**City University of Hong Kong**

**Technology Start-up Support Scheme for Universities (TSSSU)**

**Quarterly / Annual Report**

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| **NOTES**   1. This report (in soft and hard copy) should be completed by the Person-in-charge and submitted to Connie Ng of Knowledge Transfer Office.   Email: [Connie.Ng@cityu.edu.hk](mailto:Connie.Ng@cityu.edu.hk)  Address: Room 2220, Cheng Yick-chi Building, City University of Hong Kong, Tat Chee Avenue, Kowloon.   1. Please submit **Quarterly Reports**, Quarterly Reimbursement Request Forms and copies of receipts according to the following timeline:   1st Quarter (Apr – Jun) : **on or before** **31 July 2020**  2nd Quarter (Jul – Sep) :  **on or before** **31 Oct 2020**  3rd Quarter (Oct – Dec) :  **on or before** **31 Jan 2021**   1. Please submit the **Annual Report**, Auditors' report, Statement of expenditure, Annex B, and Annex D(ii), **by 31 May 2021 at the latest.** |

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| TSSSU Reference No.: |  |
| Name of Company: |  |
| Person-in-charge: |  |
| Team Members: |  |
| Assessment Period: | from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(dd/mm/yy) to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(dd/mm/yy) |

**Section A: Performance Assessment**

1. Milestones

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| **Period** | | **Approved Milestones** | **Achievements** |
| **From**  **(dd/mm/yyyy)** | **To**  **(dd/mm/yyyy)** |
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1. Please state your performance in the following areas:
2. Technological achievements/deliverables (e.g. R&D achievements, products/software/services developed, IP rights granted, awards etc.)

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1. Improve production capability/product quality

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1. Reduce production/product cost

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1. Financial achievements (e.g. revenue, license fee/royalty, fund raised, admitted to incubation/acceleration programme such as HKSTP, Cyberport, etc.)

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1. Commercialization activities

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1. Social/community impact (e.g. benefits to the society, job/training opportunities created)

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**Section B: Problems/challenges encountered, if any**

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I/We hereby declare that all information provided in this form accurately reflects the status of affairs as at the date of submission.

- Chop -

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| Authorised Signature  with Company Chop: |  |
| Name of signatory: |  |
| Name of Company: |  |
| Date (dd/mm/yy): |  |