



# Hong Kong Science and Technology Parks Corporation

## InnoCell Admission Guide (Category A) for Existing Park Company

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## 1. Introduction

The Hong Kong Science and Technology Parks Corporation (“HKSTP”) has built a residential building “InnoCell”, in Science Park to provide short to medium term accommodation to the employees of our partner companies (each a “Company”) at an affordable rental rate so as to cater for the growth and diversifying needs of Hong Kong’s innovation and technology ecosystem. InnoCell’s objectives are to attract mainland/overseas R&D talents to relocate to Hong Kong as well as to facilitate the cross-fertilization of ideas and experience among the InnoCell residents. This Guide sets out the details of the Programme.

## 2. Description of InnoCell

InnoCell is a 17-storey building which provides 392 rooms (511 bed spaces). InnoCell is a smart building offering shared working spaces, recreational areas, laundry room and many other facilities to our residents. There are four (4) types of fully furnished units of different sizes, namely The Solo, the Twin, The Suite and The PowerHub.

A new satellite site of InnoCell – InnoCell at Kowloon West has been launched in October 2023, this new living space provides 200 accommodation units in the city.

Details of these units can be found on our website at this link <https://www.hkstp.org/en/rental/space/accomodation/innocell>

## 3. Definitions

- 3.1. **“Authorized Signatory”** means any person of an Existing Park Company who is authorized to sign a lease agreement with HKSTP for the leasing of premises at Hong Kong Science Park or the human resource / administrative / finance managers of the Existing Park Company.
- 3.2. **“Existing Park Company”** means any partner company that has a valid lease/licence agreement with HKSTP for premises with Hong Kong Science Park including any companies occupying premises located in HKSTP’s Industrial Estates, InnoCentre and/or HKSTP Shenzhen Branch.
- 3.3. **“Principal”** means any partner, shareholder, senior management or key personnel of an Existing Park Company.
- 3.4. **“Work Permit”** means any valid work permit/visa for employment, training, investment as entrepreneurs that is issued by the Immigration Department of the Government of the HKSAR.

## 4. Admission Application

### 4.1. Eligibility Criteria

4.1.1 The following categories of individuals working for an Existing Park Company are eligible to apply for admission into InnoCell:

- (a) any Principal/employee who is a permanent Hong Kong resident (a **"Local Applicant"**); and
- (b) any Principal/employee who has been hired from overseas or Mainland and requires a Work Permit for working in Hong Kong and is **NOT** a permanent resident of Hong Kong (an **"Overseas/Mainland Applicant"**).

(Local Applicant and Overseas/Mainland Applicant hereinafter collectively referred to as an **"Applicant"**)

4.1.2 The Applicant must meet the following criteria:

- (a) Must be a Principal/employee employed by an Existing Park Company on a full-time basis;
- (b) Must not own (whether directly or indirectly, solely or jointly with other third parties) any residential properties in Hong Kong;
- (c) For an Overseas/Mainland Applicant, the Applicant must hold a valid Work Permit and must not hold a Hong Kong Permanent Resident Identity Card at the time of application.

### 4.2. Application Procedure

4.2.1 The Applicant must submit an online application (<https://share.yeeflow.com/f/2b54xLP3mWA#/>) together with a written endorsement and declaration (**Appendix 1**) by the Existing Park Company that has employed the Applicant.

4.2.2 The Application must be endorsed by a Declaration Form (**Appendix 1**) signed by an Authorized Signatory. It is important to note that the Authorized Signatory must correspond to the authorized person who represented the Existing Park Company in executing its lease agreement with HKSTP or the human resource/ administrative/ finance managers of the Existing Park Company. The Existing Park Company

shall be solely responsible and liable for the truthfulness, accuracy and completeness of all information submitted by its Applicant.

The authorized person must NOT be the Applicant at the same time.

4.2.3 HKSTP reserves the right to request for additional information from an Applicant for the purposes of reviewing the Applicant's application that may include, without limitation, additional supporting information and documents from the Applicant and/or the Existing Park Company employing the Applicant.

