

香港特別行政區政府
商務及經濟發展局
工商及旅遊科



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**COMMERCE AND ECONOMIC
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Ms Annette Lam
Clerk to Panel
Panel on Commerce and Industry
Legislative Council Secretariat
Legislative Council Complex
1 Legislative Council Road
Central
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29 August 2013

Dear Ms Lam,

**Supplementary information on
the procedures and manpower required for processing applications under
the SME Export Marketing Fund**

At the meeting of the Finance Committee of the Legislative Council on 24 May 2013, the Chairman asked the Administration to provide supplementary information on the procedures and manpower required for processing applications under the SME Export Marketing Fund to the Panel on Commerce and Industry of the Legislative Council. The relevant information is now attached for Members' reference.

Yours sincerely,

A handwritten signature in black ink, appearing to be "Natalie Lau".

(Ms Natalie Lau)

for Secretary for Commerce and Economic Development

**Supplementary information on
the procedures and manpower required for processing applications under
the SME Export Marketing Fund**

All applications for the SME Export Marketing Fund (EMF) are required to be assessed by the Trade and Industry Department (TID), including assessing the eligibility of the applicant (such as whether the applicant is a registered business in Hong Kong, whether the applicant fulfills the definition of small and medium enterprise under the EMF, as well as the position of applications for the EMF by the applicant's related companies etc.), verifying the declared expenditure and related supporting documents, and determining the amount of grant to be given to the applicant. If necessary, TID will request an applicant to provide additional documentation for further consideration. The result of an application will be double-checked to ensure proper use of the EMF.

2. Under normal circumstances, TID will complete the processing of an application and inform the applicant of the result within 30 clear working days from the date of receipt of the duly completed application form accompanied by all supporting documentation as required. If an application is successful, the applicant will at the same time receive a grant in form of an order cheque.

3. In the 2012-13 financial year, 16 461 applications with a total grant amount of about \$250 million were approved under the EMF. At present, there are about 40 staff responsible for the operation of the EMF. In the period from August 2012 to July 2013, on average over 1 500 applications were processed each month under the EMF. All these applications were processed within the performance pledge of 30 clear working days.

Trade and Industry Department
August 2013