

**Tourism Industry Additional Support Scheme (Special Further Subsidy)
Application Form**

Applicable to Travel Agents which have NOT applied for subsidy in the last round of the Tourism Industry Additional Support Scheme and their Staff

(All parts below must be completed and submitted by the travel agent on or before 31 August 2021)

Part 1: Particulars of Travel Agent

1. Travel Agent Licence Number

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2. Bank Account Details of Travel Agent

The travel agent agrees that any approved special further subsidy under the Tourism Industry Additional Support Scheme ("Scheme") be deposited into the following bank account:

Name of Bank:

Name of Bank Account Holder in **English**:

(The name of the bank account must tally with that in the travel agent licence)

Bank Account Number: *(should not exceed 15 digits)*

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Bank code

Branch code

Account number

(Examples of bank code: Standard Chartered Bank 003; The Hongkong and Shanghai Banking Corporation 004; Hang Seng Bank 024)

Please note: The travel agent must submit a copy of the first page of the bank book or bank statement of the relevant bank account showing the name of account holder and the account number.

Part 2: Particulars of Travel Agent’s Staff¹

3. Number of Travel Agent’s Staff

Number of staff members on 31 October 2020: _____ (should not be more than that of 31 March 2020)

Note: The travel agent with 11 staff members or more must submit a certification issued by the Mandatory Provident Fund (“MPF”) approved trustee showing the number of employees as at 31 October 2020 whose MPF accounts were set up on or before the same date. For travel agents with 10 staff members or less, no such certification is required.

4. Particulars of Travel Agent’s Staff

Number of staff members on 31 March 2020: _____

Please provide the following information for each staff member on 31 March 2020². Please provide the information on separate sheet(s) to be attached to this Application Form if needed.

| <u>Annex No.</u> | Name of Staff Member (must tally with that in Hong Kong Identity Card) | Hong Kong Identity Card Number (e.g. A123456(7)) | Tourist Guide Pass Number (if any) | Tour Escort Pass Number (if any) | Post Title |
|-------------------------|---|---|---|---|-------------------|
| 1. | | | | | |
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| 5. | | | | | |

Please note: Applications of staff must be submitted by the travel agent. The travel agent must submit:

- (a) **a copy of the MPF contribution record³ covering each of the employees above under the MPF scheme (issued by the MPF approved trustees)⁴ for March 2020;** and
- (b) the following for each of the staff members above:
 - (i) **the original of Annex to Application Form completed** by the staff member;
 - (ii) **a copy of the first page of the bank book or bank statement of the relevant bank account showing the name of account holder and the account number for subsidy collection** by the staff member; and
 - (iii) **a copy of the Hong Kong Identity Card** of the staff member.

¹ Namely the travel agent’s employees (including full-time and part-time employees).
² Not applicable to travel agents which have been granted subsidy under the Travel Agents and Practitioners Support Scheme of AEF 2.0 / Tourism Industry Support Scheme of AEF 3.0.
³ According to the Mandatory Provident Fund Schemes Ordinance (Cap. 485), employers must arrange employees aged 18 and below 65 to join MPF schemes and make regular mandatory contribution. Upon request, travel agents must provide any other relevant supporting document(s) to the Travel Agents Registry, including but not limited to wage records/cheque copies/payment records of their salaries, copies of contracts of employment/assignment letters, work records, etc.
⁴ The MPF accounts of the employees should have been set up not later than 15 June 2020.

Part 3: Declaration of Travel Agent

5. Declaration

- (a) I, the signatory of this Application Form, declare that I am the authorised person of the travel agent specified in Part 1 of this Application Form (“the travel agent”).
- (b) I, on behalf of the travel agent, hereby declare that I have carefully read all sections of the Guide to Application and this Application Form of the Scheme, and fully understand the contents thereof and agree to comply with the terms and conditions of the above documents.
- (c) I have read the following “Personal Information Collection Statement” and fully understand its contents:

Personal Information Collection Statement

Purposes of Collection of Personal Data

1. The Government and its agents will use the information provided by me for the Scheme (including but not limited to the personal data of the travel agent and its staff) 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 me 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.
2. The Government and its agents may require me, the travel agent and/or its staff to provide further document(s) and information to verify whether the document(s) and information provided by me are true and correct.
3. Provision of information for the application is voluntary. If I do not provide adequate and accurate data, the Government and its agents may not be able to process the application of the travel agent. The travel agent must obtain the prescribed consent⁵ 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 4 below.