4.2.4 Should the Applicant fail to provide the additional information, documents and/or clarifications requested by HKSTP within the deadline set by HKSTP making such request, HKSTP has the full right and full and final discretion to cease processing the Applicant's application.

### 4.3. Enquiries

4.3.1 Should an Applicant and/or the Existing Park Company employing the Applicant have any enquiries, please refer to the Frequently Asked Questions (FAQ) in the **Appendix 2** first.

4.3.2 For further enquiries relating to the application, the Applicant and/or the Existing Park Company employing the Applicant is/are welcome to contact us via e-mail at [innocell.general@hkstp.org](mailto:innocell.general@hkstp.org)

## 5. Selection and Assessment

5.1 The Applicant will be selected according to the Point Scoring Mechanism as stated in the **Category A online application form**.

5.2 HKSTP strongly recommends an Applicant to conduct a self-assessment of its application based on the Self-Assessment Criteria shown on the **Category A online application form** before submitting its Application in order to gain a preliminary view of whether the Applicant qualifies from the very outset to make the application.

5.3 HKSTP will consider each application based on the degree to which an Applicant meets these Self-Assessment Criteria with reference to HKSTP's scoring scheme (as is applicable and as maybe revised by HKSTP from time to time). Priority shall be given to those Applicants who have attained **the highest score and principally engaged in R&D**

**areas** under such scoring scheme. If there is an over-subscription of successful Applicants with the same score, the allocation of rooms will be determined on a "first-come, first-served" basis (i.e. based on the submission date of each successful application).

- 5.4 HKSTP has the full, absolute and final discretion to accept or reject any applications submitted by Applicants on any grounds and for any reasons whatsoever and such decision shall be final, conclusive and binding on Applicants and the Existing Park Companies that employ them.
- 5.5 HKSTP shall inform each Applicant of the result of its admission application via email.

## 6. General Conditions

- 6.1 The successful Applicant is required to submit supporting documents for HKSTP's review:
- (a) HKID/ Passport copy
  - (b) Certification of Graduation / transcript in support of the Applicant's qualification (including the official English translation if any documentation is not in English);
  - (c) Full set of Employment Contract\* indicating the Applicant's remuneration package and title and Tax Return (if applicable);
  - (d) Valid Work Permit (for Overseas/Mainland Applicants only);
  - (e) Proof of address (Bank letter, Utility etc) (for Local Applicants only)
  - (f) One passport size photo of the Applicant
  - (g) A duly signed Declaration Form with Company Stamp

*\*Employment proof issued by company might be accepted if employment contract is not available during the application.*

- 6.2 If a successful Applicant or his/her spouse residing in InnoCell is receiving or, has at any time received, any form of housing benefits from the Government of the HKSAR or any other publicly funded organizations, such Applicant shall not be eligible to continue to reside at InnoCell.
- 6.3 The period of stay for each successful Applicant shall be for a term of one (1) year  
**provided that:**

- (a) the Existing Park Company employing the Applicant has a valid tenancy agreement in place with HKSTP; and
  - (b) in the case of Overseas/Mainland Applicants only, the Overseas/Mainland Applicant possesses a valid Work Permit during the entire duration of the one (1) year fixed term.
- 6.4 A successful Applicant shall be notified by email of the offer and the designated move-in date. The successful Applicant shall settle payment of the rental deposit (equal to one month of rent) together with the advanced payment of the rent and in-room air-conditioning charges within 7 days of receiving the notification.
- 6.5 HKSTP has the sole and absolute discretion to offer other types of units that may not be the successful Applicant's first or second choice, in which case, the successful Applicant will be free to determine whether or not it wishes to proceed with its application.
- 6.6 Any licence term for InnoCell units may be terminated in the event that:
- (a) The Existing Park Company ceases to be a tenant at Science Park/ HKSTP's Industrial Estates and/or InnoCentre;
  - (b) The Applicant is no longer working on a full-time basis for the Existing Park Company; and/or
  - (c) The Applicant fails to present a valid employment contract with the Existing Park Company and/or a valid Work Permit.
- Applicant/Licensee should proactively report to HKSTP and/ InnoCell Operator whenever there is any change of his/her eligibility of stay during the licence period if any of the above-mentioned situations occurred.
- 6.7 The Existing Park Company shall be solely responsible for the following matters:
- (a) To give HKSTP not less than one (1) month's prior written notice of the departure/resignation of its Applicant residing at InnoCell; and
  - (b) Ensure and procure its Applicant residing at InnoCell to vacate the unit in which the Applicant resides at InnoCell by such date as requested by HKSTP.

