



## *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

## Unicorns



## Licensed Virtual Banks



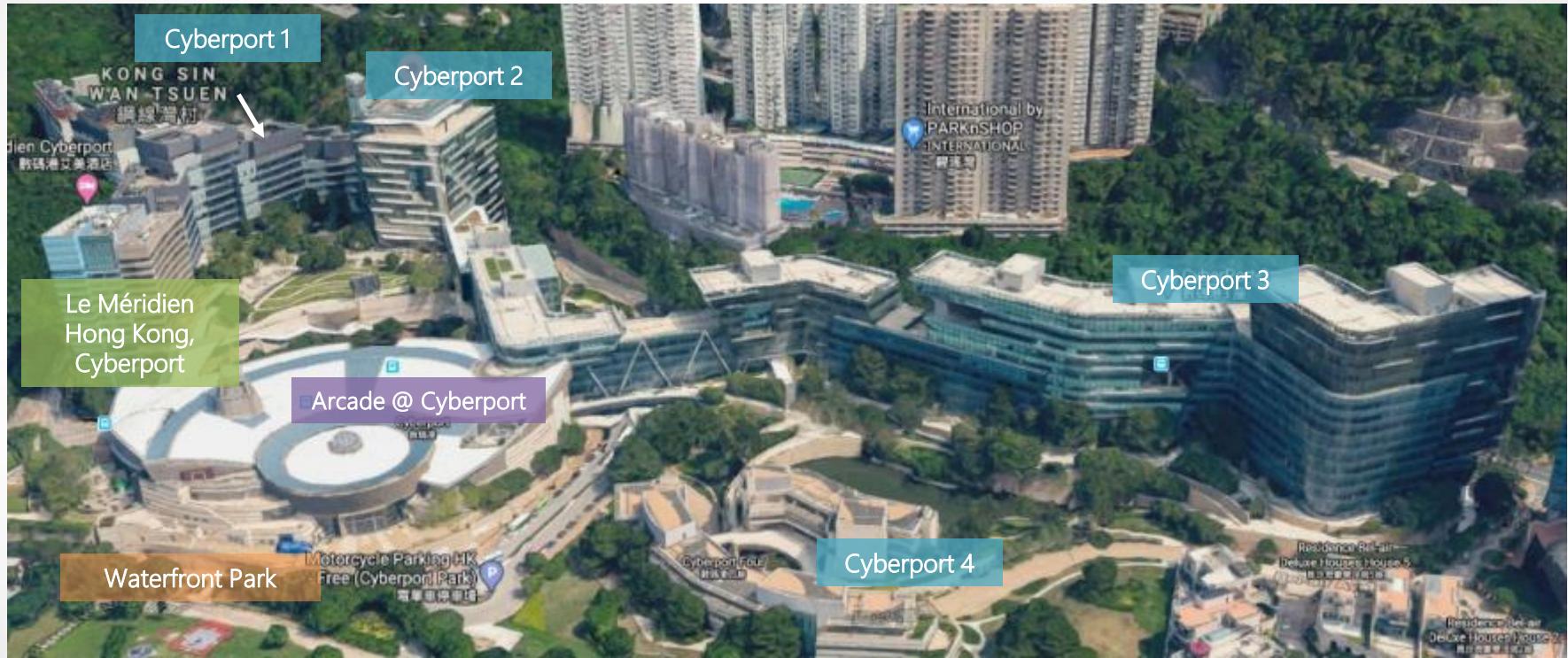
## Licensed Virtual Insurers



## Licensed Virtual Asset Trading Platform



# 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)

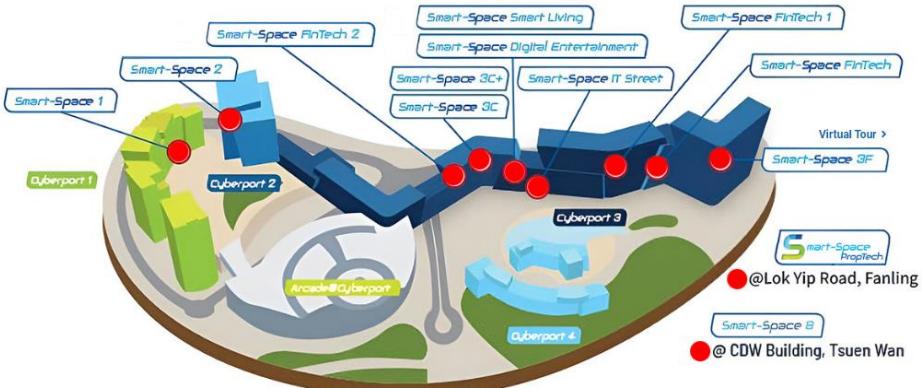
**Smart Space** is Cyberport's co-working option to cater for the needs of the fast-growing digital tech startups with flexible and scalable terms. Apart from an innovative ambience with state-of-the-art connectivity and facilities, members can also tap into the Cyberport digital tech ecosystem and meet with like-minded persons in various events like seminars, meet-ups, pitching sessions, product trials and business clinics.



The 11 Smart Space in Pokfulam campus span across a total floor area of over 170,000 sq. ft.

