# User Guide for Public User

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Registration

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## Registration



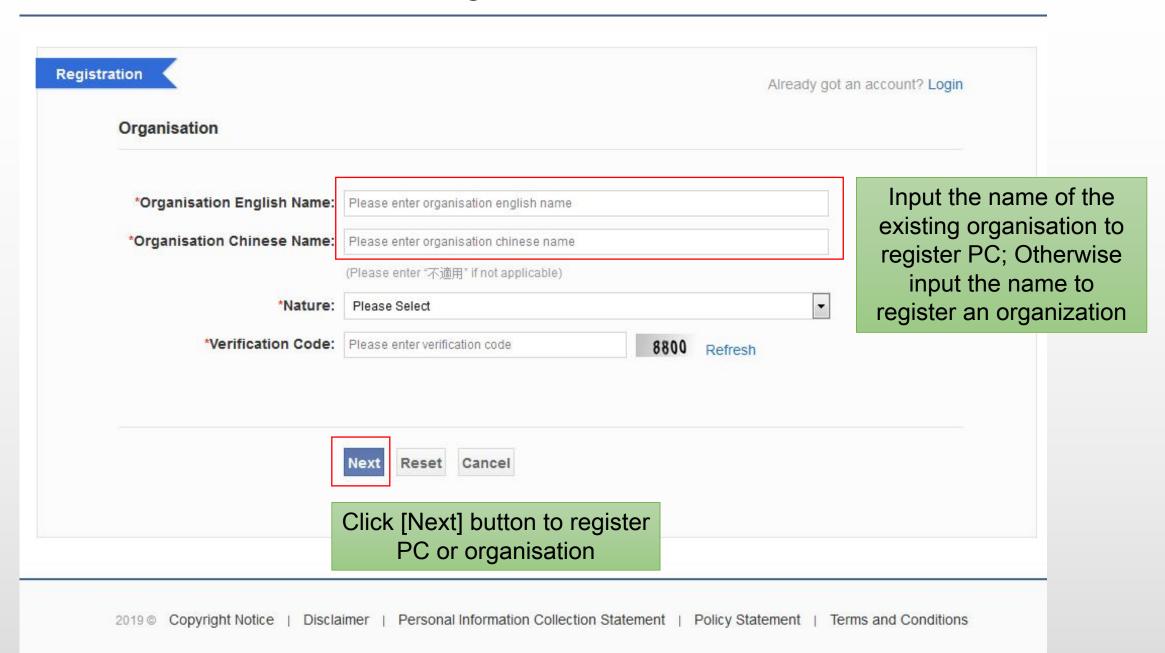








# Registration



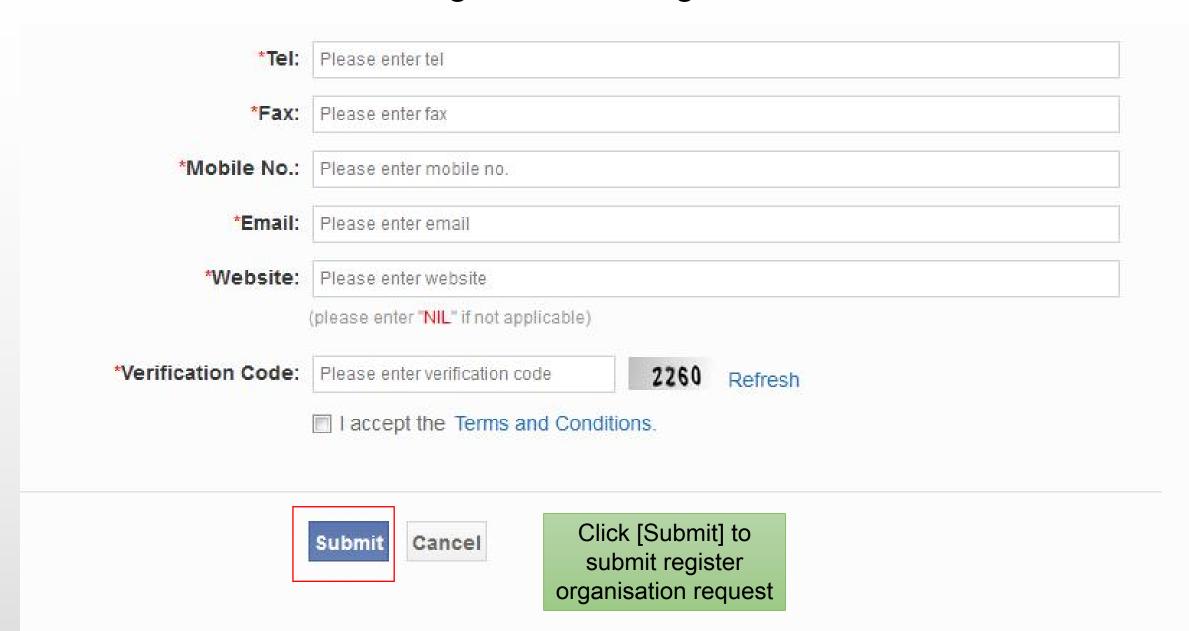
# Register an Organisation

Organisation	
*Organisation English Name:	1111
*Organisation Chinese Name:	
	Local Academic Institute
*Place of Organisation:	the Hong Kong SAR, China
*Year of Establishment:	Please enter year of establishment
*No. of Employees:	Please Select ▼
*Address in English: (Same as BR)	
*Address in Chinese: (Same as BR)	
*Tel:	Please enter Telephone No.
*Fax:	Please enter fax
*Mobile No.:	Please enter mobile no.
*Email:	Please enter email
*Website:	Please enter website
	(please enter "NIL" if not applicable)

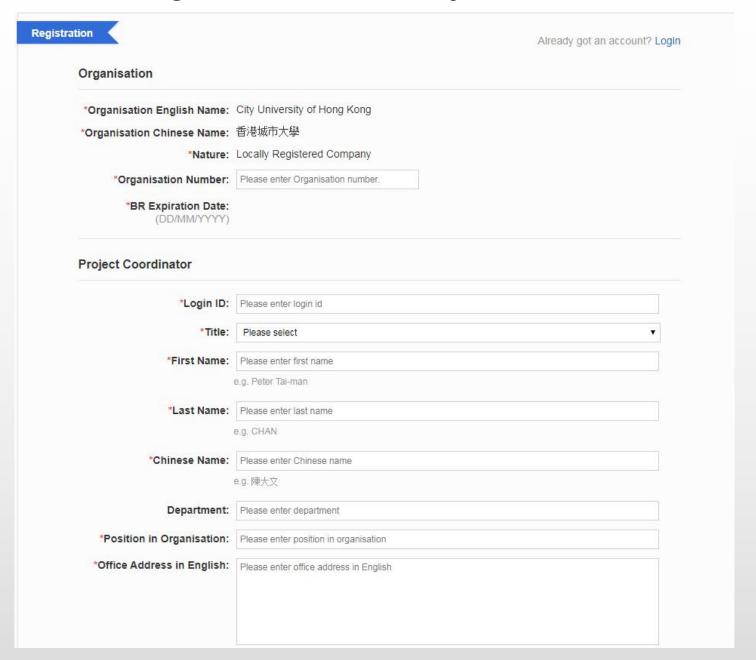
# Register an Organisation

Business Registration No.:	Please enter BR No.
BR Expiration Date:	(DD/MM/YYYY)
Business Registration Certificate: file format should be in jpg, zip or pdf)	Upload
Certificate of Incorporation:	Upload
Memorandum and Articles of Association:	Upload
Other:	Upload
*Login ID:	Please enter login id
*Login ID:	Please enter login id
*Title:	Please select
*Title:	Please select   ▼  Please enter first name
*Title:     *First Name:	Please select  Please enter first name e.g. Peter Tai-man
*Title:  *First Name:  *Last Name:	Please select   ▼  Please enter first name
*Title:  *First Name:  *Last Name:	Please select  Please enter first name e.g. Peter Tai-man  Please enter last name
*Title:  *First Name:  *Last Name:  *Chinese Name:	Please select  Please enter first name e.g. Peter Tai-man  Please enter last name e.g. CHAN
*Title:  *First Name:  *Last Name:  *Chinese Name:	Please select  Please enter first name e.g. Peter Tai-man  Please enter last name e.g. CHAN  Please enter Chinese name
*Title:     *First Name:     *Last Name:     *Chinese Name:  Department:	Please select  Please enter first name e.g. Peter Tai-man  Please enter last name e.g. CHAN  Please enter Chinese name e.g. 陳大文

