



## ***Smart Space Introduction & Application Guide***





# VISION

Cyberport aspires to be the hub for  
**digital technology**, creating a  
key economic driver for Hong Kong



# 2,000+ Cyberport Community Members

(900+ onsite & ~1,100 offsite companies)

Application



Fintech



Smart Living/  
Smart City



Digital  
Entertainment

Technology



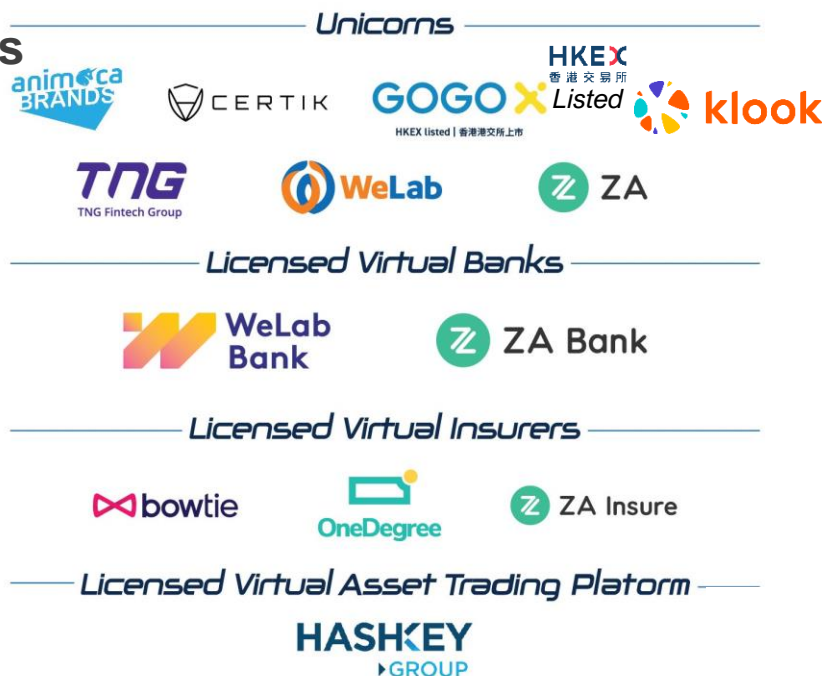
AI & Big Data



Blockchain



Cybersecurity





# Campus Overview



The information herein provide is for reference purpose only and is subject to change without further notice