Smart Space 8 in Tsuen Wan has been established in 2018 and accommodate approximately 142 start-ups.

Smart Space PropTech in Fanling is established by Cyberport and Hong Kong Housing Society in 2023. It is the Hong Kong's first real estate technology co-working space in Northern metropolitan.



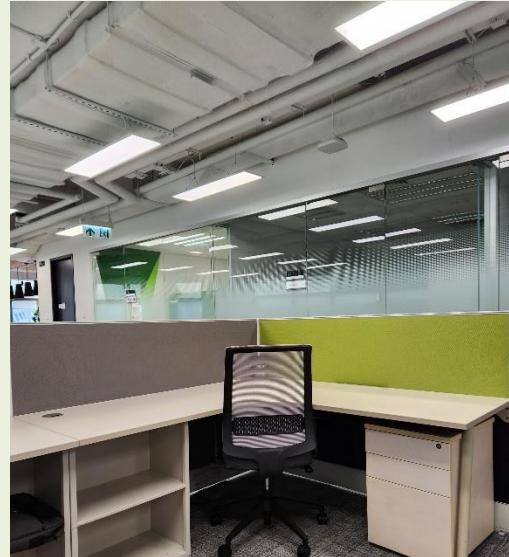
# Smart-Space

## Accommodation options

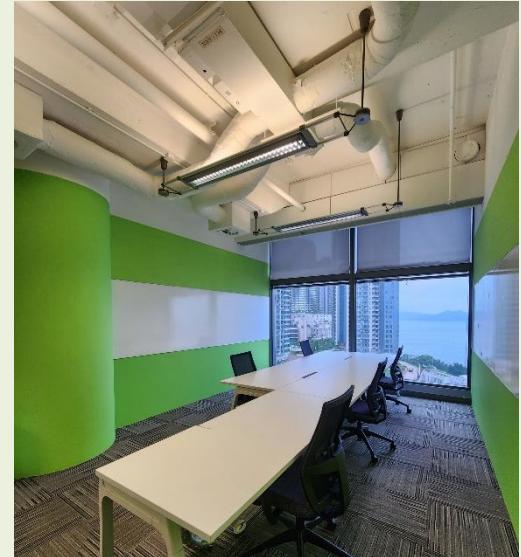
### 1) Flexi-Space (Hot Desk)



### 2) Designated Workstation



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



HK\$1,100 /seat/month

HK\$2,000 + /seat/month

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)

