

HSITP Programme Admission Portal User Guide

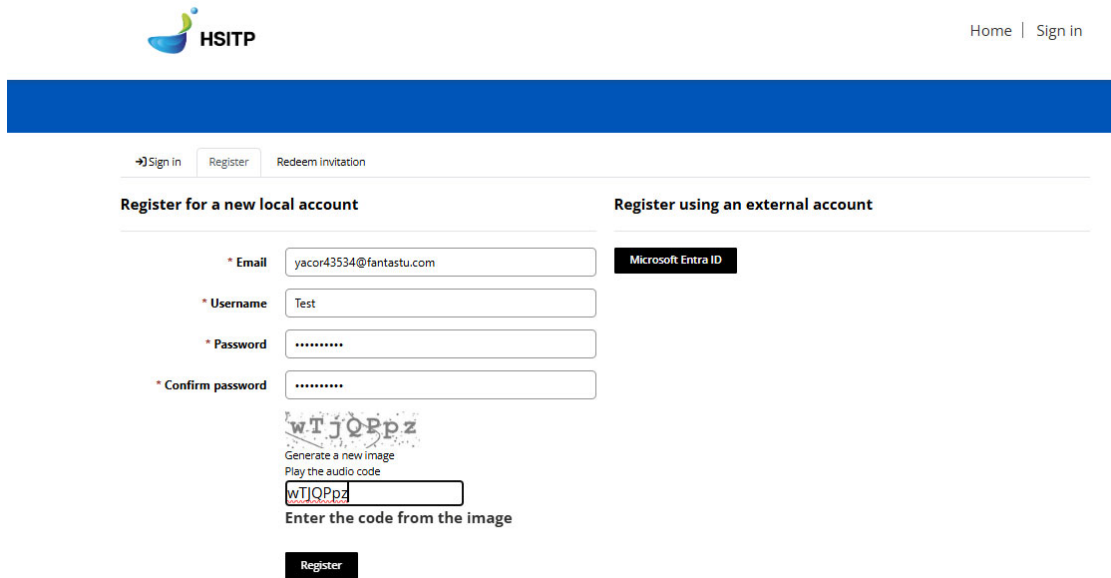
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Table Content

Part A. Registration	2
Part B. Forget Password	3
Part C. Email Confirmation	5
Part D. Change Password	7
Part E. Login to the portal	8
Part F. Programme Admission	9

Part A. Registration

1. Access the Admission Portal: <https://hsitp-crm-incubatee.powerappsportals.com/>
(please use chrome/ safari for the browser to ensure best view and functionality)
2. Select the Registration and input the registration information. Please click the register.
(After registration, you will need to confirm your email address, please go to Part C of the guide for guidance)



The screenshot shows the HSITP registration portal. At the top left is the HSITP logo, and at the top right are links for "Home" and "Sign in". Below the header is a blue navigation bar. Underneath, there are three buttons: "Sign in", "Register", and "Redeem invitation". The "Register" button is highlighted. Below these buttons, there are two main sections: "Register for a new local account" and "Register using an external account". The "Register for a new local account" section contains four input fields: "Email" (with the value "yacor43534@fantastu.com"), "Username" (with the value "Test"), "Password" (with masked characters "*****"), and "Confirm password" (with masked characters "*****"). Below these fields is a CAPTCHA image showing the code "wTjQPpz". There are links to "Generate a new image" and "Play the audio code". Below the CAPTCHA is an input field for the code, which also contains "wTjQPpz", and a label "Enter the code from the image". At the bottom of this section is a "Register" button. The "Register using an external account" section contains a "Microsoft Entra ID" button.

Part B. Forget Password

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

→ 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?

 **HSITP**

Programme

Forgot your password?

* Email

xxxxxxxx@xxxx.com

Enter your email address to request a password reset.

Send

 **HSITP**

Programme Admission | 🔍 | Sign in

Forgot your password?

Please check your email to reset your password.

3. Enter the “New password” and “Confirm new password”. Click the “Reset” button.



Reset password

New password

Confirm new password

Reset

Part C. Email Confirmation

1. Enter the Profile Page and click the "Confirm Email"

Profile

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



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.

Profile

Security

Change password

Change email

Manage external authentication

ⓘ Your email requires confirmation.

