

Application for Cyberport Office Tenancy

Guide to Applicants

1. What is Cyberport?

- 1.1 Cyberport – Hong Kong’s IT Flagship – has been developed at Telegraphy Bay in the southern district of Hong Kong Island. The purpose is to provide a world-class environment for the clustering of quality Information Technology (IT) companies, ranging from small and medium sized local companies to big multinational corporations.
- 1.2 Cyberport companies, their professionals and visitors are able to enjoy a wide range of high-tech facilities (such as Digital Media Centre, iResource Centre, Hong Kong Wireless Development Centre and Cyberport Conference and Exhibition Centre). Cyberport also comprises a five-star Le Meridien Cyberport hotel, and a deluxe residential development, Bel-Air. All these are networked through a world-class telecommunications infrastructure with high-speed broadband connectivity to the rest of the world.
- 1.3 The Cyberport provides altogether about 95,000m² of office space to accommodate about 100 IT and related companies. This IT flagship now invites quality companies to come on board.

2. Who can be Cyberport Office Tenants?

- 1.1 The Cyberport is a technology-themed project. The focus is on IT, information services (IS), multi-media content creation and related sectors.
- 1.2 Companies which introduce, or use, leading-edge IT applications will be given most favourable consideration. Priority will also be given to companies which:
 - provide services to enhance traditional services delivery (e.g. distance e-learning, securities e-trading and multi-media production); or
 - provide essential services in support of global or regional business (e.g. software development); or
 - utilise the Cyberport as a hub of the global information infrastructure (e.g. corporate information network or customer service network).

1.3 Companies of varying sizes and at different stages of development are welcome.

3. How will Cyberport Office Tenants be Selected?

3.1 A Committee on Admission of Cyberport Office Tenants (CACOT) has been established to advise on matters relating to the selection and admission of the office tenants. This Committee comprises local, international and industry experts.

3.2 Companies interested in becoming Cyberport office tenants are invited to submit formal applications for Cyberport Office Tenancy.

4. How to Apply?

4.1 The Application Form for Cyberport Office Tenancy is **attached** to this guide. Both this guide and the attached Application Form are available in Chinese and English.

4.2 An electronic version of the Application Form, in both Chinese and English, is also available at the following Cyberport website:

www.cyberport.hk

4.3 An applicant may complete the Application Form in English or Chinese. However, there are some members on the CACOT who are not familiar with the Chinese language. A company which wishes to submit its application in Chinese is requested to **arrange for, and submit, its own English translation of the completed Application Form.**

4.4 Upon completing the Application Form (which would mean also an English translation, if applicable), an applicant should send it together with the required supporting documents to the:

**CACOT Secretariat
Hong Kong Cyberport Management Company Limited
Units 1102-1104, Level 11, Cyberport 2
100 Cyberport Road
Hong Kong**

4.5 An applicant may submit the completed Application Form together with the required supporting information by fax, and the fax number is **(852) 3166 3118.**

4.6 An applicant may fill in an encrypted e-form on-line at the following website:

www.cyberport.hk

Alternatively an applicant may download the form from the website and send the completed Application Form to apply@cyberport.hk

- 4.7 If an applicant chooses to fax or email the completed Application Form, he/she will be required to deliver the supporting documents, if those have not been or could not be transmitted by fax or email, by mail or by courier to the CACOT Secretariat at Units 1102-1104, Level 11, Cyberport 2, 100 Cyberport Road, Hong Kong.

5. What Happens after Submitting an Application?

- 5.1 The CACOT Secretariat will issue an acknowledgement of the Application Form normally within 7 days upon receipt. The CACOT Secretariat may request further information on the Application Form to assist CACOT with its subsequent considerations.
- 5.2 The applications received will be processed according to the timetable as advised by CACOT. Normally, applicants will be notified of the results in writing in three weeks' time. Successful applicants will then discuss tenancy agreement and related matters with Cyberport's leasing teams.

6. Whom to contact?

Enquiries in connection with the Cyberport project may be directed to the CACOT Secretariat at :

Address : Units 1102-1104, Level 11, Cyberport 2, 100 Cyberport Road, Hong Kong

Email : enquiry@cyberport.hk

Telephone : (852) 3166 3808 or (852) 3166 3818

Fax No. : (852) 3166 3118

**(NOW PLEASE FILL IN THE APPLICATION FORM FOR
CYBERPORT OFFICE TENANCY)**

Hong Kong Cyberport
Application Form for Cyberport Office Tenancy

A. Company particulars

a) Company Name : _____ (English)
_____ (Chinese, if any)

b) Office (contact) address and email address in Hong Kong :

c) Head office address and email address, if different from (b) above :

d) Authorised contact persons for this application :

i) First contact person

ii) Second contact person

Name :

Name :

Position :

Position :

Telephone no. :

Telephone no. :

Facsimile no. :

Facsimile no. :

Email :

Email :

B. Corporate information

a) Place and date of incorporation/establishment :

b) Date when Hong Kong operation started (if applicable) : _____

c) Ownership structure (listed/partnership/subsidiary etc.) : _____

d) Name of ultimate holding company (if applicable) : _____

e) Annual turnover (for the last 3 years) :

HK\$ _____ () HK\$ _____ () HK\$ _____ ()

f) If supported by venture funding, please state the name of the venture capitalist, amount of funding injection and details of the funding support.

g) No. of staff (current) :	Total No.	(No. in Hong Kong)
IT or IT-related professionals	_____	(_____)
Others	_____	(_____)
Total	_____	(_____)

C. Existing operation

a) Please describe the nature of your business.

