

**“中國香港服務貿易洽談會”暨香港服務業代表團訪問北京  
擬定行程**

合資格企業可申請  
中小企業市場推廣基金

5月27日(星期二)	
15:00-18:20	由香港乘搭港龍航空 KA902 前往北京
20:00	入住國家會議中心大酒店
5月28日(星期三)	
“中國(北京)國際服務貿易交易會”(簡稱“京交會”)	
09:30-10:00	出席“中國(北京)國際服務貿易交易會”開幕式
10:00-12:00	出席高峰論壇及參觀“香港館”
中午	自行午餐
下午	自由參觀“中國(北京)國際服務貿易交易會”及參與其分場活動
5月29日(星期四)	
香港日	
09:30-11:00	出席“中國香港服務貿易洽談會”開幕式及主題論壇 -- 主題：“邁向全球，首選香港”- 香港與內地企業攜手開拓國際市場
11:15-12:30	出席同期舉行的分論壇(請根據閣下行業性質選擇以下一項):
	<u>內地企業如何攜手香港專業服務有效進行海外投資及併購</u> <u>知識產權營商及授權合作研討會(待定)</u>
12:45-14:00	交流午宴
14:15-17:00	商貿配對
5月30日(星期五)	
12:30-16:05	乘搭港龍航空 KA901 航班由北京返回香港

注 1: 以上行程日後可能因應需要而有所更改。

注 2: 有關於中小企業市場推廣基金的詳情, 請聯絡 [emf\\_enquiry@tid.gov.hk](mailto:emf_enquiry@tid.gov.hk)。

**參加費用:** 每位 \*HK\$10,700 (\*價格因應機位情況而調整)(包括指定航班經濟客艙來回機票、三晚住宿國家會議中心大酒店標準單人房、北京團體交通費用及行政費)。參加者如自行安排機票, 參加費用為每位 HK\$6,100。

**截止報名日期:** 2014年4月25日。如有任何查詢, 歡迎聯絡本局服務業拓展部 李嶺亨先生(電話: 2584-4014; 電郵: [henry.lh.li@hktdc.org](mailto:henry.lh.li@hktdc.org))或張睿凌小姐(電話: 2584-4161; 電郵: [antonia.cheung@hktdc.org](mailto:antonia.cheung@hktdc.org))。

**“中國香港服務貿易洽談會”暨香港服務業代表團訪問北京  
Mainland-Hong Kong Services Industry Symposium and  
Hong Kong Services Industry Delegation to Beijing  
27-30/5/2014**



**申請表 APPLICATION FORM**

**請注意 IMPORTANT:**

- 請填妥申請表，並於 **2014年4月25日(星期五)**或以前傳真至(852) 2169-9070 或電郵至 antonia.cheung@hktdc.org 香港貿易發展局服務業拓展部張睿凌小姐收。正本及參加費用須於同日前寄回/送達本局。  
Please complete the application form and fax to (852) 2169-9070 or email to antonia.cheung@hktdc.org, on or before **25 April 2014 (Friday)** (Attn: Ms Antonia Cheung, Service Promotion, HKTDC). The original application form with participation fee should reach the Council by the same day.
- 代表團活動將以普通話進行。  
Delegation's programme will be conducted in Putonghua.

**活動查詢 Enquiry**

張睿凌小姐 Ms Antonia Cheung  
項目主任(服務業拓展)  
Project Executive, Service Promotion  
電話 (Tel) : (852) 2584 4161  
傳真 (Fax) : (852) 2169 9070  
電子郵件(E-mail) : antonia.cheung@hktdc.org

李嶺亨先生 Mr Henry Li  
貿易推廣主任(服務業拓展)  
Marketing Officer, Service Promotion  
電話 (Tel) : (852) 2584 4014  
傳真 (Fax) : (852) 3915 1405  
電子郵件(E-mail) : [henry.lh.li@hktdc.org](mailto:henry.lh.li@hktdc.org)

**第一部份 Part I 公司/機構資料 Company/Organisation Information**

\*以下資料將用於印製代表團宣傳資料 Information below will be used in delegation-related printed materials

*公司 / 機構名稱 (中文) Company / Organisation Name (Chinese)	
*公司 / 機構名稱 (英文) Company / Organisation Name (English)	
*註冊地址 (中文) Registered Address (Chinese)	
*註冊地址 (英文) Registered Address (English)	
*通訊地址 Correspondence Address	<input type="checkbox"/> 同上 ditto
*電話 Tel	
*傳真 Fax	
*電子郵件 E-mail	
*網址 Website	
商業登記證號碼 Business Registration Certificate No.	

