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| **HONG KONG SCIENCE AND TECHNOLOGY PARKS CORPORATION**  **香港科技園公司**  **Application for Leasing Premises in Data Technology Hub,  5 Chun Cheong Street, Tseung Kwan O Industrial Estate, Hong Kong**  **租賃數據技術中心申請書**  **[Ref.: IE/DTH/APP/2022-001]** | **Subject to Contract**  **受合同約束** |

The Hong Kong Science and Technology Parks Corporation (HKSTP) is now inviting interested parties to submit application to lease premises at Data Technology Hub (“DT Hub”). Details of DT Hub could be found in the website below:

香港科技園公司現正邀請有興趣租用數據技術中心的人士作申請。有關工業邨的詳細資料，請瀏覽以下網站：

<https://www.hkstp.org/what-we-offer/innofacturing-tomorrow/dthub/>

**Submission Requirements 提交要求**

For our better understanding of the intention and scope of project, interested parties are encouraged to also return the **Application (including Technical Proposal below with any relevant supplementary information)** for application and provide quantitative figures on estimated project financials including but not limited to revenue, expenditure, employment and R&D spending so to be considered.

為了解閣下擬進行項目的意圖和範疇，有興趣人士請交回申請書 (**包括技術建議書及相關補充資料)**作申請，並提供項目財務的量化數字，包括但不限於收入、支出、就業機會和研發支出。

Please submit the documents with attention to “Head of Innofacturing” by email or mail.

請將文件以電郵或郵寄方式提交給「高級總監 - 創新製造」。

(email 電郵: [dthub@hkstp.org](mailto:dthub@hkstp.org) )

(Mailing address: please refer to below 郵寄地址：請參閱下方)

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| To: Head of Innofacturing  Hong Kong Science and Technology Parks Corporation  5/F, Building 5E,  5 Science Park East Avenue,  Hong Kong Science Park, Shatin,  New Territories, Hong Kong  致： 高級總監 – 創新製造  香港科技園公司  香港科學園科技大道東5號5E大樓5樓  Re: Application for Leasing Premises in Data Technology Hub  茲就： 租賃數據技術中心申請書  [IE/DTH/APP/2022-001]  Submitted by提交人： Click or tap here to enter text.  (Company Name 公司名稱) |

**Instructions to Interested Parties**

**有意者須知**

1. Information supplied in this form will be treated as strictly confidential and will be used for the specific purpose of processing this Application. The provision of accurate and comprehensive information will facilitate and expedite consideration and assessment.

此表格中提供的資料將嚴格保密，並只用於處理此申請書。提供準確和全面資料將促進審議和評估。

1. You must complete the Technical Proposal below and duly sign by Director and/or Authorized Person with company chop.

您必須填寫以下技術建議書，並由董事及/或認可人士正式簽署並蓋上公司印章。

1. HKSTP is not bound to accept any of the documentations that it may receive and nothing is binding on HKSTP until and unless a formal agreement is signed by HKSTP.

香港科技園公司沒有義務接受其可能收到的任何文件，並且在香港科技園公司簽署正式協議之前，對香港科技園公司將不受任何約束。

1. If any person who signs this Application does so as agent or trustee for any other person or persons, he shall disclose the names and addresses of such person or persons. If no such disclosure is made, the person signing the Application shall be deemed to be a principal and no subsequent disclosure of any trust, agencies, etc. will be recognized by HKSTP.

如果任何人士作為任何其他人士的代理人或受託人簽署本申請書，他應披露該等人士的姓名和地址。如果沒有披露，簽署申請書的人士將被視為受託人，香港科技園公司將不承認任何信託、代理等隨後的披露。

1. It should be noted that HKSTP will not be responsible for the reimbursement of any cost incurred by you for the preparation of the Application.

香港科技園公司將不負責因準備申請書而產生的任何費用。

1. You may provide supplementary information in your Technical Proposal illustrating your project profile. You may also submit any further information as you see fit.

歡迎在技術建議書中提供補充資料以說明項目概況，亦可提交任何合適資料。

**If you have further enquiry, you may call 2629 7979 or email to** [**dthub@hkstp.org**](mailto:eoi@hkstp.org)**.**

**如有查詢，可致電2629 7979或電郵至** [**dthub@hkstp.org**](mailto:dthub@hkstp.org) **。**

**NOTICE 公告**

SHOULD THE SIGNATORY OF THIS APPLICATION FOR ANY REASON BE IN DOUBT AS TO THE PRECISE MEANING OF ANY ITEM, INFORMATION OR FIGURE CONTAINED IN THE APPLICATION, HE MUST SEEK CLARIFICATION FROM HKSTP ACCORDINGLY.

如果本申請書的簽署人因任何原因而對申請書內任何項目、資料或數字的確切含義存疑，必須向香港科技園公司尋求澄清。

ALL INFORMATION PROVIDED BY HKSTP IN THE APPLICATION IS FOR REFERENCE ONLY. HKSTP GIVES NO WARRANTY, REPRESENTATION OR UNDERTAKING AS TO THE ACCURACY, RELIABILITY OR COMPLETENESS OF SUCH INFORMATION.