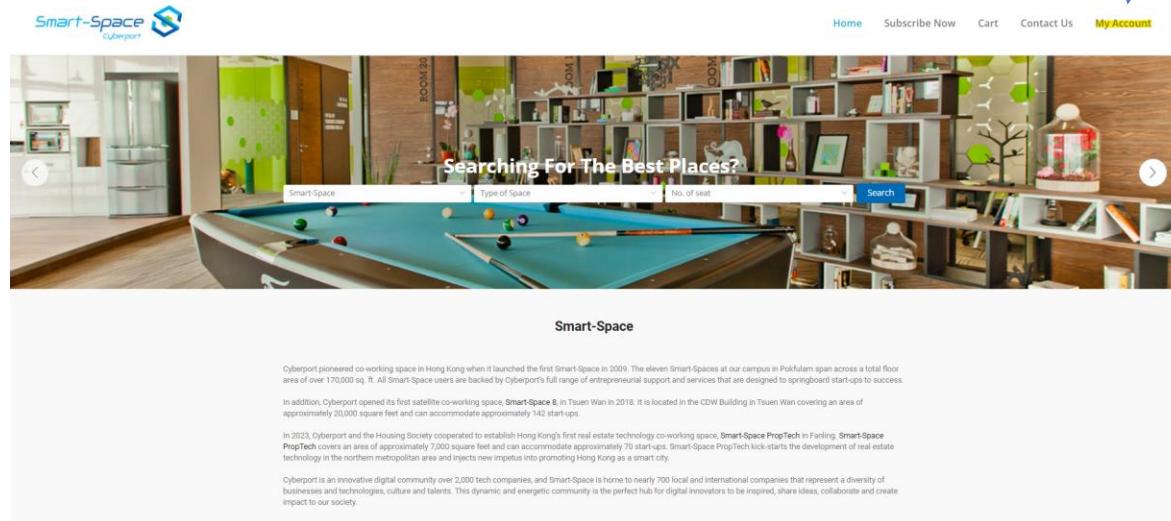
# Cyberport Smart Space Application Guide

# Smart Space Lease Management Portal

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

My Account

- Click “My Account”



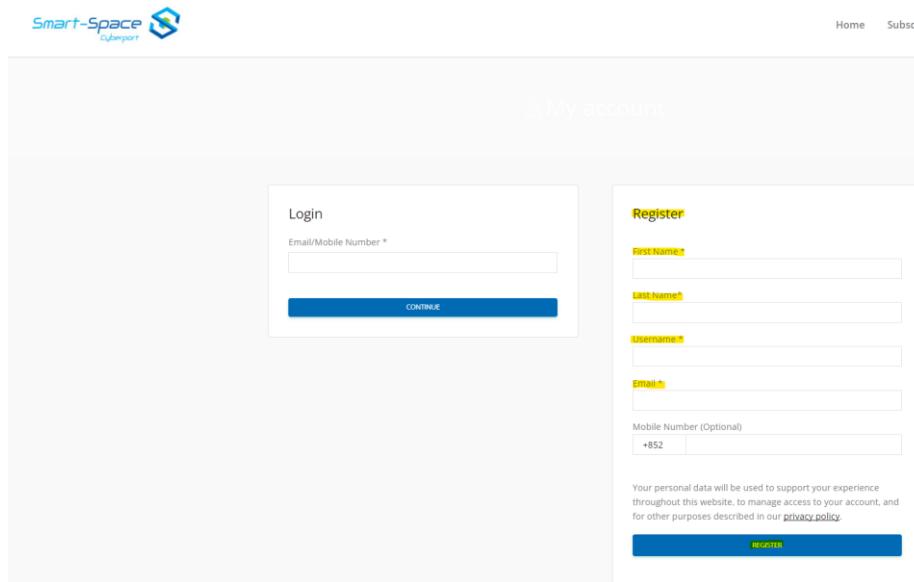
The screenshot shows the homepage of the Smart-Space website. At the top, there is a navigation bar with links for Home, Subscribe Now, Cart, and Contact Us. A blue box highlights the 'My Account' link in the top right corner, with a blue arrow pointing down to it. The main content area features a large image of a modern office space with a pool table and bookshelves. Overlaid on this image is a search bar with the placeholder text 'Searching For The Best Places?'. Below the search bar, there are three input fields: 'Smart-Space', 'Type of Space', and 'No. of seat', followed by a 'Search' button. A large 'Smart-Space' logo is centered below the search bar. The page also contains several paragraphs of descriptive text about Cyberport's Smart-Space facilities, including details about Smart-Space 6 and Smart-Space PropTech.