Possible Transfer of Collected Data

4. The data provided by me may be disclosed to the 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 1 and 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. Except where there is an exemption provided under the Personal Data (Privacy) Ordinance (Cap. 486), I have the right to request access to and correction of personal data when the data have not been erased.

⁵ 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).

Enquiry

6. My requests or enquiries can be addressed by email (email address: tiass@cedb.gov.hk) or by post to the Travel Agents Registry at Room 4901, 49/F, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong.

- (d) I understand that each "eligible travel agent" can submit no more than one application. Duplicate submission will not be processed.
- (e) I declare that the information provided in this Application Form and the attached document(s) (including supplementary document(s) and information) is true and correct. I understand that if I knowingly or wilfully make any false statement or withhold any information, or mislead the Government for the purpose of obtaining any subsidy under the Scheme, I may be liable to criminal prosecution. I understand that the Government will also cancel the approved subsidy and that full refund of the disbursed subsidy to the Government shall be required.
- (f) I agree that the Government has no obligation to process the application or make any payment under the Scheme in respect of the travel agent if:
- (i) any document(s)/information provided by me under the Scheme is/are at any time found to be false, incomplete, inaccurate, incorrect or misleading; or
 - (ii) the travel agent is not eligible for the Scheme.
- (g) I agree that the Government will deposit the special further subsidy under the Scheme directly into the bank account as specified in this Application Form. I also agree and undertake to notify the Government forthwith of any overpayment or any payment by mistake for whatever reason to the travel agent under the Scheme and refund the same to the Government. In this respect, I authorise 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.

| Authorised Person's Signature | Travel Agent's Stamp |
|-------------------------------|----------------------|
| | |
| Name of Signatory: | |
| Hong Kong Mobile Phone No.: | Email Address: |
| Date: | |

6. Checklist for application and supporting documents

Please submit the original of this completed Application Form, together with copies of the required documents, to the Travel Agents Registry by post or in person on or before **31 August 2021**:

- the original of completed Application Form
- a copy of the first page of the bank book or bank statement of the relevant bank account showing the name of account holder and the account number for subsidy collection
- documentary proof from the MPF approved trustee showing the number of employees as at 31 October 2020 whose MPF accounts were set up on or before the same date (**only for travel agents with 11 staff members or more. Such document is not required for travel agents with 10 staff members or less.**)
- a copy of the MPF contribution record covering each of the employees under the MPF scheme (issued by the MPF approved trustee) for March 2020, irrespective of the number of staff members (NOT required for travel agents which have been granted subsidy under the Travel Agents and Practitioners Support Scheme of AEF 2.0 / Tourism Industry Support Scheme of AEF 3.0)
- the following for each of the staff members:
 - ✧ the original of Annex to Application Form completed by the staff member
 - ✧ a copy of the first page of the bank book or bank statement of the relevant bank account showing the name of account holder and the account number for subsidy collection by the staff member
 - ✧ a copy of the Hong Kong Identity Card of the staff member

For enquiries, please contact the Travel Agents Registry:

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

只供內部填寫 For internal use only

批准的津貼額 Approved amount (\$) :

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| <i>Checked by:</i> | <i>Endorsed by:</i> |
| <i>Date:</i> | <i>Date:</i> |

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**Tourism Industry Additional Support Scheme
(Special Further Subsidy)
Annex to Application Form**

Annex
No. _____

**To be completed by Travel Agent's Staff and passed to the Employer Travel Agent for submission.
All parts below must be completed**

1. Particulars of Travel Agent's Staff Applicant

**Must tally with that in Hong Kong Identity Card*

| | |
|--|--|
| Name* : _____ | Hong Kong Identity Card Number: _____ |
| Hong Kong Mobile Phone Number: _____ | Email Address: _____ |
| Correspondence Address: _____ _____ | |
| Tourist Guide Pass Number ⁶ (if any): _____ | Tour Escort Pass Number ⁷ (if any): _____ |

