
|  |  |  | the application was approved | | | | | |
|  | *(Please put a “√ ” in the appropriate box.)* | | | | | | | |
|  |  | | | | | | | |
|  | The three latest applications within previous three years are listed as below: | | | | | | | |
|  | **Name of Project** | | | | **Date / Period of Project** | | **Approved Amount (HK$)** | |
| i. |  | | | |  | |  | |
| ii. |  | | | |  | |  | |
| iii. |  | | | |  | |  | |

**Note**: In case of joint application, each of the joint Applicant Organisation(s) shall fill in the above section by using supplementary sheets.

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| Section B – Project Details | | |
| 1. | Project Title | |
|  | English: |  |
|  | Chinese: |  |
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| **2.** | **Project Objective(s)** | |
|  | Please state the objective(s) of the project in about 50 words. The description should be in clear and concise terms and in point form. | |
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| **3.** | **Project Deliverable(s)** | |

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|  | **Project Deliverable**  *(Please list out all deliverable*(s*).)* | **Date/Period** | **Description/Purpose(s)** | **Venue/**  **Location** | **Target and expected no. of participants** | **Amount of Funding Applied**  **(HK$)** |
|  | *Example:*   1. *2-day seminar* | *2023.12.02*  *2023.12.09* | *For each seminar, about 10 speakers from the logistics industry, including [names of speakers], will present their experience on [topics] to achieve [project objectives]. A tentative programme is attached.* | *HKCEC* | *200 industry practitioners for each seminar* | *100,000 for each seminar* |
|  | (1) |  |  |  |  |  |
|  | (2) |  |  |  |  |  |
|  | (3) |  |  |  |  |  |
|  | (4) |  |  |  |  |  |
|  | (5) |  |  |  |  |  |

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| Section C – Estimated Budget Plan |

| **Expenditure Category** | **Expenditure Item** | **Unit Cost**  **(HK$)** | **Quantity** | **Total Amount (HK$)** |
| --- | --- | --- | --- | --- |
| 1. Additional manpower | ***Example:***  *(1) Part Time Staff* | *50 / hour* | *100 hours* | *5,000* |
| (1) |  |  |  |
| (2) |  |  |  |
| (3) |  |  |  |
| *Subtotal:* | | | |  |
| 1. Additional equipment | ***Example:***  *(1)Metal cages* | *2,700* | *15 units* | *40,500* |
| (1) |  |  |  |
| (2) |  |  |  |
| (3) |  |  |  |
| *Subtotal:* | | | |  |
| 1. Other direct costs | ***Example:***   1. *Design and print promotional leaflets* 2. *External audit fees* | *7*  *10,000* | *100 sheets*  *1* | *700*  *10,000* |
| (1) |  |  |  |
| (2) |  |  |  |
| (3) |  |  |  |
| *Subtotal:* | | | |  |

|  |  |
| --- | --- |
|  | **Total Amount (HK$)** |
| 1. Total Estimated Project Cost: |  |
| 1. Sponsorship from Other Sources (if any):   *(Please specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)* |  |
| 1. Amount of Funding Sought: (C = A-B) |  |

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| Section D – Project Coordinator of Application |

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| Name in English: |  |
| Name in Chinese : |  |
| Positon: |  |
| Tel no.: |  |
| Email Address: |  |

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| Section E – Other information |

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| Please indicate whether the Applicant Organisation has received / has applied / is applying / plans to apply for other funding support provided by the HKSAR Government for carrying out the same project measures in the proposed project[[1]](#footnote-2)? |  | Yes |  | No |
| Project Title: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Name of the funding scheme/source:  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Status of Application(s):  Approved (Application No.: \_\_\_\_\_\_\_\_\_\_\_\_)  (Please specify the Approved Funding Amount HK$/Other Currencies: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**)  Rejected (Application No.: \_\_\_\_\_\_\_\_\_\_\_\_\_)  Under processing (Application No.: \_\_\_\_\_\_)  Withdrawn (Application No.: \_\_\_\_\_\_\_\_\_\_\_) |  |
| Please indicate whether the Applicant Organisation has received / has applied / is applying / plans to apply for any donations and/or sponsorships from other non-HKSAR Government sources for carrying out the same project measures in the proposed project[[2]](#footnote-3)? |  | Yes |  | No |
| Project Title: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Name of the funding scheme/source:  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Status of Application(s):  Approved (Application No.: \_\_\_\_\_\_\_\_\_\_\_\_)  (Please specify the Approved Funding Amount HK$/Other Currencies: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**)  Rejected (Application No.: \_\_\_\_\_\_\_\_\_\_\_\_\_)  Under processing (Application No.: \_\_\_\_\_\_)  Withdrawn (Application No.: \_\_\_\_\_\_\_\_\_\_\_) |  |

