

# HSITP Programme Application Guide

---

Version 1.0 | Nov 2025

**Table of Contents**

Part A. Registration .....	2
Part B. Forget Password .....	2
Part C. Email Confirmation .....	5
Part D. Change Password .....	7
Part E. Programme Admission .....	9

## Part A. Registration

1. Access the Admission Portal <https://hsitp-crm-incubatee.powerappsportals.com/> (Please use Chrome or Safari for the browser to ensure best view and functionality.)
2. Select the “Registration” button and input the relevant information. Please click the “Register” button after completion.

HSITP Home | Sign in

Sign in Register Redeem invitation

**Register for a new local account**

\* Email yacor43534@fantastu.com

\* Username Test

\* Password .....

\* Confirm password .....

Generate a new image  
Play the audio code  
wTjQpPz  
Enter the code from the image

Register

**Register using an external account**

Microsoft Entra ID

## Part B. Forget Password

1. Click the “Forgot your password?” button in the Sign-in Page. Enter your email address and click the “Send” button.

→ Sign in

Register

Redeem invitation

### Sign in with a local account

\* Username

\* Password

☐ Remember me?

Sign in

Forgot your password?

### Sign in with an external account

Microsoft Entra ID



Programme ,

Forgot your password?

\* Email

xxxxxxxx@xxxx.com

Enter your email address to request a password reset.

Send

## 2. Check your mailbox and access the hyperlink in the email.



Programme Admission ▾ | 🔍 | Sign in

Forgot your password?

Please check your email to reset your password.

3. Enter your new password next to “New password” and “Confirm new password”. Click the “Reset” button after completion.



---

Reset password

New password

Confirm new password


Reset

## Part C. Email Confirmation

1. Enter the Profile Page and click the “Confirm Email” button.

### Profile

Kindly click “Programme Admission” in the top-left corner to start your application.



Profile

Security

Change password

Change email

Manage external authentication

Please provide some information about yourself.

The **First Name** and **Last Name** you provide will be displayed alongside any comments, forum posts, or ideas you make on the site.

The **Email Address** and **Phone** number will not be displayed on the site.


Your **Organization** and **Title** are optional. They will be displayed with your comments and forum posts.

Your email requires confirmation.


Confirm Email

### Your information

2. An email confirmation will be sent to your email address. Please check your mailbox.



Home | Programme Admission | Profile name ▾



Profile name

Profile

Security

Change password

Change email

Manage external authentication

## Confirm Email

Check your email for confirmation instructions.

Email

### 3. Access the hyperlink in the email.

HSITP - Email Confirmation [Summarize](#)

Complete Registration: <https://uat.powerappsportals.com/Account/Manage/ConfirmEmail?userId=dbc2324b-7658-f011-bec2-6045bd1f9f84&code=T6172XpjWOb3FQ0ijPEs%2BuR1H6m8PtPwzZlJo3V5OU E8uPLVHYzrCvQrB%2BXPI5n7Vhzol7Jvwna%2FrawwLQNDystpQ1do5p%2Fl%2BTlqo0XNbagTzwj5BCpS4uS%2B%2BW5VidNyrGf%2BHm4xV9lNyNG8%2FYB%2BRxrf5eZ8JGHVwaMfC9%2FDoNa1E1eIuqE7xH4UrRWj34hN>

Or you can copy the following URL and paste it into your web browser.

<https://hsitp-incubatee-uat.powerappsportals.com/Account/Manage/ConfirmEmail?userId=dbc2324b-7658-f011-bec2-6045bd1f9f84&code=T6172XpjWOb3FQ0ijPEs%2BuR1H6m8PtPwzZlJo3V5OU E8uPLVHYzrCvQrB%2BXPI5n7Vhzol7Jvwna%2FrawwLQNDystpQ1do5p%2Fl%2BTlqo0XNbagTzwj5BCpS4uS%2B%2BW5VidNyrGf%2BHm4xV9lNyNG8%2FYB%2BRxrf5eZ8JGHVwaMfC9%2FDoNa1E1eIuqE7xH4UrRWj34hN>

If you believe you received this email in error, please contact Customer Service for assistance.


Please do not reply to this message. This email address is not monitored so we are unable to respond to any messages sent to this address.


Thank You,

### 4. The message “Your email has been confirmed successfully” will be shown in the Profile Page upon successful confirmation.

Home / Profile

## Profile

 Kindly click “Programme Admission” in the top-left corner to start your application.



Profile name

Profile

Security

Change password

Change email


Manage external authentication

Please provide some information about yourself.

