



零售業人力需求管理科技應用支援計劃  
Retail Technology Adoption Assistance Scheme  
*for Manpower Demand Management*

# **Guide to Application for Retail Technology Adoption Assistance Scheme for Manpower Demand Management (ReTAAS)**

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## **1. General**

### **1.1 Background**

1.1.1 In the Budget Speech delivered on 26 February 2014, the Financial Secretary has announced the Government's acceptance of the recommendations of the Task Force on Manpower Development of the Retail Industry. One of the recommendations is the engendering of an industry support scheme, with dollar-to-dollar matching contribution from participating companies to help the industry (in particular small and medium enterprises) to adopt technologies to manage manpower demand. This should help address the manpower tightening problem faced by the retail industry.

1.1.2 With the approval of the Finance Committee of the Legislative Council given on 12 July 2014, the Government sets up a Retail Technology Adoption Assistance Scheme for Manpower Demand Management ("ReTAAS") to help the retail industry to adopt relevant information and communications technology and other technologies that help manage manpower demand.

### **1.2 Objective of ReTAAS**

The objective of ReTAAS is to provide funding support for eligible retail enterprises to adopt relevant information and communications technology and other technologies for manpower demand management purposes. The funding may also help to enhance their productivity and improve working conditions of workers in the retail industry. This should have a demonstration effect to similar retail operations of the beneficiary enterprises as well as other enterprises, encouraging investments and wider adoption of different technologies by the industry.

### **1.3 Funding Amount and Basic Principles**

1.3.1 The Government has set aside \$50 million for ReTAAS<sup>1</sup> to support implementation of projects that are consistent with the objective of ReTAAS on a matching basis.

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<sup>1</sup> Of the \$50 million, about \$5million is earmarked for administrative overheads.

1.3.2 Where an application for funding is successful, the Government will fund a maximum of 50% of the total approved cost of a project (or \$50,000 whichever is lower). The applicant will have to contribute no less than 50% of the total approved cost of a project in cash. Up to two projects from a single applicant may be approved, subject to the cumulative ceiling of funding support of \$50,000.

#### **1.4 ReTAAS Secretariat**

The Hong Kong Productivity Council (“HKPC”) is the implementation partner of ReTAAS and serves as ReTAAS Secretariat. It will handle enquiries, process applications, support a Vetting Committee (the “VC”), monitor project implementation, effect payments and evaluate overall effectiveness of ReTAAS.

#### **1.5 Purpose of this Guide**

This Guide provides application details including eligibility criteria, application procedures, vetting criteria and funding terms and conditions.

## **2. Eligibility Criteria**

### **2.1 Eligibility of Applicants**

2.1.1 Non-listed enterprises<sup>2</sup> registered in Hong Kong under the Business Registration Ordinance (Chapter 310) with substantive retail business in Hong Kong are eligible to apply<sup>3</sup>, irrespective of their number of outlets. Retail chain stores or companies running under franchise are not excluded per se, but only the enterprises that have the control over them (i.e. the equivalent of their headquarters or the franchisor) may apply as one applicant for the whole group<sup>4</sup>.

2.1.2 Related enterprises, i.e. enterprises registered as different business under the Business Registration Ordinance (Chapter 310) but having the same individual(s)

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<sup>2</sup> Subsidiaries of listed enterprises may be eligible if they themselves are not listed.

<sup>3</sup> The applicant shall provide documentary evidence proving its substantive retail business operations in Hong Kong at the time of application. Such evidence may be employee records, tax returns, business transaction documents such as business contracts and invoices.

<sup>4</sup> In other words, individual stores or franchisees may not apply on their own.

holding 30% or more ownership, would be treated as one single enterprise for the purpose of calculating the cumulative funding amount (i.e. subject to cumulative funding ceiling of \$50,000). Applicants are required to declare in the application form as to whether any of their related enterprises have applied for or received funding support under ReTAAS at the time of application.

## **2.2 Eligibility of Projects**

2.2.1 Approved projects must be relevant to the management of retail manpower demand. Other projects, e.g. those that solely promote the business of the enterprises concerned, must not be eligible. Each project shall be completed within 6 months.

2.2.2 Projects/specific measures in the projects that have received/would receive other sources of funding support provided by the Government, or other sources of sponsorships/donations must not be eligible for funding support under ReTAAS. Applicants have to declare in their applications that the proposed projects/specific measures have not received such other sources of funding support and are not applying for such funding support at the time of application.

## **2.3 Eligibility of Technologies**

Eligible technologies should aim to help the applicant manage manpower demand, or help enhance productivity and working conditions of workers in the particular case. A list of typical technologies is at **Annex A**. Any other technologies will also be considered by the VC on the merits of the individual cases.

# **3. Application**

## **3.1 Application Submission**

3.1.1 ReTAAS is open for applications throughout the year subject to funding balance and unless otherwise announced.

3.1.2 An applicant may make up to two ReTAAS applications subject to the individual ceiling of \$50,000. Each application should be limited to one project.

3.1.3 Applications will be considered on a first-come-first-served basis. If an applicant has already been approved funding for less than \$50,000, it may continue to apply for funding support up to the \$50,000 ceiling but any such subsequent application(s) will only be considered subject to the overall funding balance.

## **3.2 Procedures**

3.2.1 To apply for a grant under the Scheme, an applicant shall complete the Application Form which can be obtained from the Secretariat or downloaded from the website of the Scheme ([http://www.retaas.hkpc.org/en/application\\_process.aspx#appform](http://www.retaas.hkpc.org/en/application_process.aspx#appform)). The application form is available in English and Chinese and may be completed in either language. No application fee will be charged.