# Cyberport Smart Space

## (Co-Working Space)





## Smart-Space

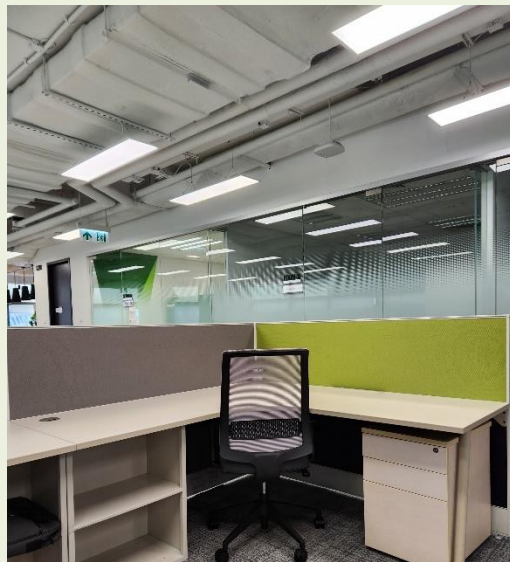
### Accommodation options

#### 1) Flexi-Space (Hot Desk)



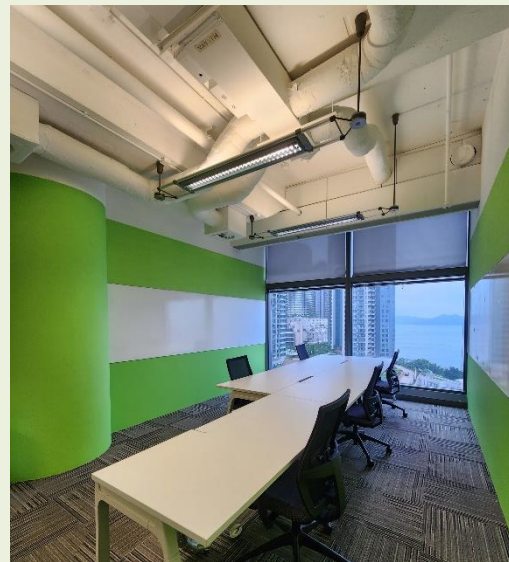
**HK\$1,100 /seat/month**

#### 2) Designated Workstation



**HK\$2,000 + /seat/month**

#### 3) Private Room from 2-20 seats



**HK\$5,800 up/room/month**

## Following services are provided:



Cyberport Support  
Scheme<sup>1</sup>



Smart Space  
Flexi-Pass<sup>2</sup>



Nursery Room<sup>3</sup>



Shower Room<sup>4</sup>



Gym Room<sup>5</sup>



Mailbox



Locker



Wi-Fi Access



Meeting Room<sup>6</sup>



24 Hours Access



Venue Facilities<sup>7</sup>

1: Latest news will be notified by email. For details, please visit: [https://www.cyberport.hk/zh\\_tw/about\\_cyberport/cyberport\\_entrepreneurs](https://www.cyberport.hk/zh_tw/about_cyberport/cyberport_entrepreneurs)

2: Flexi-Space only.

3: It is located at Smart-Space IT Street in Cyberport.

4: Smart-Space Cyberport and Smart-Space PropTech only.

5: 3 hours / session / day.

6: Max. no. booking sessions per day : 4 x 30 mins / session, up to 2 hours; additional booking session is subject to availability.

7: Subject to extra charges and availability. For details, please visit: [https://www.cyberport.hk/en/bookings/venue\\_booking](https://www.cyberport.hk/en/bookings/venue_booking)



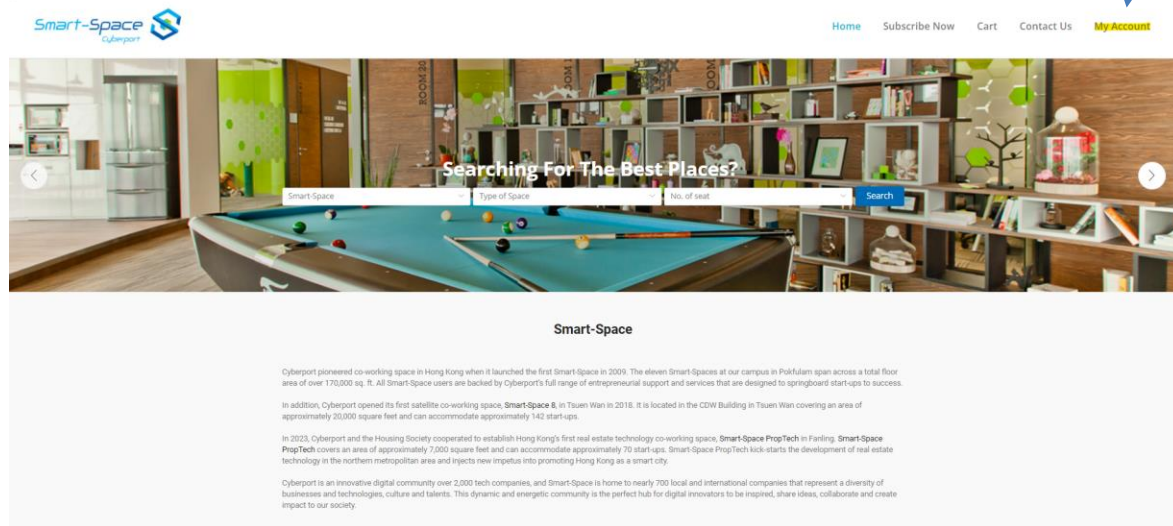
# Cyberport Smart Space Application Guide

# Smart Space Lease Management Portal

Smart-Space - Home Page  
(<https://ss.cyberport.hk>)

- Click "My Account"

My Account




# Input Licence Particulars

## Step 1 – Sign up an account

Enter below info and click “REGISTER”

1. First Name
2. Last Name
3. Email address
4. Mobile Number (Optional)



Home   Subscribe Now   Cart   Contact Us   [My Account](#)

### My account

#### Login

Email/Mobile Number \*

[Forgot Password](#)

[CONTINUE](#)

#### Register

**First Name \***

**Last Name \***

**Username \***

**Password \***

Mobile Number (Optional)

+852

Your personal data will be used to support your experience throughout this website, to manage access to your account, and for other purposes described in our [privacy policy](#).

