建造業創新及科技基金
Construction Innovation and Technology Fund

預先批核建築信息模擬軟件及預先批核科技產品名單申請指引
Application Guidelines for the
Pre-approved BIM Software List and Pre-approved Technologies List

資格要求 Eligibility Requirements

經證實能促進生產力、提高建造質素、改善工地安全或提升環保效益；並利用自動化、工業化和數碼化的創新建造科技（包括機械、設備及軟件）均符合資格申請。正萌芽並處於商品化初期的科技亦歡迎申請；所有科技產品必須可合法在香港建造工程中應用。唯此不涵蓋還在研究及發展階段的創新科技。

Innovative construction technologies including machinery, equipment and software with proven effectiveness to boost productivity, uplift quality, improve site safety or enhance environmental performance, through leveraging automation, industrialisation and digitisation, are eligible to apply to the List. Inchoate technologies at initial phase of commercialisation are also welcome. Technologies must be legitimately applied in Hong Kong construction projects. Innovations still at research and development stages are excluded.

評核準則 Assessment Criteria

建造業創科基金（下稱「基金」）的評審小組委員會審核申請，並擁有最終決定權。未被納入為預先批核清單的科技產品，並不表示不符合基金的具備條件。如符合資格的申請者有意採用預先批核清單以外的科技，仍可向基金提出申請。

Applications will be assessed by the Vetting Sub-committees on the Construction Innovation and Technology Fund (CITF), which decisions are final. For technologies not approved for inclusion into the Pre-approved List do not imply they are not eligible for the CITF. If eligible applicants have an interest in adopting technologies not on the Pre-approved List, they may still submit application to the CITF.

評核準則 Assessment Criteria	最高分數 Maximum Marks
1. 產品技術能力 Technical competence (a) 產品於建造工程中能有效提升生產力、質素、安全及環保效益 Product merits and effectiveness in enhancing productivity, quality, safety and environmental performance of construction works (b) 使用該產品的成本及效益 Cost and benefit to use the product (c) 產品的過往使用記錄及其項目資料#(必須項目) Product track record and project reference# **(Mandatory)**	**70**
2. 對行業的適用性 Applicability to industry at large	**30**
總分 Total:	**100**
合格分數 Overall Passing Mark*	**50**

* 每份申請須取得每項評核準則的 50%合格分數
* Each application should get a 50% passing mark to each of the two criteria

申請者必須於基金秘書處首次提問起<u>三（3）個月內提供</u>本申請表包括附件內列明之<u>**必需資料**</u>，否則該申請將按照現有資料而評核。
The applicant shall **submit all the mandatory information** in the application form including its appendices within three **(3) months** from the first query date by the CITF Secretariat. Otherwise, the application will be processed according to information available.

申請 Application

電子版申請表可於基金網站 www.citf.cic.hk 下載。申請表格須連同以下所有資料及證明文件一併遞交。**未齊資料的申請將不獲受理。**

於提交申請前檢查以下資料是否準備妥當：

Electronic application form can be downloaded CITF website www.citf.cic.hk. The Application Form should be submitted together with all the below information and supporting documents. Applications with incomplete information would not be proceeded.

☐ 申請聲明 Application declaration

☐ 申請表 Application form

☐ 兩張產品圖片（JPEG 格式）Two product photos (JPEG)

☐ 詳細技術規格（例如：設計、功能規格及技術表現）及產品目錄
Detailed technical specifications (such as design, functional specifications and performance capabilities) and product catalogue

☐ 表格一:科技產品資料(試算表格式)連附件
Form 1: Technologies Information in excel table format

☐ 表格二:與過往型號及市場類似產比品較（適用於科技產品）
Form 2: Comparison to Previous Model and Comparable Product in the Market (applicable to technological product)

☐ 表格三:按建造業創新及科技基金的目標進行之成本及效益量化評估（適用於科技產品）
Form 3: Quantitative Cost and Benefit Assessment against CITF Objectives (applicable to technological product)

☐ 表格四:簡報（適用於科技產品）
Form 4: PowerPoint (applicable to technological product)

☐ 表格五:本地研發聲明（適用於科技產品）（如適用）
Form 5: Declaration on local development (applicable to technological product) (if applicable)

☐ 產品測試報告證明 （如適用）Product test report/ certificate (if applicable)

☐ 影片或錄像等 （如適用）相關資料 Videos or product demonstrations (if applicable)

請把填妥表格電郵至 citf@cic.hk。 如有任何問題，請聯絡基金秘書處（電話：2100 9000）。

Please return the completed form to citf@cic.hk. For enquiries, please feel free to contact CITF Secretariat at Tel. 2100 9000.

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建造業創新及科技基金
Construction Innovation and Technology Fund (CITF)

預先批核建築信息模擬軟件及預先批核科技產品名單申請表
Application Form for the
Pre-approved BIM Software and Pre-approved Technologies List

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Note :

(i) For **Company Applicant who owns the intellectual property (IP) rights** of the technology product/solution concerned, please fill in **Parts I and III only** (i.e. omitting Part II). 申請公司如持有該準備申請列入預先批核科技產品／方案的知識產權，只需填上申請表的第一及第三部分（即不用填寫第二部份）。

(ii) For Company Applicant **who does not own the IP rights** of the technology product/solution seeking for its inclusion into the "Pre-approved List", the Applicant must obtain the **prior consent of the IP owner** and **fill in all three Parts** (I, II and III) of the Application Form.
申請公司如沒有持有該準備申請列入預先批核科技產品／方案的知識產權，申請人必須在提交申請前向知識產權持有人取得同意，並填寫申請表內的第一、二及第三部分。

(iii) Products approved for inclusion in the Pre-approved List shall be subject to the review by the CITF Vetting Sub-Committee. Where a product is considered to be no longer appropriate, it will be removed from the Pre-approved List subject to the sole decision by the CITF.
評審小組委員會將定期覆檢已列入預先批核科技產品名單之產品，如某產品被評為不再合適，議會有最終的決定權將該產品從預先批核名單中移除。

第一部份 --- 申請公司資料

PART I --- COMPANY APPLICANT'S INFORMATION

附有#符號為必需資料。 如申請獲批准，附有*符號的相關資料將於基金網站發佈供公眾人士查閱。

Fields marked with # are mandatory information. If the application is approved, company information with asterisk (*) will be published on the CITF website for public information.
申請人須就任何聯絡人及產品資料的改動及時通知建造業創新及科技基金秘處。否則，附有不正確或過時資料的產品將有機會暫停顯示在預先批核名單中。
Applicant shall update the CITF Secretariat timely of changes to all published information including contact and product information. Otherwise, the concerned product with invalid

or outdated information may be removed from the Pre-approved List.