2. Bank Account Details

(Must be a local Hong Kong dollar sole-name savings or current bank account of the applicant (joint account not accepted)

I agree that the approved special further subsidy under the Tourism Industry Additional Support Scheme ("Scheme") be deposited into the bank account as specified below:

Name of Bank: _____

Name of Bank Account Holder in **English**: _____

(Must tally with that in Hong Kong identity card of the applicant)

Bank Account Number: *(should not exceed 15 digits)*

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Bank code Branch code Account number
(Examples of bank code: Standard Chartered Bank 003; The Hongkong and Shanghai Banking Corporation 004; Hang Seng Bank 024)

Please note: The applicant must submit:

(a) **a copy of the first page of the bank book or bank statement of the relevant bank account showing the name of account holder and the account number for subsidy collection;** and

(b) **a copy of the Hong Kong Identity Card.**

⁶ Applicants holding Tourist Guide Pass issued by the Travel Industry Council of Hong Kong ("TIC") must fill in this field.

⁷ Applicants holding Tour Escort Pass issued by TIC must fill in this field.

3. Declaration

- (a) I, the signatory of this Annex to Application Form, have carefully read all sections of the Guide to Application and this Annex to Application Form of the Scheme, and fully understand the contents thereof and agree to comply with the terms and conditions of the above documents.
- (b) I understand that I am eligible to receive one special further subsidy at most under the Scheme.
- (c) I have read the following "Personal Information Collection Statement" and fully understand its contents:

Personal Information Collection Statement

Purposes of Collection of Personal Data

1. The Government and its agents will use the information provided by me for the Scheme (including but not limited to my personal data) 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 me for matters relating to the Scheme;
 - (b) to administer the Scheme, including but not limited to effecting payment;
 - (c) statistical analysis 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.
2. The Government and its agent may require me and/or the travel agent being my employer to provide further document(s) and information to verify whether the document(s) and information provided by me are true and correct.
3. Provision of information for the application is voluntary. If I do not provide adequate and accurate data, the Government and its agents may not be able to process the application.

Possible Transfer of Collected Data

4. The data provided by me may be disclosed to the 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 1 and 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. Except where there is an exemption provided under the Personal Data (Privacy) Ordinance (Cap. 486), I have the right to request access to and correction of personal data when the data have not been erased.

Enquiry

6. My requests or enquiries can be addressed by email (email address: tiass@cedb.gov.hk) or by post to the Travel Agents Registry at Room 4901, 49/F, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong.

- (d) I understand that I can only submit one application via the travel agent being my employer according to Guide to Application if I am a member of "eligible travel agent's staff" of more than one travel agent at the same time. Duplicate submission will not be processed.

- (e) I declare that the information provided in this Annex to Application Form and the attached document(s) (including supplementary document(s) and information) is true and correct. I understand that if I knowingly or wilfully make any false statement or withhold any information, or mislead the Government for the purpose of obtaining any subsidy under the Scheme, I may be liable to criminal prosecution. I understand that the Government will also cancel the approved subsidy and that full refund of the disbursed subsidy to the Government shall be required.
- (f) I agree that the Government has no obligation to process the application or make any payment under the Scheme in respect of me if:
- (i) any document(s)/information provided by me under the Scheme is/are at any time found to be false, incomplete, inaccurate, incorrect or misleading; or
 - (ii) I am not eligible for the Scheme.
- (g) I agree that the Government will deposit the subsidy under the Scheme directly into the bank account as specified in this Annex to Application Form. I also agree and undertake to notify the Government forthwith of any overpayment or any payment by mistake for whatever reason to me under the Scheme and refund the same to the Government. In this respect, I authorise 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.

Applicant's
Signature: _____

Date: _____

4. Other Important Notes

Please submit the original of this completed Annex to Application Form, together with copies of the required documents, to the employer travel agent for submission to the Travel Agents Registry on or before **31 August 2021**.

For enquiries, please contact the Travel Agents Registry:

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| Email: | tiass@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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Checked by:

Endorsed by:

Date:

Date: