

A local institution which undertakes qualifying research and development (“R&D”) activities in Hong Kong may apply to the Innovation and Technology Commission (ITC) to become a “**Designated Local Research Institution**” (“DLRI”) pursuant to section 19(1) of Schedule 45 to the Inland Revenue Ordinance (Cap. 112).

## Eligibility

The eligible applicant shall be an institute, association, organisation or corporation that is incorporated or formed according to relevant laws of Hong Kong, including:

- (a) a body corporate incorporated in Hong Kong under the Companies Ordinance (Cap. 622) (“Companies Ordinance”) or a former Companies Ordinance as defined by section 2(1) of the Companies Ordinance.
- (b) a body corporate incorporated outside Hong Kong and registered as a non-Hong Kong company with a place of business in Hong Kong under the Companies Ordinance.
- (c) a statutory corporation established under any other relevant Ordinances in Hong Kong.

## Submission

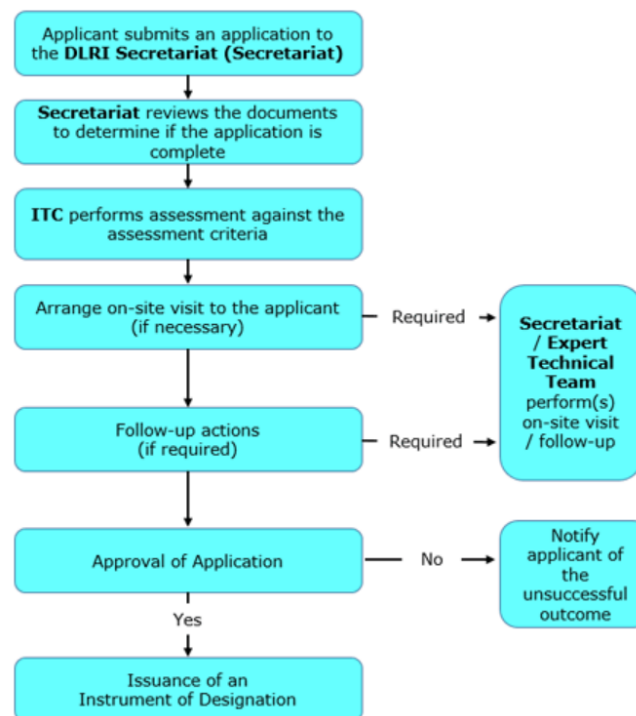
Applications with the required supporting documents should be submitted **by one of the following ways**:

- (i) Submitting **Online Form** through “[GovHK](#)”; or
- (ii) **Email** to [DLRI-enquiry@itc.gov.hk](mailto:DLRI-enquiry@itc.gov.hk). The email shall be titled “*Application for DLRI (Electronic Submission)*”; or
- (iii) **Post / in person** to the following address:

DLRI Secretariat  
Innovation and Technology Commission  
33/F., Shui On Centre  
6-8 Harbour Road  
Wan Chai, Hong Kong

## Application procedures

A brief summary of the key steps is given below:



## Criteria for Designation

Each application will be considered case by case on its own merits. In general, applicants are required to demonstrate that they meet the basic criteria for designation in the following areas:

- (a) Manpower Requirement
- (b) Experience in Providing R&D Services
- (c) R&D Facilities and Equipment
- (d) Governance and Management Structure

## Notification of Results

The assessment time required depends on the complexity of the application and other factors. An applicant will only be issued an “Instrument of Designation” by ITC if its application is successful.

## Guidelines, Forms & FAQs

The guidelines, forms and a set of frequently asked questions are available on ITC website: [https://www.itc.gov.hk/en/fund\\_app/dlri/forms.html](https://www.itc.gov.hk/en/fund_app/dlri/forms.html). Please read and study the materials carefully before making an application.

## List of DLRI

A “list of DLRI”, which contains the basic contact information of the DLRI is available on ITC’s website: [https://www.itc.gov.hk/en/fund\\_app/dlri/list.html](https://www.itc.gov.hk/en/fund_app/dlri/list.html) for public view and please note that it will be updated from time to time.

## Enquiry

DLRI Secretariat  
Innovation and Technology Commission  
E-mail : [DLRI-enquiry@itc.gov.hk](mailto:DLRI-enquiry@itc.gov.hk)  
Tel : 3655 5678  
Fax: 2992 0763

September 2022

Application For  
Designation as DLRI