1.	*公司名稱：# *Name of Company: #	(中文全名)
		(English Full Name)
2.	地址： Address: #	
3.	*網址： *Website:	
4.	業務性質： Nature of Business:	
5.	公司註冊日期：# Date of Incorporation: #	
6.	商業登記證號碼：# Business Registration Certificate Number: #	
7.	管理層代表： Management Representative:	
	姓名: # Name: #	
	職位: # Official Capacity: #	
	電話: # Tel No.: #	
	電子郵件: # Email: #	
8.	聯絡人： Contact Person:	
	姓名: # Name: #	

	職位: # Official Capacity: #	
	*公司電話: ## *Office Tel. No.:	
	*手提電話: *Mobile Phone No.:	
	電子郵件: # Email: #	
9.	*產品查詢熱線電話：# *Product Enquiry Hotline Tel. No.: #	
10.	*產品查詢電郵：# *Product Enquiry Email: #	

第二部份 **---** 科技產品資料

PART II --- TECHNOLOGY INFORMATION

1.	請將科技產品的資料填寫在表格一(試算表格式)。# Please fill in the Technology Information in **Form 1** (excel format) **.**# 您的產品是否已經在先前的 CITF 基金資助申請獲得批准？ Whether your product has been approved under a previous CITF funding application? ☐ 是，之前已獲 CITF 資助，申請編號是＿＿＿＿＿＿；或 　　Yes, the previous approved CITF Funding Application Submission ID is ＿＿＿＿＿＿＿＿＿＿; or ☐ 是，但不知道申請編號 　Yes, but we do not know the reference Submission ID 　　☐ 如是，<u>並且</u>本次申請的<u>產品資料</u>除下述所列之外<u>與</u>之前的基金資助申請完全相同，只需提供以下資料： 　　If yes **AND** the <u>product information</u> for this application other than those listed below is <u>exactly the same as the previous funding application</u>(s), only the following information shall be provided: 　　　☐ 以下表格 1 內的相關資料: 　　　The following information in Form 1:

		☐ 價格資料 (請提供該技術自申請之日起過去 5 年的銷售價格歷史記錄；如果該技術推出時間少於 5 年，請提供全部歷史價格) Price information (please provide the selling price history of the technology for the previous 5 years from the date of application or all the historic prices if the technology is launched for less than 5 years.) ☐ 產品過往紀錄及參考項目（僅適用於上述基金資助申請時沒有參考項目的產品） Product track record and project reference (for products without project reference at the time of the abovementioned funding applications only) ☐ 如是，**但本次申請的<u>產品資料與批准的基金資助申請中的產品資料不完全相同</u>，請提交表格 1 以及<u>所有</u>必須的<u>資料</u>）** If yes **BUT** the <u>product information</u> for this application is not exactly the same as that in the approved funding application(s), please submit Form 1 with **all** the required **information**) ☐ 否/不確定（請提交包含所有必須資料的表格 1） No/ not sure (please submit Form 1 with **all** the required **information**)
2.		產品的知識產權 Owner of the Intellectual Property Right (IP Right) of the product：# ☐ 申請人擁有該產品的知識產權，請提供相關證明。 The applicant owned the IP Right of the product, please provide substantiation. _____ ☐ 知識產權不是由申請人擁有，申請人： The applicant does not own the IP Right. The applicant: 　☐已取得該產權擁有者的所需同意，提交此次「預先批核科技產品」申請。請提供相關證明。 　has obtained necessary consent from the IP Right owner to apply for inclusion into the "Pre-approved List". Please provide substantiation: 　_____ 　☐未取得該產權擁有者的所需同意，提交此次「預先批核科技產品」申請。(申請將不獲評核及審批)

	has not obtained necessary consent from the IP Right owner to apply for inclusion into the "Pre-approved List". (Application will not be processed and assessed)
3.	為鼓勵本地技術創新和產品的使用，就涉及採用本地開發的創新或產品的獲批項目，基金會承擔其總成本的最多 75%（相比一般情況下的 70%配對率為高）。如產品是由香港本地開發，請提供相關證明文件。*# To encourage the use of local technological innovations and products, the CITF will bear a higher maximum ratio of 75% (as opposed to the ratio of 70% in general cases) of the total costs of the Approved Project which involves the adoption of locally developed innovations or products. If the product is locally developed in Hong Kong, please provide relevant document proof. ☐ 是，由政府創新科技署管理的創新及科技基金的相關資助計劃下獲批及完成的本地研究及發展項目，包括： Yes, approved and completed projects under relevant funding schemes of the Innovation and Technology Fund (ITF) administered by the Innovation and Technology Commission of the Government, including: ☐ 創新及科技支援計劃 Innovation and Technology Support Programme (ITSP)； 項目編號/計劃號碼 Project reference / Scheme no._____ ☐ 大學與產業合作計劃 University-Industry Collaboration Programme (UICP)； 項目編號/計劃號碼 Project reference / Scheme no._____ ☐ 企業支援計劃 Enterprise Support Scheme (ESS)；及 項目編號/計劃號碼 Project reference / Scheme no._____ ☐ 小型企業研究資助計劃 Small Entrepreneur Research Assistance Programme (SERAP)。 項目編號/計劃號碼 Project reference / Scheme no._____ ☐ 其他，請列明 Others, please specify: _____ ☐ 是，由本地大學或大專院校開發。* Yes, development by local universities or tertiary institutions.* ☐ 是，由本地企業內部自行開發。* Yes, local corporate in-house development.* ☐ 是，本地其他途徑開發。* Yes, local development by other means.*

