

# DFA Design for Asia Awards 2023 Online Submission – User Guide

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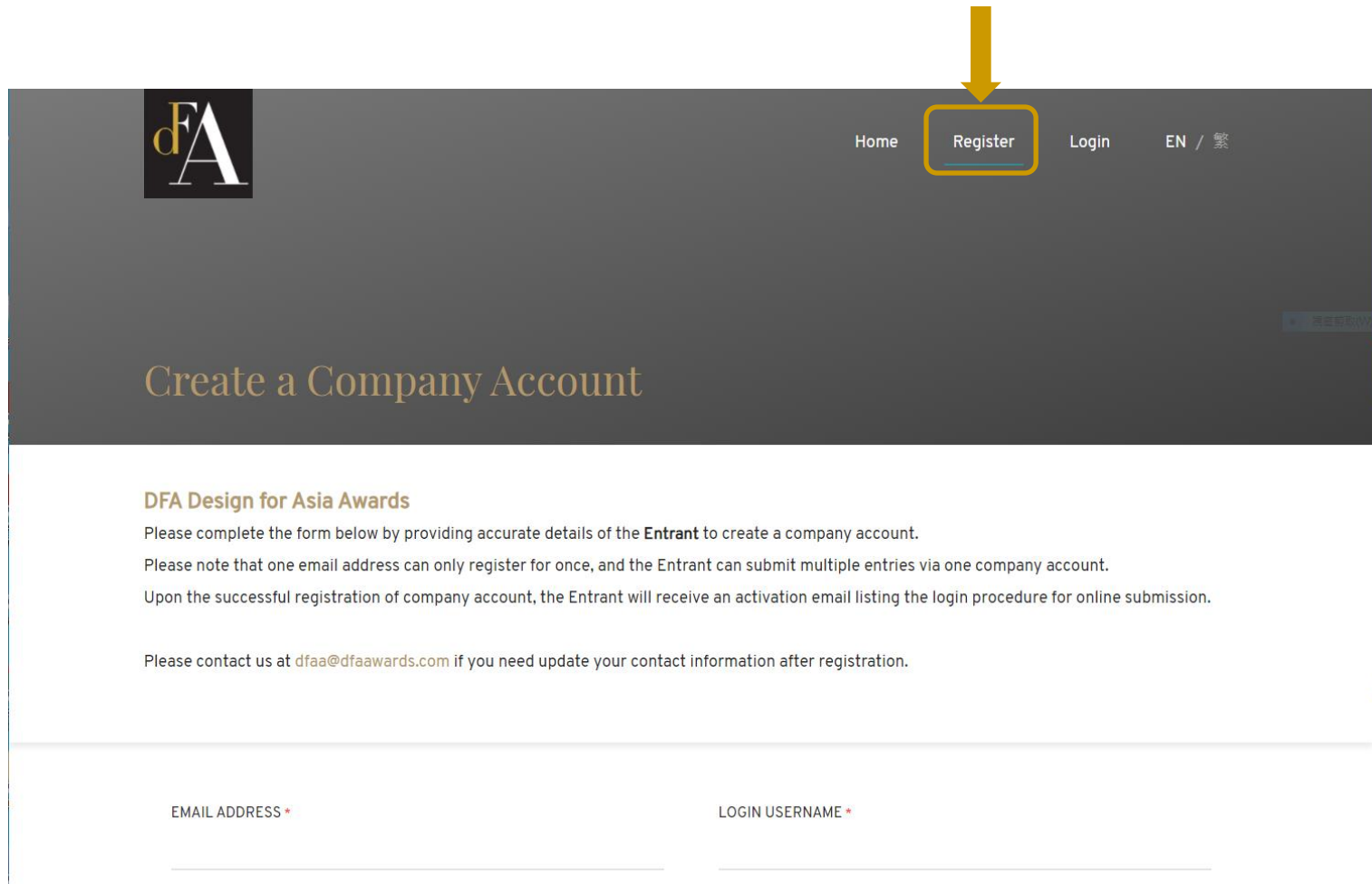
# DFA Design of Asia Awards 2023 – Online Submission

[Register a New Account](#)

[Content](#)



Visit <https://submission.dfaawards.com/> and click [REGISTER]



**dFA**

Home Register Login EN / 繁

## Create a Company Account

**DFA Design for Asia Awards**

Please complete the form below by providing accurate details of the **Entrant** to create a company account.

