



**Anti-epidemic Fund (Third Round)  
Tourism Industry Support Scheme  
Guide to Application A**

**Applicable to Travel Agents and Travel Agents' Staff  
who have not applied for subsidy under  
the Travel Agents and Practitioners Support Scheme  
of the second round of the Anti-epidemic Fund**

**(I) Introduction**

- 1.1 In respect of travel agents and travel agents' staff, the Tourism Industry Support Scheme ("Scheme") of the third round of the Anti-Epidemic Fund ("AEF 3.0") aims to:
- (a) provide each of the licensed **travel agents** with a **cash subsidy, directly proportional to the number of staff members they have, using a subsidy level (i.e. \$5,000) per travel agent staff member as the basis of calculation.** Travel agent without any staff will also be getting a one-off subsidy of \$5,000; and
  - (b) provide each **travel agent's staff** a **one-off subsidy of \$15,000.** Each person can receive one subsidy at most.
- 1.2 This Guide to Application A is applicable to **travel agents and travel agents' staff who have not applied for subsidy under the Travel Agents and Practitioners Support Scheme of the second round of AEF ("AEF 2.0").** Relevant applications must be submitted to the Travel Agents Registry ("TAR") for approval. The Government reserves the final right to approve any application and to disburse any subsidy of any amount.
- 1.3 For **travel agents and travel agents' staff who have received subsidy under the Travel Agents and Practitioners Support Scheme of AEF 2.0, no application is required.** The Government will send SMS notifications to them about subsidy disbursement arrangement.

**(II) Eligibility of Applicants**

- 2.1 **"Eligible travel agent"**: a travel agent holding a valid travel agent licence (issued under the Travel Agents Ordinance (Cap. 218)) on 14 February 2020 (the day on which the Government announced the establishment of the Travel Agents Subsidy Scheme under AEF) and when the subsidy is disbursed under the Scheme of AEF 3.0.
- 2.2 **"Eligible travel agent's staff"**: staff of an "eligible travel agent" on 31 March 2020.

**(III) Application Procedures for Subsidy for “Eligible Travel Agent” and “Eligible Travel Agent’s Staff”**

**Note: Must submit supporting documents for staff list (MPF pay-record)  
Applications of staff must be submitted by travel agents**

*Application Period*

- 3.1 “Eligible travel agent” must submit the original of completed Application Form A1 and copies of the required documents to TAR by post or in person **on or before 27 October 2020**. Late submission will not be considered. The postmark date will be taken as the date of submission for those submitted by post. Applicants may consider using registered mail if they choose to submit the application by post.
- 3.2 Each “eligible travel agent” can only submit one application. Duplicate submission will not be processed.
- 3.3 TAR will acknowledge receipt of an application by email through the email address provided by the applicant in the application form. If the email address provided by the applicant is incorrect, TAR may not be able to issue acknowledgement of application to the applicant. Therefore, applicants are requested to fill in the relevant information clearly and correctly.

*Application Form and Documents*

- 3.4 An application must contain the following form and documents<sup>1</sup>:
  - (a) **the original of completed Application Form A1**, in which a staff<sup>2</sup> list on 31 March 2020 should be filled in (the application form can be downloaded from TAR’s website (www.tar.gov.hk) or obtained from its office, or downloaded from the Tourism Commission’s website (www.tourism.gov.hk));
  - (b) **a copy of the Mandatory Provident Fund (“MPF”) pay-record<sup>3</sup> covering each of the staff members above under the MPF scheme (issued by the MPF approved trustee)<sup>4</sup> for March 2020** as the supporting document of the above staff list;
  - (c) in Application Form A1, in respect of subsidy collection, if the applicant:
    - (i) **chooses to use** the method of collecting the \$80,000 subsidy under the Travel Agents Subsidy Scheme: no supporting document for the bank account required; **or**

<sup>1</sup> TAR reserves the right to request the applicant to submit supplementary supporting document(s) and information in respect of its application.

<sup>2</sup> Namely the travel agent’s employees (including full-time and part-time employees) on 31 March 2020.

<sup>3</sup> According to the Mandatory Provident Fund Schemes Ordinance (Cap.485), employers must arrange employees aged 18 and below 65 to join MPF scheme and make regular mandatory contribution. If there is any staff not belonging to this category, travel agents have to provide other relevant supporting document(s), including but not limited to wage records/cheque copies of salary, copies of contracts of employment/assignment letters, etc.

<sup>4</sup> The MPF accounts of the staff members should have been set up and enrolled on or before 15 June 2020, which is the cut-off date for the Travel Agents and Practitioners Subsidy Scheme of AEF 2.0.

- (ii) **specifies another bank account** for collecting the subsidy: **a copy of the first page of the bank book or bank statement showing the name of the holder of the relevant bank account**; and
- (d) For the application of a subsidy by “eligible travel agent’s staff” under this Scheme<sup>5</sup>, please provide:
  - (i) **the original of Annex to Application Form A1 completed** by the staff member;
  - (ii) **a copy of the first page of the bank book or bank statement showing the name of the holder of the bank account** for subsidy collection by the staff member; and
  - (iii) **a copy of the Hong Kong Identity Card** of the staff member.

