**Technology Start-up Support Scheme for Universities (TSSSU)**

**Application for Funding**

|  |  |
| --- | --- |
| *Reference number**(for ITC use):* |  |

**NOTES**

1. Section A to Section E should be completed by the person-in-charge of the start-up applying for TSSSU funding. Section F should be completed by the Head of the respective university unit responsible for TSSSU.
2. Please read the relevant guidelines from the associated university before completing this form.
3. All information provided in this form will be used for processing the application and related purposes by Innovation and Technology Commission (ITC) and the associated university. It may be disclosed to other Government bureaux/departments, statutory bodies or third parties for the above said purposes or required by law. This submission denotes that the start-up concerned and the university unit responsible for TSSSU have given explicit consent to such disclosure.
4. Please tick the box as appropriate.

**SECTION A: The Applicant**

*(To be completed by the person-in-charge of the applicant company)*

1. **Our team is applying for –**

[ ]  (a) the first year TSSSU‑O funding

[ ]  (b) the second or the third year TSSSU‑O funding; reference number of last year’s application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  (c) the first year TSSSU+ funding

[ ]  (i) funded by TSSSU‑O before; reference number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  (ii) not funded by TSSSU‑O before

[ ]  (d) the second or the third year TSSSU+ funding; reference number of last year’s application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(2) Particulars of the Applicant Team**

|  |  |
| --- | --- |
| Name of Start-up(in English): |  |
| Name of Start-up(in Chinese): |  |
| The Associated University: | The University of Hong Kong Science and Technology |
| Date of Registration under the Companies Ordinance: |  |
| Company Address Registered with the Companies Registry: |  |
| Telephone Number: |  |
| Fax Number: |  |
| Email Address: |  |
| Webpage (if any): |  |

**(3) Composition of the Applicant Team**

1. **Person-in-charge of the Start-up**

|  |  |
| --- | --- |
| Name (in English): | Surname (in CAPITAL Letter): |
| Given Name: |
| Name (in Chinese): |  |
| In what way is the person-in-charge associated with the recommending university?*(Please tick ONE box only)* | [ ]  (a)  Undergraduate[ ]  (b)  Postgraduate[ ]  (c)  Professor[ ]  (d)  Faculty member[ ]  (e)  Alumnus |
| Academic Qualifications(including Degree Awarded, Institute Awarding Qualification andYear of Award): | Degree Awarded: |
| Institute: |
| Year: |
| % of Shares Held in the Start‑up (if any): |  |
| Telephone Number /Mobile Number: | Telephone Number: |
| Mobile Number: |
| Fax Number: |  |
| Email Address: |  |
| Correspondence Address: |  |

1. **Other Team Members***(Please add row(s)/separate sheet(s) if necessary)*

| No. | Name(in English) | Name(in Chinese)*(Put N/A if not applicable)* | Is the team member associated with the recommending university? (Undergraduate/Postgraduate/Professor/Faculty Member/Alumnus/Not Associated)*(Please fill in only ONE affiliation)* | Academic Qualifications (including Degree Awarded, Institute Awarding Qualification and Year of Award) | % of Shares Held(if any) |
| --- | --- | --- | --- | --- | --- |
| 1. | Surname (in CAPITAL Letter):Given Name: |  | Please select:[ ]  Associated with HKUST[ ]  Not associate with HKUSTIf associated with HKUST, please select only ONE:[ ]  Undergraduate[ ]  Postgraduate[ ]  Professor[ ]  Faculty Member[ ]  Alumnus | Degree:Institute:Year: | % |
| 2. | Surname (in CAPITAL Letter):Given Name: |  | Please select:[ ]  Associated with HKUST[ ]  Not associate with HKUSTIf associated with HKUST, please select only ONE:[ ]  Undergraduate[ ]  Postgraduate[ ]  Professor[ ]  Faculty Member[ ]  Alumnus | Degree:Institute:Year: | % |
| 3. | Surname (in CAPITAL Letter):Given Name: |  | Please select:[ ]  Associated with HKUST[ ]  Not associate with HKUSTIf associated with HKUST, please select only ONE:[ ]  Undergraduate[ ]  Postgraduate[ ]  Professor[ ]  Faculty Member[ ]  Alumnus | Degree:Institute:Year: | % |
| 4. | Surname (in CAPITAL Letter):Given Name: |  | Please select:[ ]  Associated with HKUST[ ]  Not associate with HKUSTIf associated with HKUST, please select only ONE:[ ]  Undergraduate[ ]  Postgraduate[ ]  Professor[ ]  Faculty Member[ ]  Alumnus | Degree:Institute:Year: | % |

