

# Anti-epidemic Fund - Fitness Centre Subsidy Scheme

## Guidelines for Application

### 1. Introduction

Under the second round of Anti-epidemic Fund, the Government of the Hong Kong Special Administrative Region (the Government) launches the Fitness Centre Subsidy Scheme (the Scheme) to provide a one-off subsidy to the fitness centres with a view to easing their cash flow pressure and alleviating their financial burden arising from their closure pursuant to the Prevention and Control of Disease (Requirements and Directions) (Business and Premises) Regulation (the Regulation)(Cap. 599F).

### 2. Subsidy amount

An one-off subsidy of HK\$100,000 will be granted to each eligible fitness centre.

### 3. Application period

From 10 am on 4 May 2020 (Monday) to 6 pm on 3 June 2020 (Wednesday).

### 4. Eligibility

4.1 To be eligible, a fitness centre must meet the following requirements:

- a. possessing a fixed address and individually-operated premises in Hong Kong where its principal and substantive business is to provide exercise machines or equipment on the premises for use, or to provide advice and instruction on, training for or assistance in improving physical fitness, including bodybuilding, dancing (Note 1), yoga, pilates, body stretching and martial arts (Note 2); and
- b. having commenced business before 28 March 2020 and having been ordered to close in response to the Regulation.

4.2 The Scheme does not cover:

- a. fitness centres in residential clubhouses or private clubs; and
- b. facilities operated by holders of private recreational leases.

### 5. Application methods and guidance notes

5.1 The Home Affairs Bureau (HAB) has entrusted the Physical Fitness Association of Hong Kong, China to assist in implementing the Scheme. Eligible fitness centres may download the application form from the HAB's website ([www.hab.gov.hk](http://www.hab.gov.hk)). A completed application form together with supporting documents (see below) must reach the Physical Fitness Association of Hong Kong, China (address: 17/F, Cheuk Nang Centre, 9-11 Hillwood Road, Tsim Sha Tsui, Kowloon. Office hours: 10 am – 6 pm on Monday to Friday; closed on Saturday, Sunday and public holidays) by post or in person within the application period. The postmark date on the envelope for an application submitted by post will be regarded as the date of application. Late applications will not be considered.

The following supporting documents must be submitted together with the application form:

- (a) A copy of a valid business / branch registration certificate (Note 3); or other valid supporting documents (Note 4) if operated in other mode;

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Note 1: Including aerobic dance, social dance, Western dance, Chinese dance, street dance, etc.

Note 2: Including Muay Thai, boxing, Chinese Wushu, judo, karatedo, taekwondo, etc.

Note 3: The business registration certificate must be a certificate issued under the Business Registration Ordinance (Cap 310, Laws of Hong Kong) that is effective before 28 March 2020 and is still valid by the application deadline for the Scheme.

Note 4: Should an Applicant be unable to provide a valid business/branch registration certificate of the fitness centre, he/she may provide a copy of other valid proof on the mode of operation of the fitness centre issued by the Government. The HAB will consider the application based on the information submitted by the Applicant.

- (b) Copies of any two of the following three supporting documents:
  - an MPF contribution statement issued within 2020;
  - a rent receipt or the latest quarterly Demand for Rates or Government Rent issued within 2020;
  - a utility bill (e.g. a water/electricity bill) issued within 2020;
- (c) Recent colour photographs of the fitness centre clearly showing the shop front with its name, and facilities inside the premises;
- (d) Publicity materials such as posters / brochures / leaflets and information on webpages / social media platforms on activities held in 2020;
- (e) External notice, information on webpages / social media platforms or notifications clearly showing the closure period as ordered in response to anti-epidemic measures;
- (f) A copy of the bank statement / bank passbook of a Hong Kong bank account issued within one month before application, clearly and completely showing the date of the bank statement, the name of the bank, the name of the bank account holder and the bank account number. The name of the bank account holder must correspond to the name of the business / body corporate on the business registration certificate or other valid supporting documents submitted as mentioned in paragraph 5.1(a) above, or to the name of the applicant / applicant body corporate of the business registration or other form of registration. If the application is successful, the Hong Kong bank account will be used for disbursing the subsidy.

5.2 Each eligible fitness centre may submit one application only. A fitness centre group or a chain must submit a separate application for each of its eligible fitness centres.

5.3 The HAB or its entrusted agencies reserve all rights to contact the Applicant for further enquiries, including but not limited to conducting site visits at the premises concerned and requesting additional documents from the Applicant to verify whether there is substantive business operation of the fitness centre and the business operation is in conformity with other application requirements.