*Disbursement of Subsidy*

- 3.5 The Government will notify the “eligible travel agent” by email or SMS of the approved subsidy, and arrange the subsidy to be deposited directly into the bank account as specified by the travel agent.
- 3.6 The Government will notify the “eligible travel agent’s staff” by email or SMS of the approved subsidy, and arrange the subsidy to be deposited directly into the bank account as specified by the staff member.

**(IV) Other Important Notes**

- 4.1 If an eligible applicant under this Scheme is eligible for a subsidy under the Employment Support Scheme and/or Distance Business (D-Biz) Programme of the AEF, the applicant may apply for subsidies under this Scheme and the Employment Support Scheme and/or Distance Business (D-Biz) Programme **at the same time**. Other than this, if the applicant is an “eligible travel agent” and has successfully applied/is applying for a subsidy under any other scheme (except the Travel Agents Subsidy Scheme) of the AEF, the applicant is not eligible for this Scheme; if the applicant is a member of “eligible travel agent’s staff” and has successfully applied/is applying for a subsidy under any other scheme of the AEF, the applicant is not eligible for this Scheme.
- 4.2 The information provided in the application form and the attached document(s) (including supplementary document(s) and information (if any)) has to be true and correct. If the applicant knowingly or wilfully makes any false statement or withhold any information, or misleads the Government for the purpose of obtaining any subsidy under the Scheme, it may be liable to criminal prosecution. The Government will also cancel the approved subsidy and full refund of the disbursed subsidy to the Government shall be required. All submitted forms and documents will not be returned.
- 4.3 The Government has no obligation to process the application or make any payment under the Scheme in respect of the applicant if:

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<sup>5</sup> A staff member can only submit one application via the travel agent being his/her employer according to Guide to Application A if he/she is the “eligible travel agent’s staff” of more than one travel agent at the same time.

- (a) any document(s)/information provided by the applicant under the Scheme is/are at any time found to be false, incomplete, inaccurate, incorrect or misleading; or
  - (b) the applicant is not eligible for the Scheme.
- 4.4 The beneficiary must notify the Government forthwith of any overpayment or any payment by mistake for whatever reason to it under the Scheme and refund the same to the Government. In this respect, the beneficiary authorises the bank to debit the bank account with such amount certified by the Government as overpayment or payment by mistake and indemnify the Government against any losses, damages, costs, charges and expenses which the Government may sustain or incur, which may include those as a result of delay in returning or failure to return such overpayment or payment by mistake.

## **(V) Notes to Personal Information Involved in the Application**

### *Purposes of Collection of Personal Data*

- 5.1 The Government and its agents will use the information provided by the applicant for the Scheme (including but not limited to the personal data of the applicant and its staff (if applicable)) for one or more of the following purposes and any directly related purposes:
- (a) to process applications and payment (if applicable) under the Scheme and, if required, to communicate with the applicant for matters relating to the Scheme;
  - (b) to administer the Scheme, including but not limited to effecting payment;
  - (c) statistical purposes but the statistics obtained will not be released or made available to a third party in a form that allows personal details of any individual being identifiable; and
  - (d) any other purposes as may be required, authorised or permitted by law.
- 5.2 The Government and its agents may require the applicant, the authorised person and/or staff of the applicant (if the applicant is a travel agent), and/or the travel agent being the employer of the applicant (if the applicant is a travel agent's staff member) to provide further document(s) and information to verify whether the document(s) and information provided by the applicant are true and correct.
- 5.3 Provision of information for the application is voluntary. If the applicant does not provide adequate and accurate data, the Government and its agents may not be able to process the application. Furthermore, the applicant must obtain the prescribed consent<sup>6</sup> of its staff before disclosing their personal data to the Government when submitting the application. Their personal data will be used by the Government and its agents for the purposes set out above and disclosed to relevant organisations/persons under the conditions listed in paragraph 5.4 below.

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<sup>6</sup> According to the Personal Data (Privacy) Ordinance (Cap. 486), prescribed consent means the express consent of the person given voluntarily, and such consent does not include any consent which has been withdrawn by notice in writing served on the person to whom the consent has been given (but without prejudice to so much of that act that has been done pursuant to the consent at any time before the notice is so served).

*Possible Transfer of Collected Data*

- 5.4 The data provided by the applicant may be disclosed to relevant bureaux and departments of the Government, their agents, law enforcement agencies, banks and other transferees and any other parties involved in the administration and operation of the Scheme to obtain and verify information for the purposes stated in paragraphs 5.1 and 5.2 above (including matching with the databases of the relevant bureaux and departments of the Government and relevant organisations for the purposes of application approval, assessment, review, monitoring and law enforcement).

*Access to Personal Data*

- 5.5 Except where there is an exemption provided under the Personal Data (Privacy) Ordinance (Cap. 486), the applicant has the right to request access to and correction of personal data when the data have not been erased.

**(VI) Enquiry**

- 6.1 For enquiries, please contact TAR:

Email:	tapss@cedb.gov.hk
Telephone:	2735 5600; 2735 5611
Address:	Room 4901, 49/F, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong

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