

**Anti-epidemic Fund
Travel Agents and Practitioners Support Scheme
Guide to Application B**

**Applicable to Freelance Accredited Tourist Guides and Tour Escorts
whose Main Occupations are Tourist Guides and Tour Escorts**

(I) Introduction

- 1.1 In respect of freelance accredited tourist guides and tour escorts whose main occupations are tourist guides and tour escorts, the Travel Agents and Practitioners Support Scheme aims to provide each person with a **subsidy** equivalent to **\$5,000 monthly for six months**. Each subsidy will be disbursed in two tranches. The amount in the first tranche will be \$15,000 (equivalent to the subsidy for three months), which will be disbursed in around one to two months upon completion of approval; the amount in the second tranche will be \$15,000 (equivalent to the subsidy for another three months), which will be disbursed around three months after the disbursement of the first tranche subsidy. Each person can receive one subsidy at most.
- 1.2 This Guide to Application B is applicable to **freelance accredited tourist guides and tour escorts whose main occupations are tourist guides and tour escorts**. Relevant applications must be submitted to the Travel Industry Council of Hong Kong (“TIC”) for approval. The Government reserves the final right to approve any application and to disburse any subsidy of any amount.
- 1.3 For travel agents and travel agents’ staff, please refer to Guide to Application A.

(II) Eligibility of Applicants

- 2.1 **“Eligible freelance tourist guide/tour escort”**: a freelance accredited tourist guide/tour escort whose main occupation is tourist guide/tour escort holding a valid Tourist Guide Pass/Tour Escort Pass issued by TIC on 31 December 2019. They should have:
 - (a) provided tourist guide/tour escort service for the inbound/outbound tours organised by one or more travel agent(s) **for at least 60 days during the period from 1 July 2018 to 31 December 2019**; or
 - (b) provided tourist guide/tour escort service for the inbound/outbound tours organised by one or more travel agent(s) **for at least 20 days per month for at least two months during the period from 1 July 2018 to 31 December 2019**.

(III) Application Procedures for Subsidy for “Eligible Freelance Tourist Guide/Tour Escort”

Note: Freelance accredited tourist guides and tour escorts whose main occupations are tourist guides and tour escorts

Application Period

- 3.1 Each “eligible freelance tourist guide/tour escort” must submit the original of completed Application Form B1, original of completed Form B (i.e. Tour Confirmation Form) and copies of the required documents to TIC by post or in person **on or before 15 June 2020**. Late submission will not be considered. The postmark date will be taken as the date of submission by post.
- 3.2 Each “eligible freelance tourist guide/tour escort” can only submit one application. Duplicate submission will not be processed. **The applicant can only submit one application via the travel agent being his/her employer according to Guide to Application A if he/she is both an “eligible freelance tourist guide/tour escort” and a member of “eligible travel agent’s staff” at the same time.**
- 3.3 TIC will acknowledge receipt of an application by SMS through the Hong Kong mobile phone number provided by the applicant in Application Form B1. If the Hong Kong mobile phone number provided by the applicant is incorrect, TIC may not be able to issue acknowledgement of application to the applicant. Therefore, applicants are requested to fill in the relevant information clearly and correctly.

Application Form and Documents

- 3.4 An application must attach the following form and documents¹:
 - (a) **the original of completed Application Form B1** (the application form can be downloaded from TIC’s website (www.tichk.org) or obtained from its training centre (Address: Room 1204, Fortress Tower, 250 King’s Road, North Point, Hong Kong), or downloaded from the Tourism Commission’s website (www.tourism.gov.hk));
 - (b) **the original of Form B2 (i.e. Tour Confirmation Form)**² provided to the tourist guide/tour escort, which is signed by the authorised person of the travel agent holding a valid travel agent licence issued under the Travel Agents Ordinance (Cap. 218) and chopped by the travel agent’s stamp;
 - (c) **a copy of the first page of the bank book or bank statement of the bank account** for subsidy collection; and
 - (d) **a copy of the Hong Kong identity card.**

¹ Both TIC and the Government reserves the right to request the applicant to submit supplementary supporting document(s) and information in respect of his/her application.

² Each travel agent only has to fill in one Tour Confirmation Form for the applicant.