3.2.2 This Guide to Application and some frequently-asked questions can be downloaded from [www.retaas.hkpc.org/en/application\\_process.aspx#guide](http://www.retaas.hkpc.org/en/application_process.aspx#guide) and [www.retaas.hkpc.org/en/faq.aspx](http://www.retaas.hkpc.org/en/faq.aspx).

3.2.3 The following documents are required to be submitted for an application under the Scheme:

- (i) a duly completed and signed application form, in both hard and soft copies (preferably in MS Word format);
- (ii) a copy of the Business Registration Certificate of the applicant;
- (iii) documentary evidence proving that the applicant has substantive retail business operations in Hong Kong (footnote 3 above refers); and
- (iv) documentary evidence showing the personal details of owners/shareholders holding 30% or more ownership (e.g. Form 1(a) of the Business Registration Office, Annual Return of the Companies Registry (Form AR1), etc.)

The originals of the above documents may be required for verification upon request.

3.2.4 The applicant shall also provide a detailed budget with itemised expenditures in accordance with the format in the application form for vetting and approval. Only costs directly incurred for the proposed project may be approved.

3.2.5 As a matter of principle, funding provided by the Government must not be used to subsidise the normal operating expenses of the applicant. Accordingly, daily or routine operating expenditures of the applicant (e.g. salary of existing employee(s), general administrative and office expenses, etc.) will not be funded. Unless otherwise expressly approved, the funding provided must not be used to cover unallowable cost which include but are not limited to office rental/renovation expenses, utility expenses, entertainment expenses, meal expenses, capital financing costs of mortgages, interest loans or overdrafts, credit assurance fee for transactions, legal fees associated with legal actions such as those against trademark infringement, payment of tax, and unspecified costs (miscellaneous, sundry, contingency expenses, etc).

3.2.6 The completed application form together with the supporting documents shall be sent to the Secretariat by post or by email:

- (i) By post in marked envelope “ReTAAS Application” to: ReTAAS Secretariat, HKPC Building, 78 Tat Chee Avenue, Kowloon, Hong Kong.
- (ii) By email to: [retaas\\_sec@hkpc.org](mailto:retaas_sec@hkpc.org)

3.2.7 The applicant shall maintain a valid email account for communication with the Secretariat. Acknowledgement will be sent to the applicant via email upon receipt of an application by the Secretariat.

### **3.3 Application Form**

3.3.1 The applicant must duly complete and sign the application form.

3.3.2 The applicant must declare as to whether any of their related enterprises have applied for or received funding support under ReTAAS.

3.3.3 The applicant shall submit one application form for each proposed project.

### **3.4 Processing**

Applications will be accepted by the Secretariat in all year round and completed applications will be vetted on a rolling basis by the VC. Applicant should pay attention that any application with incomplete information (such as only a soft copy or printed copy) will not be processed until the completed set of documents has been received. The Secretariat possesses the final decision right for any dispute cases.

### **3.5 Resubmission**

An application that has been rejected may be resubmitted only if it has been revised substantially or it is supported by new evidence to address the comments made by the VC or Secretariat. A resubmitted application will be treated as a new application and will be subject to the same assessment procedures.

### **3.6 Withdrawal**

The applicant can write to the Secretariat to withdraw an application at any time before signing the grant agreement. Such withdrawal is irrevocable.

## **4. Vetting and Approval Procedures**

### **4.1 Vetting Procedures**

4.1.1 Upon receipt of an application, the Secretariat will conduct a preliminary screening and may seek clarification or supplementary information from the applicant.

4.1.2 After screening, the Secretariat will submit the application together with its comments to the VC for consideration.

4.1.3 The VC will consider the applications, and approve (with or without conditions) such or otherwise.

## **4.2 Avoidance of Conflict of Interest**

4.2.1 To avoid conflict of interests, members of the VC and the Secretariat will be requested to declare their general pecuniary interests on appointment and annually thereafter, in addition to the report of conflicts of interest that may arise from any particular application as need when they may advise. Where considered appropriate, the Chairman may request the members/staff concerned to refrain from participating in the discussion and assessment of the relevant application.

4.2.2 Applicants must not approach members of the VC to avoid affecting their impartiality of advice.

## **4.3 Vetting Criteria**

4.3.1 All applications will be considered by the VC based on individual merits of the applications. The main assessment criteria include:

- (i) eligibility of the applicant;
- (ii) effectiveness of the proposed project in managing retail manpower demand, or help enhance productivity and working conditions of workers. A project may be approved if say it has reasonable prospects of achieving manpower savings or addressing the relevant problem the applicant is facing in the foreseeable future, e.g. through refining the workflow to ease the workload of the staff concerned;
- (iii) reasonableness of the proposed cost, say with reference to market prices of the technologies in question as known to the VC or Secretariat. The total approved costs of a project must also be proportionate to the benefits expected. Individual items of expenditures must also be directly related to the implementation of the project;
- (iv) practicality of the proposed implementation programme. If the hardware, software or services that may be proposed have to be procured outside Hong Kong, whether the project can reasonably be completed within 6

months; or whether the staff concerned can handle the technologies or will be given sufficient training; and

(v) room for the proposed technologies for wider adoption in the retail industry.

4.3.2 If a project is worthy of support in principle, the level of funding may be adjusted with reference to the costs of the project approved by the VC.

4.3.3 The Secretariat reserves the right to reject an application on grounds including:

(i) a petition is presented or a proceeding is commenced or an order is made or a resolution is passed for the winding up or bankruptcy of the applicant; or

(ii) a false, inaccurate or incomplete statement or representation is contained in the application or a promise or a proposal is made knowingly or recklessly ;  
or

(iii) the applicant is in default of its obligation(s) under another grant agreement entered into with the Secretariat whether or not in relation to ReTAAS.