Confirm Email

Your information

2. Web Page will forward to Confirm Email page and please check the mailbox for receiving the Email confirmation email



Home | Programme Admission | Profile name ▾



Profile name

Confirm Email

Check your email for confirmation instructions.

Email

3. Access the Email Link

HSITP - Email Confirmation [Summarize](#)

Complete registration. <https://hsitp-incubatee-uat.powerappsportals.com/Account/Manage/ConfirmEmail?userId=dbc2324b-7658-f011-bec2-6045bd1f9f84&code=T6172XpjWOb3FQ0ijPEs%2BuR1H6m8PtPwzZlJo3V5OU E8uPLVHYzrCvQrB%2BXPI5n7Vhzol7Jvwna%2FrawwLQNDystpQ1do5p%2F1%2BTlqo0XNbagTzwj5BCpS4uS%2B%2BW5VidNyrGf%2BHm4xV9lmyNG8%2FYB%2BRxrf5eZ8JGHVwaMfC9%2FDoNa1E1eLuqE7xH4UrRWj34hN>

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%2F1%2BTlqo0XNbagTzwj5BCpS4uS%2B%2BW5VidNyrGf%2BHm4xV9lmyNG8%2FYB%2BRxrf5eZ8JGHVwaMfC9%2FDoNa1E1eLuqE7xH4UrRWj34hN>

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. Confirmation success will forward to the profile page. Success messages will show.

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 Username, Old Password, New Password and Confirm Password. Click the “Change Password”

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

7

Part E. Login to the portal

1. Please input the username and password set when you register (please note you need to input the username instead of 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” and Click “Add” to start the application.

2. Please fill in the form in English

- a. Please click “Next” for the next Page
- b. Please click “Previous” for back to previous page
(located at the bottom of each part, before the "Admission Form Comments" column)

Basic information (Example):

- i. Please scroll down to read all of the terms and conditions and check 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.

such materials from HSITPL at all times.

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. 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.

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.

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 programme for application and fill in all information.
- iii. You must incorporate a private company limited by shares in Hong Kong before submitting SPIN (Company), IGNITE & GAS programme. Please contact incu-pgm@hsitp.org for support on company registration in Hong Kong if needed.

Programme Admission Form Information

Programme *		Q
Applicant Type *	Select	
Project Title		
Company Name *		
Country/ Region of Origin *		Q
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	
How did you hear about us? (Select up to 3 reasons) *	Select or search options	
Application Reason (select up to 3 reasons) *	Select or search options	
Technology Focus	Select	
Application On	Select	

- iv. Click "Submit" button at bottom of the page (please note no change of programme allowed once "Submit" of this page).
- v. You will find the same page show again after submitted and a "Next" button will appear at the bottom of the page.

- vi. If you are submitting SPIN (Company), IGNITE & GAS programme, please fill the company incorporation date and upload the related documents (Business Registration, Certificate of Incorporation (CI) & Certificate of Change of Company Name (NNC2) (if any)).

☒ Confirm at least 2 full-time staff based in HSITP *

☒ Confirm at least 50% of full-time staff are R&D staff *

Company Incorporation Date

M/D/YYYY

Invalid Company Incorporation Date

Company Incorporation Date is required.

Business Registration

Add files

Name ↑	Modified
--------	----------

Certificate of Incorporation (CI)

Add files

Name ↑	Modified
--------	----------

Certificate of Change of Company Name (NNC2) (if any)

Add files

Name ↑	Modified
--------	----------

- vii. If you would like to change the programme, you need to go back to Programme Admission page and cancel the original application before you submit the application.



Programme Admission |  Profile name

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

Core Team Members (Example):

- i. Please Click “Add” for adding team members

Core Team Members

Note: Please include the core team members from your company & Please fill in the form in english.

		Add
Full Name ↑	Email	

There are no records to display.

Primary Contact *

Organisation Chart (please include team member name and position in the company)

➕ Add files

Name ↑	Modified
--------	----------

Previous

Next

- ii. Click “Submit” for the basic information of the member

Create

CONTACT INFORMATION

Salutation *

Select

Full Name *

Chinese Name

China Mobile Phone

Provide a telephone number

Email *

Job Title *

Role

Select

Age *

Select

Gender *

Select

Mobile Area Country/Region *

Mobile Phone *

Provide a telephone number

Wechat ID

Is this member engaged with R&D? *

☒ No ☐ Yes

Is this member currently / will be working full time and based in HSITP during the programme period? *

☒ No ☐ Yes

- iii. After submit, please scroll down for adding Education information and Work Experience

Education

Add

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

Working Experience (Last 3 employment record)

Add

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 input the highest education certificate details or most relevant qualification. Click “submit” after complete.

