

Important Notes to Successful Applicant

Disclaimer: The below are only highlights of some of the requirements and terms and conditions of the CITF. Applicants should always refer to the CITF Agreement which comprises the Application Framework, Application Form and the CITF Terms and Conditions for full compliance to the requirements.



1. Notification of Approval

- a) The Approved Project is required to be carried out strictly in accordance with the CITF Agreement. Any modification to the Approved Project, including but not limited to changes of commencement or completion dates, key project staff, key equipment, scope, methodology, deliverables or budget, will require prior written approval of the CITF Secretariat.
- b) Please send an email to citf@cic.hk to update and notify the CITF Secretariat within 14 calendar days upon the occurrence of such modification.

2. Procurement of reimbursable items

- a) All reimbursable items under the CITF according to the Notification of Approval must be procured and committed ***after*** the submission date) of

the CITF application (as per the date denoted in the CITF Application Portal).

- b) Reimbursable item details can be found in the Application Framework (*Link: <http://www.citf.cic.hk/en/?route=manpower>*).
- c) Applicant of the CITF must ensure that all procurements for reimbursable items are carried out in an unbiased and fair manner and must comply with the following procedures:
 - i. for every procurement the aggregate value of which **does not exceed HK\$50,000**, quotation in written form from at least one supplier or service providers must be obtained;
 - ii. for every procurement the aggregate value of which is **more than HK\$50,000 but not over HK\$200,000**, quotations in written form from at least two suppliers or service providers must be obtained;
 - iii. for every procurement the aggregate value of which is **more than HK\$200,000**, quotations in written form from at least three suppliers or service providers must be obtained; and
 - iv. in all of the scenarios set out in sub-clauses (i) to (iii) above, the supplier or service provider (as the case may be) that has submitted the lowest bid should be selected. If the lowest bid is not selected, full justifications must be given.

3. Acknowledgement of CITF

- a) Applicants are required to acknowledge CITF funding support in all promotion materials of the event including backdrop, program book, exhibition panels wherever is appropriate by displaying the below logo (the jpeg file and logo guideline attached). The prototype of the marketing materials shall be sent to the CITF Secretariat to obtain prior written consent from the CITF Secretariat before production.

FUNDED BY:



- b) Other marketing and promotion offers to the CITF such as free tickets to the event, promotion channels during the event shall co-ordinate with the CITF Secretariat as soon as practicable.

4. Auditing the approved project

- a) All approved projects under Manpower Development shall need an independent audit to be performed. The notes to the auditors are enclosed.

5. Reimbursement

- a) Applicants shall submit the completion report and the auditors and request for reimbursement via the CITF Application Portal.
- b) For ‘Local Collaborative Courses’ or ‘International Conferences in Hong Kong’, payments on an instalment basis may also be allowed subject to proof of payments and/or required supporting documents.
- c) Required documents to support the disbursement requests include:
Service / Product / Training Fee / Course Fee
 - i. Quotation(s)
 - ii. Purchase Order / Contract / Agreement (directly engaged by applicant) Invoice(s) (charged to applicant)
 - iii. Delivery Note(s)
 - iv. Receipt(s) (charged to applicant), and Bank Transfer Record
 - v. Equipment/Product/Technology Specification and/or Brochure (for additional equipment)

- vi. Photo(s) of the approved projects
 - vii. Proof of participants as Hong Kong Permanent Residents (for Non-local Courses or Visits)
 - viii. Training Material(s)
 - ix. Additional Manpower including employment contract(s), MPF Record(s) and job Description
 - x. Others as appropriate
- d) Submit the required ORIGINAL supporting documents according to the ‘Notes to the Applicants’ in the Disbursement Request Form to the CITF Secretariat at the specified address: Construction Industry Council, 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong.
- e) Keep copy of the submitted documents for own record.