#### **4.4 Notification of Results**

4.4.1 It is expected that the applicants will be informed of the vetting result within 50 to 90 clear working days after the Secretariat's receipt of full information.

4.4.2 If an application is recommended for approval, the applicant will be informed of the result together with any terms and conditions that may be imposed by the VC in addition to the standard terms and conditions. The applicant will be requested to invite the requisite number of quotations pursuant to Section 6 of this Guide.

4.4.3 If an application is declined, reasons will be provided. Please refer to the paragraph above on resubmission.

#### **4.5 Review**

4.5.1 In case of dispute over the vetting result, the applicant may request a review, in writing or by email to the Secretariat within 30 days after the result notification. The applicant must provide full justifications in writing with supplementary information as appropriate.

4.5.2 The Secretariat will arrange a review of the application by the VC in the subsequent VC meeting. The Secretariat will notify the applicant the result of review within 30 clear working days after the VC meeting.

## **5. Funding Agreement**

### **5.1 Submission of Quotations**

5.1.1 Before entering into a funding agreement with HKPC, a successful applicant shall submit the requisite number of quotations to the Secretariat within one month upon notification of vetting results. The procurement procedures are detailed in Section 6 of this Guide.

### **5.2 Agreement**

5.2.1 For each successful application, the applicant will be the recipient of the approved grant and have to enter into a funding agreement with HKPC. The applicant will be referred to as the grantee below.

5.2.2 The funding agreement shall cover (a) the matters and terms and conditions explained in this Guide and (b) any other matters and terms and conditions as required by the VC or the Secretariat.

## **6. Procurement**

### **6.1 Procedures**

6.1.1 The grantee shall exercise the utmost prudence in procuring equipment, goods or services for the project and must adhere to the following procedures unless the Secretariat agrees otherwise:

- 6.1.2 For every procurement or lease of equipment, goods or services in relation to or for the purposes of the project, the aggregate value of which does not exceed HK\$50,000, the grantee shall invite at least two suppliers/service providers/consultants/contractors or lessors for written quotations and accept the lowest bid. Full justifications must be given if fewer than two suppliers/service providers/consultants/ contractors or lessors could be identified from the market. If the lowest bid is not selected, prior written consent must be obtained from the Secretariat and full justifications must be given.
- 6.1.3 For every procurement or lease of equipment, goods or services in relation to or for the purposes of the project, the aggregate value of which is over HK\$50,000 but does not exceed HK\$300,000, the grantee shall invite at least three suppliers/service providers/consultants/contractors or lessors for written quotations and accept the lowest bid. Full justifications must be given if fewer than three suppliers/service providers/consultants/contractors or lessors could be identified from the market. If the lowest bid is not selected, prior written consent must be obtained from the Secretariat and full justifications must be given.
- 6.1.4 For every procurement or lease of equipment, goods or services in relation to or for the purposes of the project, the aggregate value of which is over HK\$300,000 but does not exceed HK\$1.43 million, the grantee shall invite at least five suppliers/service providers/consultants/contractors or lessors for written quotations and accept the lowest bid. Full justifications must be given if fewer than five suppliers/service providers/consultants/contractors or lessors could be identified from the market. If the lowest bid is not selected, prior written consent must be obtained from the Secretariat and full justifications must be given.
- 6.1.5 For every procurement or lease of equipment, goods or services in relation to or for the purposes of the project, the aggregate value of which exceeds HK\$1.43 million, the grantee shall use open and competitive tender procedures. Channels which are easily accessible by the general public shall be used to publicise the tender notices.
- 6.1.6 Unless prior written approval from the Government is obtained, the grantee or any person authorised by the grantee to call for or in any way involved in the

quotation or tender exercise shall not participate in the bid itself.

6.1.7 Samples of quotation invitation document/form are at **Annex B**. For tenders to be invited under paragraph 6.1.5 above, the Secretariat will advise on the details.

6.1.8 The grantee shall ensure the principles of openness, fairness and competitiveness of procurement process and the appointment of reasonable qualified vendor. The grantee shall provide the full justifications of shortlisted or awarded vendors including but are not limited to the company profile, year founded, number of staff, core business, area of specialty and job references upon the request of the Secretariat. The Secretariat reserves the right to eliminate vulnerable or unqualified vendors and request the grantee to exercise the procurement process again.

6.1.9 Unless prior written approval from the Secretariat is obtained, the grantee or any person authorised by the grantee to call for or in any way involved in the quotation or tender exercise shall not participate in the bid itself.

6.1.10 Once the procurement process is completed, the grantee shall send copies of the relevant documents to the Secretariat.

6.1.11 A list of potential providers is at <http://www.itsolution.org.hk/index.asp?a=1&clang=eng> for reference.

## **6.2 Avoidance of Conflict of Interest**

In engaging service provider(s)/consultant(s)/contractor(s) for implementing the projects, the grantee must not engage a service provider/consultant/contractor the owners, shareholders, management of which are the owners, shareholders, management or their relatives of the grantee enterprise.

## **6.3 Segregation of Duties**

The grantee shall use reasonable endeavours to segregate the duties in the procurement process of the approved project (including the assignment of different staff members

to source suppliers or contractors for invitation of quotations or tenders, to approve quotations or tenders, and to certify receipt or completion of the equipment, goods or services required under ReTAAS). Moreover, the acceptance of an offer can only be approved by another staff member not lower than the rank of the staff member calling the quotations or tenders.

## **6.4 Handling of Cash Payment**

6.4.1 Subject to Clause 6.4.2, the grantee shall purchase procure or lease the equipment, goods or services for the Project through non-cash methods such as credit card, cheque, bank transfer and etc.

