

Cyberport Incubation Programme (including Cyberport Incubation Programme for Smart Living Start-ups)

Guides and Notes for the Applicants

You are required to:

- Read the brochure(s) and study this Guides and Notes related to the Cyberport Incubation Programme (“Programme”) before submitting your application.
- Contact Hong Kong Cyberport Management Company Limited (“HKCMCL”) by email when you have any queries in the application. Upon receipt of the message, an acknowledgement will be sent to the enquiry within 7 working days.

Email : cip_enquiry@cyberport.hk

1 Eligibility

The following basic criteria will be considered for shortlisting eligible Applicants:

- 1.1 A viable business plan for a product or service to be ready for marketing in 12 to 18 months;
- 1.2 The Applicant must be a registered digital tech company limited by shares (or in progress of incorporation) under the Companies Ordinance in HKSAR and the date of incorporation must be less than 7 years upon application deadline. In any case of pending for incorporation in Companies Registry, the process should be completed within 30 calendar days after the application deadline.
- 1.3 A principal applicant working for the applicant cannot be a founder, co-founder or director who is working for any of the following:
 - 1.3.1 a company in the same nature currently in any incubation programme(s) operated by HKCMCL, Hong Kong Science & Technology Parks Corporation, or Hong Kong Design Centre (together the “HK Incubators”); or
 - 1.3.2 a company in the same nature that has previously joined and graduated from any incubation programme operated by any of the HK Incubators
- 1.4 The founders of the Applicant collectively (legally and beneficially) must hold at least 51% of the company shares or absolute control of the Applicant at the time of application submission and throughout the Programme Period.
- 1.5 All Incubatees shall maintain local presence with at least one local authorised representative physically working in Hong Kong (mainly to support local operation and product development) in the incubation period. Such a representative shall be either a Founder/Co-founder or a local full-time staff employed by the Incubatee.

- 1.6 Same project/ company or similar project previously admitted into Cyberport Incubation Programme should not re-apply the Programme.

2 Project Nature

- 2.1 Projects must be rooted in digital tech related areas.
- 2.2 Projects/ Companies have not received and should not receive funding granted by Hong Kong Design Centre or Hong Kong Science & Technology Parks Corporation which provide support in similar stage of business development as the Programme before and during application stage and in the development period.
- 2.3 HKCMCL and/or the Vetting Team reserve the right, in their sole and absolute discretion, to define and decide on whether a Project satisfies the requirement stated in 2.1 and 2.2 above.

3 Participation in other funding programmes

- 3.1 Applicants should make a true, full and accurate disclosure of their proposed or similar digital tech projects participated in all other publicly and/or privately funded programmes including, but not limiting to:
 - 3.1.1 all applications made by the applicant (or any company established by the applicant) in progress to such programmes;
 - 3.1.2 all admissions of the applicant (or any company established by the applicant) to such programmes;
 - 3.1.3 all grants or funding received by the applicant (or any company established by the applicant) prior to the submission date of the Programme application, as well as the scope of expenditure for such grants or funding;
 - 3.1.4 all grants or funding that the applicant (or any company established by the applicant) anticipates receiving or becomes entitled to receive after the submission date, along with the scope of expenditure for such grants or funding; and
 - 3.1.5 if the applicant is a company, disclosure of 3.1.1 to 3.1.4 extend to similar digital tech projects participated by the directors and shareholders of the applicant.
- 3.2 If an applicant applies for the Cyberport Creative Micro Fund (CCMF) and the Cyberport Incubation Programme in the same intake, HKCMCL will only consider the application for the Cyberport Incubation Programme without further notice.
- 3.3 Applicants should, at any time when requested, provide evidence of payments made or received in respect of such publicly and/or privately funded programmes.

- 3.4 Applicants should inform HKCMCL immediately if there are any subsequent changes to the above information (and when requested, provide evidence of payments made or received in respect of such programmes after the date of submission).

