



香港旅遊業議會
TRAVEL INDUSTRY COUNCIL
OF HONG KONG

Green Lifestyle Local Tour Incentive Scheme

Guide to Application¹

(Application Period: 20 January 2020 to 10 March 2021)

I. Introduction

1. The Green Lifestyle Local Tour Incentive Scheme is funded by the HKSAR Government and provides travel agents with cash incentives based on the number of green lifestyle local tour participants they serve.
2. The Scheme is initiated by the Commerce and Economic Development Bureau, the Environment Bureau and the Environmental Protection Department, with the Travel Industry Council of Hong Kong (TIC) to assist in implementation. It aims to encourage the public to enjoy nature, promote nature conservation and biodiversity, and raise public awareness of the HKSAR Government's efforts in promoting green lifestyle and tourism, waste and carbon reduction, environmental protection and nature conservation, etc.; promote local economic activities; and support the tourism and related industries.
3. Applicants should read the following information carefully before submitting their applications.

II. Eligibility of Applicants

1. The Applicant must be a travel agent that fulfils the following two conditions concurrently:
 - (1) holding on 23 December 2019 (i.e. the date on which the HKSAR Government jointly with the TIC announced the Green Lifestyle Local Tour Incentive Scheme) a valid travel agent's licence issued under the Travel Agents Ordinance; and
 - (2) continuing to hold a valid travel agent's licence when cash incentives are disbursed by the TIC to the travel agent.

¹ Note: This Guide to Application should be read in conjunction with Application Form A, Application Form B, as well as Appendix I and Appendix II.

III. Cash Incentives for Travel Agents

1. The Applicant is eligible to a cash incentive of HK\$200 for each Hong Kong resident holding a valid identification document about his/her Hong Kong resident status (e.g. Hong Kong Identity Card; Hong Kong Birth Certificate (for children aged below 11)) for whom it arranges an eligible green lifestyle local tour, with the number of green lifestyle local tour participants capped at 1,000. The maximum cash incentives per Applicant are HK\$200,000.
2. An eligible green lifestyle local tour refers to a tour in Hong Kong which is arranged within the eligible period (i.e. between 20 January 2020 and 7 March 2021 (both dates inclusive)) and fulfils the following criteria:
 - (1) the itinerary must carry the theme of green lifestyle, with the green spot(s) being one or more than one designated green spot listed in Appendix I, and the activity(ies) must comply with the environmental rules in Appendix II;
 - (2) the Applicant must arrange a tourist guide/tour escort with a valid Tourist Guide Pass/Tour Escort Pass issued by the TIC to serve tour participants, with remuneration to the tourist guide/tour escort by the Applicant;
 - (3) the Applicant must arrange transportation (e.g. tourist coach, vessel) for carriage of tour participants;
 - (4) the Applicant must arrange a lunch and/or dinner at (a) restaurant(s) for tour participants; and
 - (5) the Applicant must take out insurance for tour participants.
3. The Applicant must submit photograph(s) taken of the designated green spot(s) each in the course of its eligible green lifestyle local tour.
4. The Applicant must, for each tour participant of its eligible green lifestyle local tour, keep the name and the first four alphanumeric characters of the valid identification document about his/her Hong Kong resident status for verification when necessary. The Applicant must disclose to the tour participants the reasons for collecting their personal data as well as the uses in order not to breach the Personal Data (Privacy) Ordinance.
5. Applications must not be submitted until after the eligible green lifestyle local tour is completed.
6. Applicants are not eligible to apply under the Green Lifestyle Local Tour Incentive Scheme if they have used or intend to use the same eligible green lifestyle local tour for application for other funding support from the TIC or HKSAR Government/semi-government organisations.

IV. Application Period and Procedures

Application period

1. All applications must be submitted to the TIC during the period between 20 January 2020 and 10 March 2021 (both dates inclusive) in accordance with the steps below. Late submissions will not be accepted.
2. The date of submission of an application means the time when all the documents required in clause 2 of the application procedures below are submitted to the TIC.