# 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)



The image shows a registration page for Smart-Space Cyberport. At the top, there is a logo for "Smart-Space Cyberport" and a navigation bar with links for "Home", "Subscribe Now", "Cart", "Contact Us", and "My Account". Below the navigation bar, there are two side-by-side forms: a "Login" form on the left and a "Register" form on the right. The "Login" form has a text input for "Email/Mobile Number" and a blue "CONTINUE" button. The "Register" form has fields for "First Name", "Last Name", "Username", "Email", and "Mobile Number (Optional)" with a country code "+852". Below these fields is a note about data usage and a "REGISTER" button. The "My account" link is also visible above the "Register" form.

Smart-Space Cyberport

Home Subscribe Now Cart Contact Us My Account

My account

My account

Login

Email/Mobile Number \*

CONTINUE

Register

First Name \*

Last Name \*

Username \*

Email \*

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](#).

REGISTER

# Smart Space Lease Management Portal

## Step 2

- Click “Subscribe Now”



The screenshot shows the Smart-Space Cyberport website. At the top, there is a navigation bar with links for Home, Subscribe Now (highlighted with a yellow arrow), Cart, Contact Us, and My Account. The main content area features a large image of a co-working space with a pool table and bookshelves. Overlaid on this image is a search interface with fields for "Smart-Space", "Type of Space", and "No. of seat", and a "Search" button. Below the search interface, the text "Searching For The Best Places?" is displayed. At the bottom of the page, there is a section titled "Smart-Space" with descriptive text about the space and its features.

Smart-Space Cyberport

Home Subscribe Now Cart Contact Us My Account

Smart-Space

Searching For The Best Places?

Smart-Space

Type of Space

No. of seat

Search

Smart-Space

Cyberport pioneered co-working space in Hong Kong when it launched the first Smart-Space in 2009. The eleven Smart-Spaces at our campus in Pokfulam span across a total floor area of over 170,000 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.

In addition, Cyberport opened its first satellite co-working space, Smart-Space 8, in Tsuen Wan in 2018. It is located in the CDW Building in Tsuen Wan covering an area of approximately 20,000 square feet and can accommodate approximately 142 start-ups.

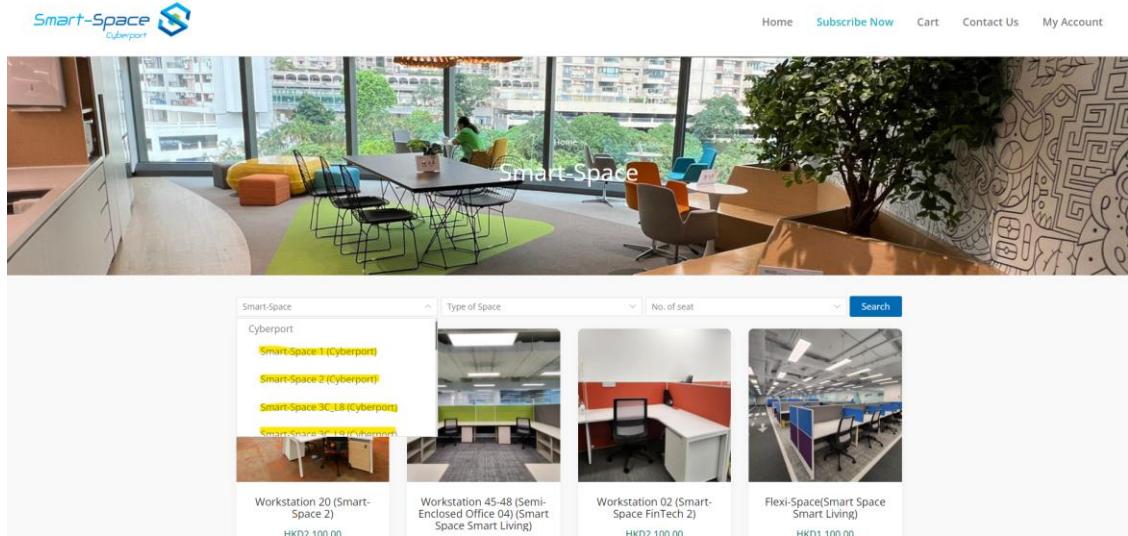
In 2023, Cyberport and the Housing Society cooperated to establish Hong Kong's first real estate technology co-working space, Smart-Space PropTech in Fanling. Smart-Space PropTech covers an area of approximately 7,000 square feet and can accommodate approximately 70 start-ups. Smart-Space PropTech kick-starts the development of real estate technology in the northern metropolitan area and injects new impetus into promoting Hong Kong as a smart city.