- 6.8 The Applicant of the Existing Park Company employing the Applicant shall comply with the terms and conditions of the InnoCell licence agreement and house rules (as applicable from time to time) when during the entire duration of its stay at InnoCell.

## **7. Recovery of Loss**

HKSTP reserves the right to recover from any Applicant, any damage, loss and/or expense that are incurred by the Applicant in relation to or arising out of the Applicant's stay at InnoCell.

## **8. Audit Right**

An Applicant and the Existing Park Company employing the Applicant shall permit any person authorized by HKSTP to have access to the Applicant's unit and the right to inspect, discuss, monitor and evaluate whether an Applicant has complied with and fulfilled all of the conditions under this Admission Guide and under the licence agreement for the Applicant's unit at InnoCell. In this regard, both the Applicant and the Existing Park Company employing the Applicant are required to fully co-operate with HKSTP including, without limitation, to provide HKSTP with relevant information and explanations (be it in writing or verbally) in a timely and truthful manner.

## **9. Prevention of Fraudulent and Corrupt Activities**

- 9.1 The Applicant and/or the Existing Park Company shall jointly and individually ensure and undertake to HKSTP that it shall not engage in or commit any of the following acts and practices:

- (a) "corrupt practices" refer to the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of another party;
- (b) "fraudulent practices" is an act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
- (c) "collusive practices" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
- (d) "coercive practices" is impairing or harming, or threatening to

impair or harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract; and

- (e) "obstructive practices" is deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/ or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit rights.

(collectively defined as "**Fraudulent and Corrupt Activities**")

9.2 The Applicant and the Existing Park Company employing the Applicant are advised to observe and comply with the relevant legal and regulatory requirements and practices in Hong Kong relating to Fraudulent and Corrupt Activities, in particular, the following Ordinances under the Laws of Hong Kong:

- (a) The Prevention of Bribery Ordinance (Cap 201)
- (b) The Theft Ordinance (Cap 210)

## 10. Personal Information

10.1 All personal data that is collected by HKSTP from any Applicant and/or the Existing Park Company employing an Applicant shall be used solely in relation to an Applicant's application for admission into InnoCell. Please read the Terms of Use of HKSTP @ <https://www.hkstp.org/en/terms-of-use> for more information.

10.2 The Personal Data (Privacy) Ordinance (Cap 486 of the Laws of Hong Kong), you have the right to request access to and correction of the personal data supplied by you. Please read the Privacy Policy of HKSTP @ <https://www.hkstp.org/privacy-policy> for more information.

## 11. Termination

11.1 The licence agreement for InnoCell entered into with the successful Applicant may be terminated by HKSTP in any one or more of the following situation(s):

- (a) The Applicant and/or the Existing Park Company fail to comply with any of the terms and conditions contained in this Guide, the

lease and/or licence agreement with HKSTP, and in all other instructions and/or correspondences issued by HKSTP or its representative from time to time in respect of this Guide.

- (b) The Applicant and/or the Existing Park Company misrepresents or provides any misleading, incorrect or inaccurate information in its (i) Application Form; and/or (ii) in any other matters relating to its eligibility to enjoy the continued use and of its unit and services and facilities at InnoCell.
- 11.2 If HKSTP forms the opinion that the termination of the licence of the Applicant at InnoCell must be carried out on the grounds of public interest.

