

Important Notes - Technology Adoption

Applicants should always refer to the CITF Application Form, [Terms and Conditions](#) and CITF [Application Framework](#), [Guide to Application](#), Important Notes and correspondences from the CITF Secretariat as well as other relevant information to ensure full compliance with the CITF requirements.

1. Procurement of Approved Technologies

- 1.1 Ensure the full specification such as brand name, model number and product package etc. of the products to be procured are the same as the approved lowest bid quotation and **procure from the approved lowest bid vendor (unless otherwise specified)**.
- 1.2 The date the applicant commits the expenditure, e.g. placing purchase order, must be after the CITF application submission date unless otherwise provided.
- 1.3 Inform the CITF Secretariat in writing for **changes in approved technology/ product for approval prior to procurement or signing contract** with suppliers/ vendors or committing expenditure.

2. Progress / Deposit Payment / BIM Training Disbursement Request Submission via the CITF Application Portal

2.1 Progress Payment

Submit the first Disbursement Request (i.e. Progress Payment) (**up to 80%** of the fund grant amount or the actual expenditure amount whichever is the less) with the required supporting documents including purchase order(s), invoice(s), delivery note(s), payment receipt(s) and bank transfer record(s) which **match with the approved lowest quotation(s) (unless otherwise specified)** normally **within 12 months** from the date of Notification of Approval, via the Portal. The remaining instalment shall be disbursed after 12 months from the first disbursement. The CITF-subsidized technology(ies) should be adopted in at least one construction project which could sufficiently demonstrate the use of the technologies, e.g. adoption for a duration of not less than **3 months** in a particular project or in various projects accumulatively.

2.2 Deposit Payment

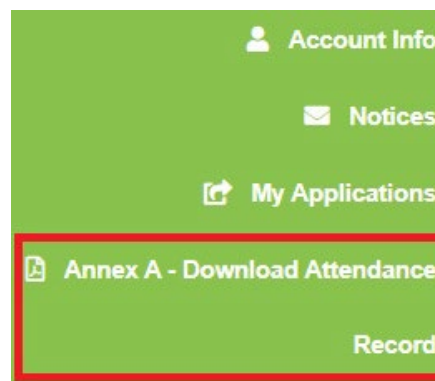
Successful Applicants for the categories of Advanced Construction Technology (ACT) and Building Information Modelling (BIM) adoption may opt for earlier funding disbursement (i.e. Deposit Payment) if the following two criteria are fulfilled: **(i) Product delivery time (either pledged or actual) takes longer than 2 months; and (ii) Payment to vendor in one single bank transaction exceeds HK\$100,000**. Where Successful Applicant opts for earlier funding disbursement, reimbursements could be

made every time it makes payment (payment sum exceeding HK\$100,000) to the vendor before product delivery upon the Successful Applicant's submission of document proof to the CIC. The reimbursement amount will be capped at the matching ratio (70% in general) of the actual amount the Successful Applicant has paid for procuring the technology before product delivery, subject to a cap of 80% of the approved funding. Upon product delivery, Successful Applicant could apply for reimbursing the remainder (if any) of 80% of the approved funding.

2.3 BIM Training

Enroll in the approved course from the approved course provider or in case of in-house training by external trainer, engage the external trainer. Attend and complete the approved course. Submit the disbursement request **within one month** from course completion.

- 2.3.1 Ensure the course is exactly the approved course (course name, course content, course duration, mode of delivery, course instructor, course venue and price).
- 2.3.2 Settle all the **payment (by the applicant)**.
- 2.3.3 Assign the approved number of employees to attend the course.
- 2.3.4 Fulfil the minimum attendance requirements.
- 2.3.5 Upon completion, ask **EACH** of the **trainees** to complete the evaluation form of the **specified course on the evaluation portal** <https://evaluationportal.citf.cic.hk/OnlineForms/>. Report any change of the course particulars (course venue, course instructor, course duration and course content) as appropriate.
- 2.3.6 Collect the original completion certificates for **each of the trainees** which shall include the **course date and duration**.
- 2.3.7 Full name list of **ALL** trainees with declaration signed by the training participants (where applicable) and the authorized person of the applicant with company stamp. The attendance list and the declaration form can be downloaded here in the Application Portal (see screenshot below): [Attendance List and Declaration Form](#).