General

Education information

Academic Qualification Attained *

Select

Institution *

Major *

Location *

From Year *

From Month *

Select

To Year *

To Month *

- v. You can upload the education certificate and professional qualification (if any) here, then click “Submit”.

Professional Qualification

Add files

Name ↑	Modified
--------	----------

Education certificate upload for highest or most relevant qualification (Required)

Add files

Name ↑	Modified
--------	----------

- vi. In Working Experience, please provide the information with last 3 employment record to us (only one is fine if current one is your first job), and upload the Employment Proof (e.g. reference letter, employment contract). Afterwards, please click the “Submit” again.

General

Working Experience Information

Company Name *

Position/Role *

Location *

Status *

Select ▼

Currently Working *

☒ No ☐ Yes

From Year *

From Month *

Document

Employment proof (e.g. reference letter, employment contract) *

 Add files

There are no folders or files to display.

Submit

- vii. Select the “Primary Contact” by clicking the magnifier button and upload the “Organisation Chart”. Click “Next” when completed.

Primary Contact *

Q

Organisation Chart (please include team member name and position in the company)

Add files

Name ↑	Modified
--------	----------

Previous

Next

Business Ideas (Example):

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

Business Ideas

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

Please fill in the form in ENGLISH.

Business Ideas *

Word count: 0 / 150

Business Viability *

Word count: 0 / 150

ii. Upload business deck and Supporting collaboration documentation (if any)

Business Deck in English

 Add files

Name 	Modified
--	----------

Supporting collaboration documentation (if any)

 Add files

Name 	Modified
--	----------

[Previous](#) [Next](#)

Shareholding (Example):

Shareholding (As shown in latest company document)

*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.

*Please fill in the form in english.

- ☒ The founding team members collectively hold at least 51% of the total issued shares of the company at the time of submitting this Application and will continue to maintain throughout the Programme? *

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.

- i. Select the shareholder type and Input the shareholding information of the company.

General

Shareholder

Shareholder Type

Select

Select

Company

Individual

Submit

Individual Shareholder Type

Shareholder Salutation *

Select

Shareholder First Name *

Shareholder Last Name *

Types of Shares *

Select

Number of Shares *

Percentage of Shareholding *

Role in the Company *

Select

Declaration of Other Shareholder Agreement(s)

- ii. Upload related company documents (Shareholding Structure Chart (in hierarchical tree diagram), Article of Association (AOA), Incorporation Form (NNC1) or Latest Annual Returns (NAR1), Return of Allotment (NSC1) (if any) & Stamped Bought and Sold Notes and Instrument of Transfer (if any)).

Article of Association (AOA)

 Add files

Name ↑

Modified

Incorporation Form (NNC1) or Latest Annual Returns (NAR1)

 Add files

Name ↑

Modified

Return of Allotment (NSC1)

 Add files

Name ↑

Modified

Financial (Example):

- i. Input the financial information of the company and upload the audited financial statement (if any).

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

Select

Currency

Hong Kong Dollar

x

Q

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) *

Audited financial statement

 Add files

Name ↑

Modified

Previous

Next

Funding (Example and optional Part):

- i. Please add and declare all funding received (including from Hong Kong Government/ other technology parks etc.)

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

- ii. If your applying R&D Project has not yet funded by any Private or Public funding, please select NO.

General

Funding Information

Is R&D Project funded by Private or Public funding

No ×

☒ The project to be funded by the HSITP Incubation Programme shall not have previously received, or be concurrently receiving, subsidies from other Hong Kong Government funding programmes and those administered by Hong Kong Government-subsvented bodies. *

☒ I hereby solemnly and sincerely declare on above statment. *

Submit

- iii. If your applying R&D project is funded by Private or Public funding, please select the option and fill in the funding details.

