

樂齡及康復創科應用基金（基金）申請表格
（試用新研發科技產品）
填寫指引

**Guidance Notes on Completing
Innovation and Technology Fund for Application in Elderly and Rehabilitation Care
(I&T Fund) Application Form
(Trial Use of Newly Developed Technology Product)**

1. 在遞交申請表格之前，請先閱讀《樂齡及康復創科應用基金手冊》（載於社會福利署（社署）網頁：公共服務 → 康復服務 → 特定基金／特殊需要信託／經濟援助 → 樂齡及康復創科應用基金，或網址 https://www.swd.gov.hk/en/pubsvc/rehab/cat_fundtrustfinaid/itfund/）。
Before you lodge an application for the I&T Fund with the application form, please study the I&T Fund Manual (available at Social Welfare Department (SWD)'s website: Public Services → Rehabilitation Services → Funds for Specific Groups / Special Needs Trust / Financial Assistance → Innovation and Technology Fund for Application in Elderly and Rehabilitation Care, or website at https://www.swd.gov.hk/tc/pubsvc/rehab/cat_fundtrustfinaid/itfund/).
2. 試用新研發科技產品全年均接受申請，唯撥款則視乎基金的餘下可用款項。申請機構計劃透過基金申請補助金試用新研發科技產品時，亦請考慮基金結束運作的日期。
Application for trial use project under the I&T Fund is open year-round, subject to the balance of the I&T Fund. When the applicant organisation plans to apply for grant for trial use project, please take into consideration the possible termination date of the I&T Fund.
3. 不能為同一申請項目同時申請其他政府基金。
Duplication of different government funds to cover the same applied lending products for the I&T Fund is not allowed.
4. 申請機構填寫申請表格時，須提供個人資料。詳情請參閱各申請表內所載的《個人資料收集聲明》。
The applicant organisation will be required to provide personal data when filling in the application form. Please refer to the “Personal Information Collection Statement” at each application form.
5. 申請機構須說明所提供的個人資料擁有權誰屬。
The applicant organisation should set out the ownership of the personal data provided.
6. 符合申請的科技產品包括：
The technology products eligible for trial use includes –
 - (a) 經過充分測試的新研發科技產品，服務單位可直接應用，而不需要定制；或
newly developed products that are well-tested and ready for deployment by applicant service units without customisation; or
 - (b) 經過充分測試新研發科技產品，服務單位可在合理成本和時間定制後應用。
newly developed products that are well-tested and suitable for deployment by applicant service units after customisation within a reasonable time and cost.
7. 每個申請只能購置一項產品。申請機構須提交至少一份報價單及產品單張，內容包括價格細項、規格、證書和所需專業人員。如申請的新研發產品有演示短片或照片，申請機構亦須提供有關連結。
Only one product can be included in each application. The application organisation should provide at least one quotation and product catalogue with details including price details, specifications, certification and required operating professional. The applicant organisation should also provide a link to demonstration (videos or photos) of the newly developed product to be sought if available.

8. 在填寫申請表格內「服務單位類別」時，請參閱附件 2.3 所列的服務類別填寫。
Please refer to Annex 2.3 when filling in “Type of Service Unit” in the application form according to the specified and exact name of the relevant service type.
9. 遞交報價單時需注意以下各項：
Please note the following when providing quotations –
- (a) 抬頭應與申請機構／服務單位名稱相同；
the name of the applicant organisation or service unit and the recipient of the quotation should be identical;
 - (b) 提供報價單的公司必須為香港註冊公司；及
the quotation should be provided by companies registered in Hong Kong; and
 - (c) 須清楚列明每項產品組件或服務細項的價格及數量。
the price and quantity of each product component and service item should be listed in the quotation.
10. 申請的產品必須符合香港所有相關法例和其他相關產品安全指引，包括但並不限於以下各項：
The application product should comply with all relevant laws, regulations and other relevant product safety guidelines in Hong Kong, including but not limited to the following –
- (a) 電氣產品必須符合《電氣產品（安全）規則》（第 406G 章）所訂的安全規格；
electrical products should comply with the safety requirements as laid out in the Electrical Products (Safety) Regulation (Cap. 406G);
 - (b) 其他產品必須符合《消費品安全條例》（第 456 章）所訂的安全規定；及
other products should comply with the safety requirement of the Consumer Goods Safety Ordinance (Cap. 456); and
 - (c) 所有產品的使用必須符合《安老院條例》（第 459 章）及規例、《私營醫療機構條例》（第 633 章）、《殘疾人士院舍條例》（第 613 章）及規例和《個人資料（私隱）條例》（第 486 章）所訂的規定。
use of all products should comply with the requirement of Residential Care Homes (Elderly Persons) Ordinance (Cap. 459) and regulations, Private Healthcare Facilities Ordinance (Cap. 633), Residential Care Homes (Persons with Disabilities) Ordinance (Cap. 613) and regulations and Personal Data (Privacy) Ordinance (Cap. 486).
11. 申請機構須提供證明文件說明有關試用新研發科技產品項目的技術支援範圍。
The applicant organisation should provide supporting documents to specify the scope of technical support in the trial use project.
12. 申請機構須經各方同意下提供所需資料，並須夾附協作伙伴的同意書，包括為試用新研發科技產品項目提供的顧問範圍。
The applicant organisation should provide all necessary information with consent of all parties concerned, and should enclose a letter of consent from the collaborative partner(s).
13. 申請機構須提交由協作伙伴提供新研發科技產品安全合規性的詳細資料及相關證明文件，包括：
The applicant organisation should provide the details with supporting documents of safety compliance with the newly developed technology product provided by the collaborative partner(s), including –
- (a) 安全性及功能測試相關資料；
tests on safety and function of the product;
 - (b) 未完成的安全測試內容及跟進安排（如有）；
outstanding safety tests and follow up arrangement (if any);

