Annex A

Technology Start-up Support Scheme for Universities (TSSSU)

Application for Funding

Reference number (for ITC use):	
Reference number (for CUHK 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 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

(All fields below should be completed. Please fill in "N/A" for any information which cannot be provided or not applicable)

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[1]

Name (in English): _____

Name (in Chinese): _____

Affiliation of Person-in-charge with the Associated University *(Please tick ONE box only)*

- ☐ (a) Undergraduate
- ☐ (b) Postgraduate
- ☐ (c) Professor[2]
- ☐ (d) Faculty member
- ☐ (e) Alumnus [3]

Academic Qualifications (including Degree Awarded, Institute Awarding Qualification and Year of Award): _____

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

Telephone Number / Mobile Number: _____ / _____

Fax Number: _____

Email Address: _____

Correspondence Address: _____

[1] The status of the applicant is defined at the time of application. A team member who is an academic staff member and also an alumnus/alumna will be considered a staff member (instead of an alumnus/alumna).

[2] Research staff CANNOT serve as PIC. All CUHK full-time staff must file a complete "Application Form for Staff Engagement in TSSSU Company" with necessary endorsement.

[3] The alumnus should be a graduate for no more than 3 years as of 15 January 2027, unless the alumnus is an awardee of the last round.

(b) Other Team Members

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

No.	Name (in English)	Name (in Chinese)	Affiliation of Other Team Members with the Associated University (Undergraduate/ Postgraduate/ Professor/ Faculty Member/ Alumnus/ Not Associated) *(Please fill in only ONE affiliation)*	Academic Qualifications (including Degree Awarded, Institute Awarding Qualification and Year of Award)	% of Shares Held (if any)
1.					%
2.					%
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.				%
Total % of Shares Held by Entities in Section 3(a), (b) and (c)				**100%**

(d) Declaration of Intellectual Property

(Please add separate sheet(s) if necessary)

Please provide details of any CUHK IP (e.g. patents, copyright, design, trademark, knowhow, etc.) that the company intends to use. Please specify if the IP has been created by the PIC or any team members(s) of the company.

(i) Non-confidential working title of the IP

(Please quote the reference number, if any)

(ii) Nature of IP (e.g., patents, copyright, design, trademark, knowhow, etc.)

(iii) Information of Inventor(s)/Author(s)/Designer(s)

(Please add more rows if necessary)

English Name Surname in CAPITAL letters	Position	Dept./Unit/Collaborating Organization	Affiliation with CUHK (Employee/Student/ others)
(PI)			

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

Any collaboration with other organisation(s), including the associated 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.);

(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).
(Please provide the information of the contact person at KTO if it is a licensing IP from CUHK)

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

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

(i) 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$)[4]	% 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
		%				
		%				
		%				

(ii) Please confirm whether any of the above agreement has been made through the holding/parent companies of the applicant start-up.

☐ Yes (please provide the reasons for such investment arrangement(s)) –

☐ No

(iii) Please confirm whether any of the above agreement provides rights to the investor for future equity in the start-up.

☐ Yes, and we CONFIRM that the concerned investor makes cash contribution and the arrangement is **not** in the nature of a loan, does **not** require the start-up to pay any interest, and does **not** require the start-up to repay the principal in cash to the investor subject to any conditions.

☐ No

[4] 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)*

- ☐ Automotive Systems
- ☐ Biotechnology
- ☐ Chinese Medicine
- ☐ Electronics and Integrated Circuits
- ☐ Energy
- ☐ Environmental Protection
- ☐ Information and Communication Technologies
- ☐ Logistics and Supply Chain Management
- ☐ Mechanical Systems and Manufacturing Technology
- ☐ 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)*

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

_____

_____

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

(All applicants should complete Section B(3)(c). For applicant applying for the first year TSSSU-O / TSSSU+ funding, please also complete Section B(3)(a). For applicant funded by TSSSU-O / TSSSU+ before, please also complete Section B(3)(b). In other words, applicant previously funded by TSSSU-O and is now applying for the first year TSSSU+ funding should complete all Sections B(3)(a), (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 funded by TSSSU-O / TSSSU+ before)*

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 <u>all</u> 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.		
	Total	

(4) Milestones within the 20__-__ Government Financial Year

Please set out the milestones of the proposed business and R&D work to be achieved **<u>in phases</u>** during the period from 1 April to 31 March of the Government Financial Year.

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

(5) TSSSU Funding Being Applied for

Grand total (HK$): *(For TSSSU-O, capped at 600,000)* *(For TSSSU+, capped at 1,000,000)*	

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

(a) Manpower

Please separate salary and Mandatory Provident Fund (MPF) into two items for each employee if MPF is to be included as the estimated expenditure item*
(Please add more rows if necessary)

Post/Rank *(please indicate if the employee is a founding member/ non-founding member)*	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.					
4.					
5.					
6.					
			Sub-total		

** Please include the staff cost required to reimburse CUHK through TSSSU for the engagement in the company by CUHK full-time non-teaching team member(s) during the University's usual operating hours (i.e., Monday to Friday) under the arrangement of 3.10 of the CUHK TSSSU Guidelines, if any. Please consult the Finance Office through KTO for the calculation of the reimbursement amount.*

(b) Equipment

(Please add more rows if necessary)

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.				
		Sub-total		

(c) Other Direct Costs

(Please add more rows if necessary)

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.				
		Sub-total		

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) (for TSSSU+ only) investment agreement / undertaking issued by the private investor(s) on details of the cash contribution, proofs of cash injection (e.g. cheque records and bank statement(s)[5] showing the receipt of the private investment amount within the recognised matching period), and returns to Company Registry showing the latest shareholding position of the start-up upon the completion of the share allotment (if any);

(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.

[5] 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)

(1) 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 Part (2) 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.		☐ Yes ☐ No
2.		☐ Yes ☐ No
3.		☐ Yes ☐ No
4.		☐ Yes ☐ No
5.		☐ Yes ☐ No

(2) Please confirm whether the applicant start-up or the related team is applying for other funding schemes under the ITF (for example, the Research, Academic and Industry Sectors One-plus (RAISe+) Scheme)?

☐ 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), provide the person-in-charge ("PIC") of the projects, 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.		☐ Yes ☐ No
2.		☐ Yes ☐ No
3.		☐ Yes ☐ No
4.		☐ Yes ☐ 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)(f) 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 associated university immediately if there are any subsequent changes to the above information during the application stage.

(4) all the information provided in the form, particularly on intellectual properties, is true and correct. The applicant company understands that any false information provided will result in ineligibility for and/or termination of the TSSSU funding support. The University and the ITC reserve the right to require the applicant company to return all or any disbursed fund immediately and be responsible for any other losses or damage which may be suffered by the University or the ITC.

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 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)		/
	***Total Scores** (if applicable)*	/

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)(f) 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. The selection panel has reviewed the private investment(s) and is satisfied with the investment arrangement(s). Any irregularity identified and accepted by the selection panel should be properly documented for ITC's review.

☐ I/We also CONFIRM that all information provided in this application has fully complied with the funding requirements of TSSSU prescribed by ITC and the associated university as appropriate.

☐ 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) : _____