

# The policy of benefiting enterprises is implemented " one thing at a time "

## Service Guide

1. **Name of the matter:** I want to apply for the China Patent Award Subsidy

2. **Implementation subject :** Science and Technology Innovation Office

3. **Exercise level:** district level

4. **Policy basis:**

Document name: "Several Policies for Strengthening Independent Innovation and Promoting High-Quality Development of Industries in Changsha High-tech Zone" (Changsha High-tech Zone [ 2020] No. 33)

Contents of the document: For enterprises that have newly won the Chinese Patent Gold Award, Silver Award and Excellence Award, a one-time subsidy of 500,000 yuan, 200,000 yuan and 100,000 yuan will be provided respectively.

**V. Policy period:** January 1 , 2020 to December 31 , 2022

**6. Application conditions:**

1. Enterprises whose industrial and commercial and taxation relations are within the scope of the High-tech Zone;

2. Newly won the China Patent Gold Award, Silver Award or Excellence Award in the current year when applying for the enterprise's service invention patent;

3. The declared enterprise is the first patentee of the award-winning patent.

**7. Application materials:**

serial number	Material name	Material requirements	Instructions for filling in
1	Changsha High-tech Zone strengthens independent innovation and promotes high-quality development of the industry several support application forms	1 original	Affix the official seal of the reporting unit

**8. Application process:**

The applying enterprise shall make an online declaration and submit paper materials at the same time—preliminary examination by the District Science and Technology Innovation Office—after the preliminary examination is passed, it shall be reported to the joint meeting of the departments for review—after the review is passed, it shall be reported to the director’s office for approval—after the approval of the director’s office, Public announcement to the public for 7 days – if there is no objection to the announcement, the district finance sub-bureau will allocate the reward funds according to the procedures. If there is any objection to the announcement, the District Science and Technology Innovation Office will check and put forward handling opinions.

## 9. How to handle:

### 1. Online processing

(1) Website registration. Enterprises log in to Changsha High-tech Zone Science and Technology Service and Industry Development Network (<http://kjcy.cshtz.cn>), and click "High-tech Zone Enterprise Know-how Platform". Registered users enter their username and password. If they forget their account or password, they can choose to retrieve their password when they log in. If they do not have a login account, please register first (the company's full name and unified credit code must be provided when registering).

(2) Online application. Log **in to the** "High-tech Zone Enterprise Know-how Platform", **select** "Policy Declaration" **in the** "Policy Cashing" menu bar on the left, you can view the corresponding application support items, click the declaration, fill in the contact person, phone number, email address, application amount, etc., and Upload the attached materials as required (including the official seal, scanned version and electronic version of the application form).

### 2. Window acceptance

Download the application form (one form for one item) from the "Comprehensive Service Platform for Enterprises in High-tech Zone", fill in and affix the

company's official seal , and submit **it** to the policy redemption window on the first floor of the Government Affairs Service Hall of Changsha High-tech Zone (return the original copy after verification). Address: 1st Floor, Building C, High-tech Zone Management Committee, No. 668 Lugu Avenue, Changsha High-tech Zone

**10. Processing time:**

**Application:** This policy is accepted and honored by the High-tech Zone once a year. The application time is about January each year to accept the previous year's data, and the specific time of the policy declaration notice shall prevail.

**Consultation:** statutory working days, summer ( July 1 – September 30): 9:00–12:00 am, 13:30–17:30 pm; winter (October 1–June 30 of the following year) ): 9:00–12:00 am, 13:00–17:00 pm)

**11. Processing time limit:** 40 working days

**12. Consulting Tel:** 0731–8 899 5339, 88995100

**13. Supervision telephone:** 0731–88995642, 96311

**14. Form of cashing results:** funds are directly transferred to the enterprise account

**15. Policy Category:** Fiscal Awards and Subsidies

**16. Sample blank form (attached):** "Changsha High-tech Zone Strengthens Independent Innovation and Promotes High-quality Industrial Development Support Project Application Fo