Application procedures

1. The Applicant must download from the TIC website the Excel file “Green Lifestyle Local Tour Incentive Scheme: Application Form A”, input the necessary data into the Excel file and then email the saved Excel file to the TIC (email address: GLLT@tichk.org).
2. After sending the Excel file of Application Form A to the TIC, the Applicant must send the following documents to the TIC by post, by courier or in person within seven days:
 - (1) a printed copy of the completed “Green Lifestyle Local Tour Incentive Scheme: Application Form A”;
 - (2) the original of the completed “Green Lifestyle Local Tour Incentive Scheme: Application Form B”, which must be signed by a manager (or anyone with a higher title) of the travel agent and stamped with the company stamp;
 - (3) the hardcopy of the photograph(s) taken of the designated green spot(s) each in the course of the Applicant’s eligible green lifestyle local tour; and
 - (4) the photocopies of the following supporting documents about the Applicant’s eligible green lifestyle local tour:
 - (a) receipts/invoices which indicate the number of local tour participants and local tour fees;
 - (b) itinerary of the local tour;
 - (c) receipt(s) of the transportation arranged by the Applicant for tour participants, to which the company stamp of the transportation operator must be applied and where the tour code must be specified (if the transportation means is/are operated by the Applicant, no receipt(s) is/are required);
 - (d) receipt(s) of the lunch and/or dinner arranged by the Applicant for tour participants, to which the company stamp(s) of the restaurant(s) concerned must be applied and where the tour code must be specified; and
 - (e) receipts of the insurance taken out for tour participants by the Applicant.
3. Owing to privacy concern, Applicants must black out the names of tour participants on all relevant supporting documents (such as photocopies of receipts and invoices),

and must not send the names and personal data of tour participants to the TIC.

4. Applicants should email the Excel file of Application Form A to the TIC no more than once a day.
5. Applicants may be required to provide additional or supplementary information to support their applications. The TIC reserves the right to not further process an application if the Applicant fails to provide the required information.

Assessment of applications and disbursement of cash incentives

1. Applications will be assessed by the TIC on a monthly basis. The Applicant could submit the application at or before the end of each monthly application period.
2. For successful applications received in each monthly application period, the TIC will disburse cash incentive(s) to successful Applicants by cheque within one month counting from the last day of that monthly application period. For unsuccessful applications, the TIC will notify the Applicants of the result.

V. Enquiry

For enquiries, please contact the TIC:

- ◆ Website: www.tichk.org
- ◆ Tel: 2807 1199
- ◆ Email: GLLT@tichk.org
- ◆ Address: Travel Industry Council of Hong Kong
Rooms 1706-1709, 250 King's Road, North Point, Hong Kong

VI. Important Notes

1. The TIC reserves the rights to validate information in the applications submitted by Applicants with relevant service suppliers for vetting purposes.
2. The Applicant should complete the application form and provide all supporting documents in a timely and truthful manner.
3. The TIC reserves the final discretion and right to amend this Guide to Application without prior notice.
4. The TIC's decision on accepting or rejecting any application is final.
5. The reference and training-related materials about the designated green spots are available on the TIC's website for travel agents' reference in planning their green lifestyle local tours, and dissemination to their relevant tourist guides/tour escorts for their reference.