香港科技園公司在申請書內提供的所有資料僅供參考。香港科技園公司將不就該等資料的準確性、可靠性或完整性作出任何保證、陳述或承諾。

HKSTP ACCEPTS NO LIABILITY WHATSOEVER FOR (i) THE ACCURACY, COMPLETENESS OR RELIABILITY OR OTHERWISE OF ANY SUCH INFORMATION; AND (ii) ANY CLAIM, LEGAL PROCEEDING, LIABILITY, LOSS (INCLUDING ANY DIRECT OR INDIRECT OR ANTICIPATED SAVINGS) OR DAMAGE (INCLUDING ANY DIRECT, SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGE OF ANY NATURE WHATSOEVER) AND (iii) ANY INCREASED COSTS AND EXPENSES, WHICH ANY SIGNATORY OF APPLICATION OR ANY OTHER PERSON MAY SUSTAIN OR INCUR, ARISING FROM ITS RELIANCE OF ANY INFORMATION IN THE APPLICATION.

香港科技園公司將不就 (i) 任何該等資料的準確性、完整性或可靠性或其他方面承擔任何責任；(ii) 任何索賠、法律程序、責任、損失（包括任何直接或間接或預期收入）或損害（包括任何性質的直接、特殊、間接或後果性損害）；以及 (iii) 任何申請書文件簽署人或任何其他人士因倚據申請書文件內任何資料而可能維持或產生的任何增加的成本及支出。

NOTHING IS BINDING ON HKSTP UNLESS AND UNTIL A FORMAL CONTRACT IS ENTERED INTO BETWEEN HKSTP AND THE SIGNATORY OF THE APPLICATION.

除非或直至香港科技園公司與申請書文件的簽署人簽訂正式合同，否則香港科技園公司不受任何約束。

NOTHING IN THE APPLICATION CONFERS OR PURPORTS TO CONFER ON ANY THIRD PARTY ANY BENEFIT OR ANY RIGHT TO ENFORCE ANY PART OF THE APPLICATION PURSUANT TO THE CONTRACTS (RIGHTS OF THIRD PARTIES) ORDINANCE (CAP. 623).

任何申請書均無授予或旨在授予任何第三方任何利益或任何權利以根據第623章 《合約(第三者權利)條例》執行申請書的任何部分。

NOTHING HEREIN CONTAINED SHALL PREJUDICE THE GENERALITY OF ANY PROVISION OF THE LICENSE WHICH WILL BE ENTERED INTO BETWEEN HKSTP AND THE SUCCESSFUL APPLICANT.

此處包含的任何內容均不損害香港科技園公司與成功申請者訂立的任何許可條款的一般性。

ANY TERMS OF THE LICENSE SET OUT HEREIN ARE NOT FINAL AND ARE SUBJECT TO FURTHER CHANGES.

此處列出的任何許可條款非最終版本，並可能更改。

SHOULD THERE BE ANY DISCREPANCY BETWEEN ENGLISH AND CHINESE, ENGLISH SHALL PREVAIL.

如果英文與中文有歧異，概以英文版本為準。

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| *Parties who are applying for leasing premises in Data Technology Hub may fill up this “Letter of Intent” form.*  *Please sign, stamp, and mail/send a scanned copy by email at* [*dthub@hkstp.org*](mailto:eoi@hkstp.org)*.*  *有意者請填妥申請書，加上簽名、公司蓋章，掃描電子檔並電郵至*[*dthub@hkstp.org*](mailto:eoi@hkstp.org)*。* |

**Subject to Contract 受合同約束**

**Application申請書**

Dear Sirs/Madams,

We are applying for leasing premises in Data Technology Hub from HKSTP with the following particulars:

敬啟者：本公司有意向香港科技園租賃數據技術中心，詳情如下：

|  |  |
| --- | --- |
| **Location**  **位置** | **Data Technology Hub, Tseung Kwan O  數據技術中心, 將軍澳** |
| **Total Lettable Floor Area (LFA)# 可租用樓面面積#** | Click or tap here to insert sq. ft. 平方尺 |
| **Preferred Lease Commencement Date**  **首選租約生效日期** | Click or tap here to insert (MM月月/YYYY年年年年) |
| **Fixed Term (Typically 3 years) 固定年期 (一般為期3年)** | Click or tap here to insert years年 |
| **Option Term (Typically 3 years) 可選擇年期(一般為期3年)** | Click or tap here to insert years年 |
| **Brief Description of Proposed Primary Business Activities to be undertaken within the Premises (approx. 30 words)**  **擬進行的主要業務活動之簡要說明（約 30 字）** | Click or tap here to insert |
| **Corresponding Hong Kong Standard Industrial Classification (HSIC) Code(s)**[[1]](#footnote-1)  **相應的香港標準行業分類代碼** | Click or tap here to insert |
| **CAPEX estimated for the next 3 years for this leased premise**  **預計該租賃空間未來 3 年的資本支出** | HK$ Click or tap here to insert |
| **Other Special Building Requirements (if any)**  **其他特殊建築要求 (如有)** | Click or tap here to insert |

Also attached is our Technical Proposal illustrating our intended use of this leased premises.