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| Section F – Declaration |

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| I, on behalf of, |  | , declare that – |
|  | *(Name of Applicant Organisation)* |  |
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1. Our organisation has read the “Guide to Application for the Logistics Promotion Funding Scheme” (the Guide to Application) and agree to follow the provisions set out in the Guide to Application;
2. Our organisation authorises the Secretariat to handle the personal data/information provided in this form and other information relating to the application in accordance with paragraph 8.10 of the Guide to Application. Our organisation also authorises HKPC and HKSAR Government to verify the information provided in this Application with the related Government bureaux/ departments and organisations;
3. Our organisation has not received or will not receive any other government funding for the proposed project;
4. All factual information provided in this application as well as the accompanying information are true and accurate and reflect the status of affairs as at the date of submission. Our organisation undertakes to inform the Secretariat immediately if there are any subsequent changes to the above information (in particular, subsequent approval of funds by other government funding sources after this application is submitted);
5. Our organisation understand that any wilful provision of false information or withholding any material information would lead to termination of the project, refund of any grant plus the interest generated from the project account, and the possibility of being prosecuted;
6. Our organisation understands that it is the responsibility of an Applicant Organisation to complete an application form timely and truthfully and to provide all supporting documents. Any misrepresentation or omission of information may lead to rejection of the application and/or full recovery by HKSAR Government via HKPC of any grant which has been awarded. It is an offence in law to obtain property/pecuniary advantage by deception or assisting persons to obtain property/pecuniary advantage. Any person who does so may be liable to legal proceedings;
7. Our organisation undertakes to comply with all applicable laws (including the Law of the People’s Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region), regulations and by-laws of Hong Kong in carrying out the project; and
8. Our organisation will indemnify the Government against all losses, liabilities and claims that it may suffer, incur or subject to in relation to this application or the project.

I, on behalf of the organisation, would also like to declare that:

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|  | Our organisation is NOT owned and/or controlled by a current HKPC Council Member or his/her associate or associated person[[3]](#footnote-4) at the time of filing application. |
|  | Our organisation is owned and/or controlled by a current HKPC Council Member or his/her associate or associated person at the time of filing application.  (Full name of HKPC Council Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |

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| Authorised signature with organisation chop |  | Name of signatory |
|  |  |  |
| Name of Applicant Organisation |  | Position |
| / / |  |  |
| Date |  |  |

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| **Appendix 1 - Notes for Application** |

1. The Logistics Promotion Funding Scheme (LPFS) is open to application starting from 8 January 2024.
2. Non-profit-distributing organisations[[4]](#footnote-5), charitable professional bodies[[5]](#footnote-6) and non-government organisations in or related to the logistics sector in Hong Kong, such as professional bodies, trade and industry associations, academic and training institutions, research institutes or other industrial support organisations, are eligible to apply for the LPFS.
3. Applicant Organisations are required to complete Application Form and submit the relevant supporting documents.
4. Please study the “Guide to Application for the Logistics Promotion Funding Scheme” (the Guide to Application) carefully before completing the application form.
5. Please use attachments if the space provided for a particular item is insufficient.
6. The completed application form together with copies of the required supporting documents set out in paragraph 3.1.4 of the Guide to Application and Appendix 2 of the Application Form should be submitted to the Secretariat via email ([lpfs\_sec@hkpc.org](mailto:lpfs_sec@hkpc.org)). Submission of application by other means not prescribed above will not be accepted.

For details about application, please refer to the Guide to Application. The Guide to Application and Application Form can be downloaded from the website of the LPFS. Enquiries can be directed to HKPC by phone or by email.