## **12. Changes to Guidelines**

HKSTP reserves the right to make changes to this Admission Guide and any documents and mechanisms related to or contemplated by this Admission Guide, as and when determined by HKSTP without the need to give any prior notice to any Applicants or Existing Park Companies. Please visit <https://www.hkstp.org/en/rental/space/accomodation/innocell> for the update.

## Appendix 1 – Declaration Form

### Section 5 – Declaration

1. I declare that I have read and understood the InnoCell Admission Guide.
2. I declare that the information contained in this application together with any supporting documents and materials provided are, to the best of my knowledge, true, accurate and complete. I also understand that the giving of false or misleading information is a serious criminal offence.
3. I understand that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that Hong Kong Science and Technology Parks Corporation (“HKSTP”) may, during the application process, consult with other parties on the information I have provided in this application.
4. I acknowledge and accept that this application may be reviewed and vetted by HKSTP personnel, professional, advisors appointed by HKSTP and/or the members of the InnoCell Committee.

Applicant

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Endorsed by Existing Park Company

\_\_\_\_\_  
(\*Authorized Signature with Company Stamp)

\_\_\_\_\_  
Name of Park Company

\_\_\_\_\_  
Name of Authorized Signatory

\_\_\_\_\_  
Position/Designation of Signatory

\_\_\_\_\_  
Date

*\* Must be the person who signed the tenancy/lease/licence agreement with HKSTP or human resource / administrative / finance managers of the Existing Park Company  
Authorized person must NOT be the Applicant at the same time.*

Reference No: \_\_\_\_\_

## Appendix 2 – InnoCell Admission Guide FAQ

### 1. How can I get the information on rooms and admission?

Please visit our InnoCell website at <https://www.hkstp.org/en/rental/space/accomodation/innocell> for details of our admissions guide, rooms on offer and the entry requirements, and other admission-related information before you submit an application.

### 2. How early can I apply for InnoCell?

The booking window of InnoCell is **6 months** prior to commencement date. Application could be submitted online at <https://www.hkstp.org/en/rental/space/accomodation/innocell>.

### 3. How many locations are available for application?

There are two locations of InnoCell available for application, including **Science Park** and **Kowloon West**.

For details, please check at <https://www.hkstp.org/en/rental/space/accomodation/innocell>.

### 4. What are the selection criteria for residents?

The selected resident must meet the following criteria:

- (a) any Principal/employee who is a permanent Hong Kong resident (a "Local Applicant"); or
- (b) any Principal/employee who has been hired from Overseas/Mainland and requires a Work Permit for working in Hong Kong and IS NOT a permanent resident Hong Kong (an "Overseas/Mainland Applicant").

For details, please refer to "Eligibility Criteria" in session 4.1.

Please note that some of the questions in the application form represent the above selection criteria. It is important to fill up each question precisely and concisely.

### 5. Can I apply InnoCell if I work from the Company which is NOT located in Hong Kong Science Park?

For Category A application, we only accept the applicant who works for exiting tenant on a full-time basis in Hong Kong Science Park/ HKSTP's Industrial Estates and/or InnoCentre. For non-park company, you may consider Category C application (short stay) instead.

### 6. Can I apply if I work as a part time position?

No, the applicant must be employed by an Existing Park Company on a full-time basis. You may consider Category C application (short stay) instead.

### 7. If I cannot get the declaration from my company, can I retrospectively hand it in?

No, you need to prepare all the documents when you submit your application.

### 8. Does the selection have any priority?

Yes, applicants will be selected according to the Point Scoring Mechanism as stated on the Category A Online Application Form and priority would be given to applicants with the highest score and principally engaged in R&D areas. For details, please refer to "Selection and Assessment" in Section 5.

### 9. Can I apply if I own any property in Hong Kong?

No, applicant applying for Category A should not own any residential property and/ receiving or, has at any time received, any form of housing benefits from the Government of the HKSAR or any other publicly funded organizations.