The **First Name** and **Last Name** you provide will be displayed alongside any comments, forum posts, or ideas you make on the site.

The **Email Address** and **Phone** number will not be displayed on the site.

Your **Organization** and **Title** are optional. They will be displayed with your comments and forum posts.


 Your email has been confirmed successfully.

### Your information

What's Next


## Part D. Change Password

1. Enter the information next to “Username”, “Old Password”, “New Password” and “Confirm Password”. Click the “Change Password” button after completion.

Home | Programme Admission | Profile name ▾

Home / Profile / Change password

### Change password



Profile name

Profile

Security

Change password

Username

Test

\* Old password

\* New password


\* Confirm password

Change password

Home / Profile

## Profile

⚠ Kindly click “Programme Admission” in the top-left corner to start your application.



Profile name

Profile

Security

Change password

Manage external authentication

Please provide some information about yourself.

The **First Name** and **Last Name** you provide will be displayed alongside any comments, forum posts, or ideas you make on the site.

The **Email Address** and **Phone** number will not be displayed on the site.

Your **Organization** and **Title** are optional. They will be displayed with your comments and forum posts.

✔ Your password has been changed successfully. ✕

### Your information

What's New

## Part E. Login to the portal

1. Please input your username and password which have been set when you register (please note you need to input your username instead of your email address).

→ Sign in

Register

Redeem invitation

---

**Sign in with a local account**

**Sign in with an external account**

\* Username

\* Password

☐ Remember me?

Sign in

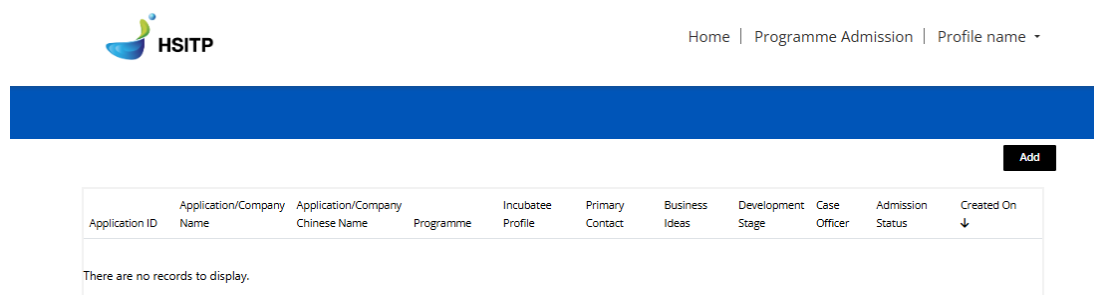
Forgot your password?

Microsoft Entra ID



## Part F. Programme Admission

1. Please click the “Programme Admission” button and then the “Add” button to start the application.



HSITP

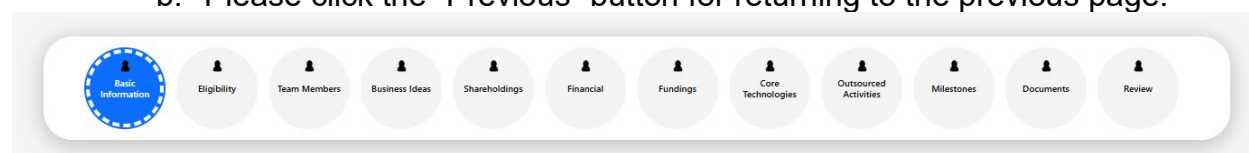
Home | Programme Admission | Profile name

Add

Application ID	Application/Company Name	Application/Company Chinese Name	Programme	Incubatee Profile	Primary Contact	Business Ideas	Development Stage	Case Officer	Admission Status	Created On
There are no records to display.										

### 2. Enter information for all parts in English.

- a. Please click the “Next” button for proceeding to the next page.
- b. Please click the “Previous” button for returning to the previous page.