**第二部份 Part II 團員資料 Delegate's Information**

\*以下資料將用於印製代表團宣傳資料 Information below will be used in delegation-related printed materials

**團員 (一) Delegate 1**

*中文姓名 Chinese Name	<input type="checkbox"/> 先生 <input type="checkbox"/> 女士 <input type="checkbox"/> 太太 <input type="checkbox"/> 其他
*英文姓名 English Name	<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Other
*職位 (中文) Position (Chinese)	
*職位 (英文) Position (English)	

<b>團員 (二) Delegate 2</b>	
*中文姓名 Chinese Name	<input type="checkbox"/> 先生 <input type="checkbox"/> 女士 <input type="checkbox"/> 太太 <input type="checkbox"/> 其他
*英文姓名 English Name	<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Other
*職位 (中文) Position (Chinese)	
*職位 (英文) Position (English)	

請於 **2014年4月25日(星期五)**或以前電郵以下資料至 antonia.cheung@hktdc.org 以供製作代表團宣傳資料之用。  
Please email information below to antonia.cheung@hktdc.org by **25 April 2014 (Friday)** for producing delegation-related printed materials.

- 公司簡介, 請填寫附件及以 doc 格式儲存  
Company Profile (Please fill in Appendix and submit in doc format)
- 公司標誌, 請以 JPG 格式儲存 (像素: 最少 300 dpi / 檔案大小: 超過 1MB)  
Company Logo in jpg format (Resolution: at least 300 dpi / File size: exceed 1MB)
- 出席是項活動之代表的近照, 請以 JPG 格式儲存 (像素: 最少 300 dpi / 檔案大小: 超過 1MB)  
Please e-mail photo(s) of delegate(s) in jpg format (Resolution: at least 300 dpi / File size: exceed 1MB)

<b>第三部份 Part III 聯絡人資料 Contact Person Information</b>			
中文姓名 Chinese Name			
英文姓名 English Name			
職位 Position			
直線電話 Direct Tel		直線傳真 Direct Fax	
電子郵件 E-mail			

<b>第四部份 Part IV 行程安排 Travel Arrangement</b>	
機票安排 Air Ticket Arrangement	<input type="checkbox"/> 按團體行程由主辦單位安排 Group schedule arranged by organiser <input type="checkbox"/> 由主辦單位安排, 但於其他日子出發 / 回港 Arranged by organiser, but depart from/to Hong Kong in specific day 出發日期 Departure Date: _____ 回港日期 Return Day: _____ <input type="checkbox"/> 自行安排機票 Self-arrangement
酒店安排 Hotel Arrangement	國家會議中心大酒店 2014年5月27-30日 (3晚酒店住宿) China National Convention Center Grand Hotel 27-30/5/2014 (3 nights) 房間選擇特別要求 Room Special Request <input type="checkbox"/> 吸煙房 Smoking Room <input type="checkbox"/> 非吸煙房 Non-Smoking Room <input type="checkbox"/> 其他 Others: (視乎房間入住及供應情況而定 subject to availability) <input type="checkbox"/> 自行安排 Self-arrangement

<b>團員 (一) Delegate 1</b>	
旅行證件姓名 (中文) Name as shown on Travel Document (Chinese)	
旅行證件姓名 (英文) Name as shown on Travel Document (English)	
旅行證件號碼 Travel Document No.	回鄉證 Home Visit Permit: _____ 或 or 護照 Passport (請註明 Please specify: _____)
<b>團員 (二) Delegate 2</b>	
旅行證件姓名 (中文) Name as shown on Travel Document (Chinese)	
旅行證件姓名 (英文)	