另附上本公司技術建議書，以說明該租賃空間的預期用途。

Yours faithfully, 此致

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| --- | --- | --- | --- | --- | --- | --- |
| Authorized Signature with Company Chop  授權簽名及公司印章: | |  | | | | |
| Name姓名: | Click or tap here to insert | |  | Phone電話: | Click or tap here to insert |
| Company公司: | Click or tap here to insert | |  | Email 電郵: | Click or tap here to insert |
| Position職位: | Click or tap here to insert | |  | Date 日期: | Click or tap to enter a date |

*# Please elaborate in the technical proposal on the rationale of the size of respective space required*

*請在技術建議書中詳細說明所需空間大小的原因*

**Technical Proposal 技術建議書**

* + - 1. **General Information 基本資料**
  1. **Company Particulars 公司資料**

|  |  |
| --- | --- |
| Company Name (English)  公司名稱（英文） | Click or tap here to insert |
| Company Name (Chinese, if any)  公司名稱（中文；如有） | Click or tap here to insert |
| Hong Kong Business Registration No.  香港商業登記號碼 | Click or tap here to insert |
| Place of Incorporation  註冊地點 | Click or tap here to insert |
| Date of Incorporation  公司註冊日期 | Click or tap to enter a date |
| Prior leasing/collaboration/ incubate experience with HKSTP (if any)  之前在香港科技園公司的租賃／合作／創業培育計劃經驗（如有） | Click or tap here to insert |

* 1. **Company Contact 公司聯絡方式**

For all clients including foreign firms or companies in formation, the local contact address and telephone number should be provided where possible.

所有客戶（包括外國公司）應盡可能提供本地聯絡地址和電話號碼。

|  |  |  |
| --- | --- | --- |
| Business Address營業地址 | Click or tap here to insert | |
| Name of Contact Person  聯絡人姓名 | (1) Click or tap here to insert | (2) Click or tap here to insert |
| Position 職位 | (1) Click or tap here to insert | (2) Click or tap here to insert |
| Telephone No. 電話號碼 | (1) Click or tap here to insert | (2) Click or tap here to insert |
| Email Address 電郵 | (1) Click or tap here to insert | (2) Click or tap here to insert |
| Website (if any)  網頁（如有） | Click or tap here to insert | |
| Name of Parent Company (if any)  母公司名稱（如有） | Click or tap here to insert | |
| No of employee of Parent Company (if any)  母公司僱員人數（如有） | Click or tap here to insert | |
| Country of Origin  Please enter the Country/ Region where the Parent company (if any) is established  公司成立國家  請輸入母公司成立的國家/地區（如有） | Hong Kong SAR, China 中國香港  Other Please specify其他，請註明: Click or tap here to insert | |

1. **Current and Future Product Manufacturing / Service Delivery Technology or Process**

**目前及未來產品製造／服務提供技術或流程**

(Use separate sheets to complete this section if necessary 如有需要，請另加新頁完成此部分)

* Describe in words and with diagrams or flow charts of all current technology or process deployed.

用文字和圖表或流程圖描述所有目前使用的技術或流程。

* Describe in words and with diagrams or flow charts of all future technology or process to be deployed.

用文字和圖表或流程圖描述所有未來將會使用的技術或流程。

* Where applicable, indicate those technology or process which is/are new to Hong Kong and/or significantly improve the quality or quantity of production when compared to processes already in use in Hong Kong.

指出與香港現行流程相比，哪些是香港的全新技術或流程，及／或顯著提高生產品質或數量（如適用）。

* Where applicable, describe the application of new technology or process and degree of smart manufacturing/process e.g. Industry 4.0.

描述全新技術或流程的應用，以及智能製造／流程（例如工業 4.0）的水平（如適用）。

A full elaboration of the above four points specified above will expedite the processing of this Application.

提供完整資料並全面闡述上述四項，有助加快處理本申請書。

Click or tap here to insert

1. **Current and Future Business Model 目前及未來商業模式**

(Use separate sheets to complete this section if necessary 如有需要，請另加新頁完成此部分)

* Describe in words and with diagrams or flow charts of the current business model.

用文字和圖表或流程圖描述目前的商業模式。

* Describe in words and with diagrams or flow charts of the future business model.

用文字和圖表或流程圖描述未來的商業模式。

* Indicate all types of products and its corresponding approval numbers of the Certificate of Origin for CEPA application (if any).

請註明所有類型的產品及其相應申請CEPA的產地來源證書批准號碼（如有）。

Click or tap here to insert

1. **Products to be Manufactured/Service to be Delivered & Estimated Minimum Annual Production/Processed將要製造的產品／提供的服務及預計最低年生產／加工量**

This section is intended for the interested party to demonstrate your proposed scale of operations. The volume of products/services should be specified with appropriate units aligned with the respective industry norm wherever practicable. For service providers such as testing and certification industry, tested/certified quantity and total revenue may be used. For ICT industries, megawatt or number of customers handled and total revenue may be used.

請有意者在本節展示營運規模。產品／服務的數量應以符合該行業規範的單位闡明（如適用）。檢測及認證行業等服務供應商可以使用檢測／認證數量和總收入；資訊及通訊科技行業可以使用「兆瓦」或處理客戶的數量以及總收入。

While types of products/services with similar nature should be aggregated as much as possible, please duplicate this page if there are multiple types of products/services on offer.