Basic Information

Eligibility

Team Members

Business Ideas

Shareholdings

Financial

Fundings

Core Technologies

Outsourced Activities

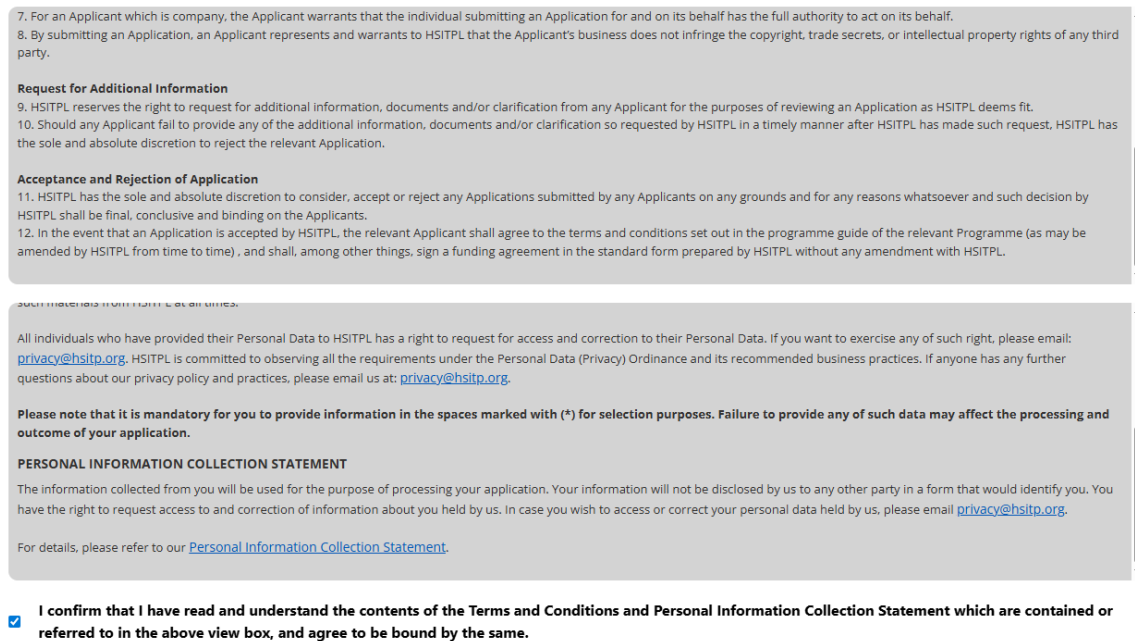
Milestones

Documents

Review

## **Basic information (Example):**

- i. Please scroll down and read all of the terms and conditions and confirm you have done so by ticking the confirmation box.



7. For an Applicant which is company, the Applicant warrants that the individual submitting an Application for and on its behalf has the full authority to act on its behalf.

8. By submitting an Application, an Applicant represents and warrants to HSITPL that the Applicant's business does not infringe the copyright, trade secrets, or intellectual property rights of any third party.

**Request for Additional Information**

9. HSITPL reserves the right to request for additional information, documents and/or clarification from any Applicant for the purposes of reviewing an Application as HSITPL deems fit.

10. Should any Applicant fail to provide any of the additional information, documents and/or clarification so requested by HSITPL in a timely manner after HSITPL has made such request, HSITPL has the sole and absolute discretion to reject the relevant Application.

**Acceptance and Rejection of Application**

11. HSITPL has the sole and absolute discretion to consider, accept or reject any Applications submitted by any Applicants on any grounds and for any reasons whatsoever and such decision by HSITPL shall be final, conclusive and binding on the Applicants.

12. In the event that an Application is accepted by HSITPL, the relevant Applicant shall agree to the terms and conditions set out in the programme guide of the relevant Programme (as may be amended by HSITPL from time to time), and shall, among other things, sign a funding agreement in the standard form prepared by HSITPL without any amendment with HSITPL.

All individuals who have provided their Personal Data to HSITPL has a right to request for access and correction to their Personal Data. If you want to exercise any of such right, please email: [privacy@hsitp.org](mailto:privacy@hsitp.org). HSITPL is committed to observing all the requirements under the Personal Data (Privacy) Ordinance and its recommended business practices. If anyone has any further questions about our privacy policy and practices, please email us at: [privacy@hsitp.org](mailto:privacy@hsitp.org).

**Please note that it is mandatory for you to provide information in the spaces marked with (\*) for selection purposes. Failure to provide any of such data may affect the processing and outcome of your application.**

**PERSONAL INFORMATION COLLECTION STATEMENT**

The information collected from you will be used for the purpose of processing your application. Your information will not be disclosed by us to any other party in a form that would identify you. You have the right to request access to and correction of information about you held by us. In case you wish to access or correct your personal data held by us, please email [privacy@hsitp.org](mailto:privacy@hsitp.org).

For details, please refer to our [Personal Information Collection Statement](#).

☒ I confirm that I have read and understand the contents of the Terms and Conditions and Personal Information Collection Statement which are contained or referred to in the above view box, and agree to be bound by the same.

