

Applicant Enterprises for the Young Entrepreneurs Aid Scheme are required to submit the following documents:

- I.** Signed online application form (submitted for pre-application and printed through the DSED T website)
- II.** Required supporting documents
 1. Copy of identification document(s) (front and back) of the entrepreneur(s) (individual owner(s)); for collective person commercial entrepreneur(s) (corporate owner(s)), copy of identification document(s) of the shareholder(s)
 2. Copy of license(s), or certificate(s) of the same nature, required by law to carry out the business activity, except for those who have not yet commenced the business activity; for those whose applications are under process, please attach a copy of application receipt;
 3. Entrepreneurship proposal or business plan (may be written by referring to the following outline);
 - i. Information about the business activity (including: scope of business, advantage(s) of the product(s)/service(s) provided, target customers, state of competition, publicity method(s), etc.)
 - ii. Operating conditions (including: human resources situation, sources of income, actual sales or its forecast, operating costs and other funding channels, etc.)
 - iii. Use of assistance
 4. Materials showing the use of assistance. (e.g. if the assistance is for the purpose of purchasing equipment for the commercial enterprise's operation/decorating the business premises of the commercial enterprise/publicity and promotion campaigns, please attach quotation(s) relevant to the project; if the assistance is for the purpose of entering into commercial concession or franchising contracts, please attach information about the contracts for reference.)
 5. Copy of document(s) certifying the completion of training courses or copy of proof of academic qualifications in business administration or similar studies. (Except for those who have not yet completed the training courses).
- III.** To facilitate analysis and assessment, please supplement the following materials:
 1. Copy of the Income Declaration (i.e. the declaration form filed to the Financial Services Bureau (DSF) annually for reporting turnover and profit/loss) for the previous year (if applicable);

2. If the application is made for the purpose of decorating the business premises of the commercial enterprise, photos of the business premises before the works, and copy of the lease contract/property search report of the business premises to be decorated are required;
3. Transaction records of the primary bank account (opened under the name of the enterprise) for the last 6 months (if applicable);
4. Engineering companies may submit, if any, recent works contracts and photos of works;
5. If there is a guarantor, copy of his/her identification document (front and back)
(If an application is granted, the guarantor(s) is/are required to present in person to sign the relevant guarantee documents and assume joint and several liability with the debtor. In the event of arrears being coercively collected by the Coercive Collection Bureau of the Financial Services Bureau (DSF), it/they shall also be liable for the interest, revenue of the public coffers and other statutory fees.);
6. Other materials for reference, if any.

Notes:

- i. Applicants may be requested to provide other documents, reports or information which are deemed important by the Advisory Committee on a case-by-case basis.
- ii. An application will be deemed withdrawn if the application process is in halt for more than 6 months due to reasons attributable to the applicant.
- iii. Anyone who provides false information or uses other unlawful means during the application process to obtain the assistance shall incur, if any, civil and criminal liability in accordance with law.