

The sample report is for reference only.

The Grantee must comply with the terms and conditions specified in the Funding Agreement.

Dedicated Fund on Branding, Upgrading and Domestic Sales (BUD Fund)
Easy BUD
Final Report of Approved Project

Important Notes

1. To facilitate monitoring and evaluation of the implementation of each approved project under the Easy BUD of the BUD Fund, the Grantee has to submit Final Report with the audited accounts to the Implementation Partner of the Government of the BUD Fund - Hong Kong Productivity Council (HKPC) **within two months** upon project completion.
2. An approved project has to be carried out strictly in accordance with the approved project proposal and the funding agreement. Any amendment to the approved project proposal or the funding agreement, including but not limited to change of project period, project deliverables, and project coordinator / deputy project coordinator, shall require **prior** written approval from HKPC **before** implementation of the proposed change. Otherwise, the budget of the relevant project measures will be removed and the expenses will **not** be recognised.
3. The HKPC reserves the right to withhold any disbursement of the final payment to an approved project. Circumstances which may result in this include but are not limited to: the failure of the Grantee to comply with the terms and conditions stipulated in the funding agreement; the failure or likely failure of the Grantee to further execute/complete the project; the reports or audited accounts submitted by the Grantee do not meet the requirements specified in the funding agreement, Guide to Application for the BUD Fund (Mainland/FTA and IPPA Programme) (Guide to Application) and/or Guidance Notes for Applications on Easy BUD, etc.
4. Any record of failing to carry out and complete the project in accordance with the Terms of the Project, including but not limited to late submission of the Progress/Final Report; submission of Progress/Final Report or documents which are incomplete, incorrect, untrue, inaccurate or misleading or forged; late return of residual fund, and/or any other breach of the funding agreement by the Grantee will be taken into account by the PMC in considering future applications from the same enterprise or the project team. Any such record may prejudice that enterprise's future applications under the BUD Fund.
5. All sections of this report have to be properly filled in.
6. The Grantee should submit the Final Report and audited accounts to the HKPC through the e-form system on the programme website (<http://www.bud.hkpc.org/en>). Other supporting documents should be submitted to the HKPC via e-form system, by email, by post or in person.

Part A : Project Details

| | |
|--|---|
| Programme | <input checked="" type="checkbox"/> Mainland <input type="checkbox"/> FTA and IPPA |
| Project No. | 88-8888-88-0888-M-S |
| Grantee (English/Chinese Name) | XYZ Limited XYZ 有限公司 |
| Project Duration | As stated in the funding agreement: 01/06/2025 – 30/11/2025 (6 months) Actual: 01/06/2025 – 30/11/2025 (6 months) |
| Project Scope | <input checked="" type="checkbox"/> Branding <input type="checkbox"/> Upgrading <input checked="" type="checkbox"/> Promoting Sales |
| Reporting Period in the Audited Accounts | 01/06/2025 – 30/11/2025 (6 months) |

Part B: Project Implementation Status

| (I) | (II) | (III) | (IV) | (V) | (VI) |
|--|---|-----------------------------------|---------------------------------------|--|---|
| Budget Category | Approved Project Deliverables and Details of Approved Budget ¹ | Approved Budget ¹ (\$) | Actual Expenditure (\$) | Expenses Stated in Audited Accounts (\$) | Details of Project Implementation |
| Advertisement | WeChat Ad Campaign – 90 ad placements 1) Writing 90 articles \$90,000 2) 6-month management fee \$60,000 Weibo Ad Campaign – 90 ad placements 1) Writing 90 articles \$90,000 2) 6-month management fee \$60,000 | 300,000.00 | 360,000.00 (= \$300,000.00 x 120%) | 400,000.00 | <p>Project measures implemented and deliverables achieved.</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (details:)</p> <p>Actual expenditure is within ±20% of the approved budget.</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Reasons: The actual cost is higher than the budget. As the actual expenditure on advertising exceeded the approved budget by 120%, we only claimed \$360,000 (= \$300,000 × 120%). The remaining extra expenditure will be at our own cost.)</p> <p>Change request</p> <p><input type="checkbox"/> Yes (details:) <input checked="" type="checkbox"/> No</p> |
| Design and production of promotional materials | Production of 4 Videos 1) Pre-production Concept Development \$20,000 2) Video Shooting (Total 2 Days) \$80,000 3) Post-production Editing | 120,000.00 | 0 | 0 | <p>Project measures implemented and deliverables achieved.</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (details: We implemented the measure of “Production of 4 Videos” before the project start date, the relevant expenditure will be at our own cost.)</p> <p>Actual expenditure is within ±20% of the approved budget.</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Reasons: As above.)</p> |

¹ Please refer to Part IV of the Approved Project Proposal when filling in Parts II and III of the above table.

| (I) | (II) | (III) | (IV) | (V) | (VI) |
|--|---|-----------------------------------|-------------------------|--|--|
| Budget Category | Approved Project Deliverables and Details of Approved Budget ¹ | Approved Budget ¹ (\$) | Actual Expenditure (\$) | Expenses Stated in Audited Accounts (\$) | Details of Project Implementation |
| | \$20,000 | | | | Change request <input type="checkbox"/> Yes (details:) <input checked="" type="checkbox"/> No |
| Costs for Establishment of Online Sales Platform | Establishment of Online Sales Platform – Tmall Global 1) Platform entry fee (excluding deposit) \$30,000 2) Store design and development \$10,000 3) 6-month agency operation service \$12,000 | 52,000.00 | 50,000.00 | 50,000.00 | Project measures implemented and deliverables achieved. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (details:) Actual expenditure is within ±20% of the approved budget. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Reasons:) Change request <input type="checkbox"/> Yes (details:) <input checked="" type="checkbox"/> No |
| Total Cost for the Above Measures | | 472,000.00 | 410,000.00 | 450,000.00 | |
| External Audit Fee (Should not exceed HK\$5,000 per audit) | External Audit Fee | 5,000.00 | 5,000.00 | 6,500.00 | Actual expenditure is within ±20% of the approved budget. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Reasons: As the expenditure on External Audit Fee should not exceed \$5,000, we only claimed \$5,000. The remaining extra expenditure will be at our own cost.) |
| Total Project Cost | | 477,000.00 | 415,000.00 | 456,500.00 | |

Part C: Supporting Documents

Checklist of Required Supporting Documents

- Supporting documents demonstrating that the applicable procurement procedures with respect to the deliverables covered under this Project as stipulated in the funding agreement have been duly complied with (if applicable)
- Audited accounts
- Others:

Part D: Declaration

1. We confirm that we have complied with the procedures and guidelines set out in paragraphs 5.7 and 5.8 of the Guide to Application in procurement of goods or services for the project, if any.
2. We confirm that for any expenditure item(s) that would receive funding support from the Easy BUD of the BUD Fund, they had not received/would not receive funding support from other funding schemes provided by the HKSAR Government or any statutory organisations or non-governmental organisations receiving subventions from the HKSAR Government or any governmental authorities of other market(s) or other sources of sponsorships/donations in Hong Kong or elsewhere.
3. We confirm that we have maintained our company's eligibility as specified in Section 2.1 of the Guide to Application, "Eligibility of Applicants" throughout the project implementation period.

Signature

Company Chop of the Grantee

Authorised Signature of the Grantee

Name of Signatory (in Block Letters): Chan Tai Keung

Position: General Manager

Date: 15/01/2026

- End -