4 Application Process

4.1 Application Form

- 4.1.1 Applicants are required to submit online applications via Cyberport Entrepreneurship Management System (“EMS”) with supporting documents (whenever required).
- 4.1.2 EMS Online application should be completed by the principal applicant (in case of non-company applicant) or the director or a shareholder of the applicant (in case of a company). Otherwise, it will not be processed.
- 4.1.3 Unsuccessful applicant can submit a new application after result announcement. However, if a new application is substantially the same as a previous ineligible or unsuccessful application, HKCMCL may refuse to consider it.
- 4.1.4 After application deadline, if an Applicant defers the submission of the clarifications, information and documents requested by HKCMCL for processing its application for more than two weeks, the application may be considered as being withdrawn.

4.2 Screening of Applications

- 4.2.1 HKCMCL will screen all applications throughout the process to ensure that they meet the eligibility criteria as stated in this document.
- 4.2.2 Only the shortlisted applicants will be invited to the Presentation Session.

5 Vetting of Application

5.1 Vetting Criteria and Weighting

The Vetting Team shall consider the following criteria weighted as follows in determining a prospective Project’s potential to become an Incubatee:

Market viability with milestones and contribution to Cyberport’s strategic clusters (30%)

The vision, direction, short and long-term objectives, to cope with market need for the product, target market, and marketing strategy. It also involves a realistic assessment of the project’s viability and the presence of scheduled events indicating the completion of major deliverables or sets of deliverables. Milestones should be measurable, observable, and serve as progress markers.

Quality and competence of the management team (20%)

The project management team's ability is based on their prior track record, execution ability, individual qualifications, and allocation of team responsibilities.

Business scalability (20%)

The company's capability to cope and perform well under an increased or expanding workload or scope. It examines whether the company can grow without being hindered by its structure or available resources when faced with increased production.

Functional prototype or product secured by design to solve a real problem (20%)

How the product or service can solve a real problem and meet the existing needs of consumers. It considers whether there is a functional prototype or product secured that demonstrates the ability to address the identified problem.

Innovativeness and social impact (10%)

This involves innovative technologies, creative solutions, disruptive technology capability, emerging or breakthrough problem-solving technologies. It also considers the positive social impacts that can be contributed through business inputs, activities, and outputs.

5.2 Final Decision

Final funding and Programme decision is subject to the Vetting Team's evaluation. No appeal or request for explanation of the decision will be considered.

6 Result Announcement

- 6.1 Email notifications shall be sent to the applicants on the final vetting result, which is subject to the final reference check by the HKCMCL.

7 Acceptance of Offer for Admission

- 7.1 Successful applicants will become the Incubatees, who are required to sign the Cyberport Incubation Programme Agreements with HKCMCL to confirm the acceptance of the offer for admission to the Programme within 30 calendar days of the date of the Result Announcement.
- 7.2 If HKCMCL does not receive the signed Cyberport Incubation Programme Agreements from the successful applicants within the time frame stated above, HKCMCL shall assume that the applicants have withdrawn their applications. The subject application will be dismissed without further notice.

8 Probity Policy for Applicants/ Incubatees

To ensure openness, fairness and integrity of the Programme, each applicant/ Incubatee shall:-

- 8.1 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;
- 8.2 Not offer or give or agree to give any person employed by HKCMCL, any members of the Vetting Team or any individuals acting on its or their behalf, any advantage, gift or favour during the incubation period or as an inducement or reward for such person's doing or forbearing to do or for having done or forborne to do any act in relation to the Programme or for showing or forbearing to show favour or disfavour to any person in relation to the Programme;
- 8.3 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 private interest of an applicant/incubatee or its Personnel, conflict or compete, or may be expected to conflict or compete, with the role, duties and/or impartiality of such applicant/incubatee or Personnel under the Programme (e.g. Any relative of any directors and/or employees working in HKCMCL);
- 8.4 Apply the funding prudently, efficiently and solely for the purpose of the project approved under the Programme;
- 8.5 Abide by the principles of openness, fairness and competitiveness in the procurement of any goods/services in connection with the Programme; and
- 8.6 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.
- 8.7 When doing business overseas and/or set up legal entities in foreign locations to support local operations, all applicants are required to comply with anti-bribery laws and regulations in other jurisdictions when conducting business there or where applicable.

9 Compliance with Laws of Hong Kong and in Other Jurisdictions

- 9.1 Applicant/Grant Recipient of Cyberport Incubation Programme must comply with all local laws and regulations when conducting the Company's business, and also those in other jurisdictions when conducting business there or where applicable.