

Esports Internship Scheme

Guides and Notes for the Applicants

You are required to:

- Read this Guides and Notes related to the Esports Internship Scheme before submitting your application.
- Contact Hong Kong Cyberport Management Company Limited ("HKCMCL") by email e-sports@cyberport.hk when you have any queries about the application.

Hotline: (852) 3166 3839 (9 a.m. – 5:30 p.m., Monday–Friday)

Email: e-sports@cyberport.hk

1. Objective

- 1.1 This Esports Internship Scheme (EIS) aims to provide solid work experience for current students, or any eligible young persons aged under 35 with relevant academic qualifications, or convincing hands-on experience and/or industry knowledge, and new to work in the esports industry with experience less than 2 years. EIS shall provide cash subsidy on payroll from a minimum of eight weeks up to twelve months to participating industry employers as an incentive to provide various internship placements to interns.

2. The Scheme

- 2.1 Admitted applicant organization will be allocated up to HK\$7,500 per month per intern for a minimum term of eight weeks and up to a maximum term of twelve months, or 50% of the intern's basic monthly salary plus employer's Mandatory Provident Fund (MPF) contribution, whichever is lower.
- 2.2 HKCMCL shall arrange relevant training activities for the interns at regular intervals. Some training activities are recommended for the interns. Successful applicant organization should try the best to make their interns available to attend these recommended training activities during the employment period. The training activities shall include but not limited to workshops, seminars, conferences, and industry exhibitions/trade shows, etc., and which are counted as an integral part of the internship.
- 2.3 The monthly salary subsidy will be disbursed by the HKCMCL to the successful applicant organization on a reimbursement basis after acceptance of the Review Report and/or Progress Report by HKCMCL. The subsidy shall be paid in full towards the actual lump sum monthly remuneration for the intern and shall not, in whole or in part, be retained by the applicant organization for whatever reasons. No other allowances, overhead or fringe benefits etc. will be payable from the EIS. HKCMCL reserves the right to withdraw the subsidy if in any case the successful applicant organization is not able to carry out their responsibilities stated or not align to the objectives of this scheme.

2.4 For any internship falls between six months and twelve months, progress review of internship will be conducted upon request during the midway of the internship period, and in an overall review session after completion of the internship period.

3. Eligibility

3.1 Under the Scheme, subsidies will be provided through HKCMCL to organizations who are prepared to train local students, or new graduates, or eligible young persons as interns to involve in esports-related jobs or projects such as:

- a) Gaming content development; or
- b) Gaming technologies research and development or application; or
- c) Hardware/peripherals manufacturing; or
- d) Esports event production and management; or
- e) Theatre and entertainment arts; or
- f) Training and education provision; or
- g) Media platform/broadcaster of esports related content; or
- h) Esports contender apprenticeship

3.2 The eligibility of application organization:

3.2.1 Applicant must be an organization either registered under the Companies Ordinance (Cap. 622) or the former Companies Ordinance (Cap. 32); or Societies Ordinance (Cap. 151); or non-governmental organization exempt from tax under section 88 of the Inland Revenue Ordinance; or statutory corporations established under any Ordinances in Hong Kong, including:

- a) Business enterprises; or
- b) Industry/trade associations; or
- c) Professional bodies; or
- d) Non-governmental organizations receiving subvention from the Social Welfare Department (Reference link: http://www.swd.gov.hk/en/index/site_links/page_ngowebseite/); or
- e) Public bodies under Section 2 of the Prevention of Bribery Ordinance (Cap. 201), except the Government Bureau/Departments, the Executive Council and the Legislative Council (Schedule 1 to Cap. 201 is relevant)

Other organizations may also be considered under exceptional circumstances.

3.2.2 Applicant organization must be a Cyberport Community Member.¹

¹ Cyberport Community Members refer to office tenants, Smart-Space tenants (i.e. including Office Room, Workstation, and Flexi-Space), current incubatees and alumni of Cyberport Incubation Programme, and also current Cyberport Creative Micro Fund grantees and alumni. For any applicant of the Esports Internship Scheme who is not a Cyberport Community Member at the time of application, it is required to become a Cyberport Community Member in any form as stated above upon obtaining approval of its application.