[NEW USER](#)

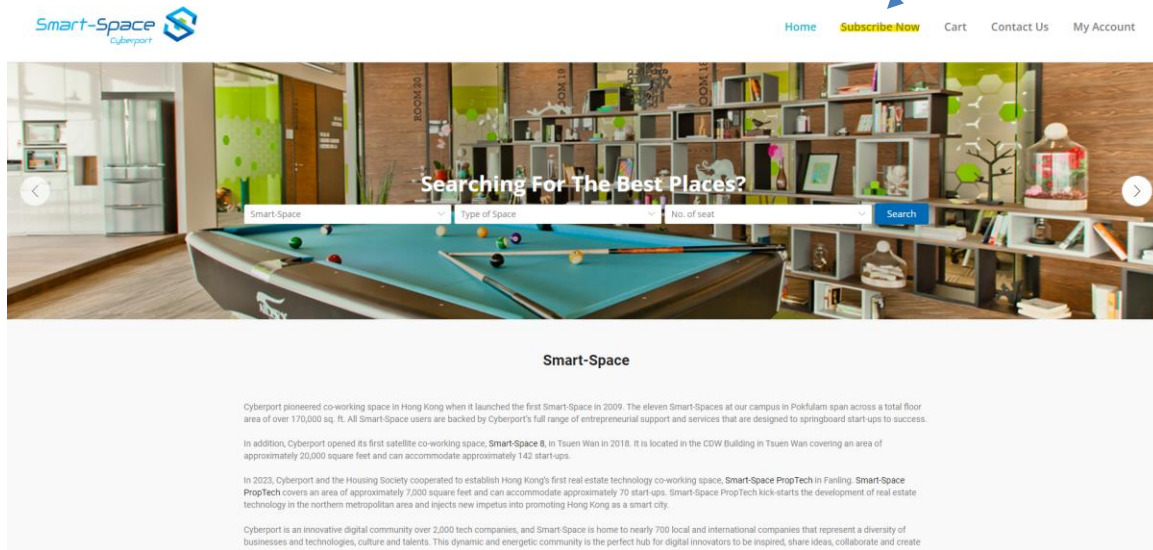


# Smart Space Lease Management Portal

Subscribe Now

## Step 2

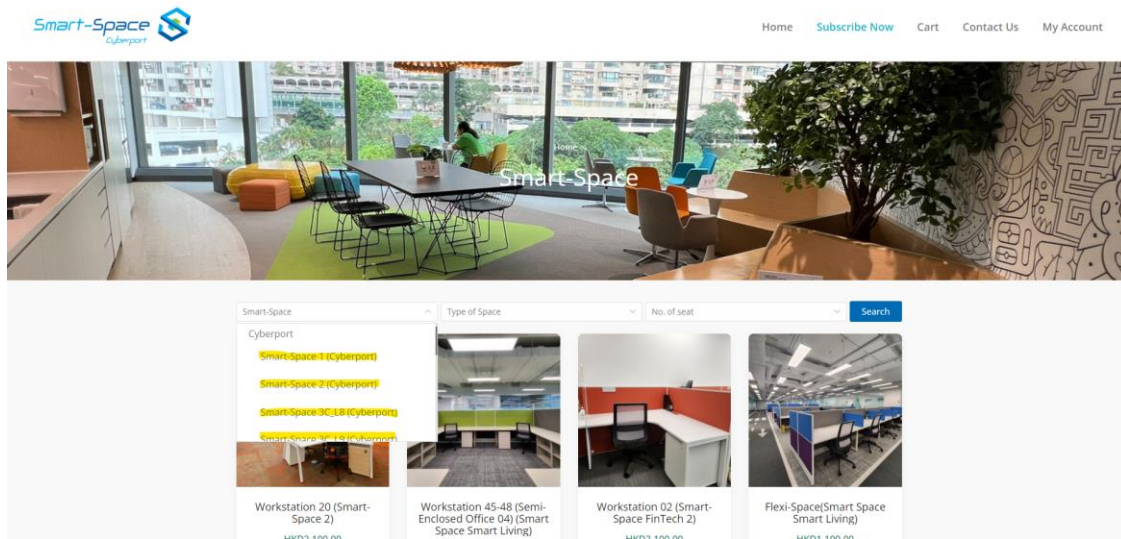
- Click "Subscribe Now"



# Input Licence Particulars

## Step 3 - Select Zone:

1. Smart-Space 1 (Cyberport)
2. Smart-Space 2 (Cyberport)
3. Smart-Space 3C\_L8 (Cyberport)
4. Smart-Space 3C\_L9 (Cyberport)
5. Smart-Space 3F (Cyberport)
6. Smart-Space Digital Entertainment (Cyberport)
7. Smart-Space FinTech (Cyberport)
8. Smart-Space FinTech 1 (Cyberport)
9. Smart-Space FinTech 2 (Cyberport)
10. Smart-Space IT Street (Cyberport)
11. Smart-Space Smart Living (Cyberport)
12. Smart-Space PropTech (Fanling)
13. Smart-Space 8 (Tsuen Wan)



# Input Licence Particulars

## Step 4 - Type of Space:

### 1. Office Room

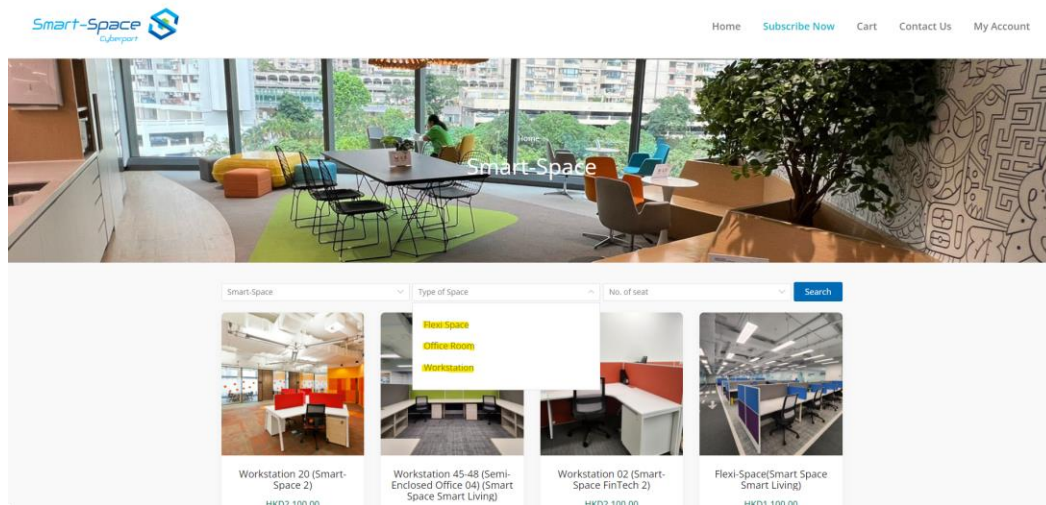
- Private room for 2 pax and up to 20 pax

### 2. Workstation

- Single desk with mailbox and locker provided

### 3. Flexi-Space (hot desk)


- Single desk with mailbox and locker provided






# Input Licence Particulars

## Step 5 - Number of Seats




Home [Subscribe Now](#) Cart Contact Us My Account

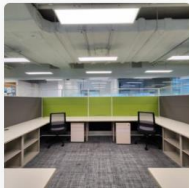


Smart-Space

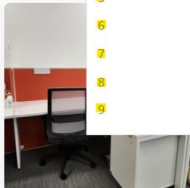
Smart-Spa... Smart-Space Smart Living (Cyberport) Type of Space Office Room No. of seat Search



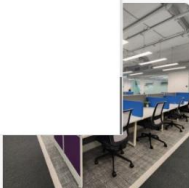
Workstation 20 (Smart-Space 2)  
HKD2,100.00



Workstation 45-48 (Semi-Enclosed Office 04) (Smart Space Smart Living)



Workstation 02 (Smart-Space FinTech 2)  
HKD2,100.00




Flexi-Space (Smart Space Smart Living)  
HKD1,100.00

# Input Licence Particulars

## Step 6 - Select Room / Workstation

### / Flexi-Space



[Home](#) [Subscribe Now](#) [Cart](#) [Contact Us](#) [My Account](#)