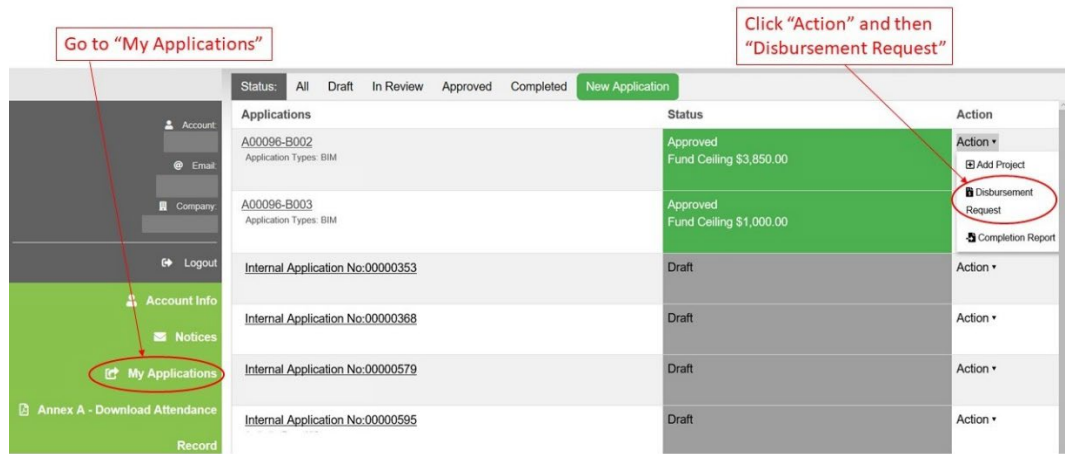


2.4 All the above-mentioned documents shall include proper cross reference to each other, e.g. invoice number is specified on the payment receipts. All documents shall bear signature of authorised persons and company stamps.

2.5 Applicants shall only submit their disbursement request when all required documents are available and **payment is settled by the applicant** with bank transfer record.

2.6 Quick guide to submit disbursement requests in the CITF Application Portal:

Step 1 – Go to My Application for Raising Disbursement Request



Step 2 – Select New Application of Disbursement Request



Step 3 – Select Payment Type in Disbursement Request Form

Select the type of payment

建造業創新及科技基金科技應用撥款發放申請 CITF Disbursement Request Form for Technology Adoption				
				秘書處專用申請編號 Office use Request No.
A) 申請詳情 A) Request Particulars				
遞交編號 Submission ID No.			申請日期 Application Date:	
申請者全名 Name of Applicant			申請之撥款類別: Type:	<div style="border: 1px solid #ccc; padding: 2px; font-size: x-small;"> 首期或進度撥款 Progress Payment 餘下撥款(非建築信息模擬培訓) Final Payment (Other than BIM Training) 餘下撥款(建築信息模擬培訓) Final Payment (BIM Training) </div>
銀行名稱 Bank Name				
銀行戶口號碼 Bank Account Number				
C) 申請者須知: C) Notes to the Applicants:				