6.4.2 The grantee may make the procurement for the Project in cash to meet immediate needs, provided that the total value of the single transaction of the equipment, goods or services or all of the above in relation to or for the purposes of the Project shall not exceed HK\$5,000 each and the transaction shall be reasonably necessary for the discharge of the obligations and duties owed by the grantee under the funding agreement and the rates obtained are reasonable and an authorised officer of the grantee has certified that such requirements are satisfied in file.

6.4.3 For the avoidance of doubt, any single transaction by the grantee with a total value exceeding HK\$5,000 shall not be made in cash without the prior written approval of the Secretariat.

## **7. Reporting Requirements**

### **7.1 Completion Report**

7.1.1 A grantee receiving a grant shall complete its project within 6 months from the date of signing of the funding agreement.

7.1.2 The grantee is required to submit a report to the Secretariat within two months of completion of the project, a sample of which is at **Annex C**, including but not limited to the items below upon completion of the project:

- (i) a summary of technologies adopted;

- (ii) a statement as to any deviation from the project proposal approved by the VC; and
- (iii) benefits achieved under the project so far.

7.1.3 The Secretariat will review and evaluate the project results by comparing the deliverables reported against its original objectives and deliverables as set out in the project proposal in the application form appended to the funding agreement. The grantee shall immediately provide clarification and additional information upon request of the Secretariat. The Secretariat may conduct on-site checking to verify the results for individual projects. The Secretariat has the right to request access to any information related to the project.

## **7.2 Financial Report**

7.2.1 The grantee will be required to submit final audited accounts from the project commencement date to the project completion date or the expiry or termination date of funding agreement (together with the completion report as set out under paragraph 7.1) no later than two months after project completion or the expiry or termination of the funding agreement or by such other date as the Secretariat may specify (whichever is earlier).

7.2.2 The audited accounts shall contain all receipts and receivables including the funds granted by the Government under the Scheme, contribution by the grantee and payments for the project. The audited accounts shall also comprise Statement of Income and Expenditure, Notes to the Accounts and the Auditors' Report. The accounts of a project shall be properly prepared from and in agreement with the books and records of the project.

7.2.3 Late submission of the audited accounts may lead to suspension or termination of the funding support for the project.

7.2.4 Any record of mishandling of public funds or lack of discipline in financial management or any breach of the funding agreement by an enterprise will be taken into account by the VC and Government in considering future applications from the same enterprise or the project team. Any such record may prejudice that enterprise's future applications under the Scheme.

### **7.3 Auditing Requirements**

7.3.1 To ensure that the project funds have been solely and properly applied to the projects and expended/received in accordance with the approved budget, the required accounts shall be audited by an independent auditor who must be either Certified Public Accountants or Public Accountants registered under the Professional Accountants Ordinance (Chapter 50) (the Auditors). The grantee shall specify in the engagement letter for the employment of the Auditors that they shall strictly follow the requirements stipulated in the latest version of the “Notes for Auditors of Funded Enterprises” issued by the Secretariat in conducting audits and preparing auditors’ report for each project. The engagement letter shall also specify that the Secretariat, Government and their authorised representatives shall have the right to communicate with the Auditors on matters concerning the project accounts and the supporting statements. In conducting the audits, the Auditors must comply with the relevant Standards and Statements of Professional Ethics issued and updated from time to time by the Hong Kong Institute of Certified Public Accountants. In the audited accounts, the Auditors are required to express an audit opinion as to whether the grantee and the accountants of the project have complied, in all material respects, with all the requirements set out in the Notes and to make full disclosure of any material non-compliance.

7.3.2 The grantee may be reimbursed a maximum of \$1,000 for the preparation of the audited account subject to the ceiling of the \$50,000 funding support not being fully utilised. The grantee shall provide the invoice to the Secretariat upon submission of the audited account for processing the reimbursement.

### **7.4 Books and Records**

7.4.1 The grantee shall keep a proper and separate set of books and records for the project. The books and records shall be maintained in such a manner so as to enable the production of statement of income and expenditure (items in the same format as shown in the approved budget) in respect of each project. All transactions relating to the project shall be properly and timely recorded in its books of accounts.

7.4.2 Accrual basis of accounting shall be adopted for the project. Expenditure can only be charged to the project account after the equipment and goods have been received or services delivered. Moreover, the expenditure so charged shall be incurred within the project duration only and shall be fully settled no later than two months after completion of the Project. All receipts and expenditure of the project, including the grant by the Government and contribution by the grantee shall be fully and properly recorded in the books and records in accordance with the funding agreement, and all requirements, instructions and correspondences issued by the Secretariat in respect of the project.

7.4.3 The grantee is required to maintain, during the continuance of the funding agreement and for a minimum of seven years after the completion of the project or the expiry or termination of the funding agreement, full and proper books of accounts and records of the project (including receipts, counterfoils, vouchers, quotations and tendering documents and other supporting documents). In this connection, the Secretariat, Government and their authorized representatives shall be allowed access to all or any of the books and records for conducting audit, inspection, verification and copying from time to time upon reasonable notice of such books and records at any time when such books and records are kept. When so requested in this connection, the grantee will be obliged to make available all project books of accounts and records and explain to the Secretariat, Government and their authorised representatives any matters relating to the receipt, expenditure or custody of any money derived from the project. The Government reserves the right to require the grantee to return any mis-spent amount together with the interest income accrued to the Government.

## **7.5 Others**

7.5.1 If so required by the Secretariat, the grantee shall make presentation(s) of the outcome of their project to the VC and to report the implementation status of the project deliverables.

7.5.2 If so required by the Secretariat, the grantee shall be required to complete and return a post-project evaluation questionnaire for its project to report on the efforts in publicising the project (Section 11 refers) and the comments of the

project by the beneficiaries, and to provide quantitative measurement on the benefits to the retail industry as a whole, and adoption of the project achievements by the industry.