Address: HKPC Building, 78 Tat Chee Avenue, Kowloon, Hong Kong

Telephone: (852) 2788 6077

Fax: (852) 3187 4535

E-mail: [lpfs\_sec@hkpc.org](mailto:lppfs_sec@hkpc.org)

Website: [lpfs.hkpc.org](https://lppfs.hkpc.org)

1. The LPFS will be open for application all year round. The Subcommittee on Infrastructure and Promotion (SIP) of the Hong Kong Logistics Development Council (LOGSCOUNCIL) is responsible for overseeing the implementation of the LPFS will assess the applications on a continual basis and the Secretariat will inform the Applicant Organisation of the outcome in writing.
2. Logistics Promotion Funding Scheme (LPFS), Transport and Logistics Bureau (TLB), Hong Kong Logistics Development Council (LOGSCOUNCIL) and Hong Kong Productivity Council (HKPC) intend to use the personal data provided by the Applicant Organisation to promote the latest development, events and training courses, etc. of the LPFS. If you do not agree on such use of your personal data, please indicate your objection by ticking the box below.

|  |  |
| --- | --- |
|  | I do not agree Logistics Promotion Funding Scheme (LPFS), Transport and Logistics Bureau (TLB), Hong Kong Logistics Development Council (LOGSCOUNCIL) and Hong Kong Productivity Council (HKPC) to use the personal data provided in this application in any promotion and marketing activities of the LPFS. |

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| **Appendix 2 – Supporting Documents Required for Application** |

Please put a “√” in the box or fill it with black colour (if applicable) to indicate that copies of the relevant documents will be submitted together with this Application to the Secretariat of the LPFS.

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| --- | --- |
|  | Copy of Registration Certificate of the Applicant Organisation  (e.g. Business Registration Certificate, Certificate of a Society issued by Hong Kong Police, Certificate of Registration for trade unions or other unions etc.); |
|  | Copy of the Certificate of Incorporation and Articles of Association of the Applicant Organisation; |
|  | Copy of other valid document proving the non-profit-making nature of the Applicant Organisation (if applicable); |
|  | Copy of curriculum vitae and proof of employment of the project coordinator; |
|  | Copy of reference price quotation of expenditure item(s) with value exceeding HK$100,000; |
|  | Copy of publicity materials introducing the Applicant Organisation’s past events for reference (if any) |
|  | Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

- End –

1. Projects or individual measures in the projects that have already obtained / would obtain other sources of funding support provided by the HKSAR Government will NOT be eligible for funding support. [↑](#footnote-ref-2)
2. For projects or individual measures in the projects that have already obtained / would obtain donations and/or sponsorships from other non-HKSAR Government sources, the relevant amount of funding and/or sponsorships would have to be deducted from the total approved project cost. [↑](#footnote-ref-3)
3. For the purpose of this application, (1) "associate" of a person means: (a) a relative or partner or director of that person; or (b) a company one or more of whose directors is in common with one or more of the directors of that person. (2) "associated person" of a person means: (a) any person who has control, directly or indirectly, over that person; or (b) any person who is controlled, directly or indirectly, by that person; or (c) any person who is controlled by, or has control over, the first-mentioned person in clauses 2(a) and 2(b). (3) A person having "control" over another person means the power of that person to secure: (a) by means of the holding of shares or interests or the possession of voting power in or in relation to the second-mentioned person or any other person; or (b) by virtue of powers conferred by any constitution, memorandum or articles of association, partnership, agreement or arrangement (whether legally enforceable or not) affecting that second-mentioned person or any other person; or (c) by virtue of holding office as director in that second-mentioned person or any other person; that the affairs of that second-mentioned person are conducted in accordance with the wishes of the first-mentioned person. (4) "director" means any person occupying the position of a director by whatever name called and includes without limitation a de facto or shadow director. In the context of HKPC, it means a member of HKPC appointed under section 9 of the Hong Kong Productivity Council Ordinance (Cap. 1116) ("member of HKPC"). (5) "relative" means the spouse, parent, child, brother or sister of the relevant person, and, in deducing such a relationship, an adopted child shall be deemed to be a child both of the natural parent and the adopting parent and a step child to be a child of both the natural parent and the step parent. [↑](#footnote-ref-4)
4. Non-profit-distributing organisations refer to organisations which do not distribute profits to their directors, shareholders, employees or any other persons. An applicant has to declare in the Application Form that it has not distributed any profit generated by the applicant in the past to any of its directors, shareholders, employees, or any other persons. The applicant shall provide supplementary information, such as the Articles of Associations, to prove that the organisation is nonprofit-distributing in nature. [↑](#footnote-ref-5)
5. Charitable bodies refer to those exempted from tax under section 88 of the Inland Revenue Ordinance. [↑](#footnote-ref-6)