**Product Filter**

3 products found

Location


- ☐ Cyberport
- ☐ Tsuen Wan
- ☐ Fanling

Type


- ☒ Office Room
- ☐ Workstation
- ☐ Flexi Space

Smart-Space

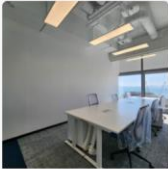
- ☐ Smart-Space 1 (Cyberport)
- ☐ Smart-Space 2 (Cyberport)
- ☐ Smart-Space 3C\_L8 (Cyberport)
- ☐ Smart-Space 3C\_L9 (Cyberport)
- ☐ Smart-Space 3F (Cyberport)
- ☐ Smart-Space 8 (Tsuen Wan)
- ☐ Smart-Space Digital Entertainment (Cyberport)
- ☐ Smart-Space FinTech (Cyberport)
- ☐ Smart-Space FinTech 1 (Cyberport)
- ☐ Smart-Space FinTech 2 (Cyberport)
- ☐ Smart-Space IT Street (Cyberport)




Office Room 25  
(Smart Space Smart Living)  
HKD21,300.00  
Unit 608-613, Level 6, Core C, Cyberport 3  
No. of seat 6



Office Room 31  
(Smart Space Smart Living)  
HKD16,500.00  
Unit 608-613, Level 6, Core C, Cyberport 3  
No. of seat 5



Office Room 34  
(Smart Space Smart Living)  
HKD21,600.00  
Unit 608-613, Level 6, Core C, Cyberport 3  
No. of seat 6



# Input Licence Particulars

## Step 7 – Select type of licence and licence period

### Fixed Term :

- Minimum 1 month, maximum 12 months
- No early termination is allowed
- Auto renew as flexible term

### Flexible Term :

- Minimum 1 month
- Auto renewable
- Serving 14 working days for termination

The screenshot displays the Smart-Space Cyberport website interface. At the top, the logo 'Smart-Space Cyberport' is visible on the left, and navigation links 'Home', 'Subscribe Now', 'Cart', 'Contact Us', and 'My Account' are on the right. Below the navigation bar, the breadcrumb 'Home / Office Room' is shown. The main content area features a large image of a modern office room with a long table and chairs, and large windows overlooking a cityscape. To the right of the image, the text 'Office Room 34(Smart Space Smart Living)' is displayed, followed by 'Smart Space Smart Living (Cyberport) Category: Office Room'. Below this, a 'Terms of stay' section includes a dropdown menu labeled 'Choose an option' with a list of terms (1m, 2m, 3m, 4m, 5m, 6m, 7m, 8m, 9m, 10m, 11m, 12m, and 'Flexible Term' highlighted in yellow). A 'To Cart' button is also present. To the right of the terms, a 'Remarks' section states: 'Flexible Term: One month, subsequently auto-renewable unless either party serving 14-day termination right per clause 10 under Terms of Usage. Fixed Term: Maximum period up to 12 months'. Below the remarks, a link for 'General Guidelines and Notes for Smart-Space Application' is provided. On the far right, a sidebar contains details: 'No. Of Seat' (6), 'Location' (Cyberport), 'Address' (Unit 608-613, Level 6, Core C, Cyberport 3, 100 Cyberport Road, Hong Kong), and the price 'HKD21,600.00' with social media icons for WhatsApp and Facebook.



# Input Licence Particulars

## Step 8 - Confirm Licence period

- Click “Apply Now”

Smart-Space Cyberport

Home / Office Room

### Office Room 34(Smart Space Smart Living)

Smart-Space Smart Living (Cyberport) Category: Office Room

Terms of stay  
12m [Clear](#)

[Apply Now](#)

Remarks:  
Flexible Term: One month, subsequently auto-renewable unless either party serving 14-day termination right per clause 10 under Terms of Usage.  
Fixed Term: Maximum period up to 12 months

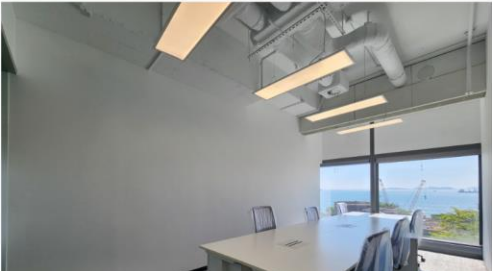
General Guidelines and Notes for Smart-Space Application

No. Of Seat: 6

Location: Cyberport

Address: Unit 606-613, Level 6, Core C, Cyberport 3, 100 Cyberport Road, Hong Kong

HKD21,600.00




# Input Licence Particulars

## Step 9 - Confirm selected room/desk

## and Licence period

- Click “PROCEED TO CHECKOUT”

The screenshot displays the Smart-Space Cyberport website's shopping cart interface. At the top, the navigation bar includes the Cyberport logo, the text 'Smart-Space Cyberport', and links for Home, Subscribe Now, Cart, Contact Us, and My Account. Below the navigation bar, a progress indicator shows three steps: 1 SHOPPING CART (active), 2 CHECKOUT, and 3 ORDER STATUS. A green notification banner at the top of the cart area states: 'Office Room 34(Smart Space Smart Living) has been added to your cart.' with a 'Continue Shopping' link. The main cart area contains a table with the following items:

PRODUCT	PRICE	SKU	SUBTOTAL
 Office Room 34(Smart Space Smart Living) Terms of stay: 12m <a href="#">Remove</a>	HKD21,600.00/m	SSSL-RM34-12	HKD21,600.00

Below the table, there is a blue button labeled 'CLEAR SHOPPING CART'. To the right of the table, a 'CART TOTALS' box displays:

Subtotal: HKD21,600.00  
TOTAL: HKD21,600.00

Two blue buttons are located at the bottom of the cart area: 'PROCEED TO CHECKOUT' and 'CONTINUE SHOPPING'. At the bottom of the page, a 'Remarks' section contains the following text:

- Newly available spaces will be updated on Smart-Space Lessing Management Portal (LMS) 10 am every Monday (and postpone to the next workday if it falls into a public holiday)
- When there is more than one applicant for the same space, allocation will be on a first-come-first-serve basis based on the completion of the Application and payment
- To foster a vibrant community, Smart-Space users are required to attain minimum 30% utilization rate each month, failing which the licensee shall have the right to terminate the

# Input Licence Particulars

## Step 10 - Fill the form

### \* Required Field

1. Company Name
2. Contact Person
3. Surname
4. Given Name
5. Gender
6. Email
7. Mobile Number
8. Target Move In Date
9. Date of Business Registration
10. Business Registration Number
11. Date of Incorporation
12. Country/Region of Origin – Founder
13. Country/Region of Origin – Company
14. Numbers of Employee
15. Company achievements
16. Business Nature
17. Business Type
18. Key Technology Focus

BILLING DETAILS

Applicant \*

☒ New Applicant ☐ Renewal Applicant

Company Name \*

Contact Person \*

Mr

Surname \*

Given Name \*

Gender \*

Male

Job Title

Email \*

Mobile Number \*

+852

Target Move In Date \*

01/05/2024

Date of Business Registration \*

28/05/2024

Business Registration Number \*

Date of Incorporation \*

31/05/2024

Certificate of Incorporation No.

Country/Region of Origin - Founder \*

YOUR ORDER

Office Room 34(Smart Space Smart Living) x 1 (HKD21,600.00m)

HKD21,600.00

Terms of stay 12m

Subtotal

HKD21,600.00

TOTAL

HKD21,600.00

FPS / Bank Deposit Payments

For amount smaller than HK\$10,000.00, applicant can conduct FPS (4968889) 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 - SCBLH0H0000

Bank address - Hong Kong Payment Centre CMC 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

☐ I will acknowledge to submit later in 3 months grace period time \*

On behalf of the company, I declare that to the best of my knowledge, the company has not been involved in any violation of the National Security Law nor has it been involved in any criminal offense or litigation case.

☐ I have read and agree to the website terms and conditions \*

PLACE ORDER

數碼港  
Cyberport



# Upload Company documents

## Step 11 - Upload documents and remarks

1. Certificate of Incorporation
2. BR supporting document

Cyberport Startup Alumni?