1. **Other Shareholders***(Not Covered in Section 3(b) above)
(Please add row(s)/separate sheet(s) if necessary)*

| No. | Name(in English) | Name(in Chinese) | Involvement in Business(es)/Project(s)Supported by TSSSUin the Past Five Years (if any) | % of Shares Held |
| --- | --- | --- | --- | --- |
| 1. | Surname (in CAPITAL Letter):Given Name: |  |  | % |
| 2. | Surname (in CAPITAL Letter):Given Name: |  |  | % |
| 3. | Surname (in CAPITAL Letter):Given Name: |  |  | % |
| 4. | Surname (in CAPITAL Letter):Given Name: |  |  | % |
| **Total % of Shares Held by Entities in Section 3(a), (b) and (c)** | **100%** |

1. **Collaborating Parties in the R&D Work (if applicable)***(Please add separate sheet(s) if necessary)*

Any collaboration with other organisation(s), including the recommending university, in conducting the R&D work?

[ ]  Yes [ ]  No (if no, please go to Section B direct)

If yes, please provide the following details –

1. the name of the organisation(s);

|  |
| --- |
|  |

1. the form of collaboration(s) (e.g. licensing of intellectual property rights, sharing of the royalties, etc.);

|  |
| --- |
|  |

1. special arrangements arising from such collaboration(s), e.g. licensing of intellectual property rights (if any);

|  |
| --- |
|  |

1. if the applicant team has entered into such collaboration, then please state the name of the agreement below and attach a copy in Section C; and

|  |
| --- |
|  |

1. information of the contact person(s) of the collaborating party(ies).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| English Name and Chinese Name | Role inthe R&D Work | Address/Webpage(if any) | Contact Person | Tel No./Fax No./Email Address |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Involvement of HKUST Technology:**

HKUST Technology involved in the technology start-up:

[ ]  Yes [ ]  No

If yes, please provide the 1) technology title, 2) TTC reference code (if any) and 3) licensing status:

|  |
| --- |
| 1. Technology title:
 |
| 1. TTC reference code:
 |
| 1. Licensing status:
 |

1. **Private Investor(s) (for applications under TSSSU+)***(Please add separate sheet(s) if necessary)*

Please provide the following details and attach copies of the documentary proofs as set out in Section C –

|  |  |  |  | Information of Contact Person |
| --- | --- | --- | --- | --- |
| Name of the Private Investor | Investment Amount in Cash (HK$)[[1]](#footnote-2) | % of Shares Held / to be Held in the Start-up | Date of Investment Payment Made / to be Made | English Name, Chinese Name and Post Title | Address/Webpage (if any) | Tel No./Fax No./Email Address |
|  |  | % |  |  |  |  |
|  |  | % |  |  |  |  |
|  |  | % |  |  |  |  |

**SECTION B: The Business Proposal**
*(To be completed by the person-in-charge of the applicant company)*

1. **Technology Area***(please tick (“✓”) as appropriate and insert an asterisk (“\*”) against ONE key technology area in case more than one technology area is indicated)*

|  |  |
| --- | --- |
|  | Advanced Manufacturing/Process Development |
|  | Automotive Parts and Accessories |
|  | Biotechnology |
|  | Chinese Medicine |
|  | Electronics |
|  | Energy |
|  | Environmental Protection |
|  | Information and Communication Technologies |
|  | Logistics and Supply Chain Management |
|  | Nanotechnology and Materials Science |
|  | Testing and Certification |
|  | Textile/Clothing/Footwear |
|  | Others (please specify): |  |

1. **Industrial Sector** *(please tick (“✓”) as appropriate and insert an asterisk (“\*”) against ONE key industrial sector in case more than one industrial sector is indicated)*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Banking/Financial Market/Fund Management/Insurance |  | Materials |
|  |  | Medical Equipment |
|  | Biotechnology |  | Precision Engineering |
|  | Chinese Medicine |  | Printing and Publishing |
|  | Construction  |  | Professional Services |
|  | Electrical and Electronics |  | Real Estate/Property Management |
|  | Energy |  | Telecommunications |
|  | Environmental |  | Testing and Certification |
|  | Food and Beverage |  | Textiles/Clothing/Footwear |
|  | General (Cross Sectors) |  | Tourism |
|  | Import and Export Trade |  | Transportation |
|  | Information Technology |  | Wholesale and Retail |
|  | Logistics and CommunicationTechnologies |  | Others (please specify): |
|  |  |  |
|  | Manufacturing Engineering |  |  |

