

**Support Measure 2.0**

**The Government of the Hong Kong Special Administrative Region  
Support for Engineering, Architectural, Surveying,  
Town Planning and Landscape Sectors 2.0**

Date of Receipt

(for internal use)

**Support Measure 2.0 – Claim Form****Part A Details of Claim**

Please read the Notes on P.4 before completing this form. Each item below should be provided with supporting documents (i.e. payroll/ MPF records/ bank statements) to prove that salary has been paid to the employee concerned during the subsidy period. The name of the approved company, approved employee, payment period and payment amount should be clearly shown on the supporting documents. Each page of the supporting documents should be stamped with the company chop.

We, \_\_\_\_\_ (name of company), with Applicant Reference No. \_\_\_\_\_, wish to claim subsidy in respect of the Approved Graduate/Assistant Professional employee(s) below.

No.	Subsidy place reference no.	Validity period of subsidy place (dd/mm/yyyy)	English name of approved employee on HKID card	Subsidy period of subject claim (dd/mm/yyyy)	Amount claimed (HK\$) [round to 2 decimal places]
		to		to	
		to		to	
		to		to	
		to		to	
		to		to	
		to		to	
		to		to	
		to		to	
		to		to	
		to		to	
		to		to	
		to		to	
		to		to	
		to		to	
Total subsidy claimed					

**Part B Payment Information**

Please send the cheque for the subsidy to \_\_\_\_\_ (company address)

and the payee should be \_\_\_\_\_ (company name).

**Part C Declaration**

Please indicate full understanding of the content of the following and agreement to which by ticking the relevant boxes. The claim will be processed only if all boxes are ticked.

(a) We declare that during the subsidy period of each claim in Part A –

- ♦ the approved employee has not been assigned to work on Government projects with the relevant salary reimbursed by the Government.
- ♦ the approved employee has not obtained professional qualification from the local professional institute/institution or equivalent of the sector under which the subsidy is claimed.
- ♦ the approved employee was our employee and worked on a full-time basis.
- ♦ there has been at least one professional with professional qualification of the relevant local institute/institution in our company to supervise the professional practical training/experience provided for the approved employee.
- ♦ the subject claim is solely for the salary paid to the approved employee.

(b) We declare that the signatory of this form is the authorised person of the company (i.e. the applicant).

(c) We agree to abide by the requirements set out by the Government, including but not limited to those in the following, whichever applicable, and the relevant privacy policy –

- ♦ Support Measure 2.0 – Guide to Application (Version 2)
- ♦ the Terms and Conditions in the Support Measure 2.0 – Application Form (Version 2)

(d) The amount of subsidy to be released is subject to verification by the Government and its agents.

(e) We certify that the information on this form and the supporting documents provided are true, complete and correct.

(f) We agree to keep and maintain the original of the Support Measure 2.0 – Application Form (Version 2), supporting documents and accurate records in relation to the applications and payments of the subsidy for seven years after the year of receipt of the subsidy in full. We shall provide any or all of the aforesaid documents to the Government or its agents forthwith upon request. Besides, we shall keep a copy of the documents where the originals have been submitted to the Government.

\_\_\_\_\_  
Name of authorised signatory of the company  
(in Block Letters)

\_\_\_\_\_  
Signature of signatory of the company

\_\_\_\_\_  
Position of signatory of the company

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Company Chop

**Part D Effect of Payments (for internal use)**

Information on this form including items in Part A except no. \_\_\_\_\_ are checked correct.

Payments to the items checked correct amounting to HK\$ \_\_\_\_\_ should be released.

Signature	
Name	
Post	
Date	

Information on this form including items in Part A except no. \_\_\_\_\_ are certified correct.

Payments to the certified items amounting to HK\$ \_\_\_\_\_ should be released.

Signature	
Name	
Post	
Date	

### Notes

- (a) Subsidy is paid in arrears and on a quarterly basis. Each form should not cover more than 10 approved employees.
- (b) Cut-off date of each quarter of subsidy is set as 31 March, 30 June, 30 September and 31 December.
- (c) Claim for subsidy shall be submitted within one month after the specified cut-off date of the respective quarter.
- (d) Each item at Part A should be supported by documents (i.e. payroll/ MPF records/ bank statements) to prove that salary has been paid to the employee concerned during the subsidy period. The name of the approved company, approved employee, payment period and payment amount should be clearly shown on the supporting documents. Each page of the supporting documents should be stamped with the company chop.
- (e) Hardcopy of the completed Support Measure 2.0 – Claim Form including the supporting documents should be sent to the Development Bureau by post or in person with “**Support Measure 2.0 – Claim Form**” marked on the envelope.

### Address

Development Bureau (Works Branch)  
Development Bureau (Works Branch)’s Drop-in Box  
2/F Entrance, East Wing, Central Government Offices  
2 Tim Mei Avenue, Tamar  
Hong Kong

- (f) For enquiries, please contact the Development Bureau at 2848 6234.