Step 4 – Fill in and Submit the Disbursement Request Form

Fill in the details and upload supporting documents

建造業創新及科技基金科技應用撥款發放申請 CITF Disbursement Request Form for Technology Adoption								
				秘書處專用申請編號 Office use Request No.				
A) 申請詳情 A) Request Particulars								
遞交編號 Submission ID No.			申請日期 Application Date:					
申請者全名 Name of Applicant			申請之撥款類別: Type:	首期或進度撥款 Progress Payment				
銀行名稱 Bank Name								
銀行戶口號碼 Bank Account Number								
B1) 申請撥款項目 (首期或進度撥款, 非建築信息模擬培訓之科技應用) B1) Payment Request Items (Progress Payment For Technology Adoption other than BIM Training)								
項目編號 Item No.	批准通知參考編號* Approval Letter Reference No.*	批准之項目* Item Marked in Letter*	批准金額 (港幣\$)* Approved Amount (HK\$)*	申請金額 (港幣\$)* Claimed Amount (HK\$)*	採購單* Purchase order*	發票* Invoice*	送貨單* Delivery Note / Self-collect proof*	收據及銀行交易紀錄* Receipts & Bank transfer records*
1					上載	上載	上載	上載
2					上載	上載	上載	上載
3					上載	上載	上載	上載

2.7 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:

38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong

2.8 Keep copy of the submitted documents for own record.

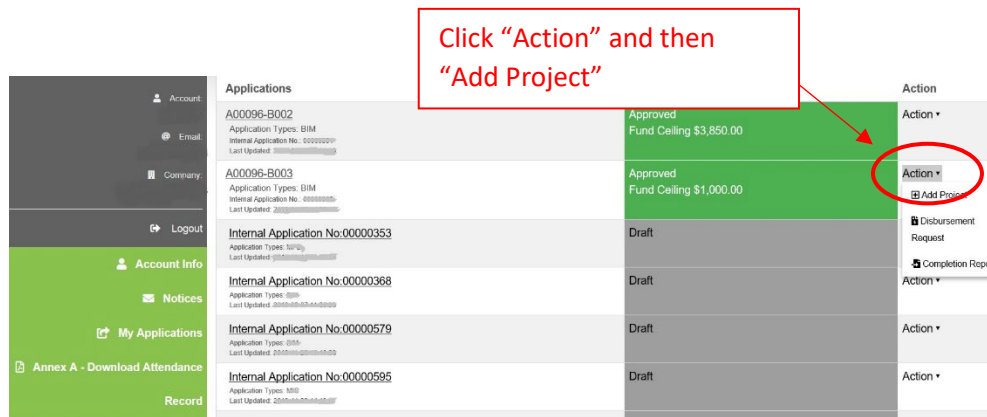
3. Timely Update Construction Project information

3.1 The CITF subsidized technology(ies) should be adopted in at least one construction project which could sufficiently demonstrate the use of the technologies, e.g. adoption for a duration not less than **3 months** in a particular project or in various projects accumulatively (except for BIM experiential use) before submission of the Final Disbursement Request (i.e. the second instalment).

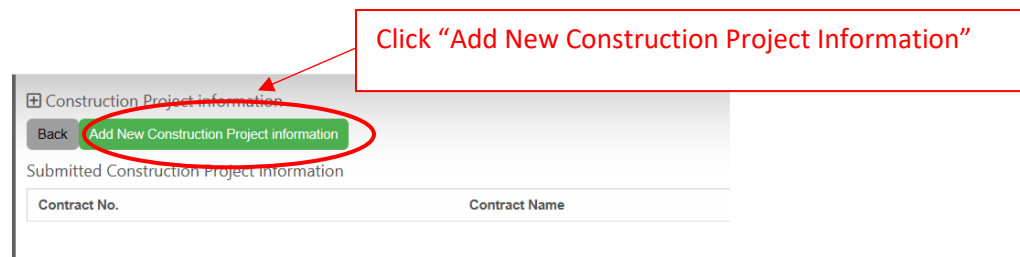
3.2 Inform the CITF Secretariat in writing for changes in the approved project. Project information should be updated within **7 calendar days** upon change of construction projects. Multiple projects are allowed.

3.3 Additional project information can be provided via the CITF Application Portal:

Step 1 – Go to My Application for Adding Construction Project Information



Step 2 – Click "Add New Construction Project Information"



Step 3 – Provide Project Information

Construction Project information

Contract

Contract No: * Contracting Party A: * Contracting Party B: *

Contract Name: * Location: *

Project Description: * (250/250 words)

Contract Sum: (HKD) *

Type of Project: Please select Please select

Contract Date: Start Date: * End Date: *

Technology/ Product shall Apply: Start Date: * End Date: *

Project Manager

Name: * Phone: * Email: *

Project Site Representative

Name: * Phone: * Email: *

Fill in the project information and then press "Save"

3.4 Inform the CITF Secretariat in writing for **changes in approved technology/ product for approval prior to procurement or signing contract** with suppliers/ vendors or committing expenditure.