- (c) 實地測試內容及提供證明文件（如有）；及
field test of the product (if any);
- (d) 需要配合特定的設施（如無綫網絡，天花連接等）使用資料等。
required technical/physical infrastructure for the use of product, etc..
14. 申請機構須自行與協作伙伴釐清本項目成果所產生的知識產權的擬議擁有權及／或使用權誰屬。
The applicant organisation should clarify with collaborative partner(s) the proposed ownership and/or right to use the Intellectual Properties of the deliverables arising from the current project.
15. 政府或其授權使用者有權使用申請機構所提交的申請表格及所有相關文件或材料作若干用途，包括但不限於評核申請及管理已批核申請。
The Government or its authorised users shall have the right to use the application form and all the related documents or materials submitted by the applicant organisation, for purposes including but not limited to evaluation of applications and management of approved applications.
16. 政府可在其認為適當時，以及在毋須進一步知會申請機構的情況下，披露有關基金申請機構的申請資料，包括但不限於申請機構的資料及個人資料。申請機構提交申請表格，即表示其不可撤銷，以及無條件地授權並同意政府作出上述任何披露。
The Government shall have the right to disclose, without further reference to the applicant organisation, whenever it considers appropriate, any information in relation to the submitted applications for the I&T Fund, including but not limited to the information and personal data of the applicant organisation. In submitting the application form, each applicant organisation irrevocably and unconditionally authorises the Government to make and consents to the Government making any of the aforesaid disclosure.
17. 申請機構可透過填寫電子表格、郵寄或親身送交以下文件向樂齡及康復創科應用基金秘書處提出申請（地址：九龍深水埗元州街 290-296 號西岸國際大廈 5 樓 502 室）：
Applications can be submitted by completing a e-Form, post or in person by the applicant organisation(s) to the Secretariat to Innovation and Technology Fund for Application in Elderly and Rehabilitation Care with the following documents (Address: Room 502, 5/F, West Coast International Building, 290-296 Un Chau Street, Sham Shui Po, Kowloon.) –
- (a) 已填妥的申請表格（附件 3.1）正本兩份；
two originals of completed Application Form (Annex 3.1);
- (b) 協作伙伴同意進行試用計劃的同意書正本兩份；
two originals of letter of consent from the collaborative partner(s).
- (c) 技術建議書正本兩份；
two originals of technical proposal;
- (d) 申請產品的報價單副本兩份；
two copies of Quotation of the Application Product;
- (e) 申請產品的產品單張副本兩份；及
two copies of Catalogue of the Application Product; and
- (f) 載有上述文件的電子副本（申請表格及技術建議書：微軟 Word 2003 或以上格式；其餘文件：PDF 格式）的光碟或 USB 儲存器。
CD-ROM Disc or USB drive containing the electronic copies of the above documents (Application Forms and technical proposal: in Microsoft Word 2003 or above format; Other documents: in PDF format)
18. 社署收到申請後，會向申請機構發出認收通知。
The SWD will issue acknowledgment to the applicant organisation after receipt of the application.