**Designated Green Spots under
the Green Lifestyle Local Tour Incentive Scheme**

1. Country Parks, Marine Parks, Geopark, Wetland Park and Special Areas under the Agriculture, Fisheries and Conservation Department (see **Attachment 1** for details)
2. Recycling and Education Facilities under the Environmental Protection Department
 - ◆ T • PARK
 - ◆ WEEE • PARK
 - ◆ EcoPark
 - ◆ Community Green Stations
 - ◆ Environmental Resource Centres
3. Restored Landfills under the Environmental Protection Department
 - ◆ Shuen Wan Golf Driving Range
 - ◆ Tung Wah Group of Hospitals Ma Tso Lung Campsite
 - ◆ Sai Tso Wan Recreation Ground
 - ◆ Tseung Kwan O Waterfront Promenade and Cycle Track
4. Major Parks and Hong Kong Zoological and Botanical Gardens under the Leisure and Cultural Services Department (see **Attachment 2** for details)
5. Public Beaches under the Leisure and Cultural Services Department (see **Attachment 3** for details)
6. Natural Islands
 - ◆ Tap Mun, Kau Sai Chau, Yim Tin Tsai, Tung Ping Chau, Ma Shi Chau, Sharp Island, Tung Lung Chau, Po Toi Island, outlying islands of Rocky Harbour (Leung Sheun Wan Hoi), etc.
7. Wisdom Path, Lantau Island (near Lantau North Country Park)
8. Inspiration Lake Recreation Centre
9. Ocean Park Hong Kong

Attachment 1:
Green Spots under the Agriculture, Fisheries and Conservation Department

1. Country parks and special areas

◆ **Visitor centres:**

Woodside Biodiversity Education Centre, Aberdeen Tree Centre, Ngong Ping Nature Centre, Lions Nature Education Centre, Sai Kung Country Park Visitor Centre, Shing Mun Country Park Visitor Centre, Tai Mo Shan Country Park Visitor Centre, Clear Water Bay Country Park Visitor Centre, etc.

◆ **Viewing points:**

Sai Wan Star-gazing Site at Sai Kung's Tai Long Sai Wan, Pinewood Battery of Lung Fu Shan Country Park, Reservoir Islands Viewpoint of Tai Lam Country Park, Tai Lam Nature Trail Viewing Point, High West Viewing Point of Pok Fu Lam Country Park, Biu Tsim Kok Viewing Point of Sai Kung East Country Park (near High Island Reservoir's East Dam), Tai Mei Tuk Family Walk Viewing Point of Plover Cove Country Park, Ma On Shan Family Walk Viewing Point of Ma On Shan Country Park and Ma On Shan Country Trail (Ngong Ping), Kowloon Peak Viewing Point (Fei Ngo Shan Road), Dragon's Back Viewing Point of Shek O Country Park, Nam Shan Viewing Point of Lantau South Country Park, etc.

◆ **Woodland landscapes or woodland paths:**

Sweet Gum Trees in Yuen Long's Tai Tong of Tai Lam Country Park, Tai Po Kau Nature Reserve, woodland of Paper-bark trees at Shing Mun Country Park, Peak Trail encircling Po Fu Lam Country Park and Lung Fu Shan Country Park, etc.

◆ **Reservoir landscapes:**

Shek Pik Reservoir in Lantau South Country Park (including the floating solar power system), Pineapple Dam, Shing Mun Reservoir Main Dam and Shing Mun Reservoir in Shing Mun Country Park, High Island Reservoir in Sai Kung East Country Park (section 1 of MacLehose Trail), Hok Tau Reservoir and Lau Shui Heung Reservoir in Pat Sin Leng Country Park, Tai Lam Chung Reservoir, Ho Pui Irrigation Reservoir as well as Lam Tei Irrigation Reservoir and Tsing Tam Upper and Lower Irrigation Reservoirs in Tai Lam Country Park, Kowloon group of reservoirs in Kam Shan Country Park, Pok Fu Lam Reservoir in Pok Fu Lam Country Park, Plover Cove Reservoir in Plover Cove Country Park, Tai Tam group of reservoirs in Tai Tam Country Park, Aberdeen Upper and Lower Reservoirs in Aberdeen Country Park, etc.