- ii. Choose the appropriate programme for application and fill in all required information.
- iii. Click the “Submit” button at bottom of the page (please note no further change of programme will be allowed once the “Submit” button of this page has been clicked).
- iv. You will find the same page showing all information submitted and a “Next” button will appear at the bottom of the page. Please check if all the information is correct and click the “Next” button after completion.

## Programme Admission Form Information

**Programme \***

**Applicant Type \***

Select

**Company Name \***

**Company Chinese Name**

**Company Registration Number (or the equivalent in its place of incorporation)**

**Is your company an incubatee of any of HSITPL's incubation programmes, or a tenant of HSITPL?**

Select

- v. If you would like to change the programme, please go back to the Programme Admission page and cancel the original application.



Programme Admission | Q | Profile name v

Application ID	Application/Company Name	Application/Company Chinese Name	Programme	Incubatee Profile	Primary Contact	Business Ideas	Development Stage	Case Officer	Admission Status	Cancel
ENT - 202500139	Testing	Testing	SPIN (AI & Data Science)						Draft	11/21/2025 11:52 AM

### **Eligibility (Example):**

- i. You must fulfill all the requirements to continue with your application as these are mandatory admission criteria for the Programme to which you are applying.

## Eligibility Questions

Applicants are required to provide true, accurate and complete answers to all questions in this application form. Applications received may not be considered by HSITPL if false, incorrect or misleading information is provided by any Applicant.

Questions	Yes/No
Is your company a private company limited by shares incorporated in Hong Kong under the Companies Ordinance (Cap. 622)? [For a Non-HK-registered company, a private company limited by shares must be incorporated in Hong Kong before application deadline] *	<input checked="" type="checkbox"/> Yes
Is your company incorporated within 5 years as of the application deadline? *	<input checked="" type="checkbox"/> Yes
Please confirm that your company is NOT currently participating in any of the incubation programmes offered by Hong Kong Science and Technology Parks Corporation or Hong Kong Cyberport Management Company Limited. *	<input checked="" type="checkbox"/> Yes
Please confirm that none of the core members (e.g., founding team members, directors, shareholders and senior management) of your company is involved as a core member in another company which is an applicant or incubatee in any of SPIN@HSITP, IGNITE@HSITP or GAS@HSITP. *	<input checked="" type="checkbox"/> Yes
Are your company's activities related to AI & Data Science? *	<input checked="" type="checkbox"/> Yes
Do the founding team members collectively hold at least 51% of the total issued shares of your company at the time of submitting this Application and will they continue to do so throughout the Programme? *	<input checked="" type="checkbox"/> Yes
Does your company employ at least two full-time staff at the time of submitting this Application, and do all employees of your company have the right to work in Hong Kong legally? *	<input checked="" type="checkbox"/> Yes
Please confirm that the identity and shareholdings of all ultimate beneficial owners of your company have been disclosed. *	<input checked="" type="checkbox"/> Yes

### **Team Members (Example):**

- i. Please click the “Add” button for adding any team members.

### Team Members

\*Please include all team members from your company. If you are admitted to the programme, office space will be arranged based on the number of full-time staff members and room availability.

Add

Full Name ↑

Email

Company Name

Business Phone

There are no records to display.

Primary Contact \*



Previous

Next

- ii. Click the “Submit” button for submitting the basic information.

## Summary

### CONTACT INFORMATION

<b>Salutation *</b> Select	
<b>Full Name *</b>	
<b>Chinese Name</b>	
<b>Mobile Area Country/Region *</b>	
<b>Home Phone</b>	
<b>Business Phone</b>	
<b>China Mobile Phone</b>	
<b>Email *</b>	
<b>Position *</b>	
<b>Preferred Method of Contact</b>	
<b>Location</b>	
<b>Gender *</b>	Select
<b>Mobile Phone *</b>	Provide a telephone number
<b>Company Phone</b>	Provide a telephone number
<b>Fax</b>	
<b>Wechat ID</b>	

### Office Address

<b>Address Line 1 *</b>	
<b>Address Line 2</b>	
<b>Address Line 3</b>	

Submit

- iii. Please scroll down for adding education information and work experience.

## Education

Academic Qualification Attained	Institution	Major	Location	From Year	To Year	From Month	To Month
There are no records to display.							

## Working Experience

Company Name	Location	Position/Role	Status	Currently Working	From Year	To Year	From Month	To Month
There are no records to display.								

- iv. For education, please click the “Submit” button for adding certification. After completion, please click the “Submit” button again.

## Certification

Professional Certification Name	Issued By	Obtained Year
There are no records to display.		

Submit

- v. Afterwards, please click the “Submit” button again.