Name as shown on Travel Document (English)	
旅行證件號碼 Travel Document No.	回鄉證 Home Visit Permit: _____ 或 or 護照 Passport (請註明 Please specify: _____)
備註: 住宿期間的額外消費(如電話費、房間送餐服務、收費電影等), 請於辦理退房時自行支付。 Remarks: Delegates are kindly requested to settle their incidental expenses when checking out the hotel.	
<b>第五部份 Part V 參加費用及付款方法 Participation Fee &amp; Payment Method</b>	
參加費用為每位*港幣 10,700 元 (*價格因應機位情況而調整) (包括指定航班經濟客艙來回機票、3 晚住宿國家會議中心大酒店標準單人房、北京團體交通費用、行政費及香港貿易發展局安排的交流活動)。 Participation fee is *HK\$10,700 per person (*Price subject to change due to flight availability) (including economy-class return air ticket of specified flights, 3-night standard single-room accommodation in China National Convention Center Grand Hotel, local group transportation, administrative expenses and the cost of the networking events arranged by the HKTDC).	
參加者如自行安排機票, 參加費用為每位港幣 6,100 元。 Participation fee is HK\$6,100 per person (including 3-night standard single-room accommodation in China National Convention Center Grand Hotel, local group transportation, administrative expenses and the cost of the networking events arranged by the HKTDC).	
參加者如更改交通/酒店安排, 須另行繳付有關費用。 Participants shall be responsible for the costs and charges in connection with their request to change any transportation arrangement and/or hotel room reservation. 參加者如在 <b>2014 年 4 月 25 日</b> 後退出, 將不獲任何退款。 No refund will be made if a participant withdraws after <b>25 April 2014</b> .	
以支票付 By Cheque	支票號碼 Cheque No.:
	金額 Amount (HK\$):
請將劃線支票 (抬頭請註明“香港貿易發展局”) 連同填妥之表格, 交回香港灣仔港灣道一號會展廣場辦公大樓三十八樓香港貿易發展局服務業拓展部張睿凌小姐收。 Please return completed application form with a crossed cheque made payable to “ <b>Hong Kong Trade Development Council</b> ” to 38 <sup>th</sup> Floor, Office Tower, Convention Plaza, 1 Harbour Road, Wanchai, Hong Kong ( Attn: Ms Antonia Cheung, Service Promotion).	

<b>第六部份 Part VI 業務資料 Business Information</b>
<b>國內投資地點 Investment Location in Mainland (如適用 if applicable)</b>
<input type="checkbox"/> 北京 Beijing
<input type="checkbox"/> 其他 (請註明) Others (please specify): _____
<b>業務性質 Nature of Business</b>
<input type="checkbox"/> 設計/市場行銷 Design/ Marketing Services
<input type="checkbox"/> 金融服務業 Financial Services
<input type="checkbox"/> 授權業 Licensing
<input type="checkbox"/> 物流服務業 Logistics Services
<input type="checkbox"/> 專業服務業 Professional Services
<input type="checkbox"/> 其他 (請註明) Others (please specify): _____
<b>閣下此次參加代表團, 希望結識哪類內地企業/合作夥伴?</b> <b>What kind of mainland enterprises / business partners you would like to meet with?</b>
<b>最想了解哪類市場資訊?</b> <b>What kind of market information you would like to obtain?</b>
<b>其他有興趣的領域?</b> <b>Any other interested areas?</b>

本公司 (公司名稱)  
We (Name of Company)

茲申請參加“中國香港服務貿易洽談會”暨香港服務業代表團訪問北京，並同意遵守香港貿易發展局訂定及適時修改或新增之參與條款及規則。本公司明白及同意，上述資料將會存儲在香港貿易發展局資料庫內，供香港貿易發展局作宣傳用途，並將有關資料用於印製代表團之宣傳資料。本公司保證及同意，上述資料如有錯漏，香港貿易發展局毋須負責。

Hereby apply for joining the “Mainland-Hong Kong Services Industry Symposium” and Hong Kong Services Industry Delegation to Beijing and agree to be bound by the provisions of all documents forming part of the Application Form, including but not limited to, the attached Conditions of Participation. We understand that the above mentioned information will be included into the Hong Kong Trade Development Council’s databank and **the Council can make use of the information for trade promotion purposes, including the printing of delegation-related printed materials.** We accept that the Hong Kong Trade Development Council bears no responsibility for any error or omission.

姓名 (正楷) Name

職位 Position

日期 Date

公司印鑑及負責人簽署  
Company Stamp & Authorised Signature

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27-30/5/2014**

公司/機構資料 Company/Organisation Profile

請提供參加者的中英文公司/機構簡介，中文簡介：不多於 300 字；英文簡介：不多於 180 字。  
Please fill in the below information in both Chinese and English  
(Chinese: not more than 300 words; English: not more than 180 words).

中文姓名 Chinese Name :

英文姓名 English Name :

**公司簡介（中文，不多於 300 字）**

*（註：由於點列內容一般所佔空間較多，版面所能容納之字數可能會較少，主辦機構將按實際情況減少有關公司簡介之字數。）*

**Company Profile (English, not more than 180 words)**

*(Note: Content in point form usually requires more spaces and hence fewer characters will be accommodated. The organiser will reduce the number of character for delegates concerned.)*

# CONDITIONS OF PARTICIPATION 參與條款

## **1. DEFINITIONS**

In these Conditions of Participation and the Application Form, save as the context otherwise requires:

"Applicant" means the company named in Section I of the Application Form.

"Application" means the application by the Applicant to participate in the Delegation, made by submitting the Application Form together with all necessary payments to the Council.

"Application Form" means the application form to which these conditions are annexed.

