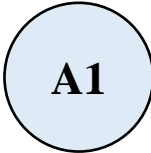


**Anti-epidemic Fund (Third Round)  
Tourism Industry Support Scheme  
Application Form A1**



**Applicable to Travel Agents and Travel Agents' Staff  
who have not applied for subsidy under the  
Travel Agents and Practitioners Support Scheme  
of the second round of the Anti-epidemic Fund  
All parts below must be completed**

**Part 1: Particulars of Travel Agent**

**1. Travel Agent Licence Number**

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**2. Bank Account Details of Travel Agent** (Please check (✓) the appropriate box below)

- The travel agent has registered for the \$80,000 subsidy under the Travel Agents Subsidy Scheme and agrees to receive any approved subsidy under the Tourism Industry Support Scheme (“Scheme”) of the third round of the Anti-epidemic Fund (“AEF 3.0”) using the same method; or
- The travel agent agrees that any approved subsidy under the Scheme be deposited into another bank account:

Name of Bank:
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Name of Bank Account Holder in <b>English</b> :
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*(The name of the bank account must tally with that in the travel agent licence)*

Bank Account Number:														
			-				-							

Bank code                      Branch code                      Account number  
*(Examples of bank code: Standard Chartered Bank 003; The Hongkong and Shanghai Banking Corporation 004; Hang Seng Bank 024)*

**Please note:** If the travel agent specifies another bank account as above for collecting the subsidy, it must submit **a copy of the first page of the bank book or bank statement of the relevant bank account showing the name of the account holder.**

**Part 2: Particulars of Travel Agent's Staff**

**Note: Applications of staff must be submitted by the travel agent**

**3. Number and Particulars of Travel Agent's Staff<sup>1</sup>**

Number of staff members on 31 March 2020: \_\_\_\_\_

Please provide the following information for each staff member. Please provide the information on separate sheet(s) to be attached to this form if there is insufficient space.

<b><u>Annex No.</u></b>	<b>Name of Staff Member (must tally with that in Hong Kong Identity Card)</b>	<b>Hong Kong Identity Card Number (e.g. A123456(7))</b>	<b>Tourist Guide Pass Number (if any)</b>	<b>Tour Escort Pass Number (if any)</b>	<b>Post Title</b>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

**Please note:** The travel agent must submit:

- (a) **a copy of the Mandatory Provident Fund (“MPF”) pay-record<sup>2</sup> covering each of the staff members above under the MPF scheme (issued by the MPF approved trustees)<sup>3</sup> for March 2020;**  
and
- (b) the following for each of the staff members above:
- (i) **the original of Annex to Application Form A1 completed** by the staff member;
  - (ii) **a copy of the first page of the bank book or bank statement of the relevant bank account showing the name of the account holder for subsidy collection** by the staff member; and
  - (iii) **a copy of the Hong Kong Identity Card** of the staff member.

<sup>1</sup> Namely the travel agent's employees (including full-time and part-time employees) on 31 March 2020.

<sup>2</sup> According to the Mandatory Provident Fund Schemes Ordinance (Cap. 485), employers must arrange employees aged 18 and below 65 to join MPF schemes and make regular mandatory contribution. For any employees exempt from joining MPF schemes under the Ordinance, travel agents must provide other relevant supporting document(s), including but not limited to wage records/cheque copies of their salaries, copies of contracts of employment/assignment letters, etc.

<sup>3</sup> The MPF accounts of the staff members should have been set up and enrolled on or before 15 June 2020.

**Part 3: Declaration of Travel Agent**

**4. Declaration**

- (a) I, the signatory of this Form, declare that I am the authorised person of the travel agent specified in Part 1 of this Form (“the travel agent”).
- (b) I, on behalf of the travel agent, hereby declare that I have carefully read all sections of the “Tourism Industry Support Scheme (‘the Scheme’) – Guide to Application A” and this Application Form, and fully understand the contents thereof and agree to comply with the terms and conditions of the above documents.
- (c) I understand that if the travel agent has successfully applied/is applying for a subsidy under any other scheme (except the Travel Agents Subsidy Scheme, the Employment Support Scheme and the Distance Business (D-Biz) Programme) of the Anti-epidemic Fund, the travel agent is not eligible for the Scheme.
- (d) I have read the following “Personal Information Collection Statement” and fully understand its contents:

