

**Sample**

Please fill in the contact person shown under the paragraph "Enquiries" on page 2 of the Approval Letter

To: The SWD (Responsible Officer<sup>note</sup>): Miss CHAN Fuk-li, Lily

**"Innovation and Technology Fund for Application in Elderly and Rehabilitation Care"**

Please fill in the "Name of the Approved Applicant Organisation" shown in the Approval Letter

**(I&T Fund)  
Claim Certificate**

Please fill in the name of "The Approved Applicant Service Unit(s)" shown in Appendix 1 of the Approval Letter

Please read the notes on page 2 carefully before completing the Certificate

Name of the Approved Applicant Organisation: Happy Elderly Service Limited

The Approved Applicant Service Unit(s): Happy Day Care Centre

SWD File Reference and Date of Approval of the Grant: SWD/EB/I&TF/1999F/Jan21-Mar21 27 May 2021

Description of Grant: Product Name: ABC Nursing Bed; Model No.: XY01; Total Amount: \$55,000

Please fill in the "Product Name", "Model Number" and "Total Amount" shown in Appendix 1 of the Approval Letter

(As stated in the caption of the letter of approval)

Please fill in the "Our Ref" and date of issuance shown on page 1 of the Approval Letter

Grant Code: E51234A01P888

In relation to our claim for payment(s) under the I&T Fund for the item(s) listed in the attached form [for procurement/rental of innovative technology product(s)] attached, I am authorised by the approved applicant organisation to certify that

Please fill in the "Grant Code" shown on page 1 of the Approval Letter

(1) the item(s) currently claimed under the form: -

- (a) is / are the exact item(s) approved by the I&T Fund;
- (b) has / have been received in good conditions;
- (c) is / are in accordance with approved specifications and certifications;
- (d) has / have not been claimed previously and settled by the I&T Fund;
- (e) has / have been checked to be correct against the supporting invoices and receipts in respect of the quantities, unit prices and amounts; and
- (f) has / have been purchased/rent by quotation or tender in accordance with the procurement principles and / or procedures as laid down in Chapter 5 of the I&T Fund Manual.

Please fill in the difference between the approved amount shown in paragraph 1 of the Approval Letter and the actual amount claimed

(2) full receipt(s) has / have been attached

(3) the unclaimed balance (net of the current claim) of the grant amounting to \$ \$3,000 will be reverted to the I&T Fund

Signature of Agency Head: Ko For Kei Name of Agency Head: KO For Kei / Director



Official Chop of Organisation: \_\_\_\_\_ Date: 20.8.2021

The name shown on the official chop should be the same with the "Name of the Approved Applicant Organisation" shown in the Approval Letter

Responsible staff of Organisation: YIU Chong Sun Telephone Number: 2123 4567

## Notes

1. Fill in the name of the responsible officer of Social Welfare Department stated on approval letter.
2. Claim for each grant code must be covered by a separate Claim Certificate.
3. The correct Grant Code as advised by the Social Welfare Department must be quoted to identify the particular grant against which the current claim is being made.
4. Claim Certificate should be submitted with:
  - (a) Two original hard copies of completed Claim Certificate;
  - (b) One original and one duplicate copy of invoices;
  - (c) One original and one duplicate copy of receipts;
  - (d) One original copy of Quotation Record Sheet; and
  - (e) One duplicate copy of quotations with details including price, specifications, certification and required operating professional.
5. Failure to complete the claim forms properly may cause delay in reimbursement.
6. Please submit the completed application forms with all required documents to:
  - (a) for **Elderly service unit**: Rooms 3105-09, 31/F, Two Chinachem Exchange Square, 338 King's Road, North Point, Hong Kong; or
  - (b) for **Rehabilitation service unit**: Rooms 502, 5/F, West Coast International Building, 290-296 Un Chau Street, Sham Shui Po, Kowloon
7. The Secretariat will retain original invoices and receipts for record keeping unless requested by the claimant and provided with a self-address envelope with sufficient postage.