	☐ 否。 No. *請填寫附錄四。Please complete Appendix 4.
4.	產品在香港之銷售渠道 Product Selling Channel in Hong Kong 產品在香港是否有獨家代理或經銷商？# Is there a sole agent or distributor of the product in Hong Kong? # ☐ 是，申請人是獨家代理或經銷商。請提供相關授權書或同意書。 Yes, the applicant is the sole agent or distributor in Hong Kong. Please provide authorisation letter or agreement ☐ 是，但申請人**不是**獨家代理或經銷商。獨家代理或經銷商為 _____。(請提供相關證明) Yes, but the applicant is **NOT** the sole agent or distributor in Hong Kong. The sole agent or distributor is _____ (Please provide relevant document proof) ☐ 否。 No.
5.	提名產品進行安全相關技術評估。 每項與**工地安全相關科技資助上限為港幣 2,000,000 元**。# To nominate product for safety-related technology assessment. Products regarded as **safety-related have a HK$2,000,000 per technology fund ceiling.** # ☐ 是 Yes ☐ 否。 No.
6.	其他補充資料可幫助審核該產品(如有)。 Any other supplementary information that can help assess the product (optional).

就建築信息模擬軟件以外的**科技產品的預先批核申請**：

For application for **technologies other than BIM software**:

a) 基金核准產品價格

CITF Approved Product Price

i) 經評審小組委員會審核並獲得管理委員會批准後，該科技產品將被列入預先批核名單。在獲批准的申請中提交並隨後在預先批核名單上公佈的香港價格將成為以下 c)項規定的期限內，基金的核准產品價格，作爲計算資助價格上限的基礎。

ii) Upon review by the Vetting Sub-committee and approval from the Management Committee, the technology product would be listed on the Pre-approved Technologies List. The Hong Kong price submitted in the approved application and subsequently published on the Pre-approved Technologies List would be the CITF Approved Product Price serving as the basis of price ceiling for calculating the fund grant for a defined period of time according to item c) below.

iii) 於基金核准產品價格之下，基金將採用配對資助模式，資助科技產品實際成本的指定配對百分比（詳情請參閱申請框架）。如申請人的科技產品採購價格高於預先批核名單上的基金核准產品價格，該科技產品的價格將根據預先批名單上的核准產品價格作準，基金將採用該基金核准產品價格計算實際資助金額。

iv) The subsidy on technology product will be calculated based on the specified matching ratio applied on the actual costs incurred subject to the CITF Approved Product Price. If the applicant's technology product purchase price is higher than the CITF Approved Product Price on the Pre-approved Technologies List, the technology product price will be capped at the CITF Approved Product Price which will be used for the CITF subsidy calculation.

c) 基金核准產品價格的調整

Revision to CITF Approved Product Price

i) 預先批核的科技產品之供應商每年可申請上調基金核准產品價格。

ii) There is a specified timeframe of every year for suppliers of pre-approved technologies to apply for upward adjustment of the CITF Approved Product Price.

iii) 只有獲批准超過 6 個月的產品供應商才有資格申請上調基金核准產品價格。申請須於規定期限前以電郵方式遞交至基金秘書處。

iv) Only product suppliers with products listed for more than 6 months to the Letter of Approval are eligible to apply for upward adjustment of the CITF Approved Product Price. Applications should be submitted to the CITF Secretariat by email before the set deadline.

v) 如在每年一次的基金核准產品價格調整前的產品價格有所下降，產品供應商須在新市場價格實施後的 **7 個曆日內**以書面通知基金秘書處。未能遵守要求可能會導致產品從預先批核名單中刪除，恕不另行通知產品供應商。

vi) In case of price reduction, product suppliers must inform the CITF Secretariat in writing **within 7 calendar days** to the effect of the new price in the market during the two-year period. Failure to

comply with the requirement might result in removal of the product from the Pre-approved List without prior notice to the product suppliers.

只供**建築信息模擬軟件**的預先批核申請填寫：
For BIM Software Application Only:

1.	軟件授權類型：# Type of Licence: #	☐ 永久授權 Perpetual Licence ☐ 訂購授權 Subscription Licence
2.	訂購年期 / 每年保養：# Years of Subscription / Annual Maintenance:	
3.	建築信息模擬使用（如適用）： # Use of BIM (if applicable): #	☐ 單獨使用 Single BIM Use ☐ 多項使用 Multiple BIM Use ☐ 目標使用 BIM Goals
4.	國際建議零售價：# Suggested Retail Price Worldwide: # *若產品獲得批核，國際建議零售價將在基金網站上公佈#* *The suggested retail price worldwide will be published on the CITF website if product is approved#*	貨幣 Currency：＿＿＿＿＿＿＿＿＿ 價格 Price：＿＿＿＿＿＿＿＿＿ 地區 District：＿＿＿＿＿＿＿＿
5.	上兩次軟件更新：# Last two software update: #	1. ＿＿＿＿＿＿＿＿＿(月/年 MM/YY) 2. ＿＿＿＿＿＿＿＿＿(月/年 MM/YY)

就建築信息模擬軟件的申請：
For BIM software application:

a) <u>軟件的國際價格和香港價格</u>

<u>International Price and Hong Kong Price of the BIM Software</u>

i) 基金對於軟件的資助範圍僅包括最長 3 年的使用許可費用，不包括額外服務和成本。

The scope of the CITF for BIM software ONLY includes the license fee up to 3 years where additional services and costs are not included.

ii) 香港市場的軟件價格不應高於該軟件在全球銷售的國際價格。

The price of software for the Hong Kong market should not be higher than the international price of the

software sold globally.

b) 基金核准產品價格
   CITF Approved Product Price

   i) 經評審小組委員會審核並獲得管理委員會批准後，該軟件將被列入預先批核名單。在獲批准的申請中提交並隨後在預先批核名單上公佈的香港價格將成為以下 c)項規定的期限內，基金的核准產品價格，作爲計算資助價格上限的基礎。