Cyberport is an innovative digital community over 2,000 tech companies, and Smart-Space is home to nearly 700 local and international companies that represent a diversity of businesses and technologies, culture and talents. This dynamic and energetic community is the perfect hub for digital innovators to be inspired, share ideas, collaborate and create.

# 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)



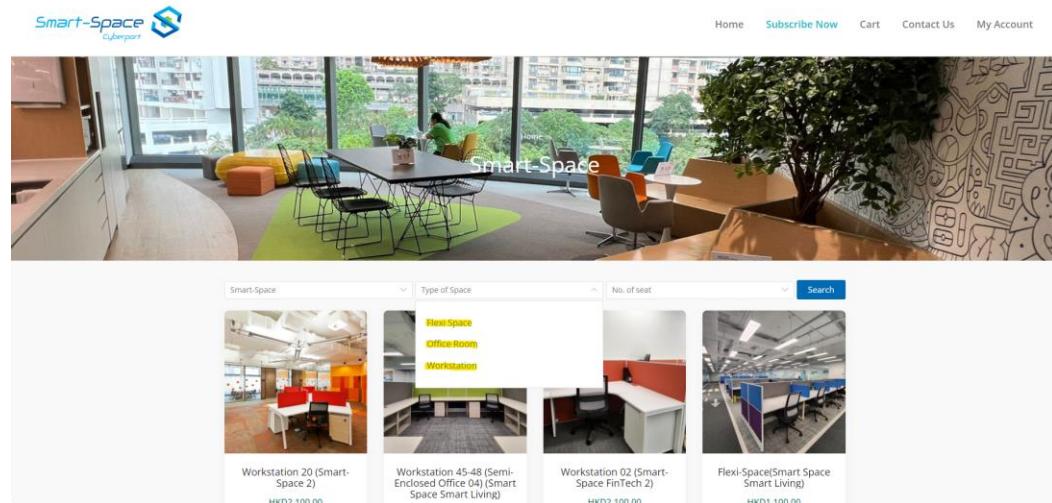
The screenshot shows the Smart-Space Cyberport website interface. At the top, there is a navigation bar with links for Home, Subscribe Now, Cart, Contact Us, and My Account. The main content area features a large image of a modern office space with large windows, a long table, and colorful chairs. Below this is a search interface with dropdown menus for 'Smart-Space', 'Type of Space', 'No. of seat', and a 'Search' button. The 'Smart-Space' dropdown is set to 'Cyberport' and lists the following options: Smart-Space 1 (Cyberport), Smart-Space 2 (Cyberport), Smart-Space 3C\_L8 (Cyberport), Smart-Space 3F (Cyberport), Smart-Space Digital Entertainment (Cyberport), Smart-Space FinTech (Cyberport), Smart-Space FinTech 1 (Cyberport), Smart-Space FinTech 2 (Cyberport), Smart-Space IT Street (Cyberport), Smart-Space Smart Living (Cyberport), Smart-Space PropTech (Fanling), and Smart-Space 8 (Tsuen Wan). Below the dropdown are four thumbnail images representing different workspace types: 'Workstation 20 (Smart-Space 2)' (HKD 1111.11), 'Workstation 45-48 (Semi-Enclosed Office 04) (Smart-Space Smart Living)' (HKD 1111.11), 'Workstation 02 (Smart-Space FinTech 2)' (HKD 1111.11), and 'Flexi-Space(Smart Space Smart Living)' (HKD 1111.11).

# Input Licence Particulars

## Step 4 - Type of Space:

### **1. Office Room**

- Private room for 2 pax and up to 20 pax



The screenshot shows the Smart-Space Cyberport website. At the top, there is a navigation bar with links for Home, Subscribe Now, Cart, Contact Us, and My Account. The main content area features a large image of a modern office room with large windows, a long table, and various seating options. Below this, there is a search interface with fields for 'Smart.Space', 'Type of Space' (set to 'Hot Space'), and 'No. of seat'. A 'Search' button is on the right. Below the search interface, there are four options: 'Workstation 20 (Smart-Space 2)' (HKD2.100.00), 'Workstation 45-48 (Semi-Enclosed Office 04) (Smart Space Smart Living)' (HKD2.100.00), 'Workstation 02 (Smart-Space FinTech 2)' (HKD2.100.00), and 'Flexi-Space(Smart Space Smart Living)' (HKD1.100.00). Each option includes a small thumbnail image of the space.

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

Workstation 20 (Smart-Space 2) HKD2.100.00	Workstation 45-48 (Semi-Enclosed Office 04) (Smart Space Smart Living) HKD2.100.00	Workstation 02 (Smart-Space FinTech 2) HKD2.100.00	Flexi-Space(Smart Space Smart Living) HKD1.100.00
5	6	7	8
9			

# Input Licence Particulars

## Step 6 - Select Room / Workstation / Flexi-Space

**Smart-Space Cyberport**

**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)

	<b>Office Room 25</b> (Smart Space Smart Living) <b>HKD21,300.00</b> Unit 608-613, Level 6, Core C, Cyberport 3		<b>Office Room 31</b> (Smart Space Smart Living) <b>HKD16,500.00</b> Unit 608-613, Level 6, Core C, Cyberport 3		<b>Office Room 34</b> (Smart Space Smart Living) <b>HKD21,600.00</b> Unit 608-613, Level 6, Core C, Cyberport 3
No. of seat	6	No. of seat	5	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**

The screenshot shows a website for "Smart-Space Cyberport". The top navigation bar includes links for Home, Subscribe Now, Cart, Contact Us, and My Account. The main content area displays a listing for "Office Room 34(Smart Space Smart Living)". The listing includes the following details:

- Room:** Office Room 34
- Category:** Office Room
- No. of Seats:** 6
- Location:** Cyberport
- Address:** Unit 608-613, Level 6, Core C, Cyberport 3, 100 Cyberport Road, Hong Kong
- Price:** HKD21,600.00
- 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**

A dropdown menu titled "Choose an option" is open, showing a list of time periods: 1M, 2M, 3M, 4M, 5M, 6M, 7M, 8M, 9M, 10M, 11M, 12M, and 13M. A "To Cart" button is visible next to the dropdown.

### Flexible Term :

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

# 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

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.

HKD21,600.00/m

No. Of Seat: 6

Location: Cyberport

Address: Unit 608-613, Level 6, Core C, Cyberport 3, 100 Cyberport Road, Hong Kong

HKD21,600.00

[S](#) [f](#)

