



工業貿易署  
中小企業支援與諮詢中心  
Support and Consultation Centre for SMEs  
Trade and Industry Department

## 「問問專家」業務諮詢服務

## "Meet-the-Advisors" Business Advisory Service

工業貿易署的中小企業支援與諮詢中心（簡稱SUCCESS）可安排約見顧問專家，就創業和營商疑難免費提供專業意見。

The Trade and Industry Department's Support and Consultation Centre for SMEs (SUCCESS) can arrange meeting with Advisors to provide free consultation on questions relating to the starting and running of a business.

### 申請表 Application Form

#### A 申請者/申請公司資料 Applicant / Applicant Company

姓名（先生/女士/小姐）（必須填寫） Name (Mr./Mrs./Miss) (compulsory) :

公司 Company :

地址 Address :

電話（必須填寫） Telephone (compulsory) :

傳真 Fax :

電郵 E-mail :

商業登記証號碼（公司申請者必須填寫） Business Registration Certificate Number (compulsory for company applicants) :

□□□□□□ - □□□ - □□ - □□ - □□

成立年份（公司申請者必須填寫） Year established (compulsory for company applicants) :

僱員人數（公司申請者必須填寫） No. of employees (compulsory for company applicants) :

從事 / 擬從事行業（必須填寫） Industry / Industry to be engaged (compulsory) :

#### B 諮詢類別（請只 [✓] 一項） Advisory Areas (please tick ONE only)

- |  |  |   |   |   |
|--|--|---|---|---|
| <input type="checkbox"/> 成立公司<br>Setting up Business | <input type="checkbox"/> 會計財務<br>Accounting        | <input type="checkbox"/> 強積金事宜<br>Mandatory Provident Fund          | <input type="checkbox"/> 電子商貿<br>Electronic Commerce      | <input type="checkbox"/> 環境管理<br>Environmental Management |
| <input type="checkbox"/> 資助計劃<br>Funding Schemes     | <input type="checkbox"/> 信貸融資<br>Financing         | <input type="checkbox"/> 顧客關係<br>Customer Relations                 | <input type="checkbox"/> 資訊科技<br>Information Technology   | <input type="checkbox"/> 品質提升<br>Quality Assurance        |
| <input type="checkbox"/> 市場推廣<br>Marketing           | <input type="checkbox"/> 特許經營<br>Franchising       | <input type="checkbox"/> 企業策略/管治<br>Corporate Strategy / Governance | <input type="checkbox"/> 供應鏈管理<br>Supply Chain Management | <input type="checkbox"/> 商品測試<br>Product Testing          |
| <input type="checkbox"/> 中國商貿<br>China Trade         | <input type="checkbox"/> 稅務問題<br>Taxation          | <input type="checkbox"/> 出口信貸管理<br>Export Credit Management         | <input type="checkbox"/> 知識產權<br>Intellectual Property    | <input type="checkbox"/> 品牌事務<br>Branding                 |
| <input type="checkbox"/> 法律事務<br>Legal               | <input type="checkbox"/> 器材租賃<br>Equipment Leasing | <input type="checkbox"/> 人力資源管理<br>Human Resource Management        | <input type="checkbox"/> 生產技術<br>Production Technology    | <input type="checkbox"/> ISO認證<br>ISO Certification       |

#### C 諮詢問題（必須填寫） Question (compulsory)

#### D 請注意 Please Note :

本人同意以電子通訊及電郵通知方式，接收SUCCESS的活動和服務的消息及最新營商資訊。

I agree to receive updates on the latest business development and information on SUCCESS activities and services through e-newsletters and e-mail alerts.

☐ 同意 Yes ☐ 不同意 No

- 注意事項：(1) SUCCESS對以下事項有最終決定權：  
— 是否接受閣下 / 貴公司的申請；及  
— 與顧問專家會面的一切安排。
- (2) 申請者在會見顧問專家之前，必須簽署一份有關使用該服務的協議（協議樣本載於背頁）。
- (3) 透過這份表格所取得的個人資料，只會用作登記使用SUCCESS服務以及與閣下聯絡之用。若有任何疑問，請隨時致電SUCCESS。

Notes: (1) SUCCESS reserves the right to make final decision on the following issues:

- whether or not to accept your / your company's application; and
- all arrangements relating to the meeting with the Advisor.

(2) Applicants must sign an Agreement on this advisory service (specimen is at overleaf) before meeting the Advisor.

(3) Any personal data collected through this form will only be used in registering for SUCCESS services and for communication with the applicant. Please contact SUCCESS if you have any enquiries.

填妥的申請表，可透過傳真或郵遞交回SUCCESS。申請者亦可透過SUCCESS網頁填寫及遞交網上申請表。

Please return the completed application form to SUCCESS by fax or mail. Applicants may also fill in and return on-line application form through SUCCESS Website.