   Upon review by the Vetting Sub-committee and approval from the Management Committee, the BIM Software would be listed on the Pre-approved BIM Software List. The Hong Kong price submitted in the approved application and subsequently published on the Pre-approved Technologies List would be the CITF Approved Product Price serving as the basis of price ceiling for calculating the fund grant for a defined period of time according to item c) below.

   ii) 於基金核准產品價格之下，基金將採用配對資助模式，資助科技產品實際成本的指定配對百分比（詳情請參閱申請框架）。如申請人的軟件採購價格高於預先批核名單上的基金核准產品價格，該軟件的價格將根據預先批名單上的核准產品價格作準，基金將採用該基金核准產品價格計算實際資助金額。

   The subsidy on BIM software will be calculated based on the specified matching ratio applied on the actual costs incurred subject to the CITF Approved Product Price. If the applicant's software purchase price is higher than the CITF Approved Product Price on the Pre-approved BIM Software List, the software price will be capped at the CITF Approved Product Price and the CITF Approved Product Price will be used for the CITF subsidy calculation.

c) 基金核准產品價格的調整
   Revision to CITF Approved Product Price

   i) 預先批核的建築信息模擬軟件供應商每兩年可申請上調基金核准產品價格。

   There is a specified timeframe of every two years for Pre-approved BIM Software suppliers to apply for upward adjustment of the CITF Approved Product Price.

   ii) 只有獲批准超過 6 個月的產品供應商才有資格申請上調基金核准產品價格。申請須於規定期限前以電郵方式遞交至基金秘書處。

   Only product suppliers with products listed for more than 6 months to the Letter of Approval are eligible to apply for upward adjustment of the CITF Approved Product Price. Applications should be submitted to the CITF Secretariat by email before the set deadline.

   iii) 如在每兩年一次的基金核准產品價格調整前的產品價格有所下降，產品供應商須在新市場價格實施後的 **7 個曆日內**以書面通知基金秘書處。未能遵守要求可能會導致產品從預先批核名單中刪除，恕不另行通知產品供應商。

   In case of price reduction, product suppliers must inform the CITF Secretariat in writing **within 7 calendar days** to the effect of the new price in the market during the two-year period. Failure to comply

with the requirement might result in removal of the product from the Pre-approved List without prior notice to the product suppliers.

第三部份 --- 表格
PART III --- FORMS
請將科技產品的資料填寫於**表格一**(試算表格式)。
Please fill in the Technologies Information in **Form 1** (in excel format).

如申請非建築信息模擬軟件的科技產品，請填寫**表格二至三**。
Please fill in **Form 2 to 3** if applying for technological product other than BIM Software.

如申請的科技產品為本地開發產品，請填寫**表格五**。
Please fill in **Form 5** if applying for technological product which is locally developed.

預先批核科技產品名單申請聲明
Declaration for Application for the
Pre-approved Technologies List

1. I confirm, on behalf of the Company, that all information given on the enclosed form and documents submitted with this form is true and correct, and that the Company has no record of bankruptcy or involvement in business fraud or unethical practice. I understand that giving false or misleading statements or information in connection with an application for the Pre-approved Technologies List could amount to a criminal offence and may also result in the application being deemed invalid.

   本人代表公司確認本申請表及連同申請所呈交的文件內所提供的一切資料均屬真實正確，以及公司沒有破產或涉及商業詐騙，或以不道德手法經營的記錄。本人明白於申請預先批核科技產品內提供虛假或具誤導性陳述或資料均能構成刑事罪行並可導致申請無效的結果。

2. I confirm and undertake, on behalf of the Company, that the Company shall observe the Prevention of Bribery Ordinance (Cap. 201) ("PBO") and shall prohibit its employee(s), agent(s), supplier(s), and other personnel who are in any way involved in the development of the product under application or which is subsequently pre-approved from offering to or soliciting or accepting from any person any money, gifts or advantage as defined in the PBO in the conduct of the development of or in relation to the pre-approved product. Any such offence committed by the Company or its employee(s), agent(s), supplier(s) or other personnel who are in any way involved in the development of the product under application or which is subsequently pre-approved, will render the submitted documents null and void. The CIC shall not process the application and may also remove such pre-approved product from the Pre-approved Lists.

   本人代表公司確認及承諾公司須遵守《防止賄賂條例》（第 201 章）(「防止賄賂條例」）的規定，並須禁止其僱員、代理、供應商和其他以任何形式參與開發正在申請或其後獲預先批核的產品的人員在進行開發預先批核產品時或因預先批核產品的關係向任何人士提供或索取金錢、饋贈或利益，或接受任何人士的金錢、饋贈或利益（定義見《防止賄賂條例》）。倘若公司或其僱員、代理、供應商或其他以任何形式參與開發正在申請或其後獲預先批核的產品的人員觸犯任何該等罪行將導致所提交的文件無效。議會不會處理申請並可將該已獲預先批核產品從預先批核名單中移除。

3. I understand that the offer of an advantage to the CIC with a view to influencing the approval of an application is an offence under the PBO. Any such offer by the Company or any of its employee(s) or agent(s) or supplier(s) or other personnel who are in any way involved in the development of the product under application or which is subsequently pre-approved will render the application or pre-approval null and void. The CIC may also withdraw the relevant pre-approval and hold the Company concerned liable for any loss or damage which the CIC may suffer.

   本人明白根據《防止賄賂條例》，向議會提供利益以企圖影響申請的審批，即屬違法。倘若公司或其僱員或代理或供應商或其他以任何形式參與開發正在申請或其後獲預先批核的產品的人員提供此等利益，將導致申請或預先批核無效。議會可取消有關的預先批核，有關公司仍須為議會因此而蒙受的任何損失或損害負上法律責任。

4. I confirm and undertake, on behalf of the Company, that the Company shall not communicate to any person other than the CITF applicant whose CITF application involves the product under application, any price of the product stated in the application or adjust such price by arrangement with any other person, or make any arrangement with any other person about whether or not that other person should or should not submit an application for the Pre-approved Technologies List or a CITF application or otherwise collude with any other person in any manner whatsoever in the application process. Any breach of or non-compliance with this requirement shall, without affecting the Company's liability for such breach or non-compliance, render the application or pre-approval null and void. The CIC may also withdraw the relevant pre-approval and hold the Company concerned liable for any loss or damage which the CIC may suffer.