Create

Academic Qualification Attained	Institution	Major	Location	From Year	To Year	From Month	To Month
<div></div>							

### Working Experience

Add

Company Name	Location	Position/Role	Status	Currently Working	From Year	To Year	From Month	To Month
<div></div>								

Submit

- vi. Select the “Primary Contact” button and click the “Next” button.

### Team Members

\*Please include all team members from your company. If you are admitted to the programme, office space will be arranged based on the number of full-time staff members and room availability.

Add

Full Name ↑	Email	Company Name	Business Phone
<div></div>			

Primary Contact \*

Q

Prim

Previous

Next



## **Business Ideas (Example):**

- i. Input the required information (word limit: 150 words each).

### Business Ideas

Describe the concept of your business, the problem/painpoints it solves, and its target market. Highlight its innovation, uniqueness and profitability prospects (Maximum of 150 words for each section below).

Business Ideas \*

Word count: 0 / 150

Business Viability \*

Word count: 0 / 150

## **Shareholding (Example):**

- i. Input the shareholding information of the relevant company.

### Shareholding

**\*Please disclose the details of all shareholders who collectively hold at least 51% of the company's shareholdings. This disclosure is mandatory to ensure transparency regarding the controlling interests in your company.**

**\*Please provide accurate information reflecting the current ownership structure, including the percentage of shares held by each significant shareholder. This helps us understand the controlling parties and complies with regulatory requirements.**

Add

Shareholder Type	Shareholding Name ↑	Company Name	Ultimate Beneficial Owner	Types of Shares	Number of Shares	Percentage of Shareholding
------------------	---------------------	--------------	---------------------------	-----------------	------------------	----------------------------

There are no records to display.

Previous

Next

## Financial (Example):

- i. Input the financial information of the relevant company.

### Financial Information

Please provide all required financial details as this section is mandatory. If certain information is unavailable, simply enter "0" in the corresponding field.

Financial Year \*

Month

Currency

Revenue (Latest Financial Year) \*

Revenue (Year To Date) \*

Gross Profit (Latest Financial Year) \*

Gross Profit (Year To Date) \*

Net Profit (Latest Financial Year) \*

Net Profit (Year To Date) \*

Cash Balance (Latest Financial Year) \*

Cash Balance (Year To Date) \*

Debt \*

Shareholder's Loan \*

Monthly Repayment (Latest Financial Year) \*

Monthly Repayment (Year To Date) \*

## Funding (Example and Optional Part):

- i. Please add and declare all funding received (including from government/ other technology parks etc.) if applicable.

### Funding

Add

Funding Source	Funding Name	Currency	Funding Amount	Project Name	Funding Year (From)	Funding Year (To)
----------------	--------------	----------	----------------	--------------	---------------------	-------------------

There are no records to display.

Previous

Next

### **Core Technology (Example):**

- i. Please add at least 1 core technology.

#### Core Technology

				Add
Primary technology ↑	Second technology	Other technology	Innovativeness / Challenge	
There are no records to display.				
				<div>PreviousNext</div>

### **Outsourced Activites (Example):**

- i. Please declare if the relevant company has any outsourced activities.

#### Outsourced Activities

Do you have any Outsourced Activities?

☐ No ☒ Yes

		Add
Outsource Activities	Created On	
There are no records to display.		
		<div>PreviousNext</div>

### **Milestone (Example):**

- i. Please input relevant information in all rows and columns. All milestone targets must be quantifiable and aligned with the SMART criteria – which should be Specific, Measurable, Achievable, Relevant, and Time-bound.

### **Proposed Milestones**

Milestone Requirements: Applicants must complete all milestone targets and provide a corresponding estimated budget for each target. Once approved, these milestones will serve as Key Performance Indicators (KPIs) and will be reviewed during each milestone assessment. Disbursement of each instalment will be contingent upon the satisfactory completion and assessment of these milestones. All milestone entries must be quantifiable and aligned with the SMART criteria—they should be Specific, Measurable, Achievable, Relevant, and Time-bound.

Assessment Item	Estimated Spending HK\$	Milestone Target
<b>AI &amp; Data Science - 1st - Milestone</b>		
Corporate Development *		
Product and Technology Development *		
Business Development *		
Financial *		
Others (e.g. award, patent)		
<b>Total</b>	<b>0.00</b>	
<b>AI &amp; Data Science - 2nd - Milestone</b>		

### **Reference on Milestone content**

**Corporate Development** (e.g., No. of employees, shareholding structure, etc.)

**Product and Technology Development** (e.g., Product design, prototype, market entry, etc.)

**Business Development** (e.g., No. of partners, no. of clients, no. of business matching conducted, sales volume, etc.)

**Financial** (e.g., cash balance, revenue, investment, funding, etc.)

## Documents (Example):

- i. Click the folder name to submit the related documents.
- ii. Those with marked with “ \* ” are mandatory items.
- iii. Please note the business plan (Item 01) submitted on the Admission Portal will be treated as your presentation materials for the 5-minute presentation during admission panel meeting (only applicable to those who are invited to the meeting).

