

Design-Business Collaboration Scheme of the Design Support Programme

Application Form

Ref. No

Date/Time of Receipt

(For Official Use)

Section A - Basic Information

1. Project Title

1.1 English

1.2 Chinese

2. Brief Description of Project

(Example: To design/re-design certain products)

Section B – Project Implementation Schedule

Commencement date : _____
(dd/mm/yyyy)

Completion date : _____
(dd/mm/yyyy)

Project duration : _____
(month)

Section C – Project Details

1. Please provide a brief description of the work steps involved and the cost breakdown for such steps. Other information such as duration of time and manpower required (e.g. in man-days) will also be helpful. Relevant documents, such as quotation, project brief, or contract should be uploaded under Section H.
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2. Please provide a brief plan on the commercialization of the project outcome.
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3. Please indicate intention to seek intellectual property right of the project outcome. (e.g. patent, registered design, copyright, trademark, etc.)

No

Yes

Form of Intellectual Property : _____

4. Please set out the experience and expertise of the design personnel(s) responsible for this project. Please upload the portfolio of works of the design company under Section H.
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5. Has this project been engaged in seeking financial support from other public funding sources?

No

Yes

Name of Funding : _____

Amount of Funding

(if applicable) : _____

Approved

Rejected

Pending application outcome

6. Has the SME been granted any financial support from DBCS before? If yes, please list all project references and amount of funding involved. Please also list other DBCS applications of the SME pending approval.

7. Has the owner/ partner/ director of the SME been granted any financial support from DBCS in the name of another SME? If yes, please list all project references.

8. Please provide any other supporting information (if any).

Section D - The design company and SME Information

Note 1: while both the design company and SME are co-applicants to this application, for administration purpose, the one who initiates the lodgement of this application will be called "Principal applicant" and the other "Co-applicant".

Note 2: Both the design company and the applicant SME have to provide latest copies of the following documents:

- Certificate of Incorporation (if applicable)
- Business Registration Certificate (BRC)

Principal Applicant

Company

English : _____
 Chinese : _____
 Year of Establishment : _____ Nature of Business in HK : _____
 Registered Address : _____
 Tel. No. : _____ Fax No. : _____
 E-mail Address : _____ Webpage (if any) : _____
 Role in this project : Design Company SME

Project Coordinator

Name in English : _____ Name in Chinese : _____
 Position held : _____ Department (if any) : _____
 Tel. No. : _____ E-mail Address : _____

Co-applicant

English : _____

Chinese : _____

Year of Establishment : _____

Registered Address : _____

Contact Person : _____

Tel. No. : _____

E-mail Address : _____

No. of Employees in the HK Office : _____

Nature of Business in HK : _____

Position held : _____

Fax No. : _____

Webpage (if any) : _____

Section E - Budget for the Project

(Please study the **Guide for Design-Business Collaboration Scheme** on the relevant requirements.)

Estimated Expenditure HK\$ _____

Contribution by the SME HK\$ _____

Net Amount Requested from the DBCS HK\$ _____

Section F - Classification of the Project**1. Project Type**

- New Product Line / Product Development***
- Product / Service Improvement***
- Branding***
- Others (Please specify)*** _____

2. Industrial sector of the SME

3. Design Area of the Project

- Print media***
- Digital media***
- Product***
- Fashion***

- Crafts**
- Packaging**
- Branding**
- Others** (Please specify) _____

Declaration

I hereby declare that

- (a) all factual information provided in this application as well as the accompanying information reflects the status of affairs as at the date of submission. I shall inform the DesignSmart Secretariat immediately if there are any subsequent changes to the above information; and
- (b) the proposed project of the application is original and without any constituted or potential act of infringement of the intellectual property rights of other individuals and/or organizations.

Principal applicant

 Authorized Signature with
 Organization/Company Chop

 Name of Signatory

 Position

 Name of Applicant
 (Organization/Company)

 Date (dd/mm/yyyy)

Co-applicant

 Authorized Signature with
 Organization/Company Chop

 Name of Signatory

 Position

 Name of Applicant
 (Organization/Company)

 Date (dd/mm/yyyy)