1. **Brief Description of Business** *(Please add separate sheet(s) if necessary)*

*(All applicants should complete Section B(3)(c). For applicant applying for the first year TSSSU‑O / TSSSU+ funding, please also complete Section B(3)(a). For applicant funded by TSSSU‑O / TSSSU+ before, please also complete Section B(3)(b). In other words, applicant previously funded by TSSSU-O and is now applying for the first year TSSSU+ funding should complete all Sections B(3)(a), (3)(b) and (3)(c).)*

* *Both Chinese and English are required; and*
* *For Chinese description, please fill in either in Traditional OR Simplified Chinese.*
1. *(Applicant applying for the first year TSSSU‑O / TSSSU+ funding)*
2. overview of the start-up;

|  |
| --- |
| *(in Chinese) (Not more than 200 words)* |
|  |
| *(in English) (Not more than 150 words)* |
|  |

1. technology(ies) involved;

|  |
| --- |
| *(in Chinese) (Not more than 200 words)* |
|  |
| *(in English) (Not more than 150 words)* |
|  |

1. proposed product(s) and/or service(s) and target market(s); and

|  |
| --- |
| *(in Chinese) (Not more than 300 words)* |
|  |
| *(in English) (Not more than 200 words)* |
|  |

1. product development and/or commercialisation plan/progress (including revenue received, capital/money raised, and renowned awards received, if any).

|  |
| --- |
| *(in Chinese) (Not more than 200 words)* |
|  |
| *(in English) (Not more than 150 words)* |
|  |

1. *(For applicant funded by TSSSU‑O / TSSSU+ before)*

Please provide updates/key differences in the business compared with that of last year’s application –

1. progress of product development, commercialisation, and/or market expansion compared with last year (including revenue received, capital/money raised, and significant awards received, if any); and

|  |
| --- |
| *(in Chinese) (Not more than 300 words)* |
|  |
| *(in English) (Not more than 200 words)* |
|  |

1. new proposed product(s) and/or service(s) and/or target market(s) (if any).

|  |
| --- |
| *(in Chinese) (Not more than 300 words)* |
|  |
| *(in English) (Not more than 200 words)* |
|  |

1. *(For all applicants)*

Technology Readiness Level (TRL) of the technolog(ies) involved;
*(Please add row(s)/separate sheet(s) if necessary)*

|  |  |
| --- | --- |
| Technology Title: | TRL Level: |
| 1.  |  |
| 2.  |  |

1. *(For all applicants)*

Admission into any HKUST innovation and technology (I&T) or entrepreneurship training, funding, incubation programme(s) (e.g. [Lo Kwee Seong Technopreneurship (Tech-Ship) Program](https://ec-techship.hkust.edu.hk/), [Entrepreneurship 101 Training Program](https://ec.hkust.edu.hk/entrepreneurship-101-training), [Dream Builder Incubation Program](https://ec.hkust.edu.hk/events/dream-builder-incubation-program), [Bridge Gap Fund](https://okt.hkust.edu.hk/bridge-gap-fund), [Sustainable Smart Campus as a Living Lab](https://ssc.hkust.edu.hk/opportunities), etc.) (if any)

| Name of HKUST I&T or entrepreneurship training, funding, incubation programme | Period of theProgramme(dd/mm/yyyy- dd/mm/yyyy) | Additional Grant Approved by the Programme(HK$) |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  | **Total** |  |

1. *(For all applicants)*

Admission into any non-HKUST Incubation and/or Acceleration Programme(s) (e.g. Hong Kong Science and Technology Parks Corporation, Cyberport, etc.) (if any)

| Name of Incubator/ Accelerator andthe Incubation/ Acceleration Programme | Period of theIncubation/Acceleration Programme(dd/mm/yyyy- dd/mm/yyyy) | Additional Grant Approved by the Incubator/Accelerator(HK$) |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  | **Total** |  |

