

CITF Application Portal User Guide

Set up an account

1. For first-time user of this portal, please click 'New User Registration' to enroll for a new user account before you apply for Construction Innovation and Technology Fund (CITF). Each individual applicant (company / organisation) can only register one account. You should submit separate applications for 'Technology Adoption' and 'Manpower Development' under the same account.
2. Once you have registered as a user of this portal, please click 'Login' to set up your new application, review your application status, check your past application history, and to read any announcement or message from the CITF Secretariat.
3. Please visit and read the details for 'Detail of Funding' and 'Application Guide' as uploaded in <http://www.cic.hk/eng/main/CITF/>.

To apply

4. Please note that you must complete both sections of 'Particulars of the Applicant' and 'Application Item'. Please click 'Save' button on a timely basis to retain any information filled.
5. 'Application Item' falls into four different categories, including Building Information Modelling (BIM), Advanced Construction Technology (ACT) and Prefabricated Steel Rebar, Modular Integrated Construction (MiC) and Manpower Development. Please select one of these categories before you fill in the relevant information. All information being stored as draft on this portal and can be retained for later application submission.
6. To facilitate smooth application process, please prepare the following scanned information and documents (in JPEG or PDF format) or provide downloadable links to access the corresponding files.

Particulars of the Applicant (Company / Organisation)

Required Information	Scanned copy / Downloadable File (Size of each file should not exceed 2MB. If the size of the file is above the limit, you may provide downloadable link for CITF Secretariat to download.)
<ol style="list-style-type: none"> 1. Business Registration Number 2. Registration Number of the Subcontractor Registration Scheme / Levy-paying Contractor 	<ol style="list-style-type: none"> 1. Latest Business Registration Certificate 2. Latest Annual Return 3. Latest Audited Financial Statements

<p style="text-align: center;">Required Information</p>	<p style="text-align: center;">Scanned copy / Downloadable File</p> <p style="text-align: center;">(Size of each file should not exceed 2MB. If the size of the file is above the limit, you may provide downloadable link for CITF Secretariat to download.)</p>
<p>Number (if applicable)</p> <p>3. Name of Statutory Organization and the ordinance which establishes it (if applicable)</p> <p>4. Company Details</p> <ul style="list-style-type: none"> - Full Names in English and Chinese - Company Address, Telephone Number, Fax Number and Email <p>5. Company Contact Details</p> <ul style="list-style-type: none"> - Name of Contact Person - Company Contact Address, Telephone Number, Fax number and Email <p>6. Company Authorisation Details</p> <ul style="list-style-type: none"> - Name of Company Authorisation - Company Authorization Address, Telephone Number, Fax Number and Email <p>7. Company Bank Account Information</p> <ul style="list-style-type: none"> - Bank Name - Account Holder Name - Account Number <p>8. Shareholder Details (applicable for all individual shareholders who hold more than 30% of the shares)</p> <ul style="list-style-type: none"> - Full Chinese and English Names - Percentage of Shareholding - Business Registration Number (applicable to corporate shareholder) - First 4 digits of HKID or Passport Number <p>9. Implementation Plan (detailed information on how the plan could achieve the objectives in a cost-effective way) (250 words)</p> <p>10. Declaration on other Subsidies</p> <p>11. Company Authorisation Signature</p>	<p>4. Application form with Company Authorisation Signature and Company Chop (<i>Once you have completed all the necessary information, this portal can generate a completed application form automatically</i>). Please check that all information provided is accurate before signing the form and upload the electronic version. You shall return the hardcopy of the same form as uploaded in this portal to the CITF Secretariat.</p>

Required information for specific Application Item

Technology Adoption:

<p align="center">Required Information</p>	<p align="center">Scanned copy / Downloadable File</p> <p align="center">(Size of each file should not exceed 2MB. If the size of the file is above the limit, you may provide downloadable link for CITF Secretariat to download.)</p>
<ol style="list-style-type: none"> 1. Pre-approved List item code (please refer to CITF website, if applicable) 2. Product Details (For non-pre-approved list items) <ul style="list-style-type: none"> - Product name - Product description (250 words) - Product specifications (250 words) - Product merits and intended use (250 words) - Product track record and project reference, including name of projects, year, and results - Number of item to be purchased - Price per item - Type of licence (Applicable to BIM software application) - Years of subscription / maintenance (Applicable to BIM software application) - MiC Consultant's Particulars (applicable to MiC application), including name of consultant, Business Registration number, employment period of MiC consultant, 	<ol style="list-style-type: none"> 1. Quotation / Product price list * 2. Product catalogue / user manual 3. Relevant product information (e.g. catalogue, manual or video) 4. If you apply for employing specialist MiC consultant, please provide detailed proposal plan, including: <ul style="list-style-type: none"> - Scope of work - MiC consultant's previous project experience - MiC consultant's background 5. If you apply for in-house BIM training by an external trainer, please provide detailed proposal plan, including: <ul style="list-style-type: none"> - Trainer's curriculum vitae - Detailed course content and syllabus - Course outcome - Proposed training fees - Expected income including sponsors

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<p align="center">total funding to be applied</p> <p>3. Construction project information</p> <ul style="list-style-type: none"> - Contract number - Contract name - Names of Contracting Parties A and B - Location - Project description (250 words) - Contract sum - Type of project (please refer 'Type of Project' list) - Project commencement and end dates - Start and end dates where technology / product shall be applied - Project manager details (name, telephone number, email) - Project liaison details (name, telephone number, email) <p>4. BIM Training details, if applicable:</p> <ul style="list-style-type: none"> - Pre-approved List (refer to CITF website) - Course name - Course objectives and outline (250 words) - Course assessment (250 words) - Course duration - Medium of instruction - Target number of employees receiving this 	

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training - Total costs	

** For application regarding BIM software, you must provide local and international product price.*

Manpower Development:

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<ol style="list-style-type: none"> 1. Application in relation to technology enrichment course, training and visit: <ul style="list-style-type: none"> - Name of course - City and country - Description of the course (250 words) - Duration of trip - Costs: <ul style="list-style-type: none"> - Course/ training/ visit fee - Flights - Accommodation - Target number of participants 2. Application in relation to conference, course and workshop: <ul style="list-style-type: none"> - Name of conference - Description of the conference (250 words) - Organiser(s) and co-organisers - Supporting organisations - Date / duration 	<ol style="list-style-type: none"> 1. For enrichment course, training and visit, please provide detailed plan, including: <ul style="list-style-type: none"> - Course / training / visit content or proposal - Detailed breakdown (includes, expected income/ sponsors) - Articles of Association 2. For conference, course and workshop, please provide details plan, including: <ul style="list-style-type: none"> - Conference details / proposal - Cost breakdown (including cost for venue, speakers and expected income including sponsors) - Articles of Association

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<ul style="list-style-type: none"> - Target participants and target number of participants - Total funding to be applied 	

Enquiry

CITF Secretariat

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