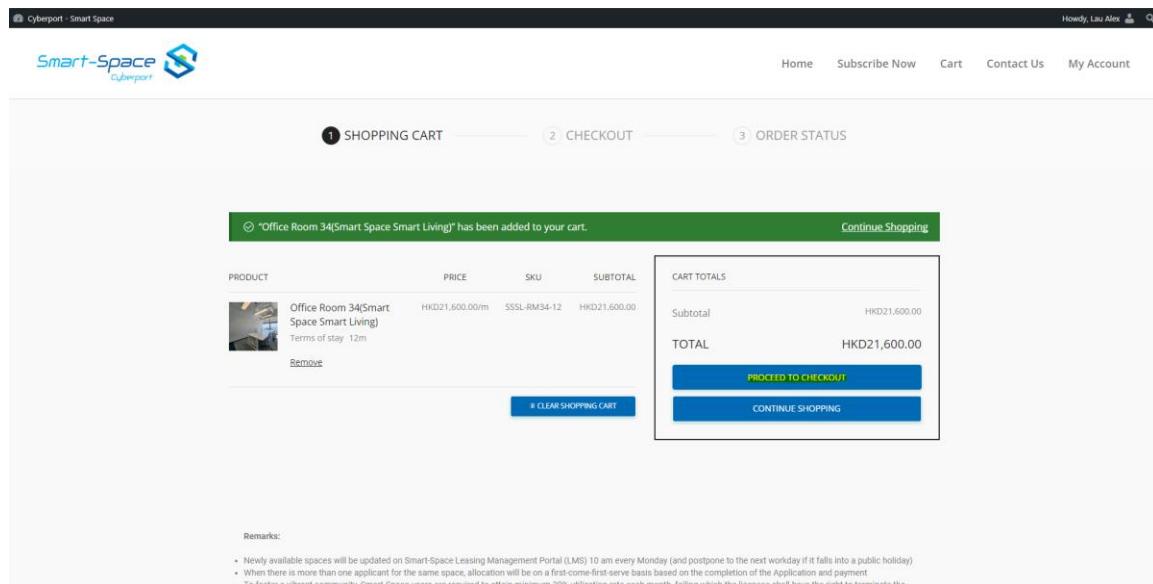


# Input Licence Particulars

## Step 9 - Confirm selected room/desk

## and Licence period

- Click "PROCEED TO CHECKOUT"



The screenshot shows the Smart-Space Cyberport website's shopping cart page. At the top, there are navigation links: Home, Subscribe Now, Cart, Contact Us, and My Account. The user is identified as "Howdy, Lau Alex". The main content area shows a shopping cart with one item: "Office Room 34(Smart Space Smart Living)". The item details are: Price HKD21,600.00/m, SKU SSSL-RM34-12, and Subtotal HKD21,600.00. Below the item, there is a "Remove" link and a "CLEAR SHOPPING CART" button. To the right, a "CART TOTALS" box displays the Subtotal and Total (both HKD21,600.00). Below the totals are two buttons: "PROCEED TO CHECKOUT" (highlighted in yellow) and "CONTINUE SHOPPING". At the bottom of the page, there is a "Remarks:" section with the following text and bullet points:

Remarks:

- 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)
- 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		YOUR ORDER	
Applicant *		Office Room 34(Smart Space Smart Living) x 1 ( HKD21,600.00/m )	
<input checked="" type="radio"/> New Applicant <input type="radio"/> Renewal Applicant		HKD21,600.00	
Company Name *		Terms of stay: 12m	
<input type="text"/>		Subtotal HKD21,600.00	
Contact Person *		TOTAL HKD21,600.00	
Mr		FPS / Bank Deposit Payments 	
Surname *		For amounts smaller than HKD 10,000.00, applicant can conduct FPS 49988989 and email us your payment proof via leasing@cyberport.hk	
Given Name *		Account name - Hong Kong Cyberport Management Co. Ltd.	
<input type="text"/>		Bank number - 003 (Standard Chartered Bank HK 003)	
Gender *		Account number - 447-1-089231-7 Swift code - SWIFTHKHKXXX	
Male		Bank address - Hong Kong Payments Ltd, One Central, 15/F, Standard Chartered Tower, 388 Kwan Tong Road, Kowloon, Hong Kong	
job Title		(i) Please be reminded to state your account details on the payment proof so that we can identify the remitter of the transaction. Otherwise, we will not be able to identify the remitter.	
<input type="text"/>		(ii) Instruct your bank to remit the net amount required and bear the bank handling fee or service charge for both sides.	
Email *		(iii) Email us your payment proof via leasing@cyberport.hk	
<input type="text"/>		<input type="checkbox"/> I will acknowledgement to submit later in 3 months grace period time *	
Mobile Number *		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 offence or litigation case.	
+852 <input type="text"/>		<input type="checkbox"/> I have read and agree to the website terms and conditions *	
Target Move In Date *		<input type="button" value="PLACE ORDER"/>	
01/05/2024 			
Date of Business Registration *			
28/05/2024 			
Business Registration Number *			
<input type="text"/>			
Date of Incorporation *			
31/05/2024 			
Certificate of Incorporation No.			
<input type="text"/>			
Country/Region of Origin - Founder			

# 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 (bNCF/NARI for company / Business plan for Young Entrepreneur)

CHOOSE FILE

Remarks:

• 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)

• 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 license by 14 working days' prior written notice

Please check out [General Guidelines and Notes for Smart-Space 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 \* Surname \*

Mr

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.

**YOUR ORDER**

Office Room 34(Smart Space Smart Living) x1	HKD21,600.00
(HKD21,600.00/m)	
Terms of stay: 12m	
Subtotal	HKD21,600.00
<b>TOTAL</b>	<b>HKD21,600.00</b>

**FPS / Bank Deposit Payments**

For amounts smaller than HK\$10,000.00, applicants can conduct FPS (49968899) and email us your payment proof via [leasing@cyberport.hk](mailto:leasing@cyberport.hk)

Account name - Hong Kong Cyberport Management Co. Ltd.

Bank number - 003 (Standard Chartered Bank HK Ltd)

Account number - 4471-089231-7 Swift code - SCBHKHKX

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 name and the remarks/description of the transaction. Otherwise, we will not be able to identify the transaction.

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](mailto: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 been involved in any criminal offence or litigation case.

I have read and agree to the website [Terms and conditions](#) \*

**PLACE ORDER**

# 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

FORM 2		[0018] [application]
BUSINESS REGISTRATION CERTIFICATE (Form 2B) BUSINESS REGISTRATION CERTIFICATE Business Registration Certificate		
<p>Name of Business X.X.X. 联通(香港)有限公司 X.X.X. TELECOM (HONG KONG) COMPANY LIMITED</p> <p>Business Name *****</p> <p>Address X/F, 111 GLoucester Road WANCHAI HK</p> <p>Business Type COP</p> <p>Date of Commencement 01/04/2011</p> <p>Business Registration Certificate No. 317322456 XXXXXXX-00-04-11-A \$450</p> <p>Business Registration Certificate Fee For and Levy HKD \$450 (US\$ 105 x 5 = 450)</p>		
<p><b>註明須知 (重要須知) 條款：</b></p> <p>1. 第 11 款所列的公司須在申請時提出證明文件，以示其在申請時已符合申請人所受的規例或章程所載的有關註冊的條件及有關的法律保證。</p> <p>2. 第 12 款所列的各項地址必須在申請時提出證明文件，以示其在申請時已符合申請人所受的規例或章程所載的有關註冊的條件及有關的法律保證。</p> <p><b>請註明申請之收費及列明之發收費項：</b> RECEIVED FEE AND LEVY REFERRED IN PRINTED FIGURES.</p> <p>02/04/2011 123456789 \$450.00</p>		

編號 1234567  
No.

## 公司註冊證明書

卷之三

I hereby certify that

## Sample Limited

中南出版传媒集团股份有限公司

於本日根據香港法例第622章《公司條例》  
在今日Incorporated in Hong Kong under the Companies Ordinance  
在香港成立為法團，此公司是一間  
(Chapter 622 of the Laws of Hong Kong), and that this company is  
有限公司。  
a limited company.

本證明書於  
Issued on XXXXX

行書卷一

Signature  
香港特別行政區公司註冊處處長  
Ms Ada LL CHUNG  
*Registrar of Companies*  
Hong Kong Special Administrative Region

註：此表格由公司名稱註冊處註冊，並不表示擁有該公司名稱或其任何部分的商標權或任何知識產權。  
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.*