## **8. Funding Arrangement**

- 8.1 Disbursement of the approved grant will normally be made upon:
- (i) successful implementation of the project and production of the project deliverables in accordance with the project proposal by the completion date specified in the funding agreement or by such other date as the Secretariat may approve in writing;
  - (ii) due compliance with the grant agreement;
  - (iii) the submission of the completion report and the final audited accounts in form and substance to the satisfaction of the Secretariat and complying with the requirements set out in Section 7 ; and
  - (iv) evidence showing that the grantee has duly paid up the matching fund, to be submitted together with the completion report and the final audited accounts mentioned above.
- 8.2 Any other form of disbursement may only be approved exceptionally on the request of the grantee. More stringent reporting requirements, etc. may apply at the discretion of the Secretariat.
- 8.3 The Secretariat reserves the right to withhold disbursement of any part of funding support to a grantee if it fails to comply with the terms and conditions stipulated in the funding agreement. Under such circumstances, the Secretariat will inform the grantee of the reason for withholding payment.
- 8.4 The grantee is not entitled to charge any interest or claim any compensation or relief of whatsoever nature against the Secretariat, VC or Government for any payment made.

## **9. Risk and Title to the Equipment, Software and other Assets**

- 9.1 The full legal and equitable title and interest in any piece of the equipment,

software and other assets funded under the Scheme shall be vested with the grantee.

- 9.2 The grantee shall maintain a register to account for all equipment purchased under the Scheme.
- 9.3 The grantee shall keep all equipment, software and other assets funded under the Scheme for one further year after project completion, and made available for the Secretariat's inspection upon request.
- 9.4 The grantee shall seek prior written approval from the Secretariat before it transfers, sells or disposes of the equipment before the date as specified in clause 9.3.
- 9.5. The risk in the equipment (e.g. loss, damages, liabilities, etc.) shall be also borne by and remain with the grantee.

## **10. On-site Monitoring**

- 10.1 The Secretariat may visit the venue(s) where the project items should be installed or used, at any time during the period from signing of the funding agreement up to one (1) year after completion of the project, to ensure that the installation and use is compliant with the approved application. Such visit may be arranged with or without advance notice.
- 10.2 The grantee must afford all reasonable assistance to enable the visits, to enable the Secretariat to access the computer system, software, application, etc. which is procured under the Scheme, and to produce such books and records as may be required.

## **11. Publicity and Acknowledgement**

### **11.1 Participation in Publicity**

The grantee will be required to share the experience gained in implementing the

projects approved under the Scheme with other enterprises. They will need to participate in the publicity and promotional activities of the Scheme when being invited by the Secretariat or Government to share their experience gained in the projects. These activities may include seminars, workshops, conferences, exhibitions, etc. as well as site visits to the grantee as arranged by the Secretariat or the Government. The grantee will also need to contribute inputs/materials for publication to share their experience when being requested by the Secretariat or the Government. The grantee cannot charge the Secretariat or the Government fees for participating in these activities or contributing such inputs/materials for publication.

## **11.2 Acknowledgement of Support and Disclaimer**

11.2.1 The grantee is allowed to publicise their participation in the project funded under the Scheme and the project results on their own initiatives through publications, seminars, workshops, conferences, exhibitions, site visits, etc. with prior notice to the Secretariat. Acknowledgment of this funding support shall appear on all equipment, facilities, publicity/ media events related to the project, as well as in publications arising from the project.

11.2.2 The following disclaimer shall also be included in these publicity and media events related to the acknowledgement:

*“Any opinions, findings, conclusions or recommendations expressed in this material/ event (or by the grantee) do not reflect the views of the Government of the Hong Kong Special Administrative Region, the Vetting Committee of the Retail Technologies Adoption Assistance Scheme for Manpower Demand Management or Hong Kong Productivity Council.”*

## **12. Miscellaneous**

### **12.1 Appointment of Project Coordinators**

The grantee will be 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.

## **12.2 Prior Approval Requirements**

An approved project has to be carried out strictly in accordance with the funding agreement. Any modification, amendment or addition to the project or the funding agreement, including but not limited to change of project duration, project scope, budget or replacement of the project coordinator, shall require the prior written approval of the Secretariat. Reasons with supporting documents for the changes must be provided.

## **12.3 Suspension or Termination of a Project**

12.3.1 The Secretariat reserves the right to suspend or terminate, after consultation with the VC, funding support for an approved project. Circumstances which warrant suspension or termination of funding support may include but are not limited to a lack of satisfactory progress or a slim chance of completion of a project, failure to submit progress/final reports or audited accounts within the stipulated deadlines, non-acceptance of those reports/accounts by the Secretariat and Government, a breach of the terms and conditions of the funding agreement, or if the Secretariat and Government sees fit to terminate the project in public interest. The grantee may have to return all/part of the Government funding disbursed in respect of these projects together with all administrative, legal and other costs and interest (regardless of whether the grantee has already spent the funds or not).

12.3.2 Once a project is suspended or terminated, the grantee will not be entitled to the receipt of Government funding under the Scheme and any cost incurred in the project after suspension and termination of Government funding will be solely borne by the grantee himself.

## **12.4 Assignment**

12.4.1 Unless prior written approval from the Government is obtained, the grantee shall not assign, transfer, sub-contract or otherwise dispose of any or all of its interests, rights, benefits or obligations under the funding agreement.

12.4.2 The grantee shall seek the approval of the Secretariat before engaging the services of independent service providers of its own to assist it with its duties under the agreement, provided that the grantee shall:

- (i) not be relieved from any of its obligation and duties under the agreement by engaging any such independent service providers and shall remain liable to the Secretariat for the performance of such obligations and duties;
- (ii) remain liable for any act or omission of any such independent service contractors as if such act or omission were its own; and
- (iii) secure binding obligations from all such independent service providers so as to ensure that the obligations under the agreement could be complied.

