

## Esports Industry Facilitation Scheme Application Form – Competition and Event

For Official Use Only

Ref. No.:

Part A) Particulars of the Applicant			
Name of Company/ Organisation <i>(as shown on the Business Registration)</i>			
Contact Person		Position :	
Telephone No.		Email address :	
Part B) Particulars of the Event			
Name of Event			
Date of Event		Expected Number of Participants (Including On-site Audience) :	
Venue	<input type="checkbox"/> At Cyberport <input type="checkbox"/> Outside Cyberport (Please specify: _____)		
Nature of Event	<input type="checkbox"/> Competition <input type="checkbox"/> Ceremony <input type="checkbox"/> Conference <input type="checkbox"/> Carnival <input type="checkbox"/> Workshop <input type="checkbox"/> Meeting <input type="checkbox"/> Exhibition <input type="checkbox"/> Others: _____		
Target Audience			
Other Co-organisers / Key Partners (if applicable)			
Registration Fee	<input type="checkbox"/> Free of charge <input type="checkbox"/> Chargeable (Please specify: _____)		
Live Streaming	<input type="checkbox"/> Yes (Expected number of online audiences: _____) <input type="checkbox"/> N/A		
Remarks			
Part C) Event Details			
Objectives			
Role of Cyberport in the Event	<input type="checkbox"/> Organiser <input type="checkbox"/> Co-organiser <input type="checkbox"/> Others (Please specify: _____)		
Recurrence of Event	<input type="checkbox"/> One-off <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Yearly <input type="checkbox"/> Others (Please specify: _____)		
Information Enclosed in Event Proposal	<input type="checkbox"/> Working Schedule <input type="checkbox"/> Programme Rundown <input type="checkbox"/> Prospective Guest List <input type="checkbox"/> Target Audience <input type="checkbox"/> Expenses Breakdown <input type="checkbox"/> Promotion Plan <input type="checkbox"/> Others (Please specify: _____)		

Part D) Items Applied for Cash Grant		(Please attach separate sheets for breakdown, if necessary.)
Details of the Items		Expected Expenses (HK\$)
Items:		
Items:		
Items:		
Items:		
Items:		
Items:		
<b>Total Amount of Expected Expenses (HK\$)</b>		
Part E) Declaration and Signature		
We, the undersigned, certify that all information contained in this application is certified truthful and accurate and that no relevant information has been withheld. We also agree to be bound by the terms and conditions of the application as set out below and on the guides and notes of EIFS – Competition and Event.		
Name and Position:	Authorised signature and company chop:	Date:
Part F) Terms and Conditions of Application		
<ol style="list-style-type: none"> <li>The applicant shall submit a proposal of the Event for HKCMCL's consideration. All submitted information will not be returned.</li> <li>Successful applicants shall not change the use of sponsorship without obtaining prior approval from HKCMCL; otherwise no sponsorship will be made.</li> <li>It is the applicant's responsibility to reserve the venue at Cyberport. HKCMCL does not guarantee the venue for the Event even the application is approved. The date of the Event cannot be changed without obtaining prior approval from HKCMCL.</li> <li>50% of the approved sponsorship amount is granted upon approval of application. For the remaining 50%, the applicant must submit the Reimbursement Form EYT.SF.120 together with <b>ALL</b> required documents (e.g. post-event report) when applying for the grant. All submitted documents for application will not be returned.</li> <li>The sponsorship amount cannot be used as prize money to the awardee(s) of the Event.</li> <li>The applicant's name must be shown on the invoices and receipts as the payer. Documents failed to prove the applicant as the payer are not acceptable for reimbursement purpose.</li> <li>The actual sponsorship amount payable for each sponsored item is capped by the respective approved amount in Part D of this application form.</li> <li>HKCMCL reserves the right to obtain further and additional information from the applicant in relation to the application.</li> <li>These terms and conditions may be amended or supplemented by HKCMCL at any time without prior notice.</li> </ol>		

For the Use of HKCMCL		
Part G (To be certified by the Esports team)		
This application is: <input type="checkbox"/> recommended <input type="checkbox"/> not recommended		
Recommended sponsorship amount: _____		Event Category: _____
Name: _____	Signature: _____	Date: _____
Part H (To be verified by Manager or above)		
This recommendation is: <input type="checkbox"/> Confirmed <input type="checkbox"/> Not Confirmed		
Name: _____	Signature: _____	Date: _____