"Conditions" means these Conditions of Participation as amended by the Council from time to time.

"Council" means the Hong Kong Trade Development Council.

"Delegate(s)" means the individual(s) named in Section II of the Application Form who is/are nominated by the Participant to attend and represent it in the Delegation.

"Executive Director" means the Executive Director appointed by the Council from time to time;

"Hong Kong" means the Hong Kong Special Administrative Region of the People's Republic of China.

"Delegation" means the Delegation named in the Application Form.

"Participant" means the Applicant after its Application has been accepted by the Council.

"Participation Fee" means the amount(s) payable by the Participant to the Council for the right to participate in the Delegation, as specified in Section V of the Application Form.

"Project Manager" means the project manager for the Delegation appointed by the Council.

"Publicity Material" means all and any promotional gifts, catalogues, pamphlets, advertising and publicity material whatsoever which the Participant wishes to display, distribute or use at or for the purpose of the Delegation.

"Related Companies" in respect of the Applicant or Participant means its holding companies, subsidiaries and subsidiaries of its holding companies.

## **2. ACCEPTANCE**

(a) The Applicant must be a Hong Kong entity with a valid Hong Kong business registration certificate with substantial operations in Hong Kong.

(b) The Executive Director of the Council, on behalf of the Council, may in his absolute discretion accept or reject the Application.

(c) The Applicant represents and warrants that none of its Related Companies, associates, or persons or companies that are effectively under its control has applied to participate in the Delegation. The Council has an absolute discretion to reject the Application or withdraw its acceptance of the Application if the Applicant shall have breached this warranty and representation.

## **3. PAYMENT**

Upon submission of its Application, the Applicant shall pay to the Council the Participation Fee.

If the Application is rejected, the Council will within 30 days of the date of notice of rejection refund to the Applicant the Participation Fee received by it from the Applicant without interest.

When the Application is accepted by the Council, the Applicant will become a Participant. If it subsequently wishes to withdraw its participation, it may do so by notice in writing to the Council whereupon the Participation Fee will be forfeited by the Council.

i. The Delegates shall settle with the hotel directly all charges incurred by them at the hotel when they check out from the hotel.

ii. The Participant shall indemnify the Council against all liabilities incurred by its Delegates in connection with the hotel or symposium venue and shall on demand pay to the Council immediately all amounts claimed by the hotel against the Council in respect thereof.

All payments by the Applicant/Participant to the Council shall be made promptly without any deduction, set-off or counterclaim.

The Council reserves the right to offset any balance to be refunded to the Applicant/Participant against any outstanding liabilities due by the latter to the Council in relation to their participation in the Council's other activities.

No interest will be payable by the Council in respect of any refund amounts to the Applicant/Participant.

## **4. PARTICIPATION IN THE DELEGATION**

The Participant must be represented in the Delegation by at least 1 Delegate.

Any Delegate nominated to represent the Participant in the Delegation must be a senior executive of the Participant.

The Participant shall ensure that its delegates shall comply with the Conditions and with all directions which the Project Manager may from time to time give in connection with any matter appertaining to the Delegation.

The Council reserves the right in its absolute discretion and without giving any reasons to require the Participant to replace any of its Delegates forthwith.

The Participant shall use its best endeavours to uphold the reputation of the Council and to promote the success of the Delegation.

The Participant undertakes not to display anything which is unlawful, in breach of any person's intellectual property, harmful, threatening, violent, offensive, defamatory, libelous, scandalous, seditious, vulgar, obscene, indecent, invasive of another's privacy, hateful, racially, ethnically or otherwise objectionable.

The Participant warrants that all information, statements, photographs and illustration provided for publication of Delegation catalogue and/or other publicity materials thereof do not in any way whatsoever violate any applicable laws, rules and regulations of the importing countries.

The Participant shall be solely responsible for and shall settle all expenses and liabilities incurred by it in relation to its participation in the Delegation including without limitation all shipping and transportation charges, customs duties, handling charges and other costs and expenses arising from the shipment or in connection with the Delegation. If the Council pays any of such charges, duties, costs or expenses on behalf of the Participant it shall be entitled to reimbursement from the Participant on demand and may offset any amount held by it on behalf of the Participant against such payment.

## **5. PUBLICITY**

The Council will arrange for such publicity for the Delegation as it shall in its absolute discretion deem fit. No Participant, Delegate or other officer, representative, agent or employee of the Participant shall give or cause to be given any interview, public announcement, press statement or any other publicity whatsoever in relation to the Delegation.