3.3 The eligibility of interns:

- 3.3.1 current students or holders of accredited certificates, diplomas, degree programs of post-secondary and tertiary institutes in esports and digital entertainment relevant disciplines, such as IT, computer science, engineering, digital media, digital marketing, event management, theatre & entertainment arts, etc., or
- 3.3.2 "young person" aged 15 years old but under 35, governed by the Employment of Young Persons (Industry) Regulations made under the Employment Ordinance, who has convincing hands-on experience and/or industry knowledge, and new to work in the esports industry with experience less than 2 years.

4. Details and Engagement

- 4.1 Each company can apply subsidy for up to **three** intern places in each batch of application
- 4.2 The internship placement duration shall be eight weeks minimum, up to a maximum of twelve months. Subsidy will not be disbursed if the internship placement duration is less than eight weeks.
- 4.3 The internship position should be filled within **three months** after receiving the approval letter from HKCMCL. If the Applicant is unable to hire a new employee for the approved position within the mentioned period, the subsidy will be forfeited.
- 4.4 Cash subsidy will **NOT** be granted to cover the following types of internship or expenses:
 - 4.4.1 No esports-related job or project for the intern(s) to work on during the internship period.
 - 4.4.2 No relevant planned training for the intern(s) during the internship period.
 - 4.4.3 Intern, who does not meet the criteria stated in paragraph 3.
 - 4.4.4 Expenses other than basic salary and employer's MPF contribution, such as allowances, overhead or fringe benefits, etc.
 - 4.4.5 Intern, who is not a Hong Kong SAR permanent resident.
 - 4.4.6 Intern, who is employed by the applicant organization within the past three months before the date of application, unless the Intern was previously approved by EIS and still being employed by Applicant.
 - 4.4.7 Intern, who is also the proprietor, partner or shareholder of the applicant company.
 - 4.4.8 Employment contract of the intern does not comply with the employment laws of Hong Kong.
 - 4.4.9 The intern of the applicant is receiving other internship subsidies provided by any other local public funding for the subject internship under application, e.g. The Researcher Programme for Incubatees and Innovation and Technology Tenants of the Hong Kong Science and Technology Parks Corporation (HKSTP) and Hong Kong Cyberport Management Company Limited (Cyberport) ("RP-SPC") (formerly known as "Internship Programme (Hong Kong Science & Technology Parks Corporation (HKSTPC))"
- 4.5 Successful applicants who do not carry out their responsibilities stated here below may

result in the withdrawal of the subsidy and may be required to repay the subsidy to the HKCMCL in full.

- 4.6 Unless special approval is given by the Vetting Team, any redundancy of the approved position, or any substantial change in the nature or scope of the new position at any time during the duration of subsidy shall result in the forfeiture of the subsidy.
- 4.7 HKCMCL shall have final decisions on the eligibility of applicants (subject to the advice of a Vetting Panel) and also the amount of the subsidy.

5. Application and Selection

- 5.1 An applicant organization should fill in and submit the Esports Applicant Eligibility Check Form (EYT.SF.010).
- 5.2 Upon the approval from HKCMCL, the applicant organization shall fill in and submit an Esports Internship Scheme - Application Form (EYT.SF.080) together with relevant documents by email (including the signed copy of HKID of interns, academic proof / recommendation letter by the applicant organization if any).
- 5.3 Application should be completed by the principal applicant or the director or a shareholder of the applicant. Otherwise, it will not be processed.
- 5.4 The applicant organizations are required to quote true and accurate monetary figures in Hong Kong Dollars in the application form. Under no circumstances will HKCMCL accept any request for adjustment of figures on the ground that any monetary figures have been mistakenly quoted in the submitted application.
- 5.5 HKCMCL shall conduct initial screening on each application to validate its eligibility. Based on the initial assessment, HKCMCL will prepare shortlisted results for a Vetting Panel to make final decision.
- 5.6 The vetting process shall base on fundamental criteria such as (1) Scope of Internship; (2) Eligibility of Applicants; and (3) Qualifications of Interns.

6. Result Announcement

- 6.1 Successful applicant organizations shall be notified by email from HKCMCL via [e-sports@cyberport.hk](mailto:esports@cyberport.hk) within six weeks after the application period.

