

Circular (24) Tips for Smooth EMF Application



(March 2024 Rev.)



中小企業市場推廣基金
SME Export Marketing Fund



工業貿易署
Trade and Industry Department

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

確保申請順利的十個注意事項 10 Tips for Smooth Application



2
3
4
5
6
7
8
9
10

詳細閱讀申請指引 Read Guide to Application in Detail

- 細閱申請指引及文件要求
- 集中了解相關推廣活動的部分
- 確保活動的安排細節符合資助要求
- 確保文件載有所需資料

- Read the Guide and the documentary requirements in detail
- Focus on understanding the parts related to your promotion activity
- Ensure arrangement of the promotion activity meeting funding requirements
- Ensure documents contain the required information


(https://www.smefund.tid.gov.hk/tc_chi/emf/emf_form.html)

(https://www.smefund.tid.gov.hk/english/emf/emf_form.html)

1

[illegible]

[illegible][illegible]



Source: Inland Revenue Department

有效商業登記證副本

Copy of Valid Business Registration Certificate (BR Cert.)

何謂「有效商業登記證」？
「有效商業登記證」應在通知書上打上機印顯示繳款日期、收據編號和已繳金額。

What is "a valid BR Cert."?
A valid BR Cert should bear a machine-printed line showing the payment date, the receipt no. and the amount paid.




最新的周年申報表 (NAR1)

Latest Annual Return (NAR1)


須清晰顯示付款記錄
With payment record clearly shown

最新的商業登記冊內有關申請企業資料的核證本或電子摘錄副本
(即商業登記著的 Form 1(a) 或 Form 1(c))

Latest Certified Extract/Electronic Extract of Information on the Business Register
(i.e. Form 1(a) or Form 1(c) of the Business Registration Office)



Form 1(a)
SPECIMEN



Form 1(c)
SPECIMEN

Source: Inland Revenue Department

無限公司
Unlimited
Company

1
2
3
4
5
6
7
8
9
10

發票
Invoice

收據
Receipt

- 顯示發出機構的詳細聯絡資料
- 付款人名稱與申請企業名稱必須相同
- Showing detailed contact information of the issuing organization
- The name of the payer must be the same as the name of the applicant enterprise

收據正本或經核證副本
Original / Certified True Copy
of Receipts

&

相關發票
Relevant Invoices

透過網上電子表格上載的電子檔案
會被視為經由申請企業核證的副本

The digital files uploaded through the
online e-Form will be regarded as a
certified true copy of the original
certified by the applicant enterprise.

1
2
3
4
5
6
7
8
9
10

1
2
3
4
5
6
7
8
9

其他證明文件
Other Supporting Documents

- 參展商名單
- 考察團名單
- 廣告
- 電子平台/媒介
- 公司網頁/流動應用程式

- Exhibitors' list
- Delegation list
- Advertisements
- Electronic platforms/media
- Corporate website/mobile apps



**確保文件已顯示申請企業的
公司全名及香港聯絡資料**

Ensure the documents showing **full company name** and **Hong Kong contact information** of the applicant enterprise

10

1
2
3
4
5
6
7
8
9
10


準時遞交申請
On-time Submission

申請類型 Application Type	申請期限 Application Period
實報實銷 / 終期撥款 Reimbursement / Final Payment	活動完結後60個曆日內 Within 60 calendar days after the activity
首期撥款 Initial Payment	活動開始前45至120個曆日內 Within 45-120 calendar days before the activity


申請可以以下其中一種方式遞交：
Application may be submitted in **ONE** of the following ways:

- 網上電子表格 through online e-Form (<https://emf.tid.gov.hk/eform>)
- 郵寄 by post
- 文件收集箱 via drop-in box
- 親身遞交 in person


地址詳情請參閱基金網站 Please refer to the EMF website for detailed address.



https://www.smefund.tid.gov.hk/tc_chi/emf/emf_procedures.html



https://www.smefund.tid.gov.hk/en_glish/emf/emf_procedures.html





申請資助準備妥 輕輕鬆鬆獲資助 

Get funding easily with good preparation

「中小企業市場推廣基金」科
"SME Export Marketing Fund Branch"

地址 Address : 香港九龍城協調道3號工業貿易大樓13樓1301室
Room 1301, 13/F, Trade and Industry Tower,
3 Concorde Road, Kowloon City, Hong Kong