4. Acknowledgement of CITF Funding Support

4.1 According to the [Terms and Conditions](#), successful applicants are required to acknowledge CITF funding support in applicable marketing materials. The following logo (see image below) is to be used in the applicable marketing materials produced by the Applicant. The prototype of the marketing materials shall be sent to the CITF Secretariat to **obtain prior written consent** from the CITF Secretariat before production. The CITF logo graphic file can be provided upon request.

FUNDED BY:



5. Final Disbursement Request Submission via the CITF Application Portal (Except for BIM Training)

5.1 Submit the Final Disbursement Request Form for the remaining amount (**up to 20%** of the fund grant amount and the external audit fee, where applicable; **100%** for financial subsidy for Entry of MiC system to Buildings Department (BD)'s Lists of Pre-accepted MiC Systems) with the required supporting documents **within 12 months** from the date of First Disbursement Request consisting of the followings via the Application Portal. Please refer to the [Terms and Conditions](#) for the level of external audit fee to be supported.

5.1.1 Evaluation survey (link in the CITF Application Portal Final Disbursement Request form); and

5.1.2 3 – 5 nos. of photos with specified shooting angles (product overview, serial no./ other unique identification no. and product in operation in the approved project); Or

5.1.3 A video featuring onsite adoption in the approved construction project(s) of not more than 1 minute.

5.1.4 Final Audited Financial Report (if applicable)

The Audited Financial Report shall be duly certified by auditors and complying with Hong Kong Standard on Assurance Engagements 3000 “Assurance Engagements Other than Audits or Reviews of Historical Financial Information” (for a single fund grant amount of a Submission ID more than **HK\$500,000** except for Pre-fabricated Steel Rebar category, Entry of MiC system to Buildings Department (BD)'s Lists of Pre-accepted MiC Systems and MiC Project Adoption by Project Consultant). Please refer to the **Notes for Auditors of Approved Projects** in **Annex A**.

5.2 The supporting information and documents e.g. the evaluation survey in the Final Disbursement Request form can be submitted within 12 months from the first disbursement request upon completion of the adoption period of at least 3 months.

5.3 Submit the **ORIGINAL** supporting documents listed below according to the ‘**Notes to the Applicants**’ in the Disbursement Request Form to the CITF Secretariat at the specified address:

38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong

- a. Invoice (for both the product and the external audit, if applicable)
- b. Receipt (for both the product and the external audit, if applicable)
- c. Delivery Note
- d. Audited Financial Report (if applicable)

5.4 Keep copy of the submitted documents for own record.

5.5 The CITF Secretariat may conduct interviews on applicants for selected applications for a more detailed survey on the benefits and the relevant successful applicants have the responsibility to facilitate the detailed survey and to attend seminars to share their cases upon the CITF Secretariat's request.

6. Record Keeping

6.1 Keep all financial statements (where applicable), books and records of the Approved Project(s) for at least **7 years** after completion of the Approved Project(s) or the final payment date and allow for inspection by the CITF Secretariat at any time within that 7-year period.

6.2 The Successful Applicant is forbidden to transfer, sell or lease, with a view to making profits, the equipment procured under the Approved Project within the first **3 years** of its procurement. Please submit the Declaration Form in **Annex B** by the end of the 36-month periods from the first disbursement request date.

Construction Innovation and Technology Fund (Technology Adoption)

Annex A

Notes for Auditors of Approved Projects

These notes aim to provide guidance for the Auditors of Successful Applicants in conducting a reasonable assurance engagement and in preparing an audited financial report for each Construction Innovation and Technology Fund (CITF) Approved Project.

