

## Retail Sector Subsidy Scheme – Eligibility and Requirements

The HKSAR Government has established the “Retail Sector Subsidy Scheme” (the “**Scheme**”) being a HK\$30 billion “Anti-epidemic Fund” to provide relief to retailers over financial difficulties arising from the COVID-19 epidemic. This summary is intended to assist you in determining whether or not your company may benefit from the Scheme and if so, what the application requirements are.

### 1. Relief fund is for “retailers” only

- To be eligible for the fund, you must be carrying on a business in the resale of tangible goods to the general public for personal or household consumption or utilisation.
- The Scheme does not cover stores providing personal and business services. Whether or not a business is a “retailer” will be determined conclusively by the Government.

### 2. How much is available?

- Each retail store is eligible for a **one-off subsidy of HK\$80,000**.
- A parent company which operates retail groups or chain stores under the same business registration may claim up to a **maximum of HK\$3 million** (each retail branch of the retail chain must submit a separate application).

### 3. Eligibility

To be eligible under the Scheme, the following requirements must be satisfied:

- a) Store is conducting a substantive retail business at a fixed physical and individually operated store in Hong Kong.
- b) Business **commenced before 1 January 2020** and is still in operation at time of application.

The following businesses are **EXCLUDED** from the Scheme:

- 1) Mobile stores and counters in department stores which do not have separate payment system.
- 2) Stores operating under short-term tenancy (i.e. duration of less than 6 months).
- 3) Retail stores not operating from physical stores but via mail order, internet or direct marketing sales only.
- 4) Hawkers (including licensed hawkers).
- 5) Licensed restaurants, canteens, food factories, bakeries etc. with licences issued by the Food and Environmental Hygiene Department.

### 4. Application Deadline - **Midnight on Sunday 12 April 2020**

### 5. Documents required

- 1) A valid Business Registration Certificate in respect of the store (valid as of the application date and commenced before 1 January 2020). To be uploaded in JPEG format
- 2) **Any 2** of the following 4 documents:
  - (a) MFP contributions statement (within 2020)
  - (b) Rental receipt (within 2020), latest demand note for Rates and/ or Government Rent for the store.
  - (c) Latest utility bill (e.g. electricity bill, water bill) for the store (within 2020).
  - (d) Proof of electronic payment gateways used in retail store (e.g. credit cards, Octopus, EPS, Alipay, WeChat Pay etc.) such as a billing statement (within 2020).
- 3) Recent photograph of the retail store, showing its name and shopfront (image taken within one month of application).
- 4) Latest bank statement/ bank account book under the same name of the applicant/ company (i.e. name of account holder should be the name of the business shown on the Business Registration Certificate).

### 6. Submission of Application

- On submitting your application, you will receive an application number
- You can check the application result here – <https://enquiry.retailsubsidy.gov.hk/en/> by inserting your (1) application number and (2) Business Registration Number
- Successful applicants will receive the subsidy by autopay into their registered bank account within 7 working days of the date of approval