- b) Do you have joint ventures or alliances with other companies/organisations which are subject to written agreements? If yes, please list out.

D. Operation to be provided at the Cyberport

- a) Please describe the nature of the business you will operate in the Cyberport [if different from the nature of the existing operation under Section C]. How many of your existing staff will be deployed at Cyberport and what will be their main activities (e.g. IT applications, customer support, etc)?

- b) Specific nature of products/services at the Cyberport :
(please also state if these are new or existing products/services)

- c) Target markets covered (geography & sector) by your Cyberport operation :

- d) Typical customer profile of your Cyberport operation :

e) Typical supplier profile of your Cyberport operation :

f) Projected annual turnover from Cyberport operation (HK\$) :

Year 1 _____

Year 2 _____

Year 3 _____

g) If you will not move your whole existing operation into the Cyberport, what will be the relationship between the Cyberport office and your other offices and what will be the management structure of the Cyberport office ?

h) Will your activities at Cyberport be the hub or operational HQs of your global or regional information infrastructure (e.g. corporate information network/customer service network) ?

Yes [Please provide details]

No

i) Personnel profile at the Cyberport (please fill in the relevant number) :

	Existing Staff	Staff to be Recruited
i) Management (including Finance)	_____	_____
ii) Professional staff	_____	_____
iii) Sales, marketing & customer support	_____	_____

iv) Administrative & other support staff _____

v) Total _____

j) Are you interested in providing specialised facilities to support the Cyberport community ? If so, what would you provide ?

k) What synergy do you expect to benefit from in the Cyberport community ?

l) What contribution will you make to the Cyberport ?

E. Requirement at the Cyberport

a) Office space requirement

1) Building	Cyberport 1	Cyberport 2	Cyberport 3	Cyberport 4
i) Space applied for in each phase - floor area (m ²) (lettable/net) [please delete as appropriate]	_____	_____	_____	_____
	(Preferred)	(Minimum)	(Preferred)	(Minimum)
ii) % of space for products/services referred to in D(b)	_____	_____	_____	_____

% of space for support services (please specify the use)

% of space for other uses (please specify the use)

iii) Expected date (month/year) to move in to do fitting-out

iv) Expected date (month/year) to start operation

2) Please state your priority (i.e. 1st, 2nd, 3rd, etc.), if applicable, for all buildings :

Building	Priority
Cyberport 1	<hr/>
Cyberport 2	<hr/>
Cyberport 3	<hr/>
Cyberport 4	<hr/>

3) If office spaces are required in different buildings, please outline the reason for this phasing :

4) Preferred lease length :

1-year fixed + 1-year renewable	<hr/>
2-year fixed + 2-year renewable	<hr/>
3-year fixed + 3-year renewable	<hr/>
others (please specify)	<hr/>

b) Car parking requirement _____ (spaces).

[If a tenant requires car parking space, at least **one floating** carpark will be leased to the tenant. Additional requirements will be considered subject to availability of car parking spaces.]

c) Do you need specialised networks and communications ?

d) Do you need certain suppliers or supporting companies at the Cyberport ?

F. Documents required (Please put a '✓' in the box where applicable)

- a) For publicly listed companies, please provide copies of the most recent (up to the past three years') published annual reports.
- b) For private limited companies and sole proprietorships/partnerships, please provide certified copies of Certificate of Incorporation/Registration and of the most recent (up to the past three years') annual reports and audited/management accounts.
- c) For start-up companies or those with less than three years' history, please provide all available annual reports and audited/management accounts together with documentary evidence showing details of venture capitalist support and/or parent company support/guarantee, if any.

G. Any other relevant information relating to your application

Yes	<input type="checkbox"/>	(Please fill in Annex A)
No	<input type="checkbox"/>	

H. Declaration, consent and acknowledgement

- a) I, on behalf of my company, declare that all the information stated in this application and the supporting documents are true.

- b) My company hereby consents that the Owner of Hong Kong Cyberport may authorise its agent(s) and person(s) to make use of the contents of this application and the attachments, or other information on the company, for the purpose of considering this application.
- c) My company acknowledges that additional information may be requested by the Owner. My company further acknowledges that the Owner requests my company to notify it, vide **Annex B** or any other appropriate form, of any subsequent changes to the particulars of our application.

Name : _____ Position : _____

Signature : _____ Date : _____

(THANK YOU FOR FILLING IN THIS APPLICATION FORM)

Please be assured that the information provided in connection with your application for Cyberport office tenancy will be treated in the strictest confidence by the Owner of Hong Kong Cyberport and its authorised agent(s) and person(s) and used only for the processing of the application.

Enquiries may be directed to the CACOT Secretariat by calling (852) 3166 3808 or (852) 3166 3818, by fax (852) 3166 3118, or by e-mail enquiry@cyberport.hk

**Other Relevant Information Relating to the Application for
Cyberport Office Tenancy**

(In case of insufficient space, please use additional sheets)

Company: _____ Name and Position: _____

Signature: _____ Telephone: _____

Fax: _____

Date: _____ Email: _____

Notification of Changes of Particulars in the Application Form
(In case of insufficient space, please use additional sheets)

Particulars in the Application

Changes

Company: _____ Name and Position: _____

Signature: _____ Telephone: _____

Fax: _____

Date: _____ Email: _____

Contact Details

Address : Units 1102-1104, Level 11, Cyberport 2
100 Cyberport Road, Hong Kong

E-mail : enquiry@cyberport.hk

Telephone : (852) 3166 3808 or (852) 3166 3818

Fax : (852) 3166 3118

Website : www.cyberport.hk