

General Guidelines for Application of Cyberport Smart-Space

1. What is Smart-Space?

Cyberport pioneered co-working space in Hong Kong when it launched the first Smart-Space in 2009. The 8 Smart-Space floors at campus in Pokfulam and Smart-Space 8 in Tsuen Wan span across a total floor area of over 140,000 sq. ft. All Smart-Space users are backed by Cyberport's full range of entrepreneurial support and services that are designed to springboard start-ups to success.

Cyberport is an innovative digital community with over 1,500 digital technology companies, and Smart-Space is home to nearly 600 local and international companies that represent a diversity of business and technologies, cultures, and talents. This vibrant and innovative community is the perfect hub for digital innovators to be inspired, share ideas, collaborate and create impact to our society. Our focus is to help your business springboard to success.

2. Who can join the Smart-Space community?

Cyberport is an ecosystem for digital technology companies to share knowledge, collaborate for product and business development, and leverage on the partners and investors network of Cyberport to grow their business.

We welcome companies that will help drive the new economy based on digital technology. These may include companies that focus on:

- developing and utilizing digital media, multi-media content, digital entertainment (including animation), and those that drive for a digital lifestyle;
- application and software development, for example mobile and internet applications that transform industry business models;
- information technology / information services companies, as well as telecommunications companies e.g. mobile services.

Companies which introduce or offer leading-edge and disruptive technologies that falls into the Cyberport technology clusters of FinTech, AI and Big Data, IOT and Smart Wearables, eCommerce, Education Tech, and eSports will be given primary consideration. Service sectors which provide services supporting the above or enhance the ICT clustering (e.g. IP lawyers, investment funds, consultants, professionals) or knowledge based companies may also be considered on its individual merits.

Priority will also be given to companies which:

- utilize Cyberport as a hub for regional / global operation;
- demonstrate a strong commitment to engage with other tech companies and industry stakeholders to drive the industry development.

Additional requirement for Smart-Space 8 Applicants

For application by an individual, the applicant must be aged between 18 and 35. For application by a company, one of the business owners must be aged from 18 to 35 while the company itself should not have commenced operation for over 7 years.

3. How to Apply?

- a. Check availability via online application system and create new application for desired and available spaces. Newly available spaces will be updated on Smart-Space Leasing Management Portal (LMS) 10 am every Monday (and postpone to the next workday if it falls into a public holiday)
 - lms.cyberport.hk (Smart-Space at Pokfulam campus)
 - ss8.cyberport.hk (Smart-Space at Tsuen Wan campus)
- b. Complete online application form and upload corresponding supporting documents.
- c. Settle first month's license fee by online payment or select "Continue without e-payment" and conduct offline payment options via e-transfer or FPS per below:
 - E-transfer to our Bank account and email us your payment proof via leasing@cyberport.hk
 - Account name - Hong Kong Cyberport Management Co. Ltd.
Bank number - 003 (Standard Chartered Bank HK Ltd) Account number - 447-1-089231-7 Swift code - SCBLHKHHXXX
Bank address - Hong Kong Payment Centre CMS CIB 15/F Standard Chartered Tower, 388 Kwun Tong Road, Kowloon, Hong Kong
 - i) Please be reminded to state your account details on the remarks/description of the transaction. Otherwise, we will not be able to identify the remitter.
 - ii) Instruct your bank to remit the net amount required and bear the bank charge or service charge for both sides.
 - iii) Email us your payment proof via leasing@cyberport.hk
 - For amount smaller than HK\$10,000.00, applicant can conduct FPS (4968889) and email us your payment proof via leasing@cyberport.hk

4. What Happens after Submission of an Application?

Applicants will be notified the result by email within two weeks. Once application is approved, Licence agreement will be generated automatically and available for download from the online application system.

5. Whom to Contact?

Address : Level 6, Cyberport 2, 100 Cyberport Road, Hong Kong
Email : leasing@cyberport.hk
Telephone : (852) 3618 5878 or (852) 3166 3514

6. Important Note

- a. Space will be allocated on a “first come first serve” basis according to the time log of application and payment submission by applicants.
- b. Application will only be processed when online payment is completed or payment proof is submitted for offline payment.
- c. A single company is only allowed to occupy one room at a time.
- d. Reasonable utilization of the space subscribed and participation in Cyberport events are expected from Licensees, failure which may result in termination of the License by the Licensor.

7. Prevention of Bribery

The Applicant/Prospect shall prohibit his directors, employees, agents, and sub-contractors who are involved in the Application/Proposal from offering, soliciting or accepting any advantage as defined in the Prevention of Bribery Ordinance, Cap 201, when conducting business in connection with the Application/Proposal. The Applicant/Prospect shall take all necessary measures (including by way of a code of conduct or contractual provisions where appropriate) to ensure that his directors, employees, agents and sub-contractors are aware of the prohibitions in this clause. The Applicant/Prospect shall not and shall ensure that his agents and employees shall not give or offer any advantages as defined under the Prevention of Bribery Ordinance to any agent or employee of the HKCMCL in connection with the applications and leasing initiatives. Promptly declare and notify HKCMCL in writing of any potential or actual conflict of interests upon becoming aware of the same. "Conflict of interests" shall include, but are not limited to, any situation where the private interest of an applicant/prospect, conflict or compete, or may be expected to conflict or compete, with the role, duties and/or impartiality of such applicant/prospect.

8. Our Privacy Policy and Practices

This Personal Information Collection Statement of Hong Kong Cyberport Management Company Limited ("us" or "we") applies to the personal data collected in this Application Form ("Personal Data").

The Personal Data will be used for one or more of the following purposes: processing your application; communicating with you if we have any/or question and update about your application; providing updates, services, products, facilities or activities and matters relating to our administration, management, operation and maintenance; designing, reviewing, evaluating and enhancing our services, products, facilities or activities (including conducting research, survey and analysis for those purposes); and handling complaints, legal, safety and security purposes. It is mandatory to provide the requested personal data, or we will not be able to process your application. You have the right to request access to, and correction of, Your Data held by us. We may charge a reasonable fee for administering and processing your data access request. If you need to check whether we hold Your Data or if you wish to have access to, correct any of Your Data which is inaccurate, please write via e-mail to leasing@cyberport.hk.

Please see our Privacy Policy Statement at http://www.cyberport.hk/en/privacy_policy for our general policy and practices in respect of our collection and use of personal data.