   本人代表公司確認及承諾公司不得向基金申請人（其基金申請涉及正在申請的產品）以外的任何人士傳達申請內所訂的產品價格，或透過與任何其他人士的安排調整該價格，與任何其他人士就該其他人士是否應或不應遞交預先批核科技產品名單申請或基金申請訂立任何安排，或在申請過程中以任何形式與任何其他人士串通。若公司違反或不遵守此要求，將導致公司的申請或預先批核無效，但公司仍須承擔就該等違反或不遵守行為承擔責任。議會可取消有關的預先批核，有關公司仍須為議會因此而蒙受的任何損失或損害負上法律責任。

5. I authorise the CIC to verify and / or obtain information in relation to the application. I also consent to direct transfer of such information between the CIC and the relevant parties (including the Development Bureau of the HKSAR Government, the responsible bureau of the CITF).

本人授權議會直接向有關機構核實及／獲取與本申請之相關資料，並同意相關機構（包括負責基金的香港特別行政區政府發展局）及議會之間直接轉移該等資料。

6. I have carefully read and fully understand the "Application Guidelines" and the below Personal Information Collection Statement.
    本人已清楚閱讀和完全明白【申請須知】及以下【收集個人資料聲明】

    Personal Information Collection Statement 收集個人資料聲明

    (i)   The information you provide to the CIC, including any personal data as defined in the Personal Data (Privacy) Ordinance, will be used solely for purposes related to the activities of the CIC, including matters in relation to the CITF. The information would be used for the following matters:

    閣下向議會所提供的資料，包括《個人資料〔私隱〕條例》所指的個人資料，只會用於有關議會包括建造業創新及科技基金的事宜。閣下提供的資料將會用於以下事宜：

    (a)   assessing your CITF application;
          評估批准閣下的基金申請；

    (b)   where your CITF application has been approved, publishing on the CITF website for public information;
          若閣下的基金申請獲批准，發佈於基金網站供公眾人士查閱；

    (c)   allowing the CIC to conduct research and surveys;
          供議會進行研究及調查；

    (d)   serving as reference materials of the CITF Secretariat; or
          供基金秘書處作資料參考；或

    (e)   disclosure to any authorities in relation to investigation or prosecution of any offence.
          就任何罪行的調查或檢控向有關當局作出披露。

    (ii) The CIC will not transfer your personal data to any third parties without your prior consent. By signing this Declaration, you are deemed to have given prior consent to any transfer of your personal data by the CIC to entities which are relevant to this Application (including the Development Bureau of the HKSAR Government) in the situations set out in (a) through (e) above.
          在未得閣下的事先同意，議會不會將你的個人資料轉移給任何第三方。閣下簽署本聲明會被視爲給予事先同意議會在上述(a)至(e)情況下將你的個人資料轉移給與本申請有關的相關機構(包括香港特別行政區政府發展局)。

(iii) It is obligatory for you to supply the CIC with your personal data. The CIC may be unable to process and/or consider your application if you do not provide complete information.

閣下必須向議會提供個人資料。如閣下未能提供完整的資料，議會或無法處理及/或考慮你的申請。

(iv) To keep you informed of the CIC activities and industry developments which may be of interest, the CIC would like to use your personal data, including your name, phone number, correspondence and email address, to update you in relation to CIC training courses, trade testing, registration, events and other aspects of its work and developments in the construction industry. You are free to decide whether you wish to receive such information. If you choose not to do so, please put a tick in the box below.

為讓閣下得知你或有興趣的議會活動和建造業的發展情況，議會將使用閣下的個人資料，包括你的姓名、電話號碼、郵寄和電郵地址，向你提供有關議會訓練課程、行業測試、註冊、活動項目及議會工作和建造業發展的資訊。你可選擇是否同意接收這些資訊。如不同意的話，請於以下空格內加上「☑」號。

☐ I do not wish to receive any information from the CIC in relation to its activities or developments in the construction industry.

☐ 本人不同意接獲由議會發出有關議會活動或建造業發展的資訊。

(v) You are entitled to request access to and correction of any errors in your personal data. If you wish to do so please write to the Assistant Director – Industry Development, Construction Industry Council at 38/F COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon.

閣下有權要求查閱及修正你的個人資料中的任何錯誤。如欲申請，請以書面向議會的助理總監－行業發展提出，地址為九龍觀塘駿業街 56 號中海日升中心 38 樓。

公司代表簽署: #
Authorised Signature: # _____

公司蓋章: #
Company Chop: # _____

姓名(正楷): #
Name in block letters# _____

職銜: #
Post Title: # _____

聯絡電話: #
Tel. No. # _____

日期: #
Date # _____

完

--- The End ---

與過往型號及市場類似產品之比較 Comparison to Previous Model and Comparable Product in the Market

參數/規格 Parameter/ Specification		此產品 **This Product**	過往型號 **Previous Model**	競爭者 **Competitor A**
產品名稱 Product Name				
主要功能 Core Function (主要涵蓋的建造過程 (main construction process involved)				
主要規格 Key Specification	上述主要功能的創新特徵*? Innovative feature* for Core Function above? (如是,請提供證明) (if yes, please provide justification)			
主要規格 1 Key Spec 1	是 Yes □ / 否 No □ 如是,請證明: If yes, please justify:			

主要規格 2 Key Spec 2	是 Yes □ / 否 No □ 如是，請證明: If yes, please justify:			
主要規格 3 Key Spec 3	是 Yes □ / 否 No □ 如是，請證明: If yes, please justify:			
主要規格 4 Key Spec 4	是 Yes □ / 否 No □ 如是，請證明: If yes, please justify:			
主要規格 5 Key Spec 5	是 Yes □ / 否 No □ 如是，請證明: If yes, please justify:			
主要規格 6 Key Spec 6	是 Yes □ / 否 No □ 如是，請證明: If yes, please justify:			
主要規格 7 Key Spec 7	是 Yes □ / 否 No □ 如是，請證明: If yes, please justify:			

