

CITF Application Portal User Guide

Set up an account

1. Click '**Register Account**' for a new user account before applying.
2. Register only **one account for each** individual **applicant** (company / organisation).
3. Once registered, please '**Login**' to **make necessary action** including submitting applications, reviewing application status, checking application history, making Disbursement Request and reading announcement from the CITF Secretariat.
4. **Read** the details of '**Application Framework**' under Funding Scope and '**Application Procedure**' under Application in <http://www.citf.cic.hk/>.

To apply

5. **Complete** both '**Particulars of the Applicant**' and **details of the selected 'Type of Application'**.
6. Click '**Save**' button to **retain filled information**.
7. **Select** the '**Type of Application**' (Building Information Modelling (BIM), Advanced Construction Technology (ACT) and Prefabricated Steel Rebar (STB), Modular Integrated Construction (MiC) and Manpower Development (MPD)).
8. **Fill** in the **requested fields** and **upload** the following **information** (in JPEG or PDF format).

Particulars of the Applicant (Company / Organisation)

<p>Required Information</p> <p>(please follow the instructions in Portal application form)</p>	<p>Scanned copy / Downloadable File</p> <p>(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. Business Registration Number 2. Registration Number of the Registered Specialist Trade Contractors Scheme / Levy-paying Contractor Number (if applicable) 3. Name of Statutory Organization and the ordinance which establishes it (if applicable) 4. Company Information 5. Company Contact Details 6. Management Representative Details 	<ol style="list-style-type: none"> 1. Latest Business Registration Certificate (if applicable) 2. Statutory Organization Proof (if applicable) 3. Latest Annual Return 4. One Bank Statement in the last 3 months showing the account holder's name and account number which match the Applicant's name and bank account no. stated in the Application Form 5. Application form with Management Representative Signature and Company/Official 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

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<p>7. Company Bank Account Information</p> <p>8. Shareholder Details (applicable for all individual shareholders who hold 30% or more of the shares)</p> <p>9. Objectives and expected benefits of the project and 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><i>upload the electronic version. You shall return the hardcopy of the same form as uploaded in this portal to the CITF Secretariat.</i></p>

Required information for selected Type of Application

Technology Adoption:

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<p>1. Pre-approved List item code (please refer to CITF website, if applicable)</p> <p>2. Product Details (For non-pre-approved list items)</p> <p>3. Construction project information</p> <p>4. BIM Training details, if applicable</p>	<p>1. Quotation / Product price list *</p> <p>2. Product catalogue / user manual (for non-preapproved product)</p> <p>3. Product information (e.g. catalogue, manual or video)</p> <p>4. For specialist MiC consultant, a detailed proposal plan, including:</p> <ul style="list-style-type: none"> - Scope of work - MiC consultant's previous project experience - MiC consultant's background - Roles, duties, deliverables of MiC consultants in the past reference and submitted project

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	5. For in-house BIM training by an external trainer, a detailed proposal plan, including: <ul style="list-style-type: none"> - Trainer’s curriculum vitae - Detailed course content and syllabus - Course outcome - Proposed training fees - Proposed Budget with expected cost and income including sponsors

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

Manpower Development:

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1. Application in relation to technology enrichment course, training and visit 2. Application in relation to conference, course and workshop	A Detailed plan including: <ol style="list-style-type: none"> 1. For Non-local Course for Students: <ul style="list-style-type: none"> - Course details/ proposal (250 words) (e.g. Objective, performance targets, performance indicators, course content, course schedule, speaker/ instructor details including CV, itinerary, duration, location, organiser/ co-organiser) - Proposed budget (including proposed training fee/course fee and the administrative expenses, expenditure items e.g. venue, salary of additional manpower for the programme, enrollment fees, cost of participation by the staff of the organising body to support the programme, cost of required insurance for the programme, air passage and accommodation for students attending the course, external audit fees and expected income including sponsors)

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	<p>2. For Non-local Course for Practitioners:</p> <ul style="list-style-type: none"> - Training/ visit details/ proposal (250 words) (e.g. Objective, performance targets, performance indicators, training/ visit content, training/ visit schedule, speaker/ instructor details including CV, itinerary, duration, location, organiser/ co-organiser) - Proposed budget (including proposed training fee/course fee and the administrative expenses, expenditure items e.g. venue, salary of additional manpower for the programme, enrollment fees, cost of participation by the staff of the organising body to support the programme, cost of required insurance for the programme, external audit fees and expected income including sponsors) - Proof of Applicant’s capabilities (e.g. experience, qualifications, track record and the resources available for the programmes) - Implementation Schedule (e.g. major milestones, implementation progress and performance indicator) <p>3. For Local Collaborative Courses</p> <ul style="list-style-type: none"> - Course details/ proposal (250 words) (e.g. Objective, performance targets, performance indicators, course content, course schedule/ run down, speaker/ instructor details including CV, organiser/ co-organiser) - Proposed budget (including administration fees, expenditure items e.g. venue, cost of additional equipment, salary of additional manpower for the programme, air passage and accommodation (excluding honorarium) for instructors/ speakers, external audit fees and expected income including sponsors) - Proof of Applicant’s capabilities (e.g. experience, qualifications, track record and

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	<p>the resources available for the programmes)</p> <ul style="list-style-type: none"> -Implementation Schedule (e.g. major milestones, implementation progress and performance indicator) -Evaluation Method -Estimated number of participants -Articles of Association <p>4. For International Conferences in Hong Kong</p> <ul style="list-style-type: none"> - Conference details/ proposal (250 words) (e.g. Objective, performance targets, performance indicators, conference content, conference schedule/ run down, speaker details including CV, organiser/ co-organiser) - Proposed budget (including administration fees, expenditure items e.g. venue, cost of additional equipment, salary of additional manpower for the programme, air passage and accommodation (excluding honorarium) for speakers, external audit fees and expected income including sponsors) - Proof of Applicant’s capabilities (e.g. experience, qualifications, track record and the resources available for the programmes) - Implementation Schedule (e.g. major milestones, implementation progress and performance indicator) - Evaluation Method - Estimated number of participants - Articles of Association

Enquiry

CITF Secretariat

Contact: 2100-9000

E-mail: enquiry@cic.hk