地址：九龍觀塘道388號創紀之城一期渣打中心23樓15-18室

Address: Units 15-18, 23/F, Standard Chartered Tower, Millennium City 1, 388 Kwun Tong Road, Kowloon

傳真 Fax : (852) 2737 2377

網頁 Website : [www.success.tid.gov.hk](http://www.success.tid.gov.hk)

查詢電話 Enquiry Tel. : (852) 2398 5133

電郵 E-mail : [success@tid.gov.hk](mailto:success@tid.gov.hk)

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# 工業貿易署轄下的 中小企業支援與諮詢中心

## 「問問專家」業務諮詢服務 — 中小企業的協議

致：(1) 香港特別行政區政府（“特區政府”，就本文件而言，包括工業貿易署（“工貿署”）及其轄下的中小企業支援與諮詢中心（“該中心”）。）；及  
(2) [顧問姓名]（“顧問”）

工貿署透過該中心實行一項計劃（“該計劃”），以協助香港特別行政區（“香港”）的中小企業及擬開設中小企業的人士就與其在香港經營業務的有關事宜，取得免費的「問問專家」業務諮詢服務（“諮詢服務”）。

本人/我們同意參與該計劃，免費取得顧問提供的諮詢服務。

鑑於特區政府及顧問根據該計劃向本人/我們提供免費諮詢服務，本人/我們特此確認並同意：顧問、特區政府及其僱員均沒有保證、申述或擔保顧問根據該計劃向本人/我們提供的任何意見及/或資料為準確或完整，也沒有就該等意見及/或資料作出或隱含任何性質的保證、申述或擔保；顧問、特區政府及其僱員在任何情況下均無須為該等意見及/或資料上的任何不準確、遺漏、錯誤或誤差（不論是因疏忽或是其他原因造成的）負上法律責任或負責；此外，顧問、特區政府及其僱員在任何情況下亦無須為以下事情負上法律責任或負責：本人/我們或任何其他人士（不論是直接或間接）由於該等意見及/或資料或與該等意見及/或資料有關連的事項，或由於其編纂、分發、發布或使用，或與其編纂、分發、發布或使用有關連的事項，或由於倚賴該等意見及/或資料或與之有關連的事項，而招致或蒙受任何經濟損失或損害或任何其他損失或損害（包括但不限於任何實有的或預期的費用或開支增加、利潤損失、業務合約及收入）。

本協議須受香港法律管限，並須按照香港法律解釋。本人/我們同意接受香港法院非專屬性的司法管轄權管轄，而這項同意是不可撤銷的。

## SUPPORT AND CONSULTATION CENTRE FOR SMEs OF THE TRADE AND INDUSTRY DEPARTMENT

### "Meet-the-Advisors" Business Advisory Service - Agreement by SME

To: (1) The Government of the Hong Kong Special Administrative Region (the "Government", which for the purposes of this document includes the Trade and Industry Department (the "TID") and its Support and Consultation Centre for SMEs (the "Centre")); and  
(2) [Name of Advisor] (the "Advisor")

The TID operates a programme (the "Programme") through the Centre to assist small and medium enterprises and persons intending to establish small and medium enterprises in the Hong Kong Special Administrative Region ("Hong Kong") to obtain free "Meet-the-Advisors" Business Advisory Service (the "Service") on matters relating to the running of their businesses in Hong Kong.

I/We have agreed to participate in the Programme and to obtain free Service from the Advisor.

In consideration for the Government and the Advisor providing free service to me/us under the Programme, I/we hereby acknowledge and agree that none of the Advisor, the Government and their employees warrants, represents or guarantees the accuracy or completeness of any advice and/or information provided by the Advisor to me/us under the Programme and no warranty, representation or guarantee of any kind whatsoever relating to such advice and/or information is given or may be implied and none of the Advisor, the Government and their employees shall in any circumstances whatsoever be liable or responsible for any inaccuracies, omissions, mistakes or errors in such advice and/or information, occasioned by negligence or otherwise, or for any economic or any other loss or damage (including without limitation any real or anticipated increased costs or expenses, loss of profits, business contracts and revenues), incurred or suffered by me/us or any other person, arising (whether directly or indirectly) out of or in connection with such advice and/or information, its compilation, distribution, dissemination or use thereof or reliance thereon or otherwise howsoever.

This Agreement shall be governed by and construed in accordance with the laws of Hong Kong. I/We hereby irrevocably submit to the non-exclusive jurisdiction of the Hong Kong courts.

中小企業可以為以下任何一種形式：

**(如中小企業為一家公司)**

由 [董事] )  
為及代表 )  
[中小企業的公司名稱] )  
於 [見證人姓名] 面前 )  
簽署 : )  
或 )

**(如中小企業為一以商號名稱經營的獨資經營者)**

由 [獨資經營者] )  
為及代表 )  
[中小企業的商號名稱] )  
於 [見證人姓名] 面前 )  
簽署 : )  
或 )

**(如中小企業為一合夥)**

由 [合夥人] )  
為及代表 )  
[中小企業的合夥名稱] )  
於 [見證人姓名] 面前 )  
簽署 : )  
或 )

**(如中小企業為一名個人)**

由 [個人姓名] )  
在 [見證人姓名] 面前 )  
簽署 : )

**SME can be one of the following types :  
(If the SME is a company)**

SIGNED by )  
[director] )  
for and on behalf of )  
[company name of SME] )  
in the presence of : )

Or

**(If the SME is a sole proprietor trading in a firm name)**

SIGNED by )  
[sole proprietor] )  
for and on behalf of )  
[firm name of SME] )  
in the presence of : )

Or

**(If the SME is a partnership)**

SIGNED by )  
[partner] )  
for and on behalf of )  
[partnership name of SME] )  
in the presence of : )

Or

**(If the SME is an individual)**

SIGNED by )  
[individual] )  
in the presence of : )