請合計性質相似的產品／服務類型，或複製此頁以陳述多種不同類型的產品／服務。

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type of Products/Services:  產品／服務類型  Click or tap here to insert  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Volume 數量  (Unit 單位)[[2]](#footnote-2) | Value 價值  (HK$ mil 港幣百萬) | Market %  市場百分比 | |
| Minimum 最少 | Minimum 最少 | Local[[3]](#footnote-3) 本地 | Export 出口 |
| (1) Year 1 第一年[[4]](#footnote-4)  Estimated time of achievement from date of possession – months  估計需時多少個月以達成計劃 | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert |
| Click or tap here to insert | | N/A不適用 | N/A不適用 |
| (2) Year 2 第二年  Estimated time of achievement from date of possession – months  估計需時多少個月以達成計劃 | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert |
| Click or tap here to insert | | N/A不適用 | N/A不適用 |
| (3) Year 3 第三年  Estimated time of achievement from date of possession – months  估計需時多少個月以達成計劃 | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert |
| Click or tap here to insert | | N/A不適用 | N/A不適用 |
| (6) Current Output in Hong Kong of Above Products/Services (if applicable)  上述產品/服務在香港的目前產量(如適用) | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert |
| (7) Minimum annual production volume at the final stage as a percentage of the maximum annual production capacity of the proposed machinery, plant and equipment 最後階段的最低年產量佔擬投入機械、空間和設備的最高年產量之比率  Click or tap here to insert % | | | | |
| (8) Attach separate sheets to describe products/services and supply brochures and/or photographs if available. Where applicable, indicate those products/services which are new to Hong Kong and/or improve upon products/services already manufactured here. 請另加新頁以描述產品／服務，並提供小冊子及/或照片（如有）。請指明香港全新及／或改善現有產品／服務的產品／服務（如適用）。  Click or tap here to insert | | | | |

1. **Estimated Space Requirements 估計空間要求**
   1. **Estimated Space Usage Allocation 估計空間使用分配**

|  |  |  |
| --- | --- | --- |
| **Purpose**  **用途** | **Maximum Space Requirement**  **最大空間要求** | **Units**  **單位** |
| Administration 行政 | Click or tap here to insert | **sq. ft. GFA 總樓面面積平方尺** |
| Storage 儲存 | Click or tap here to insert | **sq. ft. GFA 總樓面面積平方尺** |
| Server Room伺服器機房 | Click or tap here to insert | **sq. ft. GFA 總樓面面積平方尺** |
| Others (Please specify)  其他（請列明） | Click or tap here to insert | **sq. ft. GFA 總樓面面積平方尺** |
| Total 總數 | Click or tap here to insert | **sq. ft. GFA 總樓面面積平方尺** |

* 1. **Building Provisions 建築規定**

|  |  |  |
| --- | --- | --- |
| **Purpose 用途** | **Maximum Capacity Requirement**  **最大用量要求** | **Units 單位** |
| Capacity of Air Conditioning System  空調系統容量 | Click or tap here to insert | **TR冷噸** |
| Fresh Air/Make-up Air  新鮮空氣／補充空氣 | Click or tap here to insert | **m3/s立方米/秒** |
| Exhaust Air 排氣 | Click or tap here to insert | **m3/s立方米/秒** |
| Electricity Load Required  所需電力負荷 | Click or tap here to insert | **kVA千伏安** |
| (please indicate the DG category and corresponding quantities)  （請註明危險品類別及數量） | Click or tap here to insert | Please specify |

* 1. **Sketch Layouts of Future Set up 未來設置草圖**

Sketch layouts must be drawn and attached to the technical proposal技術建議書必須附上草圖

* + 1. Use of the space, including a layout of plant, machinery, ancillary office, equipment and pipe ducts giving the dimensions and weight. If dangerous goods or highly inflammable goods will be stored or handled, please give details.

請提供使用空間、辦公室、設備和管道佈局的尺寸和重量資料。如需儲存或處理危險品或高度易燃物品，請詳細說明。



* + 1. Parking requirements for cars, light vans, lorries and containers or trailers and loading and unloading spaces.

汽車、輕型貨車、卡車和貨櫃或拖車的泊車數量，及裝卸空間需求。



7.3.3 A&A works required (if applicable). 加建及改建工程（如適用）。



* 1. **Information of Existing Premises (if any) 現時使用物業資料（如有）**

If applicable, please provide on a separate sheet, details (location, floor area, ownership) of existing premises in Hong Kong and whether it is planned to retain them.

如有需要，請另加新頁，提供香港現時使用物業的詳細資料（位置、面積、所有權），以及是否計劃保留這些物業。

Click or tap here to insert

1. **Safety, Health and Environmental (SHE) Evaluation and Risk Assessment - nature, quantity and disposal of waste products (if applicable)**

**安全、健康和環境評估和風險評估 – 廢棄產品的性質、數量和處置（如適用）**

All companies are required to comply with HKSTP’s Safety, Health and Environmental Handbook and relevant legal requirements of Hong Kong.

所有公司都必須遵守香港科技園公司的安全、健康和環境手冊以及香港的相關法律要求。

(Use separate sheets to complete this section if necessary如有需要，請另加新頁完成此部分)

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Waste**  **廢料類型** | **Estimated Quantity**  **Per Day**  **預計每日數量** | **Physical & Chemical Properties (State degree of toxicity, if any)**  **理化特性（說明毒性程度；如有）** | **Proposed Means of Treatment and Disposal**  **建議處理和處置方法** |
| Solid Waste  固體廢料 | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert |
| Others  其他 | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert |

1. **Capital Expenditure and Estimated Time of Completion 資本開支及預計完成時間**

|  |  |  |  |
| --- | --- | --- | --- |
| **Items 項目** | **Projection預算[[5]](#footnote-5)** | | |
| **Year 14第一年** | **Year 2第二年** | **Year 3第三年** |
| **CAPEX (Machinery, Plant and Equipment, etc.) for proposed purposes 用於申請目的之資本支出（機器、機房和設備等）** | | | |
| 1. Expenditure[[6]](#footnote-6) (HK$ mil)   開支（港幣百萬） | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert |
| 1. Estimated time of completion[[7]](#footnote-7) (months) 預計完成時間（月） | Click or tap here to insert | | |
| **CAPEX (Conversion / Fit-out) 資本支出（改建／裝修）** | | | |
| 1. Expenditure[[8]](#footnote-8) (HK$ mil) 開支（港幣百萬） | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert |
| 1. Estimated time of completion7 (months) 預計完成時間（月） | Click or tap here to insert | | |
| **Investment on Building and Machinery (A) + (C)**  (HK$ mil)  **建築及機器投資 (A) + (C) （**港幣百萬） | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert |
| **Cumulative Expenditure**  (HK$ mil)  **累計支出（**港幣百萬） | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert |

1. **Estimated Value Added 預計增值**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Items** (all figures in HK$ mil)  **項目**（所有數值均以港幣百萬計） | **Last Financial Year[[9]](#footnote-9)** (if applicable)  **上一財政年度**（如適用） | **Current Financial Year[[10]](#footnote-10)** (if applicable)  **本財政年度**（如適用） | **Projection預算[[11]](#footnote-11)** | | |
| **Year 14第一年** | **Year 2第二年** | **Year 3第三年** |
| **Income 收入** | | | | | |
| 1. Sales/Revenue   銷售／收入 | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert |
| 1. Other Operating Income   其他營運收入 | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert |
| **Operating Cost營運成本[[12]](#footnote-12)** | | | | | |
| 1. Cost of Goods Sold   產品銷售成本 | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert |
| 1. Sales & Distribution Expenses   銷售和分銷開支 | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert |
| 1. Other Operating Expenses (excl. finance cost)   其他營運開支（不包括財務費用） | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert |
| 1. Depreciation (incl. CAPEX moved in)   折舊（包括資本支出投資之機器及設備等） | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert |
| 1. Total Remuneration (Staff Cost)   總薪酬（員工成本） | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert |
| **Value-added[[13]](#footnote-13)** (each year)  **增值**（每年）  (A)+(B)-(C)-(D)-(E)+(F)+(G) | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert |

1. **Estimated Employment 預計就業**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Items項目** | **Current Financial Year[[14]](#footnote-14)** (if applicable)  **本財政年度**（如適用） | **Projection預算[[15]](#footnote-15)** | | |
| **Year 14第一年** | **Year 2第二年** | **Year 3第三年** |
| **Total Remuneration** (HK$ mil)  **總薪酬**（港幣百萬） | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert |
| **Total number of workers**(no.)  **工人總數**（人數） | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert |
| **Number of skilled workers[[16]](#footnote-16)** (no.)  **技術工人數目**（人數） | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert |

1. **Estimated Research and Development Expenditure 預計研發支出**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Items 項目** | **Last Financial Year[[17]](#footnote-17)** (if applicable)  **上一財政年度**（如適用） | **Current Financial Year[[18]](#footnote-18)** (if applicable)  **本財政年度**（如適用） | **Projection預算[[19]](#footnote-19)** | | |
| **Year 14第一年** | **Year 2第二年** | **Year 3第三年** |
| **R&D expenditure[[20]](#footnote-20)** (HK$ mil)  **研發支出**（港幣百萬） | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert |

1. **Other Relevant Supporting Information (if applicable) 其他相關輔助資料（如適用）**
   1. **Key industrial award(s), patent(s), ITF project(s), publications etc.**

**主要工業獎項、專利、創新科技基金（ITF）項目、出版物等**

|  |  |
| --- | --- |
| Number of Industrial award(s)  工業獎項總數  Click or tap here to insert no(s). | Number of Patent(s) applied/granted:  已申請／獲得專利總數  Click or tap here to insert no(s). |
| Number of ITF Project(s) ITF項目總數 | Number of Publication(s) 出版物總數 |
| Click or tap here to insert no(s). | Click or tap here to insert no(s). |
| Product Registered已註冊產品總數 Click or tap here to insert no(s). | |
| * *Please provide brief descriptions of the above items; For Patents (if any): Patent Number or PCT number.*   *請提供上述項目的簡要說明，以及專利（如有）之專利編號或專利合作條約編號*   * *For Innovation and Technology Fund (ITF) application (if any): Application number, Title & Amount must be provided. 必須提供 （ITF）申請（如有）之申請編號、名稱和金額。*   Click or tap here to insert | |

* 1. **Collaboration with Local Institutions/ Partners (Universities/ R&D institutions/ Associations)**

**與當地機構／合作夥伴（大學／研發機構／協會）的合作**

|  |
| --- |
| *Please list out the name(s) of the Local Institutions or Partners (if any) and brief descriptions on the projects/technology/knowledge transfer involved (if applicable).*  *請列出當地機構或合作夥伴（如有）的名稱以及所涉及項目／技術／知識轉移的簡要說明（如適用）。*  Click or tap here to insert |

1. **Summary 摘要**
   1. **Milestone Summary 里程摘要**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Year 14**  **第一年** | **Year 2**  **第二年** | **Year 3**  **第三年** |
| * 1. **Key Planned Activities** *(refer to Section 4)*   **主要計劃項目***（請參閱第 4 節）*  Click or tap here to insert Activity 1  Click or tap here to insert Activity 2  Click or tap here to insert Activity 3 | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert |
| * 1. **Milestones** *(refer to Section 7)*   **里程***（請參閱第 7 節）*  Click or tap here to insert Milestone 1  Click or tap here to insert Milestone 2  Click or tap here to insert Milestone 3 | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert |
| * 1. **Key Performance Indicators** *(refer to Section 4, 7, 8, 9 and/or 10)*   **主要績效指標**  *（請參閱第 4、7、8、9 和/或 10 節）*  Click or tap here to insert KPI 1  Click or tap here to insert KPI 2  Click or tap here to insert KPI 3 | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert |

* 1. **Project Summary 項目概述**

Please illustrate your strength in the below area. 請在下方說明您的優勢。

|  |
| --- |
| * + 1. **Investment** *(refer to Section 7, 9 & 10 of this Technical Proposal)*   **積極投資香港產業***（請參閱本技術建議書第7、9及10節）* |
| *Please summarize your new investments in the targeted site.* *請概述您在目標空間的新投資。*  Click or tap here to insert |
| * + 1. **Output** *(refer to Section 4 & 8 of this Technical Proposal)*   **帶動本地工業產出***（請參閱本技術建議書第4及8節）* |
| *Please summarize your output. 請概述您的產出。*   * *Process commencement schedule 流程啟動進度表* * *Output (e.g. annual value-added per sq. ft.) 產出（例如每平方尺的年增值）*   Click or tap here to insert |
| * + 1. **High-Skilled Employment** *(refer to Section 9 of this Technical Proposal)*   **增加優質就業機會***（請參閱本技術建議書第 9節）* |
| *Please summarize your employment plan with respect to high-skilled staff in targeted site.*  *請概述您針對目標空間的高技術工人之就業計劃。*  Click or tap here to insert |
| * + 1. **Product/Service Technology** *(refer to Section 2 & 3 of this Technical Proposal)*   **生產科技含量產品***（請參閱本技術建議書第2及3節）* |
| *Please summarize how your proposed product/service is innovative in technology.*  *請概述您的產品／服務在技術上的創新之處。*  Click or tap here to insert |
| * + 1. **Local Consumption[[21]](#footnote-21)** *(refer to Section 2, 3 & 4 of this Technical Proposal)*   **配合本地需要生產***（請參閱本技術建議書第2、3及4節）* |
| *Please summarize how your products/services are supporting local consumption.*  *請概述您的產品／服務如何配合本地需要。*  Click or tap here to insert |
| * + 1. **Advanced Process** *(refer to Section 2, 3 & 11 of this Technical Proposal)*   **加入先進工藝流程***（請參閱本技術建議書第2、3及4節）* |
| *Please summarize how your process is advanced. 請概述您的流程的先進之處。*   * *Experience in proposed activities in the targeted site在目標空間擬進行的生產活動經驗* * *Proposed production/service output can build local supply chain security/ support value chain completeness*   *擬進行的生產／服務輸出可以促進本地供應鏈安全性／鞏固價值鏈完整性*   * *Apply advance process for industry upgrade應用先進流程以幫助產業升級*   Click or tap here to insert |
| * + 1. **R&D Elements** *(refer to Section 3, 10 & 11 of this Technical Proposal)*   **結合創科研發元素***（請參閱本技術建議書第3、10及11節）* |
| *Please summarize your R&D activities[[22]](#footnote-22) in terms of commercialization of R&D results from self-developed technology or from local universities/ institutions.*  *請概述您的研發活動，包括將自行研發的技術或當地大學／機構的研發成果商業化。*  Click or tap here to insert |
| * + 1. **Business Sustainability Considerations** *(refer to Section 2, 3 & 6 of this Technical Proposal)*   **發展具可持續業務***（請參閱本技術建議書第2、3及6節）* |
| *Please summarize your economic and environmental sustainability and other CSR plans to be deployed in targeted site.請概述您將在目標空間部署的經濟和環境可持續發展以及其他企業社會責任計劃。*  Click or tap here to insert |

1. **Supplementary Information 補充資料**

You may submit any further information and special request as you see fit for this Application. Please indicate.

請提交任何進一步資料和特殊要求以補充本申請書。請列明。

1. **Declaration 聲明**

I declare that all the information stated in this proposal and the attachments are true and I agree that HKSTP has absolute discretion in this assessment without providing any reasons on any decision therefor. I understand that failure in providing the required information may delay or suspend the leasing process.

本人聲明本建議書及附件中的資料全部屬實，本人同意香港科技園公司在是次評估中擁有絕對酌情決定權，毋需就任何決定提供任何理由。我了解未能提供所需資料可能會延遲或暫停租賃過程。

We agree that the information and content provided in this proposal will be sent to external expert panels or relevant committees for assessment purposes on a non-disclosure basis.

我們同意本建議書中提供的資料和內容將會不公開地交予外部專家小組或相關委員會進行評估。

|  |  |
| --- | --- |
| Authorized  Signature with  Company Chop  授權簽名與  公司印章 |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name姓名: | Click or tap here to insert |  | Phone電話: | Click or tap here to insert |
|  |  |  |  |  |
| Company 公司: | Click or tap here to insert |  | Email 電郵: | Click or tap here to insert |
|  |  |  |  |  |
| Position職位: | Click or tap here to insert |  | Date 日期: | Click or tap to enter a date |
| Please note that the Application may not be processed without a completed form together with sufficient supporting documents.  請注意，如果沒有完成填寫表格和提交足夠的證明文件，可能無法處理申請書。 | | | | | |