電話 Telephone no. : 2398 5127

電郵 Email : emf_enquiry@tid.gov.hk

網站 Website : <https://emf.tid.gov.hk/>



中小企業市場推廣基金
SME Export Marketing Fund



工業貿易署
Trade and Industry Department

Circular (24) Statutory Requirement for Non-Hong Kong Precious Metals and Stones (non-HK PMS) Dealers to submit Cash Transaction Report to Hong Kong Customs

The regulatory regime for dealers in precious metals and stones has been implemented since 1 April 2023. As the organiser of the Show, HKTDC bears the obligation to remind exhibitors of the statutory requirement. For details of the regulatory regime, please refer to the information below.

- Leaflet 1 - https://www.drs.customs.gov.hk/img/leaflets/HK-AW_combined_en.pdf
- Leaflet 2 - https://www.drs.customs.gov.hk/img/leaflets/Non-HK-AW_en.pdf
- Info Video - https://www.youtube.com/watch?v=Puou_Kn3NDk

According to the statutory requirement, any "non-HK PMS dealer" who carries on a business in Hong Kong, must file a cash transaction report to Hong Kong Customs in respect of any cash transaction(s) (whether making or receiving a payment) with total value at or above HKD120,000 carried out by the dealer. The report must be given within one day after the transaction, or before the dealer or the person acting on behalf of the dealer leaves Hong Kong, whichever is earlier.

Please find the cash transaction report in the following link -

https://www.drs.customs.gov.hk/download/drsform/CED418_Form%208_Cash%20transaction%20report.pdf. Upon completion, non-HK PMS dealers can submit the report in person at Hong Kong Customs' booth during the jewellery show, or the office of Dealers in Precious Metals and Stones Supervision Bureau located at 26/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong during office hours, or by fax at (852) 3568 4395.

Non-HK PMS dealers can also gain access to the online system by creating a non-Hong Kong user account at https://www.drs.customs.gov.hk/wnr/002s0?request_locale=en for submitting the cash transaction report following the steps illustrated in <https://www.drs.customs.gov.hk/online-demo/en/10-1.html>.

For enquiries, please contact Hong Kong Customs via hotlines at 3580 1483 / 3568 4248 (in Chinese) or 3580 1484 (in English), or email to dpms_enquiry@customs.gov.hk

通告 (24) – 非香港貴金屬及寶石交易商提交現金交易報告的法定要求

貴金屬及寶石交易商監管制度已由 2023 年 4 月 1 日起實施。作為展會的主辦機構，我們有責任提醒有關監管制度，詳情請參閱以下資訊：

- 單張 1 - https://www.drs.customs.gov.hk/img/leaflets/HK-AW_combined_tc.pdf
- 單張 2 - https://www.drs.customs.gov.hk/img/leaflets/Non-HK-AW_tc.pdf
- 資訊短片 - <https://www.youtube.com/watch?v=kPQZoPsD7TM>

根據法例規定，任何「非香港貴金屬及寶石交易商」如在香港進行業務，須就任何總額為 12 萬或以上港元的現金交易（不論是支付或收取款項），向香港海關提交現金交易報告。有關現金交易報告須於交易後一日內，或在該交易商或代表該交易商行事的人離開香港前提交，以較早者為準。現金交易報告表格載於以下連結 -

https://www.drs.customs.gov.hk/download/drsform/CED418_Form%208_Cash%20transaction%20report.pdf ;

非香港貴金屬及寶石交易商填妥表格後，可於珠寶展期間親身前往香港海關的展位，或於辦公時間內前往貴金屬及寶石交易商監理科的辦公室（地址：香港灣仔告士打道 5 號稅務大樓 26 樓）提交報告，或將報告傳真至 (852) 3568 4395。

非香港貴金屬及寶石交易商亦可透過網上系統

(https://www.drs.customs.gov.hk/wnr/002s0?request_locale=zh_TW) 建立帳戶，並按照示範步驟 (https://www.drs.customs.gov.hk/online-demo/zh_TW/10-1.html) 提交現金交易報告。

如有查詢，請致電 3580 1483 / 3568 4248 / 3580 1484，或電郵至 dpms_enquiry@customs.gov.hk，與香港海關聯絡。