	是 Yes □ / 否 No □ 如是，請證明: If yes, please justify:		
產品是否本地研發? Whether it is locally developed?	是 Yes □ / 否 No □ 如是，請證明: If yes, please justify:		
價格 Price (HK$)			
過往工程參考(海外) Job Reference (Overseas) 請提供:工程名稱，地點，應用/試用，年份。 Please provide: Project title, location, adoption/ trial, Year			
過往工程參考(香港) Job Reference (Hong Kong)			

請提供:工程名稱，地點，應用/試用，年份。 Please provide: Project title, location, adoption/ trial, Year			

備註 Remarks: * 比市場上一般現有及過往型號優勝 better than what is already or normally available and the previous model

按建造業創新及科技基金的目標進行之成本及效益量化評估 Quantitative Cost and Benefit Assessment against CITF Objectives

已提交工程項目中的相關建造過程# Construction Process in submitted Project#	建造業創科基金目標 CITF Objective	評估範圍 Aspect for Assessment	量化表現 Quantitative Performance			表現改善 Improvement in Performance (與以往最好的方法相比) (compared to best method available in the past)	
			此產品 This Product	過往型號 Previous Model	傳統方法 Traditional Method	項目內的絕對值 Absolute Value in Project	百分比 Percentage
	促進生產力^ Productivity^						[ ] %
							[ ] %
							[ ] %
	提高建造質素* Quality*						[ ] %
							[ ] %

按建造業創新及科技基金的目標進行之成本及效益量化評估 Quantitative Cost and Benefit Assessment against CITF Objectives

已提交工程項目中的相關建造過程# Construction Process in submitted Project#	建造業創科基金目標 CITF Objective	評估範圍 Aspect for Assessment	量化表現 Quantitative Performance			表現改善 Improvement in Performance (與以往最好的方法相比) (compared to best method available in the past)	
			此產品 This Product	過往型號 Previous Model	傳統方法 Traditional Method	項目內的絕對值 Absolute Value in Project	百分比 Percentage
							[ ] %
	改善工地安全+ Safety+						[ ] %
							[ ] %
							[ ] %
	提升環保效益@ Environmental@						[ ] %

按建造業創新及科技基金的目標進行之成本及效益量化評估 **Quantitative Cost and Benefit Assessment against CITF Objectives**

已提交工程項目中的相關建造過程# **Construction Process in submitted Project#**	建造業創科基金目標 **CITF Objective**	評估範圍 **Aspect for Assessment**	量化表現 Quantitative Performance			表現改善 Improvement in Performance (與以往最好的方法相比) (compared to best method available in the past)	
			此產品 **This Product**	過往型號 **Previous Model**	傳統方法 **Traditional Method**	項目內的絕對值 **Absolute Value in Project**	百分比 Percentage
							[　　] %
							[　　] %

備註 **Remarks**:

#此分析應對應申請基金時提交的工程項目中的建造工序；或申請預先批核科技產品名單時提交的過去工程項目中的建造工序而作出。例如，如產品為提交的工程項目中某面積的批盪工序相關設備，則此分析需應對該等面積批盪工序而作出。

Analysis shall be project-specific for the submitted project for fund application; or for a past project in the submitted job reference for Pre-approved List Application. For example, if the product is a plastering-related equipment, the analysis shall refer to the plastering process with the area of plaster involved in the submitted project.

^ 促進生產力例子: 減省人手[XX]工作天、增加工人產量[XX]平方米/人日、工作時數減少[XX]。

Examples of boosting productivity: Save [XX] mandays / Increase in output per manday by [XX] sq.m / Reduce [XX] manhours.

按建造業創新及科技基金的目標進行之成本及效益量化評估 Quantitative Cost and Benefit Assessment against CITF Objectives

已提交工程項目中的相關建造過程# Construction Process in submitted Project#	建造業創科基金目標 CITF Objective	評估範圍 Aspect for Assessment	量化表現 Quantitative Performance			表現改善 Improvement in Performance (與以往最好的方法相比) (compared to best method available in the past)	
			此產品 This Product	過往型號 Previous Model	傳統方法 Traditional Method	項目內的絕對值 Absolute Value in Project	百分比 Percentage
* 提高建造質素例子: 減少手工不合格比率，由[XX]%至[XX]%。 Examples of uplifting built quality: Reduce workmanship failure rate from [XX]% to [XX]%. + 改善工地安全例子: 減少受傷[XX]個案或意外率[XX]%、減少工友面對安全風險時間[XX]%。 Examples of improving site safety: Reduce [XX] nos. of injuries or accident rate by [XX]% / Reduce workers in exposing to risk by [XX]%. @ 提升環保效益例子: 減少施工期間的廢料或污染物[XX]噸或減少[XX]時間處理廢料或污染物。 Examples of enhancing environmental performance: Reduce material waste or polluants by [XX] tonne / Reduce [XX] time in handling material waste or pollutants. All examples here are for reference only. 以上例子只供參考。							

不多於**5**張投影片 連聲音解說，不包括此封面

產品簡介

申請者: XXXX
產品名稱: XXXXXX
規格: XXXXXX

產品相片

- 主要功能:
  XXXX
- 採用之技術:
  XXXX
- 涉及的建造過程:
  XXXX
- 對建造過程的主要改善 :
  (下列最少一項，並於下述投影片提供詳情)
  - ➢ 生產力
  - ➢ 質素
  - ➢ 安全
  - ➢ 環保

過往產品的應用情況:
[工程項目名稱 1, 地點, 試用/應用, 年份]
[工程項目名稱 2, 地點, 試用/應用, 年份]
[工程項目名稱 3, 地點, 試用/應用, 年份]
[工程項目名稱 4, 地點, 試用/應用, 年份]

內容只作範本參考

創新元素

- 主要技術:
  XXXX
- 專利 (如適用):
  XXXX
- 與現行做法及普遍產品型號的比較:
  - 技術
  - 規格
  - 得益包括成本效益 (產品價錢與效益)
- 與預先批核名單內產品及競爭者的比較:
  - 技術
  - 規格
  - 得益包括成本效益 (產品價錢與效益)
- 產品首次發布日期: XXXXXX (產品首次發布及最新版本)
- 獎項 (如適用):
  - 海外
  - 香港