Annex 1 – Assessment Criteria for Technical Proposal

**附件 1 – 技術建議書的評估標準**

|  |  |  |
| --- | --- | --- |
|  | **Objectives 目標** | **Assessment Criteria 評估標準** |
| 1 | Investment  積極投資香港產業 | * Proposed plant & machinery investment (investment per sq. ft.)   建議的空間和機器投資（每平方尺投資）   * Initial investment period 初始投資期 * Technology re-investment plan 技術再投資計劃 |
| 2 | Output  帶動本地工業產出 | * Direct value-added (direct GDP contribution to Hong Kong, i.e. value-added per person)   直接增值（對香港的直接 GDP 貢獻，即人均增值）   * Incremental value-added 增量增值 * Commencement schedule 啟動進度時間表 |
| 3 | High-Skilled Employment  增加優質就業機會 | * Remuneration per worker 每個工人的報酬 * Job creation 創造就業機會 * % skilled workers 高技術工人百分比 |
| 4 | Product/Service Technology  生產科技含量產品 | * Advanced technology elements or novel application of technologies in products or services   先進的技術元素，或產品或服務中技術的新型應用 |
| 5 | Local Consumption  配合本地需要生產 | * Essential industries to maintain local supply chain stability   維持本地供應鏈穩定的重要行業   * Contribution in satisfying local demand and needs   對滿足本地需求和需要的貢獻 |
| 6 | Advanced Process  加入先進工藝流程 | * Manufacturing activities and service delivery that are considered to have advanced technologies and/or method of production   應用先進技術和／或生產方法的生產活動和服務 |
| 7 | R&D Elements  結合創科研發元素 | * Collaboration with other parties on R&D 與其他方在研發方面的合作 * R&D expenditure as a % of turnover 研發支出佔營業額的百分比 * In-house R&D capabilities at IE 在工業邨的內部研發能力 |
| 8 | Business Sustainability Considerations  發展具可持續業務 | * Environment & resources sustainability 環境和資源可持續性   + Environmental performance/sustainability 環境績效／可持續性   + Land utilization 土地使用率 * Economic landscape sustainability 經濟狀況的可持續性   + Alignment to IE themes, opportunity cost and risk to HKSTP   與工業邨主題、香港科技園公司的機會成本和風險保持一致   * + Industry anchor, collaboration & development   成為行業翹楚、與相關方協作與發展   * + Continuous talent training and upskilling of workers   持續的人才培訓和工人技能提升 |

1. Currently "Hong Kong Standard Industrial Classification Version 2.0" (HSIC V2.0) as adopted by Census and Statistics Department, The Government of the Hong Kong Special Administrative Region ( <https://www.censtatd.gov.hk/> )

   香港特別行政區政府統計處 (https://www.censtatd.gov.hk/) 目前採用的《香港標準行業分類第 2.0 版》(HSIC V2.0) [↑](#footnote-ref-1)
2. Please specify the measurement units for the Qty. 請列明數量的計算單位。 [↑](#footnote-ref-2)
3. If the finished products/services may be in the form of raw materials/input for other products to be further processed locally and then export to other countries, please specify.

   如果產品／服務可能以其他產品的原材料／投入形式在當地進一步加工然後出口到其他國家，請說明。 [↑](#footnote-ref-3)
4. Year 1 from site handover date or commencement date of the Agreement for Lease/Lease, whichever is earlier.

   從場地移交日期或臨時租約／租約的生效日期（以較早者為準）起計的第一年。 [↑](#footnote-ref-4)
5. Projected figures of the targeted premises. 目標空間的預算數字。 [↑](#footnote-ref-5)
6. Should applicant plan to build its proprietary equipment to conduct its business activities, the applicant should include in the CAPEX field all relevant costs for (i) raw materials for building such equipment; (ii) labour costs involved and (iii) external services and products required for the equipment to operate (if any).

   如果申請人計劃設置專有設備以進行業務活動，則應在資本支出包括 (i) 用於設置此類設備的原材料；(ii) 勞工成本和 (iii) 設備運作所需的港外服務和產品（如有）之所有相關成本。 [↑](#footnote-ref-6)
7. No. of months from site handover date or commencement date of the Lease, whichever is earlier. The actual development progress and time of completion of each stage of development will benchmark against those proposed in the application. An application with all development and investment completed earlier and commencing operations earlier shall be considered a merit.

   自場地交接日期或租約生效日期起計的月數，以較早者為準。每個開發階段的實際開發進度和完成時間將以申請中所列為衡量標準。較早完成所有開發和投資並較早開始營運的申請會有優勢。 [↑](#footnote-ref-7)
8. This entry refers to those infrastructural development cost or fit-out cost invested in the premises. As the land cost (bidding land premium in the Price Proposal) will be assessed separately, it should be **EXCLUDED** from this item.

   本條目是指投資於空間的基建開發成本或裝修成本。由於土地成本（價格建議書中的投標地價）將單獨評估，因此**不應計入**此項。 [↑](#footnote-ref-8)
9. Figures of current premises in HK based on Audited Statement, if available. 根據經審計的報表（如有），香港目前使用空間的數值。 [↑](#footnote-ref-9)
10. Figures of current premises in HK in the year of completing this form. 按照填寫本表格該年度，香港現有使用空間的數值。 [↑](#footnote-ref-10)
11. Projected figures of the targeted premises. Commencement date of Year 1 will equate to the commencement date of lease/tenancy agreement.