## Documents

Please ensure all required documents are submitted. Additional proof or supporting materials may be requested as needed. Mandatory upload of documents is for items 1, 2, 3, 4, 5, 6, 7 and 8.

Name ↑	Modified
<a href="#">01 - A business plan with financial projections in Powerpoint format *</a>	11/19/2025 6:48 PM
<a href="#">02 - Valid Business Registration Certificate (BR) *</a>	11/19/2025 6:48 PM
<a href="#">03 - Certificate of Incorporation (CI) *</a>	11/19/2025 6:48 PM
<a href="#">04 - Articles of Association *</a>	11/19/2025 6:48 PM
<a href="#">05 - Incorporation form for newly established company (NNC1) *</a>	11/19/2025 6:48 PM
<a href="#">06 - Bank statement issued within the last 3 months *</a>	11/19/2025 6:48 PM
<a href="#">07 - Organisation Chart *</a>	11/19/2025 6:48 PM
<a href="#">08 - Duly completed CVs of all project team members *</a>	11/19/2025 6:48 PM
<a href="#">09 - Copy of the latest MPF remittance statements of the current employees or the duly signed employment letters of the staff</a>	11/19/2025 6:48 PM
<a href="#">10 - Proof of academic qualifications of all project team members</a>	11/19/2025 6:48 PM
<a href="#">11 - Proof of professional qualifications of all project team members</a>	11/19/2025 6:48 PM
<a href="#">12 - Latest Audited Financial Statement</a>	11/19/2025 6:48 PM
<a href="#">13 - Latest Annual Return (NAR1) and any subsequent filings filed with the Companies Registry of Hong Kong</a>	11/19/2025 6:48 PM
<a href="#">14 - Notice of Change of Company Secretary and Director (ND2A)</a>	11/19/2025 6:48 PM
<a href="#">15 - Notice_Certificate of Change of Company Name (NNC2)</a>	11/19/2025 6:48 PM
<a href="#">16 - Patent Certificate(s) and [or] Patent Application</a>	11/19/2025 6:48 PM
<a href="#">17 - Supporting documents on collaboration arrangement</a>	11/19/2025 6:48 PM
<a href="#">18 - Other supporting documents. Please specify</a>	11/19/2025 6:48 PM

- iv. Click the “Add files” button.

## Documents

Please ensure all required documents are submitted. Additional proof or supporting materials may be requested as needed. Mandatory upload of documents is for items 1, 2, 3, 4, 5, 6, 7 and 8.

