|  |  |  |  |
| --- | --- | --- | --- |
| (Official Use Only) | | | |
| Date of Receipt | |  |  |
| Reference No. | |  |  |
|  |  | |  |

To: ReTAAS Secretariat

HKPC Building,

78 Tat Chee Avenue,

Kowloon Tong, Hong Kong

Email: retaas\_sec@hkpc.org

Application Form for Retail Technology Adoption Assistance Scheme for

Manpower Demand Management (ReTAAS)

|  |
| --- |
|  |

**Please read the Guide to Application** ([**http://www.retaas.hkpc.org/en/download/application-guide\_en\_v2.pdf**](http://www.retaas.hkpc.org/en/download/application-guide_en_v2.pdf)**) before completing this application form. An applicant enterprise shall submit one application form for each project. For enquiries, please contact the Secretariat at 2788 6262.**

|  |
| --- |
| **Section A – Particulars of the Applicant Enterprise** (Put a “√” in the appropriate boxes) |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1.** | **Enterprise Information[[1]](#footnote-1)** (Please refer to Section 2.1 of the Guide to Application for details.) | | | | | | |
|  | Name in English : |  | | | | | |
|  | Name in Chinese : |  | | | | | |
|  | Business  Registration No. : |  | |  | Year of Establishment : |  | |
|  | Registered Address : |  | | | | | |
|  | | | | | |
|  | Tel No. : |  |  | | Fax No. : |  |  |
|  | Email Address : |  | | | | | |
|  | Website : |  | | | | | |

Type of Business #

|  |  |
| --- | --- |
| 471 - Supermarket, convenient store, department store | 4771 - Clothing, footwear, leather articles |
| 472 - Food, alcoholic beverages, drinks, tobacco | 4772 - Medical & health goods, Chinese drugs & herbs, cosmetics, personal care products |
| 473 - Fuel, petrol, kerosene, L.P. Gas | 4773 - Vehicles & accessories |
| 474 - Computers, phone, audio and video equipment | 4774 - Jewelry, optical, photographic equipment, watches & clocks, musical instruments, flowers & plants, pets, gifts, office appliances |
| 475 - Household equipment, electrical appliance, furniture | 4775 - Antiques, stamp collection, second-hand goods |
| 476 - Books, newspapers, stationery, toys, sporting equipment, computer games | 478 - mobile stalls, mail order or internet sales |
| Others, Please specify: | |

# Please refer to the Hong Kong Standard Industrial Classification Version 2.0 (<https://www.censtatd.gov.hk/hkstat/sub/sc30.jsp?productCode=B2XX0005>). Business other than those listed above may also apply for ReTAAS funding.

Type of Sales Channels (May choose more than one)

|  |  |
| --- | --- |
| Street level shop | Upstairs shop |
| Online shop | Consignment counter in department stores |
| Exhibition/Fair : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Others, Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­\_\_\_\_ |

Is the enterprise listed in Hong Kong or elsewhere[[2]](#footnote-2)?  Yes  No

Form of Business

|  |  |  |  |
| --- | --- | --- | --- |
| Form of Business  (Please select one of the following box) | | | Name  (Hong Kong Identity Card / Passport No.) |
|  | Sole Proprietorship | Owner |  |
|  | Partnership | All Partners |  |
|  | Limited Company**[[3]](#footnote-3)** | Individuals holding ≥ 30% shares |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **2. Project Co-ordinator[[4]](#footnote-4)** | | | | | |
| Name in English : |  |  | | |  |
| (Mr/ Ms/ Prof/ Dr) \* | (Last Name) | (First Name) | | | (Name in Chinese) |
| Position : |  | | | | |
| Tel No. : | |  | | Fax No. : |  | |
| Email Address : |  | | | | |
| If the project coordinator is not the staff of Applicant Enterprise, please briefly explain his/her relationship with the Applicant Enterprise in Section B6. | | | | | |

\* Please cross out as appropriate.

**3. Have / are any related enterprises[[5]](#footnote-5) sought / seeking funding support from ReTAAS?**

|  |  |  |
| --- | --- | --- |
| Name of related enterprise(s) | : |  |
| Business Registration No. | : |  |
| Please briefly explain the subject and progress of the application by the related enterprise in Section B6. | | |

Yes

No

**4. Have you sought or are you seeking funding support for this or similar project from other government funding schemes? Examples of the funding schemes include the Innovation and Technology Fund, SME Development Fund, SME Loan Guarantee Scheme (SGS), Dedicated Fund on Branding, Upgrading and Domestic Sales (BUD Fund). Project which is or will be in receipt of other government funding will NOT be considered by ReTAAS.**

Yes Please briefly explain the subject and progress of the related application in Section B6.