**Personal Information Collection Statement**

*Purposes of Collection of Personal Data*

- 1. The Government and its agents will use the information provided by me for the Scheme (including but not limited to the personal data of the travel agent and its staff) for one or more of the following purposes and any directly related purposes:
  - (a) to process applications and payment (if applicable) under the Scheme and, if required, to communicate with me for matters relating to the Scheme;
  - (b) to administer the Scheme, including but not limited to effecting payment;
  - (c) statistical purposes but the statistics obtained will not be released or made available to a third party in a form that allows personal details of any individual being identifiable; and
  - (d) any other purposes as may be required, authorised or permitted by law.
- 2. The Government and its agents may require me, the travel agent and/or its staff to provide further document(s) and information to verify whether the document(s) and information provided by me are true and correct.
- 3. Provision of information for the application is voluntary. If I do not provide adequate and accurate data, the Government and its agents may not be able to process the application of the travel agent. The travel agent must obtain the prescribed consent<sup>4</sup> of its staff before disclosing their personal data to the Government when submitting the application. Their personal data will be used by the Government and its agents for the purposes set out above and disclosed to relevant organisations/persons under the conditions listed in paragraph 4 below.

*Possible Transfer of Collected Data*

- 4. The data provided by me may be disclosed to the relevant bureaux and departments of the Government, their agents, law enforcement agencies, banks and other transferees and any other parties involved in the administration and operation of the Scheme to obtain and verify information for the purposes stated in paragraphs 1 and 2 above (including matching with the databases of the relevant bureaux and departments of the Government and relevant organisations for the purposes of application approval, assessment, review, monitoring and law enforcement).

<sup>4</sup> According to the Personal Data (Privacy) Ordinance (Cap. 486), prescribed consent means the express consent of the person given voluntarily, and such consent does not include any consent which has been withdrawn by notice in writing served on the person to whom the consent has been given (but without prejudice to so much of that act that has been done pursuant to the consent at any time before the notice is so served).

*Access to Personal Data*

5. Except where there is an exemption provided under the Personal Data (Privacy) Ordinance (Cap. 486), I have the right to request access to and correction of personal data when the data have not been erased.

*Enquiry*

6. My requests or enquiries can be addressed by email (email address: tapss@cedb.gov.hk) or by post to the Travel Agents Registry at Room 4901, 49/F, Hopewell Centre, 183 Queen’s Road East, Wan Chai, Hong Kong.

- (e) I understand that each “eligible travel agent” can submit no more than one application. Duplicate submission will not be processed.
- (f) I declare that the information provided in this Application Form and the attached document(s) (including supplementary document(s) and information) is true and correct. I understand that if I knowingly or wilfully make any false statement or withhold any information, or mislead the Government for the purpose of obtaining any subsidy under the Scheme, I may be liable to criminal prosecution. I understand that the Government will also cancel the approved subsidy and that full refund of the disbursed subsidy to the Government shall be required.
- (g) I agree that the Government has no obligation to process the application or make any payment under the Scheme in respect of the travel agent if:
  - (i) any document(s)/information provided by me under the Scheme is/are at any time found to be false, incomplete, inaccurate, incorrect or misleading; or
  - (ii) the travel agent is not eligible for the Scheme.
- (h) I agree that the Government will deposit the subsidy under the Scheme directly into the bank account as specified in this Application Form. I also agree and undertake to notify the Government forthwith of any overpayment or any payment by mistake for whatever reason to the travel agent under the Scheme and refund the same to the Government. In this respect, I authorise the bank to debit the bank account with such amount certified by the Government as overpayment or payment by mistake and indemnify the Government against any losses, damages, costs, charges and expenses which the Government may sustain or incur, which may include those as a result of delay in returning or failure to return such overpayment or payment by mistake.

<b>Authorised Person’s Signature</b>	<b>Travel Agent’s Stamp</b>
Name of Signatory:	
Hong Kong Mobile Phone No.:	Email Address:
Date:	

**5. Other Important Notes**

Please submit the original of this completed Application Form A1, together with copies of the required documents, to the Travel Agents Registry by post or in person on or before **27 October 2020**:

- the original of completed Application Form A1
- a copy of the first page of the bank book or bank statement of the relevant bank account showing the name of the account holder (if the travel agent specifies another bank account for collecting the subsidy)
- a copy of the MPF pay-record covering each of the staff members under the MPF scheme (issued by the MPF approved trustee) for March 2020
- the following for each of the staff members:
  - ✧ the original of Annex to Application Form A1 completed by the staff member
  - ✧ a copy of the first page of the bank book or bank statement of the relevant bank account showing the name of the account holder for subsidy collection by the staff member
  - ✧ a copy of the Hong Kong Identity Card of the staff member

For enquiries, please contact the Travel Agents Registry:

Email:	tapss@cedb.gov.hk
Telephone:	2735 5600; 2735 5611
Address:	Room 4901, 49/F, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong

<b>只供內部填寫 For internal use only</b>	
批准的津貼額 Approved amount (\$) :	
<i>Checked by:</i>	<i>Endorsed by:</i>
<i>Date:</i>	<i>Date:</i>

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### 3. Declaration

- (a) I, the signatory of this Form, have carefully read all sections of the "Tourism Industry Support Scheme ('the Scheme') – Guide to Application A" and Annex to this Application Form, and fully understand the contents thereof and agree to comply with the terms and conditions of the above documents.
- (b) I understand that if I have successfully applied/am applying for a subsidy under any other scheme of the Anti-epidemic Fund, I am not eligible for this Scheme.
- (c) I declare that I have not provided consent to any person for using my information to apply for a subsidy under any other scheme of the Anti-epidemic Fund (except the travel agent being my employer to apply for a subsidy under the Employment Support Scheme).
- (d) I have read the following "Personal Information Collection Statement" and fully understand its contents:

#### **Personal Information Collection Statement**

##### *Purposes of Collection of Personal Data*

1. The Government and its agents will use the information provided by me for the Scheme (including but not limited to my personal data) for one or more of the following purposes and any directly related purposes:
  - (a) to process applications and payment (if applicable) under the Scheme and, if required, to communicate with me for matters relating to the Scheme;
  - (b) to administer the Scheme, including but not limited to effecting payment;
  - (c) statistical analysis but the statistics obtained will not be released or made available to a third party in a form that allows personal details of any individual being identifiable; and
  - (d) any other purposes as may be required, authorised or permitted by law.
2. The Government and its agent may require me and/or the travel agent being my employer to provide further document(s) and information to verify whether the document(s) and information provided by me are true and correct.
3. Provision of information for the application is voluntary. If I do not provide adequate and accurate data, the Government and its agents may not be able to process the application.

##### *Possible Transfer of Collected Data*

4. The data provided by me may be disclosed to the relevant bureaux and departments of the Government, their agents, law enforcement agencies, banks and other transferees and any other parties involved in the administration and operation of the Scheme to obtain and verify information for the purposes stated in paragraphs 1 and 2 above (including matching with the databases of the relevant bureaux and departments of the Government and relevant organisations for the purposes of application approval, assessment, review, monitoring and law enforcement).

##### *Access to Personal Data*

5. Except where there is an exemption provided under the Personal Data (Privacy) Ordinance (Cap. 486), I have the right to request access to and correction of personal data when the data have not been erased.

##### *Enquiry*

6. My requests or enquiries can be addressed by email (email address: tapss@cedb.gov.hk) or by post to the Travel Agents Registry at Room 4901, 49/F, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong.



- (e) I understand that I can only submit one application via the travel agent being my employer according to Guide to Application A if I am a member of "eligible travel agent's staff" of more than one travel agent at the same time. Duplicate submission will not be processed.
- (f) I declare that the information provided in Annex to this Application Form and the attached document(s) (including supplementary document(s) and information) is true and correct. I understand that if I knowingly or wilfully make any false statement or withhold any information, or mislead the Government for the purpose of obtaining any subsidy under the Scheme, I may be liable to criminal prosecution. I understand that the Government will also cancel the approved subsidy and that full refund of the disbursed subsidy to the Government shall be required.
- (g) I agree that the Government has no obligation to process the application or make any payment under the Scheme in respect of me if:
- (i) any document(s)/information provided by me under the Scheme is/are at any time found to be false, incomplete, inaccurate, incorrect or misleading; or
  - (ii) I am not eligible for the Scheme.
- (h) I agree that the Government will deposit the subsidy under the Scheme directly into the bank account as specified in Annex to this Application Form. I also agree and undertake to notify the Government forthwith of any overpayment or any payment by mistake for whatever reason to me under the Scheme and refund the same to the Government. In this respect, I authorise the bank to debit the bank account with such amount certified by the Government as overpayment or payment by mistake and indemnify the Government against any losses, damages, costs, charges and expenses which the Government may sustain or incur, which may include those as a result of delay in returning or failure to return such overpayment or payment by mistake.

Applicant's  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### 4. Other Important Notes

Please submit the original of this completed Annex to Application Form A1, together with copies of the required documents, to the employer travel agent for submission to the Travel Agents Registry on or before **27 October 2020**.

For enquiries, please contact the Travel Agents Registry:

Email:	tapss@cedb.gov.hk
Telephone:	2735 5600; 2735 5611
Address:	Room 4901, 49/F, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong

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Checked by:	Endorsed by:
Date:	Date: