

List of Documents Required for Submission to the Commission Secretariat

	Document	Submitted through paper form by post or in person	Submitted through electronic application system
1.	Funding application form duly signed by the officer-in-charge and authorised person of the applying organisation (in Section E) and authorised person(s) of co-organisier(s) (if any) (in Section B9) together with official chop(s) affixed	<input checked="" type="checkbox"/> original copy <input checked="" type="checkbox"/> soft copy (in Word format)*	<p><u>With digital signatures</u></p> <input checked="" type="checkbox"/> information to be filled in through electronic application system <input checked="" type="checkbox"/> soft copy of Digital Signature Form(s) to be uploaded through electronic application system
OR			
<p><u>Without digital signatures</u></p> <input checked="" type="checkbox"/> information to be filled in through electronic application system <input checked="" type="checkbox"/> original copy of signed application form to be submitted <u>by post / in person within 5 working days</u> from the date of submission of electronic application			
2.	Registration document(s) of the applicant.	<input checked="" type="checkbox"/> duplicate copy <input checked="" type="checkbox"/> soft copy*	<input checked="" type="checkbox"/> soft copy to be uploaded through electronic application system
3.	Project summary (Appendix I to Annex C of the funding guidelines)	<input checked="" type="checkbox"/> hard copy <input checked="" type="checkbox"/> soft copy (in Word format)*	<input checked="" type="checkbox"/> information to be filled in through electronic application system

	Document	Submitted through paper form by post or in person	Submitted through electronic application system
4.	Budget Form (Appendix II to Annex C of the funding guidelines).	<input checked="" type="checkbox"/> hard copy <input checked="" type="checkbox"/> soft copy (in Excel format)*	<input checked="" type="checkbox"/> soft copy to be uploaded through electronic application system

* The soft copies should be stored in a USB flash drive or DVD disc and submitted to the Commission Secretariat by post or in person together with the duly completed paper funding application form and other required documents.