

SME Export Marketing Fund

It's your move!



SME Export Marketing Fund (EMF)

Purpose

To help small and medium enterprises (SMEs) expand overseas markets through funding them to participate in export promotion activities.

Eligibility

SMEs that are registered in Hong Kong under the Business Registration Ordinance (Chapter 310).

"SMEs" are any manufacturing businesses which employ fewer than 100 persons in Hong Kong; or any non-manufacturing businesses which employ fewer than 50 persons in Hong Kong. "Business" refers to any form of trade, commerce, craftsmanship, professional, calling or other activity carried on for the purpose of gain.

Scope

- Participation in overseas trade fairs/exhibitions and business missions, as well as local trade fairs/exhibitions which are export-oriented.
- Advertisements on printed trade publications targeting export markets.
- Advertisements on websites of exhibition organisers.

Expenditures such as the participation fees charged by the organisers, travelling expenses, hotel accommodation expenses and fees for advertising in trade publications or websites of exhibition organisers can be funded.

Amount of Grant

The maximum cumulative amount of grant an SME may obtain from the EMF is \$150,000. For each successful application, the maximum amount of grant will be 50% of the total approved expenditures incurred by the applicant or \$50,000, whichever is the less.

Application Procedures

An SME should submit application for grant within 60 calendar days after the completion date of the concerned activity; the issue date of the trade publication containing the advertisement; or the commencement date when the advertisement is put on the website. Application can be submitted either in person or by post with the following supporting documents:

- A completed application form;
- A photocopy of the valid Business Registration (BR) Certificate of the applicant;
- A photocopy of the valid Hong Kong Identity Card or Passport of the authorised person signing the application form for and on behalf of the applicant;
- Brochure of the concerned export promotion activity; original copy of the trade publication containing the concerned advertisement; or printout of website showing the advertisement and certified by the exhibition organiser;
- Original and copy of receipts in relation to the declared expenditures plus evidence to substantiate the applicant's participation in the activity;
- Evidence showing the representatives attending the activity are employers/ employees of the applicant (e.g. Mandatory Provident Fund records); and
- Form 1(a) of the BR Office and/or Annual Return of the Companies Registry (i.e. Form AR1).

Application form is obtainable free of charge at the Trade and Industry Department or can be downloaded from the homepage of the SME Funding Schemes at www.smefund.tid.gov.hk. For details, please refer to the Guide to Application.

For enquiries, please contact:

The SME Export Marketing Fund Unit Trade and Industry Department

4/F, Trade and Industry Department Tower
700 Nathan Road, Kowloon

Tel. : 2398 5127 / 2398 5125
Fax. : 2391 2646 / 3525 0329
Email : emf_enquiry@tid.gov.hk
Homepage : www.smefund.tid.gov.hk

中小企業市場推廣基金

棋先一著

把握推廣良機



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中小企業市場推廣基金



目的

透過資助中小企業參與出口推廣活動，從而協助其擴展境外市場。



申請資格

所有在香港按照商業登記條例(第310章)登記的中小企業。

「中小企業」指任何從事製造業而在本港僱用少於100人的企業；或任何從事非製造業而在本港僱用少於50人的企業。
「企業」是指為了圖利而從事任何形式的生意、商務、工藝、專業、職業或其他活動。



資助範圍

- 參與境外商品展銷會、展覽及考察團，及以出口市場為主的本地商品展銷會和展覽。
- 在以出口市場為目標對象的印刷貿易刊物刊登的廣告。
- 在展覽籌辦機構網頁上刊登的廣告。

由主辦機構收取的參展費，交通費，酒店住宿開支及貿易刊物/展覽籌辦機構網頁的廣告費，可獲基金資助。



資助金額

每家中小企業的最高累積資助上限為15萬元。每次成功申請，最高的資助額為申請企業繳付受資助項目總費用的50%或5萬元，以較低者為準。



申請手續

在出口推廣活動完結日、刊登廣告的貿易刊物出版日或在展覽籌辦機構網頁展示廣告開始日起計的六十個曆日內，親身或以郵遞方式連同下列文件遞交申請：

- 填妥的申請表格；
- 申請企業的有效商業登記證副本；
- 簽署申請表格的授權人士的有效香港身份證或護照副本；
- 申報出口推廣活動的小冊子，刊登有關廣告的貿易刊物正本，或顯示有關廣告的網頁列印紀錄並由展覽籌辦機構加簽證明；
- 申報開支收據正本和副本，以及完成參與活動的證明；
- 參與活動代表為申請企業東主/僱員的證明〔如強制性公積金記錄〕；及
- 商業登記署的Form 1(a)及/或公司註冊處的周年申報表(即Form AR1)。

申請表格可於工業貿易署索取，或從中小企業資助計劃網頁 www.smefund.tid.gov.hk 下載。有關申請手續的詳情，請參閱申請指引。



如有查詢，歡迎聯絡：

九龍彌敦道700號工業貿易署大樓四樓工業貿易署
中小企業市場推廣基金組

電話：2398 5127 / 2398 5125
傳真：2391 2646 / 3525 0329
電郵：emf_enquiry@tid.gov.hk
網頁：www.smefund.tid.gov.hk