1. Pursuant to the project agreement made between the CITF Secretariat (Secretariat) and the Successful Applicants in respect of each CITF project, the [Terms and Conditions](#) for CITF, Successful Applicants are required to submit audited accounts¹ for each Project receiving Funding of more than HK\$500,000 in a single application on Technology Adoption to the Secretariat according to a stipulated timeframe. The requirement to submit audited accounts is to assure the Secretariat that:
 - a) the Funding were fully and properly applied to the project for which they were paid, and received and expended in accordance with the approved fund ceiling; and
 - b) the Successful Applicants complied with the [Terms and Conditions](#) for CITF in the administration, management and the usage of the CITF project.

2. In conducting a reasonable assurance engagement, the auditors should perform such procedures² as they consider necessary in the circumstances and obtain all the information and explanations which they consider necessary in order to provide them with sufficient evidence to give their conclusion as to whether the Successful

¹ The audited accounts (together with the completion report of the project) should comprise Statement of Income and Expenditure, Balance Sheet, Notes to the Accounts and Audited Financial Report. The audited accounts mean accounts of the project which have been reported on by Auditors under a reasonable assurance engagement conducted in accordance with Hong Kong Standards on Assurance Engagements issued by the Hong Kong Institute of Certified Public Accountants.

² The Auditors' procedures would normally include:

- a) performing tests of transactions and of the existence, ownership and valuation of assets and liabilities;
- b) obtaining an understanding of the accounting systems and control in order to assess its adequacy as a basis for the preparation of the project accounts and to establish whether a proper and separate set of project books and records have been kept and maintained by the Successful Applicant;
- c) assessing significant estimates and judgments made by the Successful Applicant in the preparation of the accounts, and whether the accounting policies have followed the requirements of CITF, consistently applied and adequately disclosed; and
- d) evaluating the overall adequacy of the presentation of information in the accounts.

Applicant has complied with, in all material respects, the requirements set by the Secretariat (including the requirements to keep proper books and records and to prepare audited accounts of the project), and all the [terms and conditions](#) of CITF, as specified in the following documents:

- a) the Notification of Approval and agreement made between the Secretariat and the Successful Applicant in respect of the Approved Project;
 - b) the [Terms and Conditions](#) and [Application Framework](#);
 - c) all instructions and correspondences issued by the Secretariat to the Successful Applicant in respect of the Approved Project; and
 - d) requirements stipulated in the Disbursement Request Form and Completion Report Form.
3. The Auditors should comply with the Hong Kong Standard on Assurance Engagements 3000 (Revised) “Assurance Engagements Other than Audits or Reviews of Historical Financial Information” as issued and updated by the Hong Kong Institute of Certified Public Accountants (“HKICPA”) from time to time, as well as all relevant Accounting Standards, Accounting Guidelines and Standards on Auditing as issued and updated by the HKICPA from time to time. The following information is required in an audited financial report prepared by the Auditors to be submitted to the Secretariat:
- a) the Auditors should state whether, in their conclusion, the Successful Applicant has complied with, in all material respects, the requirements set by the Secretariat, as specified in documents mentioned in paragraph 2 above;
 - b) if the Auditors are of the opinion that there exists any material non-compliance as identified in paragraph 3a) above, they should make full disclosure and quantify the effects of such non-compliance in the audited financial report; and
 - c) if the Auditors are of the opinion that a proper and separate set of books and records have not been kept by the Successful Applicant for the project, or the project accounts have not been properly prepared, or if the Auditors fail to obtain all the information and explanations which are necessary for the purpose of their reasonable assurance engagement, they should make appropriate qualifications in the audited financial report.
4. The Auditors should plan and conduct the reasonable assurance engagement to satisfy paragraphs 2 and 3 above. In case of any ambiguity regarding the Notification of Approval, [Terms and Conditions](#) and [Application Framework](#) governing CITF Approved Projects, Auditors should seek clarification from the CITF Secretariat. Any unreasonable reservation or denial of conclusion, for example, comments about ambiguity of CITF guidelines or requirements, expressed by Auditors in the audited financial report, will be returned to the Successful Applicant for rectification before re-submission.