5.4 The Applicant shall be held responsible for all risks and liabilities (including but not limited to any risks posed to the third party) relating to the content of its application (including the application form and documents submitted) and all of its acts or omissions. The Applicant must honestly provide and submit true, complete and accurate information in its application form, and must submit only one application for each eligible fitness centre. Provision of false or misleading information, misrepresentation or omission of information, provision of incomplete or incorrect information, submission of more than one application form, or breach of any terms and conditions contained in the Guidelines may render the relevant application(s) invalid, rejected and/or disqualified. Making false statements, making misrepresentations, concealing facts, or furnishing false documents in an attempt to deceive the HAB and/or its entrusted agencies is a criminal offence and the Applicant may thus be subject to prosecution.

5.5 The HAB reserves the right to, at its absolute discretion (without separately issuing a notification or providing a reason), reject the relevant application, or withdraw or withhold the granting of a subsidy (without the need to provide a reason) under the circumstances stated in paragraph 5.4, and to request the successful Applicant to return in full the amount of subsidy already disbursed if the Applicant is subsequently found to be in breach of the Guidelines. Upon disbursement of a subsidy to the successful Applicant under the Scheme by the HAB, the Government will no longer have an obligation towards the successful Applicant.

- 5.6 The HAB or its entrusted agencies shall not accept or assume the responsibility for any and all disputes, claims, liabilities, damages, losses, injuries, costs (including but not limited to legal costs) or expenses directly or indirectly caused to any persons (including the Applicant, the Applicant's authorised representative or the third party) or properties in relation to the Scheme.
- 5.7 The Government's acceptance of an application from or disbursement of a subsidy to the Applicant under the Scheme shall not be equated to or deemed to be a recognition by the Government that the operation of the relevant business is in conformity with or exempted from the requirements under the relevant laws, regulations and rules, and does not affect, to any extent, the liabilities of any description arising from the operation of the relevant business. The Government reserves the right to take any enforcement actions in respect of any breach of laws, regulations and rules arising from the operation of the relevant business.

## **6. Processing an application**

- 6.1 When an application has been successfully submitted, the Applicant will receive an application number and an acknowledgement of receipt. For those applications submitted by post, the acknowledgement of receipt and the application number will be issued by the Physical Fitness Association of Hong Kong, China by email or SMS to the email address or mobile phone number provided in the application form respectively. The Applicant will not receive the acknowledgement and the application number should he/she fail to provide an email address / a mobile phone number.
- 6.2 The acknowledgement of receipt of application information in respect of each and every application is issued by the Physical Fitness Association of Hong Kong, China. In case of doubt regarding an individual application, the Physical Fitness Association of Hong Kong, China will seek advice from the Sports Federation & Olympic Committee of Hong Kong, China or the relevant "national sports association" and make recommendations to the HAB for consideration.
- 6.3 The vetting of application will be carried out concurrently within the application period. The HAB will consider and assess the application in a holistic way according to the information submitted by the Applicant. To avoid delays in the assessment, the Applicant is required to make sure that the documents and information submitted are complete and accurate.
- 6.4 If an application is successful, the subsidy be disbursed in the form of a crossed cheque payable to the designated payee of the fitness centre which will be sent to the address provided in the application form.

## **7. Fees**

No fee is required for submitting an application under the Scheme.

## **8. Enquiries**

For enquiries, please contact the Physical Fitness Association of Hong Kong, China by phone at 2302 9089 during office hours or by email at [subsidy@hkpfa.org.hk](mailto:subsidy@hkpfa.org.hk).

# **Personal Information Collection Statement in relation to Applications under the Fitness Centre Subsidy Scheme**

## **(Processed in accordance with the provisions of the Personal Data (Privacy) Ordinance)**

### Statement of Purpose

1. Purpose of collection

The data provided in the application form for the Scheme will only be used for the following purposes:

- a. to handle matters relating to the application under the Scheme (including verifying the mode of business operation and relevant information); and
- b. to facilitate communication between both staff of the Physical Fitness Association of Hong Kong, China and the HAB and the Applicant. The provision of personal data by the Applicant in the application form for the Scheme is voluntary. However, if the Applicant does not provide sufficient information, we may not be able to process his/her application under the Scheme.

2. Classes of Transferees

The personal data provided in the application form for the Scheme may be disclosed to other government departments for the purposes mentioned in paragraph 1 above.

3. Access to Personal Data

The Applicant has the right of access to and correction of his/her personal data in accordance with sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance. The Applicant's right of access includes the right to obtain a copy of his/her personal data provided in the application form for the Scheme. A fee may be imposed for providing information in response to a data access request.

4. Enquiries

Enquiries concerning the collection of personal data in the application form for the Scheme, including access to and correction of data, can be addressed to the Physical Fitness Association of Hong Kong, China.