1. *(For all applicants)*

Received any innovation and technology/industry award(s) (e.g. [Hong Kong Techathon+](https://www.hktechathon.com/), [HKSTP EPiC](https://epic.hkstp.org/), [HKUST-Sino HK$1M Entrepreneurship Competition](https://ec.hkust.edu.hk/one-million/hk/2024), [Hult Prize](https://ec.hkust.edu.hk/events/hult-prize-hkust-2024), Forbes Asia 100 to Watch, etc.) (if any)

| Name of Award | Year of Award | Additional Grant Approved by the Incubator/Accelerator(HK$) |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  | **Total** |  |

1. **Milestones within the 2025-26 Government Financial Year**

Please set out the milestones of the proposed business and R&D work to be achieved **in phases** during the period from 1 April to 31 March of the Government Financial Year.

| Period | Milestones |
| --- | --- |
| From(dd/mm/yyyy) | To(dd/mm/yyyy) |
| 01/04/2025 | 30/06/2025 |  |
| 01/07/2025 | 30/09/2025 |  |
| 01/10/2025 | 31/12/2025 |  |
| 01/01/2026 | 31/03/2026 |  |

1. **TSSSU Funding Being Applied for**

|  |  |
| --- | --- |
| **Grand total (HK$):** |  |

Please provide details of the estimated expenditure items in the following tables. All fields should be completed. For the scope of funding, please refer to the guidelines and terms prescribed by the associated university.

Before submission, please make sure:

* all the calculations are correct,
* In case a figure is not an integer, it should round the figure to two decimal places
* If the amount is more than a thousand, must apply thousands separator

e.g. 1,000.00

1. **Manpower**

*[Note: If the start-up intends to budget the employer’s Mandatory Provident Fund (MPF) contributions for their employees (i.e. 5% of the employees’ incomes), please input in separate entry/ies.]*

| Post/Rank | No. of Staff | Duration(man-months) | Monthly Rate or Equivalent (HK$) | Total(HK$) | Justifications*(please include the duties, academic qualification and/or relevant experience required)* |
| --- | --- | --- | --- | --- | --- |
|  | (A) | (B) | (C) | (A)x(B)x(C) |
|  |  |  |  |  | Duties:Qualification required:[ ]  Part-time / Undergraduate[ ]  Bachelor’s Degree holder[ ]  Master’s Degree or aboveRelevant experience required (if applicable): |
|  |  |  |  |  | Duties:Qualification required:[ ]  Part-time / Undergraduate[ ]  Bachelor’s Degree holder[ ]  Master’s Degree or aboveRelevant experience required (if applicable): |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  | **Sub-total** |  |  |

1. **Equipment**

| Key Equipment | Quantity and Unit (e.g. set, piece, litre) | Unit Cost(HK$) | Total(HK$) | Justifications |
| --- | --- | --- | --- | --- |
|  | (A) | (B) | (A)x(B) |
|  | Quantity:Unit: |  |  |  |
|  | Quantity:Unit: |  |  |  |
|  | Quantity:Unit: |  |  |  |
|  | Quantity:Unit: |  |  |  |
|  | Quantity:Unit: |  |  |  |
|  |  | **Sub-total** |  |  |

1. **Other Direct Costs**

| Item | Quantityand Unit(e.g. month, no. of service contract, no. of campaign) | Unit Cost(HK$) | Total(HK$) | Justifications |
| --- | --- | --- | --- | --- |
|  | (A) | (B) | (A)x(B) |
|  | Quantity:Unit: |  |  |  |
|  | Quantity:Unit: |  |  |  |
|  | Quantity:Unit: |  |  |  |
|  | Quantity:Unit: |  |  |  |
|  | Quantity:Unit: |  |  |  |
|  |  | **Sub-total** |  |  |