    目標使用空間的預算數值。第一年的生效日期將等同於租賃／租賃協議的生效日期。 [↑](#footnote-ref-11)
12. Operating Cost assumes Item (C), (D) & (E) have already included depreciation and staff cost excluding interest and taxes. **Unless depreciation has been included in item (C), (D) and/or (E), then item (F) shall be left blank. Unless staff cost has been included in item (C), (D) and/or (E), then item (G) shall be left blank.**

    營運成本假設 (C)、(D) 和 (E) 項已包括折舊和員工成本（不包括利息和稅費）。**除非折舊已計入(C)、(D) 及/或(E) 項，否則 (F) 項應留空。除非員工成本已計入 (C)、(D) 及/或 (E) 項中，否則 (G) 項應留空**。 [↑](#footnote-ref-12)
13. Definition of Value-added is EBITDA + Total Staff Cost 增值之定義為「利息、稅項、折舊及攤銷費用前盈利＋總員工成本」 [↑](#footnote-ref-13)
14. Figures of current premises in HK in the year of completing this form. 填寫本表格該年度，香港現有使用空間的數值。 [↑](#footnote-ref-14)
15. Projected figures of the targeted premises. Commencement date of Year 1 will equate to the commencement date of lease/tenancy agreement. 目標空間的預算數值。第一年的生效日期將等同於租賃／租賃協議的生效日期。 [↑](#footnote-ref-15)
16. Staff who at least attain qualifications at Level 4 or above under Hong Kong Qualification Framework can be classified as Skilled Workers.

    持有至少取得香港資歷架構第 4 級或以上資歷的員工可歸類為技術工人。 [↑](#footnote-ref-16)
17. Figures of current premises in HK based on Audited Statement, if available. 根據經審計的報表（如有），香港現有空間的數值。 [↑](#footnote-ref-17)
18. Figures of current premises in HK in the year of completing this form. 填寫本表格該年度，香港現有空間的數值。 [↑](#footnote-ref-18)
19. Projected figures of the targeted premises. Commencement date of Year 1 will equate to the commencement date of lease/tenancy agreement. 目標空間的預算數值。第一年的生效日期將等同於租賃/租賃協議的生效日期。 [↑](#footnote-ref-19)
20. R&D expenditure incurs at the targeted premises. An R&D expenditure may be in the form of a payment to an R&D institution for R&D activity related to the trade, profession or business OR an expenditure on an in-house R&D activity related to the trade, profession or business, including capital expenditure on plant or machinery purchased for an R&D activity. Expenditure on land or buildings or on alterations, additions or extensions to buildings for R&D activities is excluded. Payment or expenditures for acquiring rights generated from an R&D activity (e.g. patented rights) should be excluded as well. For more details, please refer to [Departmental Interpretation and Practice Notes – No. 55](https://www.ird.gov.hk/eng/pdf/dipn55.pdf) on the [IRD website](https://www.ird.gov.hk/eng/ppr/dip.htm) for the definition of R&D expenditure

    目標空間的研發支出。研發支出的形式可以是向研發機構支付與貿易、專業服務或業務相關的研發事務之款項，或與貿易、專業服務或業務相關的內部研發事務之支出，包括工廠的資本支出或為研發事務購買的機器。用於研發事務的土地或建築物的改建、增建或擴建支出不包括在內。為獲得研發事務衍生的權利（例如專利權）而支付的費用或支出也不包括在內。欲知更多詳情，請參閱[稅務局網站](https://www.ird.gov.hk/chi/ppr/dip.htm)[釋義及執行指引編號55](https://www.ird.gov.hk/eng/pdf/dipn55.pdf)，了解研發開支的定義。

    [↑](#footnote-ref-20)
21. Local consumption refers to the value of products and/or services provided by applicant directly to downstream individuals and companies in Hong Kong. The applicant shall provide evidence, justifications and/or forecasts on the supply and demand of the products and/or services provided by applicant.

    配合本地需要生產是指申請人直接向香港下游個人和公司提供的產品和／或服務的價值。申請人應就申請人提供的產品和／或服務的供需情況提供證據、理由和／或預測。 [↑](#footnote-ref-21)
22. An R&D activity is (a) an activity in the fields of natural or applied science to extend knowledge; (b) a systematic, investigative or experimental activity carried on for the purposes of any feasibility study or in relation to any market, business or management research; (c) an original and planned investigation carried on with the prospect of gaining new scientific or technical knowledge and understanding; or (d) the application of research findings or other knowledge to a plan or design for producing or introducing new or substantially improved materials, devices, products, processes, systems or services before they are commercially produced or used. For more details , please refer to the [Departmental Interpretation and Practice Notes – No. 55](https://www.ird.gov.hk/eng/pdf/dipn55.pdf) on the [IRD website](https://www.ird.gov.hk/eng/ppr/dip.htm)

    研發活動是 (a) 在自然科學或應用科學領域中擴展知識的活動；(b) 為任何可行性研究或與任何市場、業務或管理研究相關的系統性、調查性或實驗性活動；(c) 為獲得新的科學或技術知識和理解而進行的原有和有計劃的調查；(d) 在商業生產或使用之前，將研究結果或其他知識應用於生產或引入全新或顯著改進的材料、設備、產品、流程、系統或服務的計劃或設計。欲知更多詳情，請參閱[稅務局網站](https://www.ird.gov.hk/chi/ppr/dip.htm)[釋義及執行指引編號55](https://www.ird.gov.hk/eng/pdf/dipn55.pdf)。 [↑](#footnote-ref-22)