**《樂齡及康復創科應用基金》申請表格填寫指引**

**Guidance Notes on Completing “Innovation and Technology Fund for Application in Elderly and Rehabilitation Care” (I&T Fund) Application Form**

**（購置 / 租借科技產品）**

**(Procurement / Rental of Technology Product)**

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| 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》。（載於社會福利署網頁：公共服務 → 支援服務 → 樂齡及康復創科應用基金，或網址：https://www.swd.gov.hk/tc/index/site\_pubsvc/page\_supportser/sub\_itfund/）。Please study the “Innovation and Technology Fund for Application in Elderly and Rehabilitation Care Manual” (available at SWD webpage: Public service → Support service → Innovation and Technology Fund for Application in Elderly and Rehabilitation Care, or website at https://www.swd.gov.hk/en/index/site\_pubsvc/page\_supportser/sub\_itfund/) before you lodge an application for the I&T Fund with the application form. |
| 2. | 填妥的申請表格應包括一般資料表及附錄1或2。The completed application form should include the General Information Sheet as supported by Appendix 1or 2 as appropriate. |
| 3. | 每份申請只可涵蓋一種用途（購置／租借）及一個產品或計劃。Each application should only cover one purpose (procurement / rental) and one product or project. |
| 4. | 每份申請須提供至少一份報價單及產品單張包括價格細項、規格、證書和所需專業人員。Each application should include at least one quotation and the corresponding product catalog with details including price, specifications, certification and required operating professional. |
| 5. | 遞交報價單時需注意以下各項：Please note the following when providing quotations:1. 抬頭應與申請單位名稱相同；

the name of the applicant service unit and the recipient of the quotation should be identical;1. 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; and1. 需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. |
| 6. | 在填寫一般資料表內「服務單位類別」時，請參閱附錄5，並根據所列的服務類別填寫。Please refer to Appendix 5 and fill in “Type of Service Unit” in the General Information Sheet according to the specified and exact name of the relevant service type. |
| 7. | 所有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**：Use of the product should comply with all relevant laws, regulations and other relevant product safety guidelines in Hong Kong, **including but not limited to** **the following:**1. 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);1. 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); and1. 所有產品的使用必須符合《安老院條例》（第459章）、《醫院護養院及留產院註冊條例》（第165章）、《殘疾人士院舍條例》（第613章）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), Hospitals, Nursing Homes and Maternity Homes Registration Ordinance (Cap. 165), Residential Care Homes (Persons with Disabilities) Ordinance (Cap. 613) and Personal Data (Privacy) Ordinance (Cap. 486). |
| 8. | 《樂齡及康復創科應用基金》的申請項目不能同時申請其他政府基金。Duplication of different Government funds to cover the same project applied for the I&T Fund is not allowed. |
| 9. | 基金將分批接受申請，唯撥款則視乎基金的餘下可用款項。申請機構計劃申請資助租借科技產品時，亦請參考基金運作的完結日期。Applications for the I&T Fund will be invited by batches, subject to the balance of the I&T Fund. When the applicant organisation plans to apply for subsidy for rental of technology products, please take into consideration the possible termination date of the I&T Fund. |
| 10. | 申請應郵寄或親身送交，包括（i）兩份已填妥的申請表格正本連同所需文件；及（ii）光盤存有已填妥申請表格的電子版本（微軟Word 03或以上格式為佳）至基金秘書處（地址：九龍深水埗元州街290-296號西岸國際大廈5樓502室）。Applications should be submitted by post or in person with (i) two original hard copies of duly completed Application Forms together with all the required documents; and (ii) a soft copy of the Application Form saved in a compact disc (preferably in MS Word 03 or above format). The application should be addressed or brought in person to the Secretariat for Innovation and Technology Fund for Application in Elderly and Rehabilitation Care (Rooms 502, 5/F, West Coast International Building, 290-296 Un Chau Street, Sham Shui Po, Kowloon.).社會福利署收到申請後，會向申請機構發出認收通知。The Social Welfare Department will issue acknowledgment to the applicant organisation after receipt of an application.  |
| 11. | 政府可在其認為適當時，以及在無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／個人資料。申請機構提交本申請表格，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 organisations, whenever it considers appropriate, any information in relation to the submitted applications for the I&T Fund, including but not limited to the information / 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.  |
| 12. | 政府或其授權使用者有權使用申請機構所提交的本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 this 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. |
| 13. | 申請機構填寫申請表格時，須提供個人資料。詳情請參閱附錄6所載的《收集個人資料聲明》。Applicants will be required to provide personal data when filling in the application form. Please refer to the “Personal Information Collection Statement”, a copy of which is at Appendix 6. |