5. The Auditors may come across during the course of their reasonable assurance engagement weaknesses/breakdown in internal control which are considered material. They should bring to the Successful Applicant's attention the details of such weaknesses/breakdown and provide the Successful Applicant with their recommendations for improvement by setting them out in a letter to the Successful Applicant. A copy of such letter should be sent to the Secretariat for reference and action as appropriate.
6. The Successful Applicant shall make reference to the guidelines of the Independent Commission Against Corruption³ and Competition Commission⁴ in preparing the quotation/tender invitation document.
7. Auditors are expected to follow the specimen audited financial report at **Appendix A**.

CITF Secretariat

June 2020

³ The Independent Commission Against Corruption (ICAC) has published a booklet "Strengthening Integrity and Accountability – Government Funding Schemes Grantee's Guidebook" providing enterprises with a practical set of guidelines in utilising the funds, including sample of probity clause and anti-collusion clause. Softcopy of the Guidebook is available on ICAC's website (http://www.icac.org.hk/filemanager/en/Content_1031/GranteeBPC.pdf). The Successful Applicant is advised to make reference to the best practices in the Guidebook in utilizing government funds and contact the Corruption Prevention Advisory Service of ICAC (Tel: 2526 6363) for any questions concerning the Guidebook or if they need any corruption prevention advice.

⁴ The Competition Commission (CC) has published the "Getting the most from your tender" brochure providing enterprises with a practical set of guidelines in ensuring an open and effective tendering process by preventing and detecting possible bid-rigging cartels. Softcopy of the brochure is available on CC's website (https://www.compcomm.hk/en/media/reports_publications/files/Competition%20Com_E_PamphletPart%202.pdf). The Successful Applicant is advised to contact the CC (Tel: 3462 2118) for any questions concerning the brochure.

⁵ For universities, the addressee should be either the President or the Vice-Chancellor of the university. For trade associations, the addressee should normally be the chairman of the association. In case of doubt, please invite the Successful Applicant to approach the CITF Secretariat for advice.

Appendix A

**SPECIMEN AUDITED FINANCIAL REPORT ON THE ACCOUNTS UNDER
THE CONSTRUCTION INNOVATION AND TECHNOLOGY FUND –
UNQUALIFIED CONCLUSION**

Application Number:			
Category of Technology:			
Name of Successful Applicant:			
Name of Approved Item:			
Serial No. of Approved Item:			
For the period:	From:	[DD/MM/YYYY] (the date of Notification of Approval)	To: [DD/MM/YYYY] (a date not less than 9 months from the date of Notification of Approval)

AUDITED FINANCIAL REPORT TO THE PRESIDENT⁵ OF [XXXXXXXX]

Pursuant to the project agreement made between the Construction Innovation and Technology Fund Secretariat ('Secretariat') and [XXXXXXXX] and the [Terms and Conditions](#) for Construction Innovation and Technology Fund ('CITF') in respect of the project funded by the CITF, we have performed a reasonable assurance engagement to report on whether [XXXXXXXX] has complied with, in all material respects, the requirements set by the Secretariat (including the requirements to keep proper books and records and to prepare proper accounts of [Name of Product] for the period from [DD/MM/YYYY] to [DD/MM/YYYY] on pages [X] to [X] (the 'Project Accounts')), and all the [terms and conditions](#) of CITF, as specified in the following documents:

- a) the Notification of Approval made between the CITF Secretariat and [XXXXXXXX] in respect of the Approved Project;
- b) the [Terms and Conditions](#) and [Application Framework](#);
- c) all instructions and correspondences issued by the Secretariat to the Successful Applicant in respect of the Approved Project; and

- d) requirements stipulated in the Disbursement Report Form and Completion Report Form.