Disbursement of Subsidy

- 3.5 The Government will notify the “eligible freelance tourist guide/tour escort” by email of the approved subsidy, and arrange the subsidy to be deposited directly into the bank account as specified by the practitioner **in two tranches**.

(IV) Other Important Notes

- 4.1 If an eligible applicant under this Scheme is eligible as a freelance person for a subsidy under the Employment Support Scheme of the Anti-epidemic Fund, the applicant can apply for subsidies under this Scheme and the Employment Support Scheme **at the same time**. Other than this, if the applicant has successfully applied/is applying for a subsidy under any other scheme of the Anti-epidemic Fund, he/she is not eligible for this Scheme.
- 4.2 The applicant cannot provide consent to any person for using the applicant’s information for him/her being the person’s employee to apply for a subsidy under the Employment Support Scheme or any other scheme of the Anti-epidemic Fund.
- 4.3 The information provided in the application form and the attached document(s) (including supplementary document(s) and information (if any)) has to be true and correct. If the applicant knowingly or wilfully makes any false statement or withholds any information, or misleads the Government and TIC for the purpose of obtaining any subsidy under the Scheme, he/she may be liable to criminal prosecution. The Government will also cancel the approved subsidy and full refund of the disbursed subsidy to the Government shall be required.
- 4.4 The Government and TIC have no obligation to process the application or make any payment under the Scheme in respect of the applicant if:
- (a) any document(s)/information provided by the applicant and/or the authorised person(s) of the travel agent(s) who sign(s) the tour confirmation form(s) for the applicant under the Scheme is/are at any time found to be false, incomplete, inaccurate, incorrect or misleading; or
 - (b) the applicant is not eligible for the Scheme; or
 - (c) the authorised person(s) of the travel agent(s) who sign(s) the tour confirmation form(s) for the applicant is not eligible to sign the form(s).
- 4.5 The beneficiary must notify the Government forthwith of any overpayment or any payment by mistake for whatever reason to him/her under the Scheme and refund the same to the Government. In this respect, the beneficiary authorises the bank to debit the bank account with such amount certified by the Government as overpayment or payment by mistake and indemnify the Government against any losses, damages, costs, charges and expenses which the Government may sustain or incur, which may include those as a result of delay in returning or failure to return such overpayment or payment by mistake.

(V) Notes to Personal Information Involved in the Application

Purposes of Collection of Personal Data

- 5.1 The Government and its agents, and TIC and its agents, will use the information provided by the applicant for the Scheme (including but not limited to personal data of the applicant) for one or more of the following purposes and any directly related purposes:
- (a) to process applications and payment (if applicable) under the Scheme and, if required, to communicate with the applicant for matters relating to the Scheme;
 - (b) to administer the Scheme, including but not limited to effecting payment;
 - (c) statistical purposes but the statistics obtained will not be released or made available to a third party in a form that allows personal details of any individual being identifiable; and
 - (d) any other purposes as may be required, authorised or permitted by law.
- 5.2 The Government and its agents, and TIC and its agents, may require the applicant and/or relevant travel agent(s) to provide further document(s) and information to verify whether the document(s) and information provided by the applicant is true and correct.
- 5.3 Provision of information for the application is voluntary. If the applicant and/or the authorised person(s) of the travel agent(s) who sign(s) Form B2 (i.e. Tour Confirmation Form) do(es) not provide adequate and accurate data, the Government and its agents, and TIC and its agents, may not be able to process the application.

Possible Transfer of Collected Data

- 5.4 The data provided by the applicant may be disclosed to relevant bureaux and departments of the Government, their agents, law enforcement agencies, banks and other transferees and any other parties involved in the administration and operation of the Scheme to obtain and verify the information for the purposes of paragraphs 5.1 and 5.2 above (including matching with the databases of relevant bureaux/departments of the Government and relevant organisations for the purposes of application approval, assessment, review, monitoring and law enforcement).

Access to Personal Data

- 5.5 Except where there is an exemption provided under the Personal Data (Privacy) Ordinance (Cap. 486), the applicant has the right to request access to and correction of personal data when the data have not been erased.

(VI) Enquiry

6.1 For enquiries, please contact TIC:

Email:	TGTESS@tichk.org
Telephone:	2969 8193
Address:	Travel Industry Council of Hong Kong, Rooms 1706-09, Fortress Tower, 250 King's Road, North Point, Hong Kong

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