2. Hong Kong Geopark Visitor Centre and Geoheritage Centre

Sai Kung Volcano Discovery Centre, Geopark Visitor Centre (Tsiu Hang), Lai Chi Wo Geoheritage Centre, Tai Po Geoheritage Centre (Sam Mun Tsai), Kat O Story Room, Kau Sai Village Story Room, Ap Chau Story Room

3. Marine parks

Hoi Ha Wan, Yan Chau Tong, Tung Ping Chau, Sha Chau and Lung Kwu Chau

4. Hong Kong Wetland Park

**Attachment 2:
Major Parks and Hong Kong Zoological and Botanical Gardens
under the Leisure and Cultural Services Department**

<u>Hong Kong Island</u>	<u>Kowloon</u>	<u>New Territories</u>
<ul style="list-style-type: none"> • Central and Western District Promenade (Central Section) • Chai Wan Park • Hong Kong Park • Hong Kong Zoological and Botanical Gardens • Quarry Bay Park • Sun Yat Sen Memorial Park • Tamar Park • Victoria Park 	<ul style="list-style-type: none"> • Cattle Depot Art Park • Jordan Valley Park • Kai Tak Cruise Terminal Park • Kowloon Park • Kowloon Tsai Park • Kowloon Walled City Park • Kwun Tong Promenade • Lai Chi Kok Park • Lion Rock Park • Morse Park • Nam Cheong Park • Nan Lian Garden • Ngau Chi Wan Park • Po Kong Village Road Park • Shek Kip Mei Park • Tung Chau Street Park • Yuen Po Street Bird Garden 	<ul style="list-style-type: none"> • Central Kwai Chung Park • Hong Kong Velodrome Park • Ma On Shan Park • Ma On Shan Promenade • North District Park • Po Hong Park • Po Tsui Park • Sha Tin Park • Shing Mun Valley Park • Tai Po Waterfront Park • Tin Shui Wai Park • Tsing Yi Northeast Park • Tsing Yi Park • Tsuen Wan Park • Tsuen Wan Riviera Park • Tuen Mun Park • Tung Chung North Park • Yuen Long Park

Note: Dog and pet gardens are not included

**Attachment 3:
Public Beaches under the Leisure and Cultural Services Department**

<p><u>Hong Kong Island</u></p> <ul style="list-style-type: none"> • Deep Water Bay Beach • Repulse Bay Beach • Middle Bay Beach • South Bay Beach • Chung Hom Kok Beach • St. Stephen's Beach • Stanley Main Beach • Turtle Cove Beach • Shek O Beach • Big Wave Bay Beach 	<p><u>Lamma Island</u></p> <ul style="list-style-type: none"> • Hung Shing Yeh Beach • Lo So Shing Beach <p><u>Cheung Chau</u></p> <ul style="list-style-type: none"> • Kwun Yam Beach • Cheung Chau Tung Wan Beach <p><u>Lantau Island</u></p> <ul style="list-style-type: none"> • Silver Mine Bay Beach • Pui O Beach • Lower Cheung Sha Beach • Upper Cheung Sha Beach • Tong Fuk Beach <p><u>Tuen Mun</u></p> <ul style="list-style-type: none"> • Butterfly Beach • Castle Peak Beach • Kadoorie Beach • Cafeteria Old Beach • Cafeteria New Beach • Golden Beach 	<p><u>Tsuen Wan</u></p> <ul style="list-style-type: none"> • Anglers' Beach • Hoi Mei Wan Beach • Casam Beach • Lido Beach • Ting Kau Beach • Approach Beach • Ma Wan Tung Wan Beach <p><u>Sai Kung</u></p> <ul style="list-style-type: none"> • Trio Beach • Kiu Tsui Beach • Hap Mun Bay Beach • Silverstrand Beach • Clear Water Bay First Beach • Clear Water Bay Second Beach
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Note: Hairpin Beach, Rocky Bay Beach and Gemini Beaches, which are temporarily suspended, are not included

**Environmental Rules to be complied with by
Activities of Green Lifestyle Local Tours**

1. Food involving endangered species, namely shark fin, bluefin tuna, humphead wrasse, wild caught Hong Kong grouper, sturgeon caviar and black moss, should not be offered in meals.
2. Distribution of single-use disposable plastic materials such as bottled water, plastic bags and plastic tableware should be avoided as far as possible.
3. Local tour participants should be encouraged to prepare their own water bottles and drinking water, and take the litter away after the local tour activity(ies), in particular from country parks, marine parks, special areas, etc.