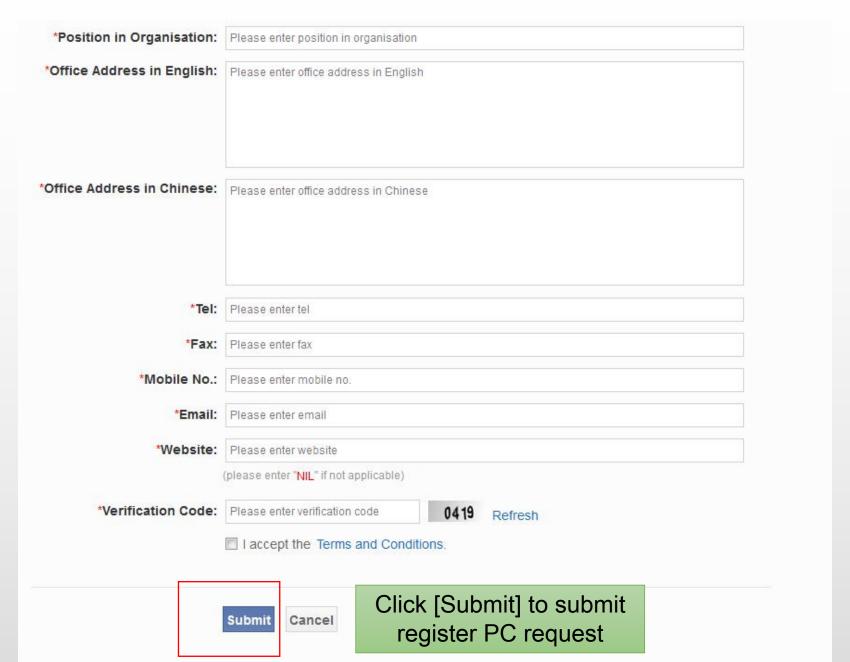
# Register an Organisation



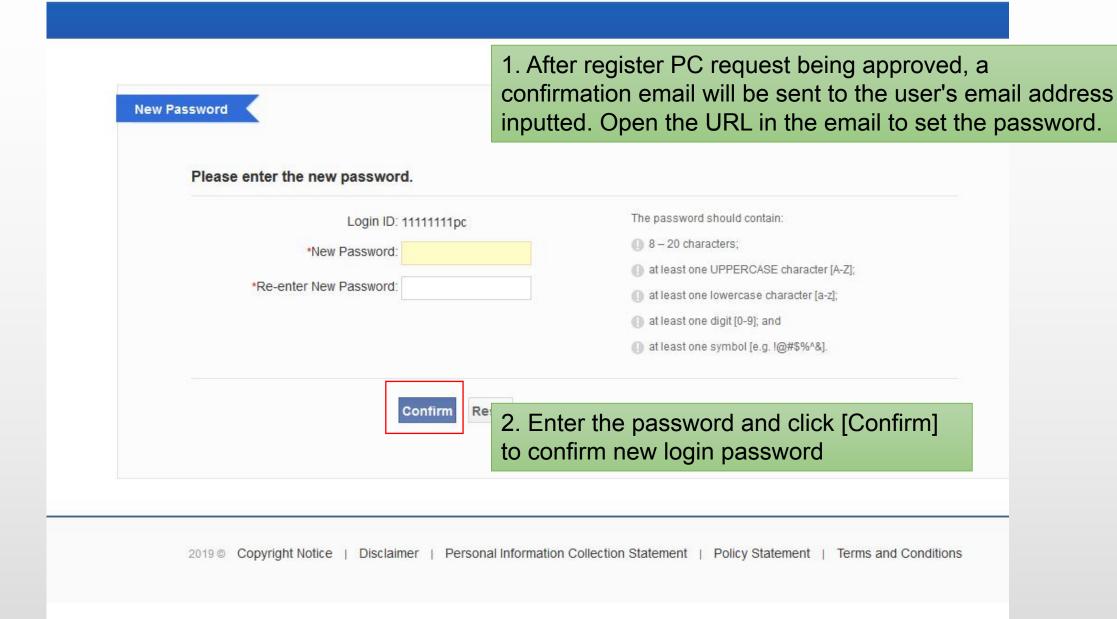
# Registration - Project Coordinator



# Registration - Project Coordinator



## Registration - Password



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Registration

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Funding Programmes	Application Period
CreateSmart Initiative (Non-Design)	All year round
CreateSmart Initiative (Design)	All year round









#### Forgot Your Password?

Please provide the registered email address of your profile.

\* Login ID: FDF1

\* Verification Code: 2447 Refresh

Submit

Fill in the textbox and click [Submit] button, an email with a code for resetting the password will be sent