## **12.5 Handling of Information**

The Secretariat and Government are committed to ensuring that all personal data submitted under various applications are handled in accordance with the relevant provisions of the Personal Data (Privacy) Ordinance (Chapter 486) (“PDPO”). In this regard, the personal data provided in relation to applications made under the Scheme will be used by the Secretariat, Government or their authorised agents for activities relating to-

- (a) the processing and authentication of applications for funding support, payment of Government funding under the Scheme and any refund thereof; and
- (b) statistics and research.

The personal data that the applicants provided in their applications will be kept in confidence provided that such obligations and restrictions shall not apply to any disclosure which is necessary for the purposes mentioned in the paragraph above, or any disclosure which is authorised or required by law, or any disclosure which is given by the applicant/data subject. If necessary, the Secretariat will contact other Government departments and relevant parties to verify the personal data provided in the applications with those held by them for the purposes mentioned in the paragraph above. Applicants/data subjects whose personal data are collected by the Secretariat may request access to them under the PDPO. A charge will be made to cover the cost of photocopying the data supplied. In addition, if the data subject considers that the

data supplied to the Secretariat is inaccurate, a request for correction of the personal data may be made in writing after a data access request has been made. Requests for access to personal data submitted under various applications under the Scheme can be made in writing on the Data Access Request Form (No. OPS003 issued by the Privacy Commissioner), which is available at the Secretariat.

## **12.6 Indemnity**

The applicant/grantee shall indemnify and keep each of the Secretariat, VC, Government, their employees and authorised persons fully and effectively indemnified against (i) all actions, claims (whether or not successful, compromised, settled, withdrawn or discontinued) and demands threatened, brought or established against the Secretariat, VC and/or Government and their employees and (ii) all costs (including all legal fees and other awards, costs, payments, charges and expenses), losses, damages and liabilities suffered or incurred by the Secretariat, VC and/or Government and their employees, which in any case arise directly or indirectly in connection with, out of in relation to a breach of the duty of confidence under general law, the use of any personal data in contravention of the PDPO, any breach of the funding agreement by the grantee, the willful, misconduct, default, unauthorised act or willful, omission of the applicant/grantee, or any allegation or claim that the use, operation or possession of the project results or the exercise of any rights granted under the funding agreement infringes any intellectual property rights of any persons.

## **12.7 Prevention of Bribery**

The applicant/grantee shall observe the Prevention of Bribery Ordinance (Chapter 201) (“PBO”) and shall procure that its project team, directors, employees, agents, consultants, contractors and other personnel who are in any way involved in the project shall not offer to or solicit or accept from any person any money, gifts or advantages (as defined in the PBO) in relation to the project.

### **13. Enquiries**

Enquiries regarding the Scheme can be addressed to:

Address: The Secretariat

Retail Technologies Adoption Assistance Scheme for  
Manpower Demand Management

HKPC Building, 78 Tat Chee Avenue,

Kowloon, Hong Kong

Tel: (852) 2788 6262

Fax: (852 )2788 5878

E-mail: [retaas\\_sec@hkpc.org](mailto:retaas_sec@hkpc.org)

Website: [www.retaas.hkpc.org](http://www.retaas.hkpc.org)

### **List of Typical Technologies**

#### **1. POS System (Point-of-sales System)**

- A POS system may include and integrate basic functions, such as product checkout, payment transaction, receipt issue, stock control or other higher end functions such as customer database, inventory management, sale trend and profit analysis etc., through the use of customized hardware and software.

#### **2. Inventory System**

- Inventory systems enable automatic stock registration, management, locating, purchasing, etc. They are usually integrated with point-of-sales systems.

Sample applications:

- (a) shop-front stock control; and
- (b) warehouse stock keeping.

#### **3. Electronic Payment System**

- Electronic payment systems commonly include credit card and stored value card transaction systems. They minimise manual operation, shorten transaction time and streamline the clearing and settlement process.

Sample applications:

- (a) credit card transactions;
- (b) stored value card transactions; and
- (c) debit card transactions.

#### **4. Radio-frequency identification (RFID)**

- RFID involves the use of wireless, non-contact radio- frequency electromagnetic fields to transfer data, for the purposes of identifying and tracking tags attached to objects. It allows automation and improves efficiency.

Sample applications:

- (a) stock taking;
- (b) order picking;
- (c) stock tracking; and
- (d) security control

Note: The above examples are not an exhaustive list of technologies, which will be funded by the ReTAAS. Any other technologies helping to manage manpower demand, enhance productivity and improve working conditions of workers may also be considered by ReTAAS.

### Sample of Quotation Invitation Document

<b>From 傳自</b>	<b>Tel no 電話號碼</b>
<b>Date 日期</b>	<b>Total pages 頁數</b> 5 (including this page)
<b>Project Title 題目 Provision of IT Products and/or Services for ReTAAS</b>	
You are invited to submit quotation for the captioned project for <b>Your Company Name</b> . Kindly fill in our QUOTATION FORM below and email it to <b>Your Procurement Email Address</b> on or before <b>Quotation Deadline [date]</b> . Please note that quotations submitted after the deadline would not be accepted.	
<b>Warning Clause of Quotation Invitation</b>	
1. You or your staff shall not offer any advantage as defined in the Prevention of Bribery Ordinance (Cap 201) to any Board members or staff of our company in connection with this quotation exercise or the supply of goods in question. If you or your staff are found to have offered any advantage to any members or staff, or committed an offence under the Prevention of Bribery Ordinance in connection with this quotation exercise, our company may, without affecting your liability for such act, invalidate your quotations, or terminate the contract concerned without entitling you to any compensation.	
2. You are also prohibited from colluding with other suppliers or bidders in this quotation exercise in whatever forms (e.g. price rigging). Any breach of or non-compliance with these clauses by you shall, without affecting your liability for such breach or non-compliance, invalidate this quotation.	
For any queries, please send by email to contact <b>In-Charge Person</b> at email <b>In-Charge Person Email</b>	

## QUOTATION FORM

**Officer-in-charge:** \_\_\_\_\_ **Contact no.:** \_\_\_\_\_

Please fill in **ALL ITEMS** with detail breakdown of quantities and rates. Otherwise this quotation will be treated as **INVALID**

**From** Name of Supplier /Contractor : \_\_\_\_\_ (Tel: \_\_\_\_\_ )  
Website of Supplier /Contractor: : \_\_\_\_\_ (Email: \_\_\_\_\_ )  
Authorised Signature : \_\_\_\_\_ (Name: \_\_\_\_\_ )  
Business Address : \_\_\_\_\_  
Submission Date : \_\_\_\_\_  
Supplier's / Contractor's : \_\_\_\_\_  
Quotation Ref: \_\_\_\_\_

Company chop:

### Part A – Compliance with ReTAAS Requirements

Description	Comply? (Y/N)	Comments (if any)
The adoption of Retail Technology and terms and conditions as specified in “Guide to Application for ReTAAS” are fully understood and accepted.		

**Please demonstrate the quoted IT products and/or services meet all mandatory terms and conditions of quotation and specification in the Guide to Application for ReTAAS.**

### Part B – Price Quotation for the Supply of Information Technology Products and/or Services

Item No	Description	Qty	Unit /Man-day	Unit Price in HKD	Total Price in HKD
For All IT Products and/or Services items that only related to the adoption of Retail Technology for Manpower Savings					
1	Goods, Equipment & Materials - Manufacturer / Origin - Delivery Schedule - Licensing fee, Warranty and After-sale Service				
2	Hardware / Software Cost - Manufacturer / Supplier / Vendor and Origin - Delivery Schedule - Licensing fee, Warranty and After-sale Service				
3	Project Cost Breakdown				
<b>Total price:</b>					

\*Please provide clear description of each product and/or service to be procured.

**Part C – Supplier’s / Contractor’s Information**

Table 1 Company Background Information

Provide a brief description of their company profile including the following information:

- Year founded
- Number of staff
- Core business and area of specialty
- Job reference

Table 2 Value-added Services (if applicable)

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**Remarks:**

- 1) Payment terms: net 30 days against invoice by Direct Credit
- 2) Quotation Validity – 3 months
- 3) Late submission quote would NOT be considered.

**Reference Material**

The Independent Commission Against Corruption (ICAC) has published a booklet “Strengthening Integrity and Accountability – Government Funding Schemes Grantee’s Guidebook” providing grantees and vendors with practical set of guidelines in utilizing the funds for the intended purposes, covering procurement of goods and services, recruitment and management of project staff, and the associated financial and accounting controls, etc. Copies of the booklet are available free from the Corruption Prevention Advisory Service of ICAC (tel. 2526 6363). The applicants are advised to obtain this booklet for reference.



## **Retail Technology Adoption Assistance Scheme for Manpower Demand Management (ReTAAS)**

### **Completion Report of Approved ReTAAS Project**

Project ref. no. : \_\_\_\_\_  
Name of the Grantee : \_\_\_\_\_  
Project title : \_\_\_\_\_  
Period covered : From \_\_\_\_\_ to \_\_\_\_\_  
(dd/mm/yyyy) (dd/mm/yyyy)

#### **Important Notes**

1. To facilitate monitoring and evaluation of projects, a grantee of the Retail Technology Adoption Assistance Scheme for Manpower Demand Management (ReTAAS) has to submit a completion report with audited accounts to the Secretariat of the ReTAAS. The completion report has to be submitted in accordance with the schedule as specified in the signed funding agreement.
2. The grantee is required to carry out the project **STRICTLY** in accordance with the funding agreement including the approved project proposal (i.e. the application form) and all instructions and requirements as given by the Secretariat. Any modification, amendment or addition to the project or the agreement, including but not limited to the change of project duration, project scope, budget or replacement of the project coordinator shall require **PRIOR WRITTEN APPROVAL** from the Secretariat.
3. The Secretariat reserves the right to withhold any payment to the project if the submission of any reports or financial statements does not meet the standards specified in the funding agreement and the application guide.
4. All sections of this report have to be properly filled in. Please insert "N/A." if the information sought is not applicable or not available. If there is insufficient space for the information, please give details on a separate sheet to be attached to this report.
5. The completed completion report has to be submitted in both **hard** and **soft** copies (preferably in MS Word format) to the Secretariat.
6. It is an offence in law to furnish any false statement or information relating to the submission of this report.

## A. Project Background

### 1. Project Title

(English) \_\_\_\_\_

(Chinese) \_\_\_\_\_

### 2. Project Coordinator

Name in English :

(Mr/Ms/Prof/Dr) \*

\_\_\_\_\_ (First Name/Last Name)

Name in Chinese :

Post Title:

Tel No.:

Fax No. :

Email Address:

### 3. Location of the Granted Project

Address(es)

Shop

Office

Warehouse

(1)

(2)

(3)

(4)

(5)

Please insert more rows if more than 5 locations

## B. Project Details

Actual Project Duration:

(no. of month)

User(s) of the Project:

Post(s)

(i)

Training Provided: (Yes/No)\*

(ii)

Training Provided: (Yes/No)\*

(iii)

Training Provided: (Yes/No)\*

If the training provided to the user(s) is different from the training plan in the approved project proposal, please provide the details / justification of the discrepancies in the following table.

--

\* Please cross out as appropriate.

