



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

Green Lifestyle Local Tour Incentive Scheme (Phase Two)

Guide to Application¹
(Application Period: 21 April 2022 to 31 May 2023)

I. Introduction

1. The Green Lifestyle Local Tour Incentive Scheme (Phase Two) (“the Scheme”) is funded by the “Anti-epidemic Fund” of the HKSAR Government and provides travel agents with cash incentives based on the number of green lifestyle local tour participants they serve.
2. The Travel Industry Council of Hong Kong (“TIC”) is the implementation agent of the Scheme. The Scheme aims to encourage the public to enjoy nature, promote nature conservation and biodiversity, and raise public awareness of 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

The Applicant must be a travel agent that fulfils the following two conditions concurrently:

- (1) holding a valid travel agent’s licence issued under the Travel Industry Ordinance (Cap. 634) at the time when making application; 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 the application form and all Annexes.

III. Cash Incentives for Travel Agents

1. The level of cash incentives and quota provided for licensed travel agents according to the departure date of eligible green lifestyle local tours:

- (1) Applicable to eligible tours departing from 21 April 2022 to 30 November 2022

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. The existing quota of licensed travel agents that remains unused by 30 November 2022 will automatically lapse on 1 December 2022.

- (2) Applicable to eligible tours departing from 1 December 2022 to 20 April 2023

The Applicant is eligible to a cash incentive of HK\$300 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)) or each non-Hong Kong resident holding a valid travel document 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\$300,000.

In other words, eligible green lifestyle local tours departing from 1 December 2022 onwards will apply the new quota of 1 000 green lifestyle local tour participants under (2).

2. An eligible green lifestyle local tour refers to a tour in Hong Kong which is arranged within the eligible period (i.e. between 21 April 2022 and 20 April 2023 (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 I², and the activity(ies) must comply with the environmental rules in Appendix II;
 - (2) The Applicant must register each green lifestyle local tour itinerary with TIC through e-registration form before tour departure, specifying the tour code (must use the prefix “GLIS”) and designated green spots of the green lifestyle local tour (visit [here](#) for the e-registration form);
 - (3) the Applicant must arrange a tourist guide/tour escort with a valid Tourist Guide/Tour Escort License issued under Travel Industry Ordinance (Cap. 634) to serve tour participants, with remuneration to the tourist guide/ tour escort by the Applicant;
 - (4) the Applicant must arrange transportation (e.g. tourist coach, vessel) for carriage of tour participants;

² The list of designated green spots in Appendix I can be expanded based on the recommendations of the TIC and subject to the agreement of the HKSAR Government.

- (5) the Applicant must arrange at least one meal at a restaurant for tour participants; and
 - (6) the Applicant must take out insurance for tour participants that includes coverage against COVID-19.
3. The Applicant must submit, according to the format specified by the TIC, one group photograph taken at a designated green spot visited in the course of its eligible green lifestyle local tour as proof. Such photograph(s) must clearly show the participants wearing a tour badge/label provided by the travel agent or the tour flag held by the tour guide/accompanying tour staff.
 4. The Applicant must, for each tour participant of its green lifestyle local tour, keep the name, contact number, email address (if any) and the last four alphanumeric characters (e.g. 456(7)) of a valid Hong Kong identification document of a Hong Kong resident/a valid travel document of a non-Hong Kong resident for at least 6 months for verification when necessary. The Applicant must disclose to the tour participants the reasons and purpose for collecting their personal data;
 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 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 (see Section V).

IV. Application Period and Procedures

Application period

The applicant must submit the application to the TIC in respect of a green lifestyle local tour on or before the last day of the month following the departure date of the tour³. Late submissions will not be accepted.

Application procedures

1. Applications must be submitted online via the e-application platform available at TIC website (www.tichk.org) > Industry Subsidy and Incentive Schemes > Green Lifestyle Local Tour Incentive Scheme, in accordance with the requirements set out below.
2. Applications must be submitted by a manager (or anyone with a higher title) authorised by the concerned travel agent, together with following supporting

³ For example, if a green lifestyle local tour is organised on 30 November 2022, the application must be submitted to the TIC by 31 December 2022.

documents uploaded in electronic file formats (pdf, doc, docx, jpg, jpeg, png or gif) via the relevant links:

- (1) the group photograph taken at a designated green spot visited in the course of the Applicant's eligible green lifestyle local tour (refer to Section III paragraph 3 for the requirement); and
- (2) the following supporting documents about the Applicant's eligible green lifestyle local tour:
 - (a) receipt(s)/ invoice(s) which indicates the number of local tour participants (must be same as the application form), tour code, and local tour fees;
 - (b) itinerary of the local tour (indicating tour code and designated green spots) with registration date and reference number of the registered local tour;
 - (c) receipt(s) of the transportation arranged by the Applicant for the 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 meal(s) arranged by the Applicant for the 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) receipt(s) of the insurance, which covers COVID-19 in the policy, taken out for the 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 copies of receipts and invoices), and must not send the names and personal data of tour participants to the TIC.
4. Applicants should only submit the information of one green lifestyle local tour group in one e-application. Identical participants taking part in a continuous itinerary is regarded as one tour group.
5. When processing the applications, applicants may be required by the TIC 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

In general, the TIC will inform the Applicant of the vetting result of an application within three months counting from the month in which the application is received by the TIC⁴. For successful applications received in each monthly application period, the TIC will disburse cash incentives to Applicants by cheque. For unsuccessful applications, the TIC will notify the Applicants of the result via email.

⁴ Receipt of an application means the date on which all the documents required in paragraph 2 of the Applications have been received by the TIC.

V. Consequences of Duplicating Applications

If it is found that the Applicant uses the same eligible green lifestyle local tour for applying for other funding support of TIC, the HKSAR Government, or semi-government organisations, they will **no longer be considered eligible for applying funding support under all local tour initiatives**, including but not limited to this Scheme, the Cultural and Heritage Sites Local Tour Incentive Scheme, and the Hong Kong Tourism Board's Spend-to-Redeem "Local Tour". TIC will not process any other applications which are yet to be approved as submitted by the Applicant.

VI. Enquiry

For enquiries, please contact the TIC through the following means:

- ◆ Website: www.tichk.org
- ◆ Tel: 2969 8149
- ◆ Email: GLLT@tichk.org
- ◆ Address: Travel Industry Council of Hong Kong
Rooms 1706-1709, 250 King's Road, North Point, Hong Kong

VII. Important Notes

1. The TIC reserves the rights to request licensed travel agents to provide information about the local tours (including chartered tours) to be organised by them in the coming month for the TIC to conduct inspection.
2. The TIC reserves the rights to validate information in the applications submitted by Applicants with relevant service suppliers for vetting purposes.
3. The Applicant should complete the application form and provide all supporting documents in a timely and truthful manner. If the Applicant fails to provide the required information and supporting documents before the deadline specified by the TIC, the application will not be processed further.
4. The TIC reserves the final discretion and right to amend this Guide to Application without prior notice.
5. The TIC's decision on accepting or rejecting any application is final.

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

- a. Country Parks, Marine Parks, Geopark, Wetland Park and Special Areas under the Agriculture, Fisheries and Conservation Department (see **Attachment 1** for details)
- b. Recycling and Education Facilities under the Environmental Protection Department
 - ◆ T • PARK
 - ◆ WEEE • PARK
 - ◆ EcoPark
 - ◆ Recycling Stations under GREEN@COMMUNITY
 - ◆ Environmental Resource Centres
- c. 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
- d. Major Parks and Hong Kong Zoological and Botanical Gardens under the Leisure and Cultural Services Department (see **Attachment 2** for details)
- e. Public Beaches under the Leisure and Cultural Services Department (see **Attachment 3** for details)
- f. 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), Peng Chau, etc.
- g. Wisdom Path, Lantau Island (near Lantau North Country Park)
- h. Inspiration Lake Recreation Centre
- i. Ocean Park Hong Kong
- j. Newly added green spots
 - ◆ Kuk Po, Ha Pak Nai, Tsim Bei Tsui, Tai O, Nam Sang Wai, and Kadoorie Farm and Botanic Garden, Sha Tau Kok, West Kowloon Art Park

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 • Hairpin Beach • Turtle Cove Beach • Shek O Beach • Rocky Bay 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 • Gemini Beaches • 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 <p><u>Tai Po</u></p> <ul style="list-style-type: none"> • Long Mei Beach
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Note: The beaches under the Leisure and Cultural Services Department (LCSD) may open or close in view of various situation, please refer to the latest announcement by the Department

**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.