No

**5. Where did you learn about ReTAAS?** (May choose more than one)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| HKPC Seminar | | Exhibition | | HKPC / ReTAAS Website | |
| ReTAAS Videos | | HKPC Staff Visit | | HKPC Newsletter / Publication | |
| Referral by Trade Association (Please specify name of association: | | | | | ) |
| Referral by ReTAAS Applicant Enterprise / Solution Provider | | |  | | |
| Others: |  | | | | |

|  |
| --- |
| **Section B – Project Proposal** (Put a “√” in the appropriate boxes) |

1. **Project Title** *(E.g. Inventory Management Improvement Plan)***:**

|  |  |
| --- | --- |
|  |  |
|  |  |

**2. Project Nature** (May choose more than one)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Point-of-sales (POS) System | | Inventory Management System | |
|  | e-Shop | | Mobile Apps | |
|  | Accounting System | | Customer Relationship Management (CRM) System | |
|  | Security and Surveillance | | Human Resources / Staff eLearning System | |
|  | Product Kiosk | | Enterprise Resource Planning (ERP) System | |
|  | Others: |  |  |  |

1. **Project Item(s)**

|  |  |  |
| --- | --- | --- |
| 1. Hardware, software or service to be purchased | Setup duration | Details |
| *E.g. Inventory Management System* | *E.g. 1 Month* | *E.g. To record and update inventory record automatically.* |
| (1) |  |  |
| (2) |  |  |
| (3) |  |  |
| (4) |  |  |
| (5) |  |  |
| 1. Staff / user training (if any) | Training time:  *E.g. 1 day* | Number of trainees and training details:  *E.g. Training for 3 staff provided by supplier on inventory management system.* |
| Total time required  (Maximum of 6 months): |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **Implementation Locations** (Please provide addresses) | | | Shop | | Office | Warehouse |
| (1) |  |  |  | |  |
| (2) |  |  |  | |  |
| (3) |  |  |  | |  |
| (4) |  |  |  | |  |
| (5) |  |  |  | |  |

1. **Justifications for the Project**

Please indicate how the project will help the applicant enterprise address, mitigate or improve on manpower resources problems. (May choose more than one)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Streamline work process and improve efficiency |  | Alleviate manpower shortage problem, reduce overtime work |
|  | Reduce manual errors and improve accuracy |  | Improve working environment |
|  | Enhance operational workflow |  | Redeploy staff to develop and promote other areas of business |
|  | Increase productivity |  | Reduce operating costs |
|  | Improve service quality |  | Save resources and reduce carbon footprint |
|  | Others, please specify: | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |

1. **Other information in support of the application, if any**

|  |  |
| --- | --- |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |  | |

1. **Self-Assessment on Manpower Savings**

Existing Number of Staff: \_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Salaried Staff ： | Full-time employees：\_\_\_\_\_\_\_\_\_ / | Part-time employees：\_\_\_\_\_\_\_\_\_ | |
|  | No salaried staff. Please provide reason with relevant information (if any)： | | |  |

(a) Existing approach

|  |  |  |  |
| --- | --- | --- | --- |
| Workflow  (Please describe the steps/tasks involved) | Project Implementation Location(s)  (May be more than one)  (Fill in relevant item number from Section B4) | No. of staff required | Total man-hours required  (per month) |
| *E.g. Inventory records are processed manually and kept in paper form.* | *E.g. 1, 2* | *E.g. 3* | *E.g. 60* |
| (1) |  |  |  |
| (2) |  |  |  |
| (3) |  |  |  |
| (4) |  |  |  |
|  |  | Total (A) |  |

(b) Approach after completion of the project

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Workflow  (Please describe the steps/tasks involved) | Project items involved  (May be more than one)  (Fill in relevant item number from Section B3A) | Project Implementation Location(s)  (May be more than one)  (Fill in relevant item number from Section B4) | No. of staff required | Total man-hour required  (per month) |
| *E.g. Automatically handling the inventory records to ensure that the information is correctly kept.* | *E.g. 1, 2* | *E.g. 1, 2* | *E.g. 3* | *E.g. 36* |
| (1) |  |  |  |  |
| (2) |  |  |  |  |
| (3) |  |  |  |  |
| (4) |  |  |  |  |
|  |  |  | Total (B) |  |

(c) Man-hours saving

|  |
| --- |
| Monthly man-hour reduction, [(A) – (B)] : \_\_\_\_\_\_\_\_ hours x Staff average hourly wages: HK$ \_\_\_\_\_\_\_ = Monthly saving in manpower cost: HK$ \_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| **Section C – Project Budget** |