Respective responsibilities of [XXXXXXXX] and auditors

The Secretariat requires [XXXXXXXX] to comply with the requirements set by it (including the requirements to keep proper books and records and to prepare proper Project Accounts), and all the [terms and conditions](#) of CITF, as specified in the documents mentioned in the above paragraph.

It is our responsibility to form an independent conclusion, based on our reasonable assurance engagement, and to report our conclusion to you.

Basis of conclusion

We conducted our reasonable assurance engagement in accordance with the Hong Kong Standard on Assurance Engagements 3000 (Revised) ‘Assurance Engagements Other than Audits or Reviews of Historical Financial Information’ issued by the Hong Kong Institute of Certified Public Accountants and the latest Notes for Auditors of Successful Applicant issued in [date to be inserted as appropriate] by the Secretariat.

Our reasonable assurance engagement includes examination, on a test basis, of evidence relevant to [XXXXXXXX’s] compliance with the requirements set by the Secretariat (including the requirements to keep proper books and records and to prepare proper Project Accounts), and all the [terms and conditions](#) of CITF, as specified in the documents mentioned in the above first paragraph. It also includes an assessment of the significant estimates and judgments made by [XXXXXXXX] in the preparation of the Project Accounts, and of whether the accounting policies have followed the requirements of CITF, consistently applied and adequately disclosed.

We planned and performed our reasonable assurance engagement so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give our conclusion as to whether [XXXXXXXX] has complied with, in all materials respects, the requirements set by the Secretariat (including the requirements to keep proper books and records and to prepare proper Project Accounts), and all the [terms and conditions](#) of CITF, as specified in the documents mentioned in the above first paragraph. In forming our conclusion, we also evaluated the overall adequacy of the presentation of information in the Project Accounts. We believe that our reasonable assurance engagement provides a reasonable basis for our conclusion.

Conclusion

Based on the foregoing, in our opinion, [XXXXXXXX] has complied with, in all material respects, the requirements set by the Secretariat (including the requirements to keep proper books and records and to prepare proper Project Accounts), and all the [terms and conditions](#) of CITF, as specified in the documents mentioned in the above first paragraph.

Use of this report

This report is intended for filing by [XXXXXXXX] with the Secretariat, and is not intended to be, and should not be, used by anyone except the above two parties for any other purposes.

[YYYYYYY]

[Accounting firm's name]

Certified Public Accountants

Name of the Certified Public Accountant: [XXXXXXXX]

Practising Certificate Number of the Certified Public Accountant: [XXXXXXXX]

Hong Kong

[Date]

**Declaration of Compliance with the Terms and Conditions
and Ownership of the Funded Item**

Annex B

致 To: 建造業創科基金秘書處

Construction Innovation and Technology Fund (CITF) Secretariat
(電郵 Email: citf@cic.hk)

回覆到期日 Due Date: _____

申請編號 Submission ID: _____

我/我們謹此聲明:

I/We, hereby declare that:

我/我們已遵從建造業創新及科技基金[條款和條件](#)之規定，並確定在購置獲批項目下的機器設備的首三年內，沒有轉讓、出售或租賃有關機器設備以意圖獲得利潤。
I/ We have complied with the requirements under the [Terms and Conditions](#) of Construction Innovation and Technology Fund (CITF) and confirmed that we did not transfer, sell or lease, with a view to making profits, the equipment procured under the Approved Project within the first three years of its procurement according to Clause 10.4.2.

我/我們並未有遵從建造業創新及科技基金[條款和條件](#)之規定，詳情如下:

I/ We have not complied with the requirements under the [Terms and Conditions](#) of Construction Innovation and Technology Fund (CITF) with details below:

申請者簽署:

Signature of Applicant: _____

申請者全名:

Full Name of Applicant: _____

公司蓋章:

Company Chop: _____

職位:

Position: _____

日期:

Date: _____

Remarks 備註:

Please note that no or late submission of this declaration from the due date may trigger the relevant actions according to the [Terms and Conditions](#) of the CITF.

請注意，根據 CITF 的[條款和條件](#)，於到期日起沒有提交或延遲提交本聲明可能會觸發相應行動。