

Ref. No.-

Date/Time of Receipt-

(For Official Use)

**Design-Business Collaboration Scheme
of the
Design Support Programme**

COMPLETION REPORT OF APPROVED PROJECT

Project Title:

Project Reference:

Report Period:

From:

To:

Submitted by (Recipient organization/company):

1. Project Details

1.1 Project reference:

1.2 Collaborating SME (Name/Contact Person):

1.3 Project Coordinator (Tel/Fax/E-mail):

1.4 Project period

- (a) Commencement date (DD/MM/YY):
- (b) Original target completion date (DD/MM/YY):
- (c) Revised completion date (DD/MM/YY)^(Note 1):
- (d) Actual completion date (DD/MM/YY):

If the actual completion date is different from the original target completion date (or the revised completion date, if any), please provide explanations.

1.5 Brief Project Description

2. Project Account

(Please attach the final audited financial statement.)

(a) Expenditure	HK\$
(b) Contribution by SME/Applicant	HK\$
(c) Fund received	HK\$
(d) Balance required (or returned) ^(Note2)	HK\$

3. Achievements and deliverables

(Please provide brief assessment of the project's targeted achievements and deliverables, such as IP and commercialization of the deliverables.)

4. Feedbacks

^(Note 1) Revised completion date refers to a revised date approved by the DesignSmart Secretariat. If there is more than one revised completion date, please put down the last revision.

^(Note 2) The actual balance amount of fund required (or returned) is subject to DesignSmart Secretariat's examination of the final audited financial statement.

4.1 Feedbacks from the beneficiaries of the project

For recipient

For Collaborating SME

4.2 Problems encountered in implementing the project (if any)

4.3 Post-project actions (if any)

(Please list out any post-project action that is required.)

5. Comments and Suggestions

5.1 Comments or suggestions on the DBCS and the DesignSmart Initiative (if any)

5.2 Any other comments or suggestions (if any)

Sample