7. Reimbursement of Cash Subsidy

7.1 Approved cash subsidy amount shall be disbursed to the applicant organization after acceptance of the Progress/Review report and also upon receipt of the necessary supporting documents prepared by the admitted applicant organization as follow:

Mandatory Supporting Documents
1. Intern's Hong Kong SAR identity card details
2. Proof of salary disbursement (bank transfer record, other e-payment receipt)
3. MPF record
4. Employment contract
5. Key activities and tasks for every six months as measurable performance indicators for the progress/final review

7.2 To expedite the reimbursement process, all admitted applicants are required to submit the required documents stated in Paragraph 7.1 within 30 working days after the completion of internship.

7.3 Reimbursement of subsidy will be scheduled as below:

Total Internship Period	Report Submission
8 weeks – 24 weeks	Review report shall be submitted within 30 working days of the completion of internship
25 weeks – 52 weeks	Progress report shall be submitted within 30 working days after the 6 th month of internship
Completion of internship	Review report shall be submitted within 30 working days of the completion of internship

7.4 HKCMCL will have a field visit and interview with the interns and the supervisor of interns during the engagement and/or in the completion of internship.

8. Responsibilities of Successful Applicant Organisation

8.1 Successful applicant organisation should:

- a) Ensure that the objectives of the submitted training plan set out in Application Form (EYT.SF.080) could be fulfilled;
- b) Keep HKCMCL informed of any changes/updates of the internship at the earliest convenience;
- c) Acknowledge the subsidy of the EIS and HKCMCL in all publicity materials including both printed and online material;
- d) Release the interns to attend necessary trainings courses arranged by HKCMCL;
- e) Attend the review sessions with interns arranged by HKCMCL during and/or after the internship for the benefits of future programme development and submit the

Progress Report (EYT.SF.090) shall the internship period be longer than six months;

- f) Submit the review reports (EYT.SF.100 and EYT.SF.110) with all required supporting documents according to the reimbursement schedule stated in paragraph 7.3;
- g) Comply with the employment laws of Hong Kong.

9. Declaration of Interests

9.1 To ensure impartiality of the Scheme, applicant organization is required to declare on the Application Form (EYT.SF.080) for any relation, interest, or benefit which the applicant organization may have or may receive from the collaborative partners and parties of the internship.

10. Commitment

10.1 The applicant is not entitled to charge any interest or claim any compensation or relief of whatsoever nature against the HKCMCL in the event of any late or withholding of payment of the approved grant for any reason whatsoever.

10.2 If applicants have received or will receive from any other direct publicly funded organisations/ programmes for any expenditure item(s) of the event/ activity, the same expenditure item would not be funded by the funding scheme under application.

10.3 HKCMCL reserves the absolute rights to make changes onto programme requirements as set out in any published guide and notes and document templates in relation to the Esports Internship Scheme.

11. Probity Policy for Applicants

To ensure openness, fairness and integrity of the Scheme, each applicant shall: -

11.1 Observe the Prevention of Bribery Ordinance (Hong Kong Legislation – Cap. 201) and shall advise its employees, agents, subcontractors and other personnel who are in any way involved in its application/project (the "Personnel") that they shall observe the same and that they are not allowed to offer to or solicit or accept from any person any advantages as defined in the Prevention of Bribery Ordinance in relation to the application/project;

11.2 Not offer or give or agree to give any person employed by HKCMCL, the members of the Vetting Panel or acting on its behalf, any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any act in relation to the Scheme or for showing or forbearing to show favor or disfavor to any person in relation to the Scheme;

11.3 Promptly declare and notify HKCMCL in writing of any potential or actual conflict of interests upon becoming aware of the same. "Conflict of interests" shall include (but are not limited to) any situation where the personal/financial interest of an applicant or its Personnel, conflict or compete, or may be expected to conflict or compete, with the role,

duties and/or impartiality of such applicant or Personnel under the Programme;

- 11.4 Apply the funding prudently, efficiently and solely for the purpose of the project approved under the Scheme;
- 11.5 Abide by the principles of openness, fairness and competitiveness in the procurement of any goods/services in connection with the Scheme; and
- 11.6 Take all necessary measures (including by way of a code of conduct or contractual provisions) to ensure that its Personnel are aware of and comply with the requirements under this Policy.