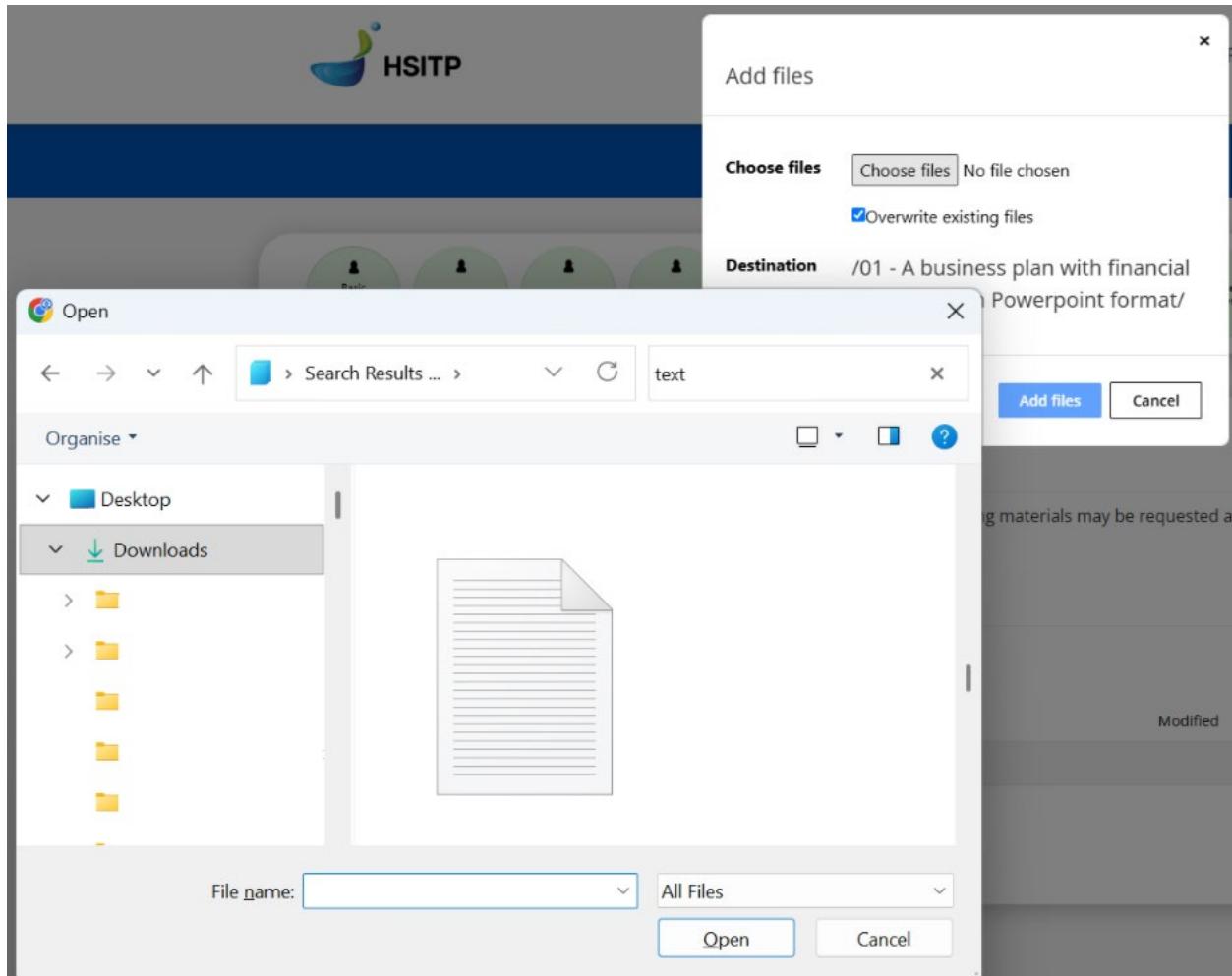
Back

Add files

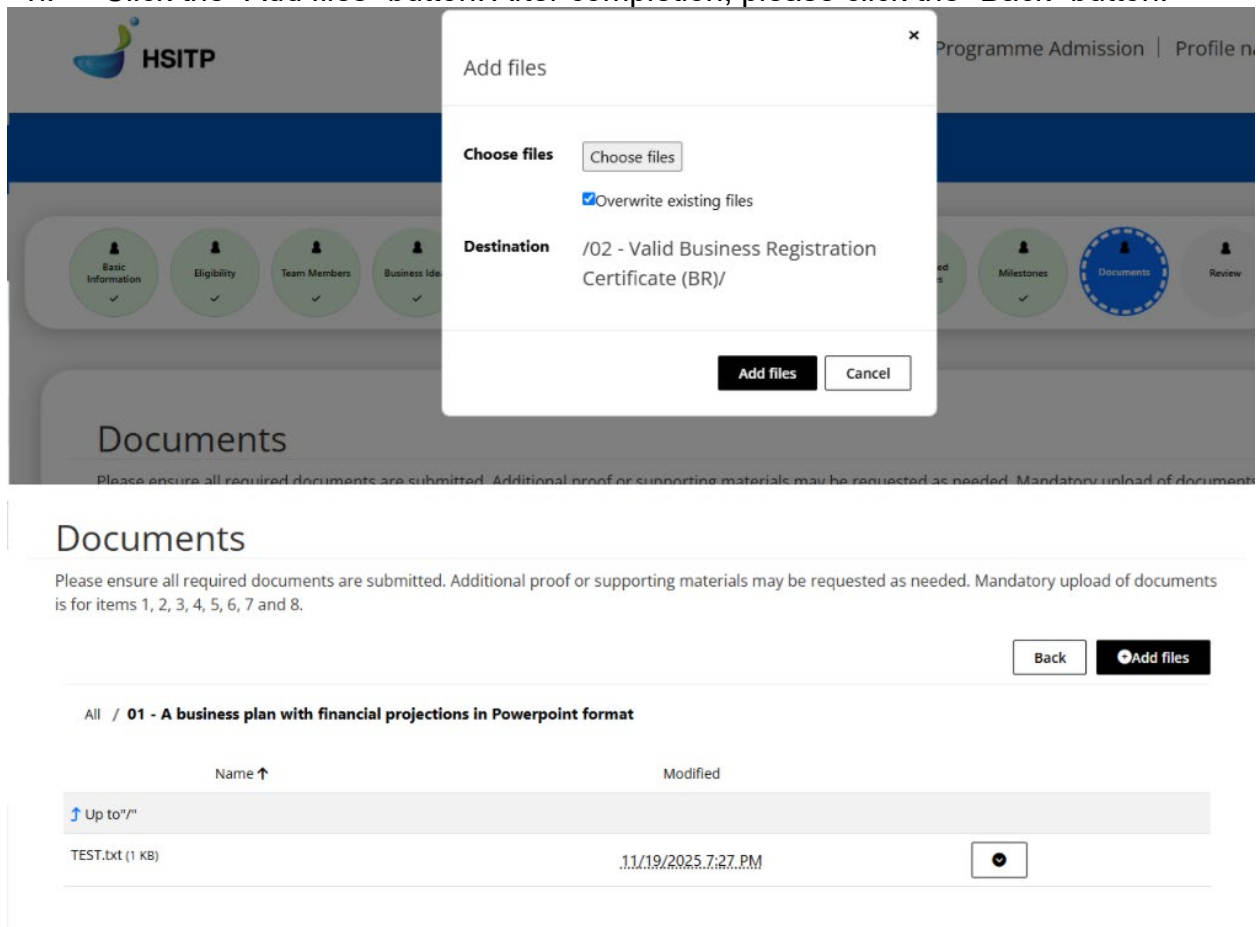
All / 01 - A business plan with financial projections in Powerpoint format