內容只作範本參考

應用例子

- 工程項目例子: [名稱、地點、年份]
- 涉及之建造過程: XXXX
- 於工程中的用途/功能:
  - XXXX
  - XXXX
  - XXXX

應用相片 /圖紙/ 影片 2

[描述]

應用相片 /圖紙/ 影片 1

[描述]

應用相片 /圖紙/ 影片 3

[描述]

內容只作範本參考

得益 – 生產力 (如適用)

- 改善以下生產力:
  - ➤ [方法/方面1 例如自動化程序]
  - ➤ [方法/方面2 例如改善效能]
- 傳統產量:
  - ➤ XX 件/ 人日數
- [技術]產量:
  - ➤ XX 件/ 人日數
- 總共節省人日數:
  - ➤ XX 人日
- 總共節省工程項目時間:
  - ➤ XX 日
  - (請適當地提供實際數字以茲證明)

生產力提升

| 節省人日數 (數量/天) | 節省人日數 (%) | 增加產量/日數 (平方米) | 增加產量/日數 (%) |

項目1   項目2

上述範例僅供參考，並不代表已涵蓋所有範圍!

得益 – 質素 (如適用)

內容只作範本參考

- 改善以下質素:
  - ➤ [方法/方面1 例如減少錯誤]
  - ➤ [方法/方面2 例如較少誤差]
  - ➤ [方法/方面3 例如手工得以改善]

  (請適當地提供實際數字以茲證明)

傳統方法的問題/相片

(建議與傳統方法比較，以便理解)

[描述]

新方法下改善的證明/相片

[描述]

上述範例僅供參考，並不代表已涵蓋所有範圍!

得益 – 安全 (如適用)

內容只作範本參考

- 改善以下安全:
  - ➤ [方法/方面1]
    例如安全追蹤/檢測及警報
  - ➤ [方法/方面2]
    例如避免危險工作/工作環境
  - ➤ [方法/方面3]
    例如避免/減少人手處理

  (請適當地提供實際數字以茲證明)

傳統方法的問題/相片

(建議與傳統方法比較，方便理解)

[描述]

新方法下改善的證明/相片

[描述]

上述範例僅供參考，並不代表已涵蓋所有範圍!

得益 – 環保 (如適用)

- 改善以下環保效益:
  - ➤ [方法/方面1 例如減少廢物]
  - ➤ [方法/方面2 例如減少噪音]
  - ➤ [方法/方面3 例如減少空氣/水污染]
  - ➤ [方法/方面4 例如改善能源效益]
  - ➤ 減少 [碳排放/ 固體廢物] XX [單位]
  - ➤ 減少 [燃料消耗] XX [單位]

  (請適當地提供實際數字以茲證明)

內容只作範本參考
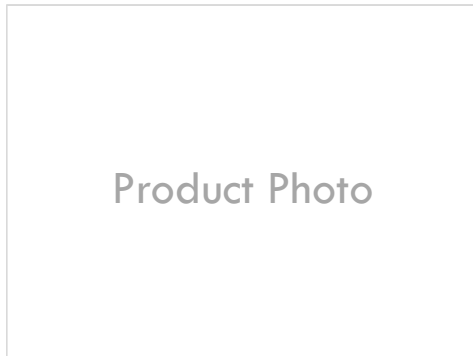
傳統方法的問題/相片

(建議與傳統方法比較，方便理解)

[描述]

新方法下改善的證明/相片

[描述]

上述範例僅供參考，並不代表已涵蓋所有範圍!

Max. 5 nos. of slides, excluding this cover with full narration

Product Presentation

Applicant Name: XXXX
Product Name: XXXXXXX
Specification: XXXXXXX

Product Photo

- Core Functions:
    XXXX
- Technology Used:
    XXXX
- Construction Process involved:
    XXXX
- Key Improvement in Construction Process:
    (at least one of the followings; details to be given in following slides)
    ➢ Productivity
    ➢ Quality
    ➢ Safety
    ➢ Environmental

Job Reference:
[project name 1, location, trial/adoption, year]
[project name 2, location, trial/adoption, year]
[project name 3, location, trial/adoption, year]
[project name 4, location, trial/adoption, year]

Requested content in reference format only

Innovative Features

- Core Technology:
    XXXX
- Patent (if applicable):
    XXXX
- Comparison with current practice and popular models:
    • Technology
    • Specification
    • Benefits including cost benefits (product prices vs merits)
- Comparison with similar Pre-approved list products and competitors:
    • Technology
    • Specification
    • Benefits including cost benefits (product prices vs merits)
- First Launch Date: XXXXXX (for both the very first version and the latest version of this product)
- Awards (if applicable):
    • International
    • Local

Requested content in reference format only

Adoption Example

- Project for Illustration: [Name, location, year]
- Work Process: XXXX
- Use/ Function in project:
  - XXXX
  - XXXX
  - XXXX

Adoption Photo/ Drawing/ Video 2

[Description]

Adoption Photo/ Drawing/ Video 1

[Description]

Adoption Photo/ Drawing/ Video 3

[Description]

Requested content in reference format only

Benefits – Productivity (if applicable)

- Improve productivity by:
  - [means/ aspect1 e.g. automated process]
  - [means/ aspect2 e.g. improved efficiency]
- Traditional Output:
  - XX no./ manday
- Output by [Technology]:
  - XX no./ manday
- Total Saving in Mandays:
  - XX no.
- Total Saving in Project Period:
  - XX days

  (Please provide real figures to substantiate as appropriate)

The above are examples only and not exhaustive !

