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

**Material Change Request Form**

In accordance with Clause 24 in the ITC’s Application and Reimbursement Guidelines,

*“Each technology start-up funded by TSSSU is required to conduct its business and R&D work in accordance with the business proposal as shortlisted by the host university. Any material modification to the shortlisted business proposal of a technology start-up (including but not limited to change of key team members of the technology start-up; deliverables; business scope; or the amount of the TSSSU funding; etc.) will require prior approval from the respective university. Technology start-ups should fill in* ***Annex E*** *for any material modification to the budget when seeking the approval from the host universities. All universities should notify ITC of the approved modifications the soonest possible.”*

I/We would like to request for the following material modification(s) :-

 *(please tick as appropriate)*

🞎 Change of Key Team Members

*Please attach the amended Section A(4) in Annex A and updated CVs*

🞎 Change of Business Proposal and/or Deliverables

*Please attach the amended business proposal and/or Section B(3) in Annex A*

 [Change of Budget Plan]

*Please complete and submit Annex E*

🞎 Other material change

*Please attach the relevant documents.*

***Please provide evidence and supporting documents with explanation to justify the request.***

I/We hereby declare that the information in the above is provided by (name of the technology start-up) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

|  |  |  |
| --- | --- | --- |
| Authorised Signature  | : |  |
| Name of Person-in-charge | : |  |
| Name of Company | : |  |
| Date (dd/mm/yy) | : |  |