

**Reimbursement Request to HKJCF  
Submission Procedures**

**For those who have applied HKJCF funding, please follow the below procedures for reimbursement:**

- 1) Prepare cover letter to HKJCF members (please refer to the Note 1 of the PowerPoint)
  - Cover letter should be:
    - (a) duly signed by the LOM President (NOM: Supervising Officers) with the claim amount specified (shall not over the approved amount) and cheque payable (i.e. account name of the LOM/NOM).
    - (b) address to HKJCF Chairman Senator James Tsui and Treasurer Senator Eric Tang.
- 2) Prepare brief report on project outcome with some photos.
- 3) Attach adopted financial report (I/E) for the project, with proper signatures of the project treasurer, project chairman and LOM treasurer or project supervising officer (as appropriate).
- 4) Prepare Form of Acknowledgement to HKJCF. Form of Acknowledgement is automatically generated from the backend, and an email of acknowledged will reply automatically to the sender's account

***For (1) to (4) called as "Reimbursement Request"***

- 5) Submit electronic copies of the Reimbursement Request (1 PDF file) via JCIHK's website "Backend Management System" to all HKJCF Board Members.
- 6) Deposit the original hard copy to Chamber Office's HKJCF mail box (attention: HKJCF). The envelope should be marked as *(Re: HKJCF – Mark Your LOM name: Project Name)*.

**Few things you have to take note:**

- 1) Cover letter - please address to HKJCF Chairman Senator James Tsui and Treasurer Senator Eric Tang.
- 2) Brief report on project outcome (e.g. number of participants, photos, supporting organizations name etc.).
- 3) Project title in the Reimbursement Request must bear the same title used in your application.
- 4) Late application will not be entertained.

The deadline to apply is 28 Feb 2022. Before this date, the claimed could be sent to the backend with the same "project name".

All LOMs should submit their Reimbursement Request via Backend System (softcopy) and deposit it to the HKJCF mailbox in Chamber Office (hardcopy) **before 28 Feb 2022 (if the I/E is already adopted in the previous board meeting)**.

**Should the I/E is not yet adopted, please do so in your Feb board meeting and submit your Reimbursement Request to the Backend System (softcopy) and deposit into HKJCF mailbox at Chamber Office (hardcopy) before 28 Feb 2022.**