Productivity Gain

(Bar chart with y-axis from 0 to 35, categories: Manday Saved (No./ day), Manday Saved (%), Output/ day increase (sq.m), Output/ day increase (%). Legend: Project 1, Project 2. Watermark: SAMPLE)

Requested content in reference format only

Benefits – Quality (if applicable)

- Improve quality by:
  - ➢ [means/ aspect 1 e.g. error reduction]
  - ➢ [means/ aspect 2 e.g. less tolerance]
  - ➢ [means/ aspect 3 e.g. better workmanship]

  (Please provide real figures to substantiate as appropriate)

Traditional Method Problem Photo

(Comparison with traditional method is suggested for easy understanding)

[Description]

New Method Improvement Proof/ Photo 2

The above are examples only and not exhaustive !

[Description]

Requested content in reference format only

Benefits – Safety (if applicable)

- Improve Safety by:
  - ➢ [means/ aspect 1]
    e.g. safety tracking/ detection and warning
  - ➢ [means/ aspect 2]
    e.g. dangerous work/ working environment eliminated
  - ➢ [means/ aspect 3]
    e.g. manual handling eliminated/ reduced

  (Please provide real figures to substantiate as appropriate)

Traditional Method Problem Photo

(Comparison with traditional method is suggested for easy understanding)

[Description]

New Method Improvement Proof/ Photo

The above are examples only and not exhaustive !

[Description]

3

Requested content in reference format only

Benefits – Environmental (if applicable)

- Improve Environmental Performance by:
  - ➤ [means/ aspect 1 e.g. waste reduction]
  - ➤ [means/ aspect 2 e.g. noise reduction]
  - ➤ [means/ aspect 3 e.g. reduced air/ water pollution]
  - ➤ [means/ aspect 4 e.g. improved energy efficiency]
  - ➤ Reduce [CO2 emission/ solid waste] by XX [unit]
  - ➤ Reduce [fuel consumption] by XX [unit]
  (Please provide real figures to substantiate as appropriate)

The above are examples only and not exhaustive !

Traditional Method Problem Photo

(Comparison with traditional method is suggested for easy understanding)

[Description]

New Method Improvement Proof/ Photo

[Description]

我/我們謹此聲明＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿ (產品/技術名稱)
＿＿＿＿＿＿＿＿＿＿＿＿ (型號/版本)是由＿＿＿＿＿至＿＿＿＿＿
(研發時段)期間於香港本地進行研發。詳情如下:
I/We, hereby declare that ＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿
＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿ (product/ technology name)
＿＿＿＿＿＿＿＿＿＿＿ (model number/version) is locally developed during the
product development period from ＿＿＿＿＿＿ to ＿＿＿＿＿＿ (product
development period) as per the details below.

(a)　　我/我們是產品/技術擁有者，並於上述產品研發期間當時為一間在香港註冊之公司或是常居於香港的香港永久居民。現特此提交相關本地公司證明、產品或技術擁有權如專利等之證明(如適用)；及
I am/ we are the product or technology owner which was a locally incorporated company(ies) or Hong Kong permanent resident(s) residing in Hong Kong during the abovementioned product development period and hereby submit the relevant proof of local incorporation, ownership of all the intellectual property (IP) rights of the product or technology such as patent(s), etc. as applicable; and

　　i.　　商業登記證 Business Registration Certificate *(必須 mandatory)*
　　ii.　　公司註冊證書 Certificate of Incorporation *(必須 mandatory)*
　　iii.　　於產品研發期間，相關產品或技術擁有者的香港永久居民名單 List of Hong Kong permanent resident(s) of the owner(s) of the product or technology during the product development period *(必須 mandatory)*

擁有者 Owner	中文或英文全名 Full Name in English or Chinese	香港身份證號碼 Hong Kong Identity (HKID) No.
1		＿＿＿＿ XXX (X)
2		＿＿＿＿ XXX (X)
3		＿＿＿＿ XXX (X)
4		＿＿＿＿ XXX (X)
5		＿＿＿＿ XXX (X)

註: 如有需要，請自行加紙 Note: Please add separate sheets as appropriate.

　　iv.　　☐ 知識產權擁有證明 Proof of ownership of Intellectual Property (IP) Rights (如適用 if applicable)
　　v.　　☐ 專利 Patent (如適用 if applicable)

(b)　上述產品或技術的主要發明者為香港永久居民，並在上述產品研發期間常居香港。現特此提交相關證明*(必須)*；及
The lead inventor(s) of the above named product or technology is/ are Hong Kong permanent resident(s) residing in Hong Kong during the abovementioned product development period and hereby submit the relevant proof *(mandatory)*; and

主要發明者 Lead Inventor	中文或英文全名 Full Name in English or Chinese	香港身份證號碼 Hong Kong Identity (HKID) No.
1		_ _ _ _ XXX (X)
2		_ _ _ _ XXX (X)
3		_ _ _ _ XXX (X)
4		_ _ _ _ XXX (X)
5		_ _ _ _ XXX (X)

註: 如有需要，請自行加紙 Note: Please add separate sheets as appropriate.

(c)　上述之產品或技術的研發工作主要在香港範圍內進行；及
The Research & Development (R&D) work of the above named product or technology was primarily conducted within the territory of Hong Kong; and

i.　於香港研發的時間　Development period in Hong Kong: _____ 至 to _____
ii.　於香港研發的時間佔整項研發時間的百分比 Development period in Hong Kong as a % of total development period: _____ %
iii.　於香港期間進行研發工作的地址:
Address of R&D work in Hong Kong during the development period:
_____
_____

☐　研發進度記錄(如支出記錄、進度/完成報告、被政府部門、公共/法定機構/大學提及的刊物等、以證明產品擁有權及發明均在香港。)(如適用)
R&D progress record (e.g. expenditure record, progress/ completion reports, mentions in publications by government authorities, public/ statutory bodies/ universities etc., to substantiate the product ownership and invention are in Hong Kong)(if applicable).

☐　其他能夠支持此聲明的證明文件 Other substantiations deemed appropriate to support this declaration.

我/我們確認上述提供的資料全屬真確及完整。I/We certify that the information provided in this disclosure is complete and accurate.

申請者簽署:
Signature of Applicant: _____

申請者全名:
Full Name of Applicant: _____

公司蓋章:
Company Chop: _____

職位:
Position: _____

日期:
Date: _____

我/我們確認上述提供的資料全屬真確及完整。I/We certify that the information provided in this disclosure is complete and accurate.