## C. Project Implementation

Please indicate if the project item is completed (C), or not completed (NC). If it is not completed, please provide the reason(s).

	Item Description	Quantity	Status (C / NC)#	Completion Date (dd/mm/yyyy)		Project Location(s)	Reason(s) for deviation from its planned project item or planned completion date
				Proposed	Actual		
1			C / NC				
2			C / NC				
3			C / NC				
4			C / NC				

# Please cross out as appropriate.

## D. Project Expenditure

Expenditure Item	Payment Date	Cost Breakdown i.e. Unit Price / Monthly <sup>1</sup> Cost (\$)	Total (\$)		% Change of Actual Project Expenditure <sup>2</sup>
			Proposed <sup>3</sup>	Actual	
<b>(A1) Software Costs</b>					
(i)					
(ii)					
(iii)					
<b>(A2) Hardware Costs</b>					
(i)					
(ii)					
(iii)					
<b>Subtotal (A)</b>					
<b>(B) Any other Direct Cost(e.g. setup, training)</b>					
(i)					
(ii)					
(iii)					
<b>Subtotal (B)</b>					
<b>Project Cost (C): (A) + (B)</b>					
Cash contribution by the Applicant (D) (minimum of 50% of project cost)					
Amount of funding support for project cost applied under ReTAAS (E): (C) - (D)					
<b>Audit Fee (F)<sup>3</sup></b>					
Amount of audit fee contribution by the Applicant (G)					
Amount of audit fee support applied <sup>4</sup> (H) : (F) - (G) (max. of \$1,000),					
<b>Grand total of funding support applied under ReTAAS (E) + (H) (max. of \$50,000 per enterprise)</b>			<b>Total (\$)</b>		

<sup>1</sup> The percentage change of actual project expenditure shall not exceed 20% of the original proposed amount and the total grant amount shall remain unchanged.

<sup>2</sup> "Proposed" amount is the project cost breakdown as stated in Section C- Budget of the Project of the application form.

<sup>3</sup> The applicant may be reimbursed a maximum of \$1,000 for the audited accounts upon submission, on a dollar-to-dollar matching basis, if the funding ceiling of \$50,000 has not been fully utilised. The applicant shall provide the relevant invoice to the Secretariat for reimbursement.

<sup>4</sup> A grantee may be reimbursed a maximum of \$1,000 for the preparation of audited accounts, on a dollar-to-dollar matching basis, if the funding ceiling of \$50,000 per enterprise has not been fully utilised. The grantee should provide the relevant invoice to the Secretariat for reimbursement (upon submission of the audited account).

If the actual amount or quantity of expenditure item(s) is different from the budget in the approved project proposal, please provide the details / justification of the discrepancies in the following table.

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### E. Achievement of the Project on Manpower Savings

(i) Actual Work Approach after Project Launch

Workflow (Please describe the steps/tasks involved)	Technologies involved (including the new technologies/applications funded by the Scheme)	No. of staff deployed		Man-hour used (per month)	
		Proposed <sup>5</sup>	Actual	Proposed	Actual
Total:					

(ii) Actual Project Outcome

	Original Approach (at the time of application)	Actual Approach	Project Outcome	Status (A / NA) <sup>#</sup>
Man-hours used (per month)			Man-hours Reduction (Per Month) : _____ Hours Hourly wage: \$_____ Monthly Man-hours saving: \$_____	A / NA
Number of steps/tasks involved			Steps/Tasks reduction:	A / NA
Productivity gained			Monthly expenditure saved (such as overtime charge, profit made for redeploying staff on other tasks, etc.):  <input type="checkbox"/> Reduce cost (overtime charge) <input type="checkbox"/> Streamline workflow process <input type="checkbox"/> Improve the quality of service <input type="checkbox"/> Improve staff working efficiency <input type="checkbox"/> Saving in resources and reduction in carbon footprint <input type="checkbox"/> Redeploy staff on other task	A / NA
Others (if any), please specify				A / NA

<sup>#</sup>Please cross out as appropriate, A – Achieved and NA – Not Achieved

<sup>5</sup> “Proposed” amount is the estimation of no. of staff and man-hour to be used in Part B, Item 8. Self-Assessment (ii) Proposed approach of Application Form.

If the actual work approach / project outcome is different from the planned work approach / anticipated outcome in the approved project proposal, please provide the details / justification of the discrepancies in the following table.

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## F. Additional Information

(Please provide any information not covered elsewhere in this report.)

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## G. Checklist of Required Supporting Documents for Completion Report Submission

- The original of Completion Report
- The original of Audited Account Report
- The original and copy of \*Supporting Documents for Procurement or Tendering Procedure (including invitation of quotations/tenders, approval of quotations/tenders, certifying receipt of the goods/services)
- The original and copy of Supporting Documents for Audited Account Report (including Invoices, Official Receipts, Payment Voucher, Bank Account & etc)
- The original and copy of Supporting Documents for Audited Account Services Fee (including invoice, official receipt, payment voucher and bank statement)
- Bank Account information for fund disbursement including Bank Code, Branch Code and Account Number
- Copy of Supporting Documents for Project Outcome
- Copy of Supporting Documents for location of Approved Project (latest BR if expires or changes)
- Copy of Supporting Documents for individual shareholder information (latest Annual Return if expires or changes)
- Others:

(Please put a “√” in the box(es) if such documents are provided together with this Completion Report)

\* Please note that the supporting document should be able to show the segregation of duties among the specified process, i.e. task being handled by different staff & being approved or authorized by higher position staff with the presence of 2 signature proof.

## H. Authorised Signature

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Signature of Project Coordinator

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Name and Position of Project Coordinator

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Authorised Signature with Company Chop

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Name and Position of Signatory

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Date