General

Funding Information

Is R&D Project funded by Private or Public funding

Select or search options

Yes, Private

Yes, Public (including government funding)

No

we shall not have previously received, or be concurrently receiving, programmes and those administered by Hong Kong Government-subsented

☐ I hereby solemnly and sincerely declare on above statment. *

Submit

Funding Information

Is R&D Project funded by Private or Public funding

Yes, Public (including government funding) ×

Project Title *

Funding Category *

Public

Project Description *

Funding Orgin *

Select

Funding Year (From) *

Funding Year (To) *

Currency *

Q

Funding Amount *

Core Technology (Example):

- i. Please add at least one core technology and describe it within 300 words. And you can submit the patent here if you have.

Core Technology

Note: Please fill in the form in english.

Add

Primary technology ↑	Second technology	Other technology	Innovativeness / Challenge
There are no records to display.			

Previous

Next

General

Primary technology *

Select

Secondary technology

Select

Other Technology

What is the key innovative feature of your core technology, and how does it differentiate from existing solutions in the market? Please also identify any foreseeable technical, operational, or regulatory challenges that may arise during its development or deployment, and describe your strategies to overcome them. *

Word count: 0 / 300

Document

Patent Certificates or Patent Applications

 Add files

There are no folders or files to display.

Submit

Outsourced Activites (Example):

- i. Please declare if the company has any outsourced R&D activities

Outsourced R&D Activities

Note: PLEASE FILL IN THE FORM IN ENGLISH.

Do you have any Outsourced R&D Activities?

☒ No ☐ Yes

[Previous](#) [Next](#)

Milestone (Example):

- I. Please input all the rows and column, milestone target 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. Please fill in the milestone targets in english.

[Export CSV](#) [Import CSV](#)

Assessment Item	Estimated Spending HK\$	Milestone Target
Life and Health Technology - 1st - Milestone		
Corporate Development *		
Product and Technology Development *		
Business Development *		
Financial *		
Others (e.g. award, patent)		

- II. You can input your milestone in the table or export the CSV and import it after finished.

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.)
- Others (e.g. awards, patent)

Review (Example):

- i. You will be able to have an overview of the information filled in in each section
- ii. Scroll down to complete the “Application Declaration”

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 (including without limitation the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region and the Safeguarding National Security Ordinance) 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

Previous

Submit

- iii. Click the “Submit” button to submit the application, success message will appear after submitted and will be redirect to the Programme Admission page, which show the application status as “Submitted”.
- iv. “Submitted” application is unchangeable and you can review your application anytime by “Review”.

Application ID	Application/Company Name	Application/Company Chinese Name	Programme	Primary Contact	Business Ideas	Stage	Admission Panel Result	Admission Status	Created On
ENT - 202601251	Testing Application	測試版本	IGNITE (Life and Health Technology)	Testing Testing	Testing Testing Testing Testing Testing			Submitted	7/29/2026 4:16 PM
									Review

Admission Comments

- i. When we found something is incorrect or missing from your application, we will send you a portal remark.
- ii. You will receive a email like this.

Dear Testing,

This is a friendly reminder to provide the necessary information update for your application (Application ID: ENT [REDACTED]).

Please update/ reply the required information **within 3 working days from this email**.

1. Please login to the [Programme Admission Portal](#)
2. Click "Programme Admission" > "Outstanding Task"
3. Required updates will be listed in detail
4. Please update the required information in the application form (The application form is returned to draft for your edits)
5. Submit the form again by clicking the "Submit" button in the application form after all information is updated

If you have any questions or need assistance, please do not hesitate to reach out.

Thank you for your cooperation.

Best regards,
Hong Kong-Shenzhen Innovation and Technology Park Limited

III. The admission status will change back to "Draft"



Home | Programme Admission | Profile name ▾

Application ID	Application/Company Name	Application/Company Chinese Name	Programme	Primary Contact	Business Ideas	Stage	Admission Panel Result	Admission Status	Created On	
ENT - 202601251	Testing Application	測試版本	IGNITE (Life and Health Technology)	Testing Testing	Testing Testing Testing Testing Testing			Draft	7/29/2026 4:16 PM	▾

IV. You can see our comments at the bottom of the application.

Admission Form Comments			
Description	Status	Created On	Action
please upload a valid business deck with English.	Open	2026-07-29 09:14	Respond

V. Please click “Respond” and put your feedback on it after you took the action. And go to the last page and re-submit the application again, otherwise you will stuck in the draft status.

Admission Form Comments

please upload a valid business deck with English.

Response

uploaded already.

17/2000

Save Response