**10. If I resigned or my company no longer located in Hong Kong Science Park, can I keep living here?**

No, you need to inform us by writing upon or before your resignation and/or if your company is no longer be our park companies. The Licence shall automatically be terminated in which event all Licence Fee paid in advance (if any) and the Licence Deposit shall be forfeited. You have to move out of InnoCell upon Licence termination.

For details, please refer to "General Conditions" in Section 6.6 & 6.7.

**11. Any advance payment and deposit are required?**

A successful Applicant shall be notified by email of the offer and confirm the move-in date. The successful Applicant shall settle payment of the rental deposit (equal to one month of rent) together with the advanced payment of the rent (about 1-2 months' rent) and in-room air-conditioning prepayment **within 7 days** of receiving the notification.

**12. Can I cancel or amend my booking after confirmation?**

No cancellation nor amendment of the booking is allowed upon payment is settled or Licence is signed. All payment in advance will NOT be refunded in all circumstances.

**13. If I cannot get the first choice and second choice of the room type I need, can I withdraw the application?**

Yes, you will be free to determine whether or not you wish to proceed with your application.

**14. What document should I submit?**

HKSTP will contact the applicants to submit below supporting documents for further processing the application:

- i. HKID/ Passport Copy
- ii. Certificate of Graduation/ transcript in support of your qualification (including official English translation if your document is not in English)
- iii. Full set of Employment Contract indicating the Applicant's remuneration package and title and Tax Return (if applicable)
- iv. Valid Work Permit (for Overseas/Mainland Applicants only)
- v. Address Proof e.g. Bank letter, Utility etc. (for Local Applicants only)
- vi. One passport size photo of applicant
- vii. A duly signed Declaration Form with company stamp

Failure to complete the online application form properly or submit the required documents may affect your chances of admission.

You NEED NOT to submit more documents than required as non-required documents will not be considered by departments. The InnoCell admission concerned may, in the selection process, approach you for clarification of your qualifications.

**15. Can I apply more than one room or location?**

No, multiple applications are not allowed, you can prioritize your room selection in the application instead.

**16. How can I know my application result?**

You will be informed by email no matter the result is successful or not. The application processing time is around 4-6 weeks (subject to actual situation).

**17. Can I renew the licence upon expiry date?**

There is no renewal mechanism at InnoCell, residents have to submit a new application if they wish to continue the stay at InnoCell. The earliest time to submit a new application is 6 months prior to the original licence expiry date.

Same room assignment is NOT applicable as the room will be reserved for detail touch-up after each stay. Room assignment is subject to availability and is on first-come-first-serve basis.

**18. What is included in the room rental?**

The monthly rental inclusive of utilities (except charges of in-room air-conditioning), Internet, a fully furnished room with private bathroom, refrigerator, utensils and smart TV (except Twin room), etc. Regular housekeeping services are also provided (subject to Terms and Conditions). For more information, please check at <https://www.hkstp.org/en/rental/space/accomodation/innocell> or email [innocell.general@hkstp.org](mailto:innocell.general@hkstp.org).

**19. Is the Licence Agreement of InnoCell qualifying for tax deduction for domestic rent?**

We are not sure if it is qualified and suggest residents check with Inland Revenue Department directly for accurate information. However, please be informed that InnoCell agreement is a **Licence Agreement** instead of Tenancy Agreement.

**20. Are windows in residents' rooms openable?**

For safety reasons, all windows in residents' rooms are not allowed to open.

**21. Is InnoCell pet friendly and allowed smoking?**

No, any pet/ animals (except Guided Dog) and smoking are not allowed in InnoCell.

**22. How many common kitchens and laundromats are there in InnoCell?**

There are 5 common kitchens which are located on 1/F, 6/F, 9/F, 13/F & 17/F and 2 laundromats on 15/F and 16/F.

**23. What are the floor levels of Low Zone and High Zone?**

Low Zone refers to 1/F – 6/F while High Zone refers to 7/F – 17/F.

A separated FAQ of InnoCell at Kowloon West will be available at <https://www.hkstp.org/en/rental/space/accomodation/innocell>.