###### Value in HK$

|  |  |  |  |
| --- | --- | --- | --- |
| Item | 1. Unit | 1. Unit/   Monthly[[6]](#footnote-6) Cost ($) | Total ($) : (a) x (b) |
| **(A1)** **Software Costs** | | | |
|  |  |  |  |
| (ii) |  |  |  |
| (iii) |  |  |  |
| (iv) |  |  |  |
| **(A2)** **Hardware Costs** | | | |
|  |  |  |  |
| (ii) |  |  |  |
| (iii) |  |  |  |
| (iv) |  |  |  |
| Sub-total (A) | | |  |
| **(B) Any Other Direct Costs (E.g. Setup Cost, Training Cost)** | | | |
| (i) |  |  |  |
| (ii) |  |  |  |
| (iii) |  |  |  |
| Sub-total (B) | | |  |
| **Project Cost (C) ：(A) + (B)** | | |  |
| **Cash Contribution by the Applicant Enterprise (D)：**  **(Minimum of 50% of Project Cost (C))** | | |  |
| **Funding Support Applied under ReTAAS (E)：(C) – (D)** | | |  |

|  |  |
| --- | --- |
| **Estimated Audit Fee Applied under ReTAAS (F) ：**  **(Maximum of $1,000 per Project)[[7]](#footnote-7)** |  |

|  |  |
| --- | --- |
| **Total Funding Support Applied under ReTAAS (E) + (F)：**  **(Maximum of $50,000 per Enterprise)** |  |

|  |  |  |
| --- | --- | --- |
| **Section D – Declaration** | | |
| I, on behalf of, |  | , |
|  | (Name of Applicant Enterprise) |  |

declare that:-

1. all factual information provided in this application as well as the accompanying information is true, valid and accurate and reflect the status of affairs as at the date of submission;
2. understand the consequence of wilfully giving any false, invalid or inaccurate information or withholding any material information and undertake to inform the ReTAAS Secretariat immediately if there are any subsequent changes to the above information;
3. utmost dedication and determination will be given to complete and monitor the Project according to the proposal stated in this application; and
4. the ideas of the proposed Project do not constitute any act or potential act of infringement of the intellectual property rights of other individuals and/or organisations.

The Applicant Enterprise shall fully indemnify the Government and/or the Secretariat against any or all losses, liabilities and claims that may suffer, incur or in relation to this application or the Project.

The Applicant Enterprise undertakes to repay in full all the disbursement of the approved grant made by the Government under ReTAAS, with interest, within such time specified upon notification by the Government or the Secretariat, in the event that any information provided herein is found to be false, invalid or inaccurate.

The Applicant Enterprise acknowledges that the Government reserves the right to take any actions, including termination of the funding agreement and commencing legal actions, deemed appropriate against the Applicant Enterprise for providing false, invalid or inaccurate information in support of this application.

The Applicant Enterprise authorises the Secretariat and the Government to handle the personal data provided in this application in accordance with the Guide to Application for ReTAAS.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Authorised Signature with Company Chop |  | Name and Position of Signatory |
|  |  |  |
| Signature of Project Coordinator |  | Date |

|  |
| --- |
| Notes  (1) Please use separate sheets if the space provided in the application form is insufficient.  (2) Applicant enterprise should submit the completed application form and relevant supporting documents to the ReTAAS Secretariat by post, in person or by electronic means.  (3) Please note that information provided by the applicant enterprise in *item 1 of Section A, item 1 of Section B and Section C* of this application form may be made publicly available on the ReTAAS website at [www.retaas.hkpc.org](http://www.retaas.hkpc.org) if the application is approved. The public will be allowed to copy, distribute copies, or otherwise make use of the materials available at the website for non-commercial use. If an applicant enterprise does not wish release certain information, please forward the request and justifications upon submission of the application. |

1. All non-listed enterprises registered in Hong Kong under the Business Registration Ordinance (Chapter 310) with substantive retail business operations in Hong Kong (excluding the catering enterprises) are eligible to apply. [↑](#footnote-ref-1)
2. ReTAAS provides funding support to non-listed enterprises registered in Hong Kong with substantive retail business in Hong Kong. Subsidiaries of listed enterprises may be eligible if they themselves are not listed. [↑](#footnote-ref-2)
3. If there is no individual holding 30% or more shares, please provide the name(s) and information of all director(s). [↑](#footnote-ref-3)
4. The grantee is required to appoint a project coordinator who will be responsible for overseeing the implementation of the project, monitoring the proper use of funds in accordance with the approved budget, terms and conditions of funding and funding agreement, exercising economy and prudence in the use of funds, liaising with the Secretariat and attending meetings on the project as necessary. [↑](#footnote-ref-4)
5. Enterprises registered as different businesses under the Business Registration Ordinance (Chapter 310) but having the same individual shareholder with 30% or more ownership, would be considered as one single enterprise for the purpose of calculating the cumulative funding amount. Each enterprise is subject to a cumulative funding ceiling of HK$50,000. [↑](#footnote-ref-5)
6. Maximum of 6 months. [↑](#footnote-ref-6)
7. A grantee may be reimbursed a maximum of HK$1,000 for the preparation of audited accounts, on a dollar-to-dollar matching basis, if the funding ceiling of HK$50,000 per enterprise has not been reached. The grantee should provide the relevant invoice to the Secretariat for reimbursement (upon submission of the audited account). [↑](#footnote-ref-7)