Yes (Please provide supporting and upload in the attachment)

Key Technology Focus \*

Please elaborate if your business is technology-oriented (at least 30 words)

Order Notes

Certificate of Incorporation \*

CHOOSE FILE

BR supporting document \*

CHOOSE FILE

Cyberport Alumni (Supporting doc)

CHOOSE FILE

Other supporting document (NINCU/NAB1 for company / Business plan for Young Entrepreneur)

CHOOSE FILE

Remarks:

- Newly available spaces will be updated on SmartSpace Leasing Management Portal (LMS) 10 am every Monday (and postpone to the next workday if it falls into a public holiday)
- When there is more than one applicant for the same space, allocation will be on a first-come-first-serve basis based on the completion of the Application and payment.
- To foster a vibrant community, SmartSpace users are required to attain minimum 30% utilization rate each month, failing which the licensee shall have the right to terminate the license by 14 working days' prior written notice.

Please check out [General Guidelines and Notes for SmartSpace Application](#) before application.

# Upload Company documents

## Step 12 – Confirm amount

## Step 13 - Read and Accept T&C

## Step 14 - Click “PLACE ORDER”

**BILLING DETAILS**

Applicant \*

☒ New Applicant ☐ Renewal Applicant

Company Name \*

Contact Person \*

Mr

Surname \*

Given Name \*

Gender \*

Male

Job Title

Email \*

Mobile Number \*

+852

Target Move In Date \*

01/05/2024

Date of Business Registration \*

28/05/2024

Business Registration Number \*

Date of Incorporation \*

31/05/2024

Certificate of Incorporation No.

Company Representative Name \*

**YOUR ORDER**

Office Room 34/Smart Space  
Smart Living) x1  
( HKD21,600.00/m )

Terms of stay 12m

Subtotal

HKD21,600.00

TOTAL

HKD21,600.00

**FPS / Bank Deposit Payments**

For amount smaller than HK\$10,000.00, applicants can conduct FPS (45688888) 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 - SCBLH3HHXXXX

Bank address - Hong Kong Payment Centre C45 CB 15/F Standard Chartered Tower 388 Kwun Tong Road, Kowloon, Hong Kong

( Please be reminded to state your account details on the remittance description of the transaction. Otherwise, we will not be able to identify the remitter.

i) Instruct your bank to remit the net amount required and bear the bank charge or service charge for both sides.

ii) Email us your payment proof via leasing@cyberport.hk

☒ I will acknowledge to submit later in 3 months grace period time \*

On behalf of the company, I declare that to the best of my knowledge, the company has not been involved in any violation of the National Security Law nor has it been involved in any criminal offense or litigation case.

☒ I have read and agree to the website **Terms and conditions** \*

PLACE ORDER

數碼港  
Cyberport

# Payment

## Step 15 - Payment (bank account)

- Cyberport FMO office will send confirmation email to you for application received.
- Settle the 1<sup>st</sup> licence fee payment by bank transfer or FPS
- Share the payment proof to Cyberport via email.

Email address : [leasing@cyberport.hk](mailto:leasing@cyberport.hk)

Bank Account information	
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
FPS ID Code	4968889

## Required information for application

1. **Valid Business Registration Certificate**
  - \* Hong Kong registered company only
2. **Certificate of Incorporation**
  - \* Hong Kong registered company only
3. **Company website/ business deck**
4. **1<sup>st</sup> month license fee as advance payment**

[illegible]

編號 1234567  
No. \_\_\_\_\_

  
公司註冊處  
COMPANIES REGISTRY

公司註冊證明書  
CERTIFICATE OF INCORPORATION

\*\*\*

本人謹此證明  
I hereby certify that

Sample Limited

於本日期經香港法例第 322 章《公司條例》  
is this day incorporated in Hong Kong under the Companies Ordinance  
在香港註冊成立。此公司是一間  
(Chapter 322 of the Laws of Hong Kong), and that this company is  
有限公司。  
a limited company.

本證明書於 \_\_\_\_\_ 註冊。  
Issued on XXXX

  
Signature

香港特別行政區公司註冊處處長署內  
At the Companies Registry  
Registrar of Companies  
Hong Kong Special Administrative Region

12. Note:  
公司名稱獲公司註冊處註冊，並不表示獲授予該公司名稱或其任何部分的商標權或任何其他知識產權。  
Registration of a company name with the Companies Registry does not confer any trade mark rights or any other intellectual property rights in respect of the company name or any part thereof.



# Thank You!



## Your Springboard to Success!

*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.*