Name ↑	Modified
Up to"/"	

- v. Click the “Choose files” button and select the related documents for uploading.  
**\*\*Please click the “Overwrite existing files” button if you want to overwrite any previously uploaded files.**



vi. Click the “Add files” button. After completion, please click the “Back” button.



The screenshot shows the HSITP web application interface. A modal window titled "Add files" is open in the center. The modal contains the following elements:

- Choose files**: A button labeled "Choose files".
- ☒ **Overwrite existing files**
- Destination**: /02 - Valid Business Registration Certificate (BR/)
- Buttons**: "Add files" (black) and "Cancel" (white).

The background shows the "Documents" section of the application. It includes a header with the HSITP logo and navigation tabs: "Basic Information", "Eligibility", "Team Members", "Business Idea", "Milestones", "Documents" (selected), and "Review". Below the tabs, there is a "Documents" heading and a note: "Please ensure all required documents are submitted. Additional proof or supporting materials may be requested as needed. Mandatory upload of documents is for items 1, 2, 3, 4, 5, 6, 7 and 8." At the top right of the document list, there are "Back" and "Add files" buttons. The document list itself has columns for "Name" and "Modified". A table entry is visible:

Name	Modified
TEST.txt (1 KB)	11/19/2025 7:27 PM

vii. Repeat the above steps until all requested files have been submitted.

## Review (Example):

- i. You will be able to have an overview of the information filled in each part. Please review and check if the information is correct.
- ii. Scroll down to complete the “Application Declaration”. Please read the information and click the “Agree” button.

### Application Declaration

Name of signatory - Fill in as a text \*

Position / Designation of signatory \*

I understand that the Application may not be considered or may be rejected by HSITPL if any false, incorrect or misleading information is provided by the Applicant.

I hereby confirm on my own behalf, on behalf of each of the team members, and on behalf of the Applicant that:

- 1 All information provided in this Application is true, accurate, and complete;
- 2 The Applicant has, at all times, complied with all applicable laws and regulations in Hong Kong or outside Hong Kong when conducting its business, including, without limitation, the Personal Data (Privacy) Ordinance and General Data Protection Regulation; and
- 3 The Business of the Applicant does not infringe the copyright, trade secrets, or intellectual property rights of any third party.

☐ Agree

- iii. Click the “Submit” button to submit the application. A confirmation message will appear after successful submission. The application status will be updated as “Submitted” on Programme Admission page afterwards.



Programme Admission ▾ | 🔍 | Profile name ▾

# Igniting Innovation, Shaping the Future

Application ID	Application/Company Name	Application/Company Chinese Name	Programme	Incubatee Profile	Primary Contact	Business Ideas	Development Stage	Case Officer	Admission Status	Created On ↓
ENT - 202500139	Testing	Testing	SPIN (AI & Data Science)		testing sample	sss			Submitted	11/21/2025 11:52 AM