

Anti-epidemic Fund - Retail Sector Subsidy Scheme

Guidance Notes (Retail Stores of Social Enterprises)

Objective:

To provide relief to retailers to help tide them over their financial difficulties arising from the epidemic, the Government has established the “Retail Sector Subsidy Scheme” (the Scheme) under the HK\$30 billion “Anti-epidemic Fund”.

How is retail sector defined:

According to international industry classification standards, the Scheme aims to cover shops conducting business in selling tangible goods to the general public for personal or household consumption or utilisation. No processing or transformation of the goods should be involved in the resale process. This definition is widely applied in official industry statistics. Hence, this Scheme does not cover stores primarily engaged in personal and business services.

Subsidy amount:

Under the Scheme, each eligible retail store will receive a one-off subsidy of HK\$80,000. The maximum amount of subsidy for a parent company that operates retail groups or chain stores under the same business registration is HK\$3 million (equivalent to no more than 38 stores).

Eligibility of retail stores operated by Social Enterprises (SE)

- Applicant has to be conducting substantial and substantive retail business at a fixed physical and individually operated store in Hong Kong; and
- Meeting the following criteria: (a) Listed on the Social Enterprise Directory maintained by the Hong Kong Council of Social Service (HKCSS); or (b) Accredited under the Social Enterprise Endorsement (SEE) Mark administered by the Hong Kong General Chamber of Social Enterprises (HKGCSSE); or (c) Supported by government grants, such as the Social Innovation and Entrepreneurship Development Fund, Enhancing Self-Reliance Through District Partnership Programme and Enhancing Employment of People with Disabilities through Small Enterprise Project; and
- Running a business that has commenced before 1 January 2020 and is still in operation at the time of application.
- Under the Scheme, eligible retail stores do not include the following:
 - Stores with licences of restaurants, canteens, light refreshment restaurants, fresh provision shops, food factories, bakeries, siu mei and lo mei shops issued by the Food and Environmental Hygiene Department;
 - Hawkers (including licensed hawkers);

- Mobile stalls and counters in department stores without separate payment system and stores operating under short-term tenancy of a duration less than 6 months; and
- Retail stores conducting non-store retailing via mail order, internet or direct marketing sales only.

Application period:

From 23 March 2020 to 12 April 2020

Application procedures:

- Applicants can obtain application forms from the HKCSS and should complete and submit their application forms to the Social Enterprises Business Centre under HKCSS within the application period via email at sebc@hkcss.org.hk or by post at Rm 1002, 10/F., Duke of Windsor Social Service Bldg., 15 Hennessy Road, Wanchai, Hong Kong (please specify on the email title or on the envelope "Application for Anti-epidemic Fund – Retail Sector Subsidy Scheme") for verification of eligibility. The HKCSS will submit those verified applications to the Secretariat of the Anti-epidemic Fund (the Secretariat) for processing.
- Each organisation should submit a combined application for **all** eligible retail stores (regardless of whether those store(s) have business registration certificate(s) or not) operated by the same organisation.
- Applicants (regardless of whether those store(s) have business registration certificate(s) or not) **should not** submit application via the online application system of the Retail Sector Subsidy Scheme again. Duplicate applications may delay the processing of this application and / or render this application invalid.

Application results:

Successful applicants will be notified of the results by email/ mail. The subsidy will be disbursed to the bank account provided by the applicant via autopay within 7 working days from the date when the applicant is notified of the results.

Enquiry:

Please contact the HKCSS at 2864 2993 or sebc@hkcss.org.hk for details of application procedures.

Personal Information Collection Statement

This Personal Information Collection Statement relates to personal data supplied by you. The provision of your personal data (including but not limited to an individual's full name, telephone number and email address) is voluntary, though true, complete and accurate personal information must be produced so as to enable us to process the application to the Scheme. Failure to do so may render the application invalid, not being accepted and/or disqualified.

(a) Purposes of collection of personal information

The Secretariat of the Anti-epidemic Fund (the "Secretariat") respects the privacy of your personal data in the implementation and operation of the Scheme. The Secretariat and/or its appointed agencies will ensure personal data submitted via application forms are handled in accordance with the relevant provisions of the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of Hong Kong). Unless with your consent, any personal data provided by you through this website will only be disclosed to and used and retained by organisations or persons authorised by or associated with the Secretariat and/or organisations or persons in the operation of the Scheme for all or any one or more of the following purposes:

- handling, verifying and screening your application, payment and refund of subsidy in relation to the Scheme;
- assisting the verification of personal data provided for processing the applications and subsidies of the Scheme;
- matching your personal data with the database of relevant Government bureaux/departments/organisations for the purposes of approval, assessment, review and monitoring;
- notifying and processing of subsidies;
- all other purposes relating to conduct required to assist the Secretariat and/or its appointed agencies to execute the Scheme; and
- statistical analysis relating to the operation and periodic review of the Secretariat, and the statistics obtained will not be released or made available to a third party in a form that identifies the data subjects or any of them.

(b) Confidentiality and information security

In order to protect your privacy, the Secretariat and/or its appointed agencies will in accordance with the Personal Data (Privacy) Ordinance and according to the nature of the personal data collected adopt all reasonably practicable measures to ensure that all personal data are correct and kept securely and confidentially, and will follow the relevant legislation in making corrections and giving access to data. However, the Secretariat and/or its appointed agencies may disclose such information for the purposes and under the circumstances set out in the sections "Purposes of collection of personal information" above and "Possible disclosure to other parties" below.

(c) Retention of personal information

Your personal data will be kept by the Secretariat and/or its appointed agencies for a reasonable period of time as may be required for the above specific purposes for which they were collected and in accordance with the relevant statutory provisions. After that time, your data will be erased.

(d) Possible disclosure to other parties

Information provided may be disclosed:

- to the Secretariat and/or its appointed agencies and their designated organisations or persons for vetting purposes;
- to organisations and/or persons for the purpose of matching with the databases of relevant Government bureaux/departments/organisations for the purposes of approval, assessment, review and monitoring;
- to relevant parties (including government departments of the HKSAR, Hong Kong courts and/or third parties in Hong Kong/ other places) in compliance with applicable laws and regulations and/or as authorised or required by law and/or pursuant to court orders;
- to organisations and/or persons authorised by or associated with the Secretariat and/or its appointed agencies in the operation of the Scheme for the purpose set out in the section "Purposes of collection of personal data" above; or
- pursuant to or as permitted under the Personal Data (Privacy) Ordinance.

(e) Access to personal data and enquiries

In accordance with the Personal Data (Privacy) Ordinance, Applicants have the right to:

- Check whether the Secretariat and/or its appointed agencies holds personal data of which the individual is the data subject;
- Request a copy of such personal data held by paying an administration fee;
- Correct personal data that is inaccurate; and
- Ascertain the policies and practices in relation to personal data.

Requests for access to and/or corrections of personal data should be made in writing to the Secretariat by email:

Email address: aef@csso.gov.hk