**SECTION C: Supporting Documents***(to be completed by the person-in-charge of the applicant company)*

Please enclose the following documents as required in the previous sections -

1. agreement between the applicant and the collaborating organisation(s) on the sharing of the royalties or intellectual property rights or any other sorts of income to be generated from the applicant (if any);
2. (for TSSSU+ only) duly-signed investment agreement / term sheet / undertaking issued by the private investor(s) on details of the cash contribution, proofs of cash injection (e.g. cheque records and bank statement(s)[[2]](#footnote-3) showing the receipt of the private investment amount within the recognised matching period), and returns to Company Registry (NSC1) and share certificate showing the latest shareholding position of the start‑up upon the completion of the share allotment (if any);
3. CVs of all team members (Must use the template at Annex A(i) of the TSSSU 2025-26 Cohort);
4. the Certificate of Incorporation under the Companies Ordinance;
5. the latest Business Registration Certificate;
6. the latest filled [NAR1](https://www.cr.gov.hk/en/companies_ordinance/docs/NAR1_fillable.pdf) or [NNC1](https://www.cr.gov.hk/en/companies_ordinance/docs/NNC1_fillable.pdf);
7. the Articles of Association and
8. the business proposal -
	1. *(For all applicants)* the Business Model Canvas (Must use the template at Annex A(iii) of the TSSSU 2025-26 Cohort)
	2. *(for applicant applying for the first year TSSSU‑O / TSSSU+ funding)* the full business proposal; *or*
	3. *(for applicant applying for the second or the third year TSSSU‑O / TSSSU+ funding)* supplementary information and/or documents related to information provided in Section B(3)(b), if any.

**SECTION D: Supplementary Information***(to be completed by the person-in-charge of the applicant company)*

Any previously related project(s) undertaken by the applicant and/or its team members in the past five years and supported by the Innovation and Technology Fund (ITF), including TSSSU?

[ ]  Yes [ ]  No (if no, please go to Section E direct)

If yes, please briefly describe the related project(s), provide the ITF reference number(s) and title(s), and confirm whether there involves double payment for the same part of expenditure item(s).

|  |  |  |
| --- | --- | --- |
| ITF Project title and related reference number(s) | Brief description of the project | Involves double payment for the same part of expenditure item(s) budgeted in TSSSU? |
|  |  | [ ]   Yes     [ ]   No |
|  |  | [ ]   Yes     [ ]   No |
|  |  | [ ]   Yes     [ ]   No |
|  |  | [ ]   Yes     [ ]   No |
|  |  | [ ]   Yes     [ ]   No |

**SECTION E: Declaration by the Applicant***(To be completed by the person-in-charge of the applicant company)*

I/We hereby declare that:

1. this application for TSSSU funding is submitted by *(name of the start-up)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;
2. the private investor(s) as stated in Section A(3)(f) is/are independent third-party/parties (for TSSSU+ only); and
3. all factual information provided in this application as well as the accompanying information accurately reflects the status of affairs as at the date of submission. I/We shall inform and seek prior approval from the respective university immediately if there are any subsequent changes to the above information during the application stage.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Authorised Signature with Company Chop | : |  |  | - Chop - |
| Name ofPerson-in-charge | : |  |  |
| Name of Company | : |  |  |
| Date (dd/mm/yy) | : |  |  |

**SECTION F: Recommendation by the University***(To be completed by the Head of the respective university unit responsible for TSSSU)*

Please tick the appropriate box to indicate whether the university recommends the start-up to be funded under TSSSU‑O / TSSSU+.

[ ]  I/We RECOMMEND the application from *(name of the start-up)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for a total funding of HK$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ under TSSSU‑O / TSSSU+. Our assessment is as follows –

|  |  |  |
| --- | --- | --- |
| Assessment Criteria | Assessment | Scores /Maximum Scores |
|  |  | / |
|  |  | / |
|  |  | / |
|  |  | / |
|  |  | / |
|  | ***Total Scores*** *(if applicable)* | / |

I/We also have the following observations about the start-up -

|  |
| --- |
|  |

[ ]  (For TSSSU+ only) I/We also CONFIRM that the private investment(s) as stated in Section A(3)(f) is/are cash contribution(s) to the start-up and the arrangement(s) is/are not in the nature of a loan, does/do not require the start-up to pay any interest, and does/do not require the start-up to repay the principal in cash to the investor subject to any conditions.

[ ]  I/We DO NOT RECOMMEND *(name of the start-up)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to be funded under TSSSU‑O / TSSSU+. (Note: In this case, the application form needs not to be provided to ITC.)

|  |  |  |
| --- | --- | --- |
| Signature | : |  |
| Name | : |  |
| Post Title | : |  |
| Tel. No. | : |  |
| E-mail  | : |  |
| Date (dd/mm/yy) | : |  |

1. In case the investments are made in foreign currency, relevant exchange rates should be provided in the table. [↑](#footnote-ref-2)
2. The bank account should be opened with a bank in Hong Kong with the name of the account holder identical to that of the name of the start-up. [↑](#footnote-ref-3)