## **6. INFORMATION**

(a) During the Delegation the Delegate shall provide the Council with such information as to the business results of the Participant in the Delegation as the Project Manager may from time to time request. Such information will not be divulged to third parties without the Participant's approval, save in relation to collective figures in respect of all or a majority of the persons or companies participating in the Delegation.

(b) At the conclusion of the Delegation the Delegates shall complete questionnaires on the activities performed and the business carried out by the Participant during the Delegation for the information of and further action by the Council.

## **7. TERMINATION OF RIGHT TO PARTICIPATE**

(a) Without prejudice to the Council's other rights and remedies, the Council has the right to terminate forthwith by notice the Participant's right to participate in the Delegation on or following the occurrence of any of the following events:-

i. if the Participant or any of its Delegates, officers, representatives, agents or employees commits a breach of any of the Conditions;

ii. if the Participant, being a body corporate, enters into liquidation whether compulsorily or voluntarily or compounds with its creditors or has a receiver appointed over all or any part of its assets or if the Participant, being a sole proprietorship or partnership, becomes or one of its members becomes bankrupt or insolvent or enters into any arrangements with its creditors;

iii. if the Executive Director in his absolute discretion decides that such right shall be terminated.

(b) The Participant's right to participate in the Delegation shall automatically terminate in the event that all its Delegates are refused entry visa or entry permit to the country or place where the Delegation shall be held by any competent authorities.

In the event that the Participant's right to participate in the Delegation is terminated, the Participation Fee will not be refunded to the Participant and any expenses incurred by the Council for and on behalf of the Participant prior to such termination and all other expenses reasonably incurred by the Council as a consequence of such termination shall be paid on demand by the Participant to the Council.

## **8. CANCELLATION**

The Council reserves the right to cancel or postpone the Delegation or to shorten or prolong its duration at any time without incurring any liability whatsoever to the Participant and its Delegates if circumstances outside the control of the Council (including but not limited to war, embargo, civil unrest, terrorist attacks, legal proceedings or government regulations) make it in the sole opinion of the Council (which opinion shall be conclusive) impossible, impractical or undesirable for the Council to hold the Delegation.

## **9. EXCLUSION OF LIABILITY**

(a) The Council shall not be liable for any loss, damage or personal injury howsoever suffered by or caused to the Participant or its Delegates, officers, representatives, agents, employees or any third party, or other property in the course of or in relation to the Delegation, unless such loss, damage or personal injury shall be caused by any breach by the Council or its employees of the Conditions.

(b) The Council assumes no responsibilities for any introduction or transaction made between the Participant and any third party during or as a result of the Delegation.

(c) The Participant shall be responsible for effecting all insurance coverage necessary in connection with its participation in the Delegation including but not limited to insurance in respect of the Products, its other property and its Delegates (including travel and medical insurance).

The Participant undertakes to indemnify and at all times hereafter to keep indemnified the Council from and against all liabilities, actions, proceedings, claims, damages, costs and expenses whatsoever which it may suffer or incur by reason of or in relation to any act, omission or default by the Participant or its Delegates, officers, representatives, agents and employees in the course of or in relation to the Delegation.

## **10. CONFIDENTIAL INFORMATION**

The Participant shall not disclose or permit to be disclosed to any person or otherwise make use of or permit to be made use of any information relating to the business or affairs of the Council or other participants in the Delegation which has been acquired by reason of the Participant's participation in the Delegation.

## **11. WAIVER**

No failure or delay by the Council in exercising or enforcing any right or power hereunder shall operate or be construed or operated as a waiver thereof. No waiver of any breach shall be construed as a waiver of any continuing or subsequent breach.

## **12. NOTICE**

(a) Every notice or demand shall be in writing but may be given or made by post, cable, telex or fax.

(b) Every notice or demand to be given by the Council may be sent to the address of the Participant stated in its Application Form. Every notice to be given by the Participant to the Council shall be sent to the offices of the Council at 38th Floor, Office Tower, Convention Plaza, 1 Harbour Road, Hong Kong.

Every notice or demand shall be deemed to have been received in the case of a telex, or fax, at the time of dispatch, and in the case of a letter three days after the posting of the same by prepaid post.

## **13. GENERAL**

(a) Nothing in the Application Form or the Conditions shall create or be deemed to create a partnership or the relationship of principal and agent or employer and employee between the Council and the Participant.

(b) The Application Form and the Conditions embody and set out the entire agreement and understanding of the parties and supersede all prior oral or written agreements, understandings or arrangements between the Council and the Applicant relating to the Delegation.

## **14. GOVERNING LAW**

The Application Form and the Conditions shall be governed by and construed in all respects in accordance with the laws of Hong Kong and all the parties agree to submit to the non-exclusive jurisdiction of the Hong Kong courts.