Please note that one email address can only register for once, and the Entrant can submit multiple entries via one company account.

Upon the successful registration of company account, the Entrant will receive an activation email listing the login procedure for online submission.

Please contact us at [dfa@dfaawards.com](mailto:dfa@dfaawards.com) if you need update your contact information after registration.

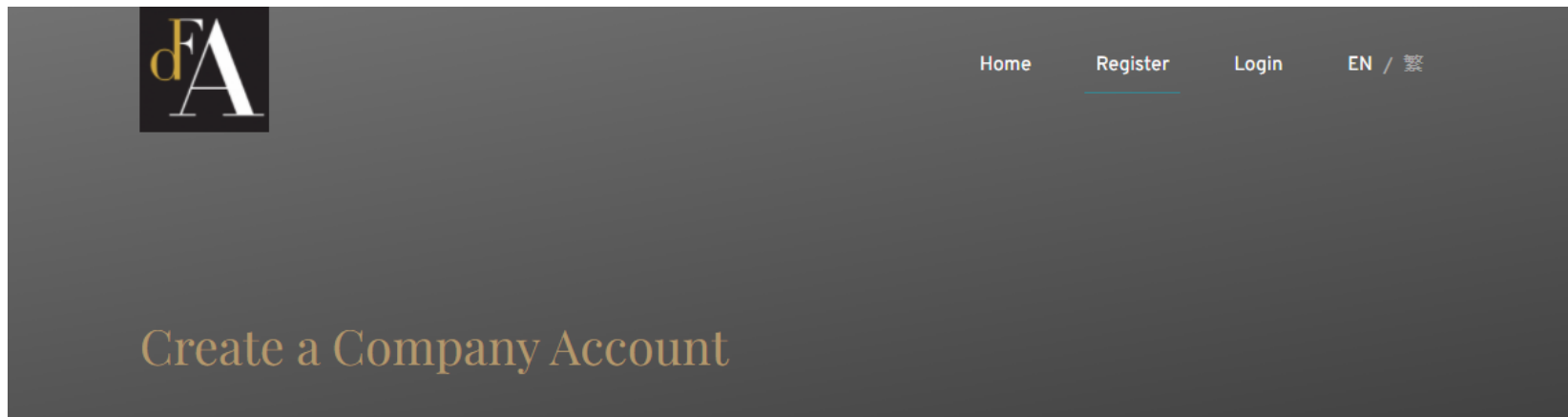
EMAIL ADDRESS \*

LOGIN USERNAME \*

*\* The entrants of 2019 – 2022 can log in to their previous accounts for the online submission of 2023*

## Fill in your contact information

- **Email address** & **Username** can be used once only



### DFA Design for Asia Awards

Please complete the form below by providing accurate details of the **Entrant** to create a company account.

Please note that one email address can only be registered for once, and the Entrant can submit multiple entries via one company account.

Upon the successful registration of company account, the Entrant will receive an activation email listing the login procedure for online submission.

Please contact us at [dfaa@dfaawards.com](mailto:dfaa@dfaawards.com) if you need update your contact information after registration.

EMAIL ADDRESS \*

LOGIN USERNAME \*

LOGIN PASSWORD \*

.....

RE-CONFIRM PASSWORD \*

# Fill in your contact information and click **[SUBMIT]**

Company Website URL <input type="text" value="http://www.your-url.com"/>	Office Contact No. * <input type="text" value="Please Select"/> - <input type="text" value="Your Number"/>
Mobile Contact No. * <input type="text" value="Please Select"/> - <input type="text" value="Your Number"/>	Region * <input type="text" value="Please Select"/>
Mailing Address Line 1 * <input type="text" value="Building"/>	Mailing Address Line 2 <input type="text" value="Street, City"/>
Zip Code * <input type="text" value="If no zip code, input 0000"/>	Business Registration No. (Applicable to companies in Korea only, for arranging shipment if necessary) <input type="text"/>
Tax ID No. (Applicable to companies in Taiwan only, for arranging shipment if necessary) <input type="text"/>	Address in Chinese (if any) <input type="text" value="City, Street, Building"/>

**Please agree to the T&C before submit and register**

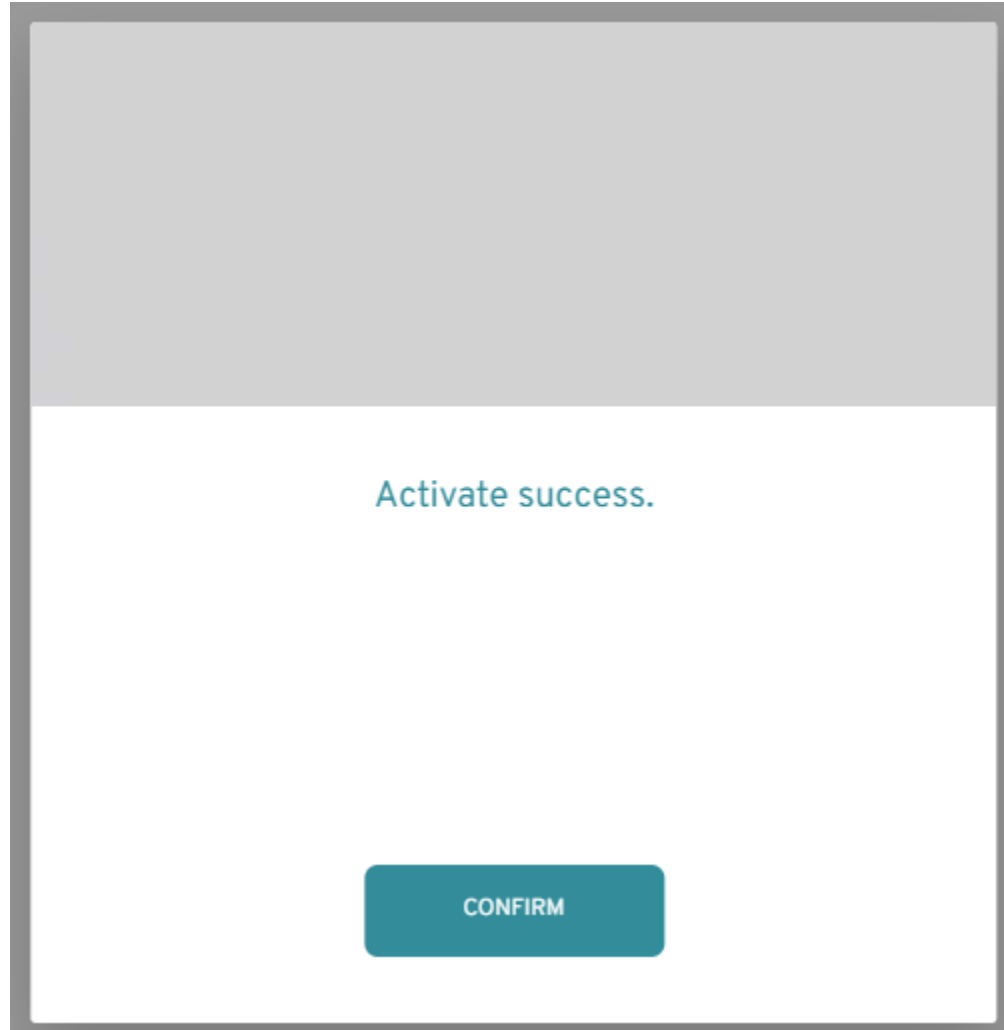


Agreement 1  
 I understand and agree the [Terms & Conditions of DFA Design for Asia Awards](#) \*

Agreement 2  
 I would like to receive the e-news from DFA Design for Asia Awards and Hong Kong Design Centre.



After you have submitted, you will receive **an email with activation link**  
- Check your mailbox (*please check your spam box as well*)



Login to the system by entering [EMAIL ADDRESS] and [PASSWORD]



# DFA Design of Asia Awards 2023 – Online Submission

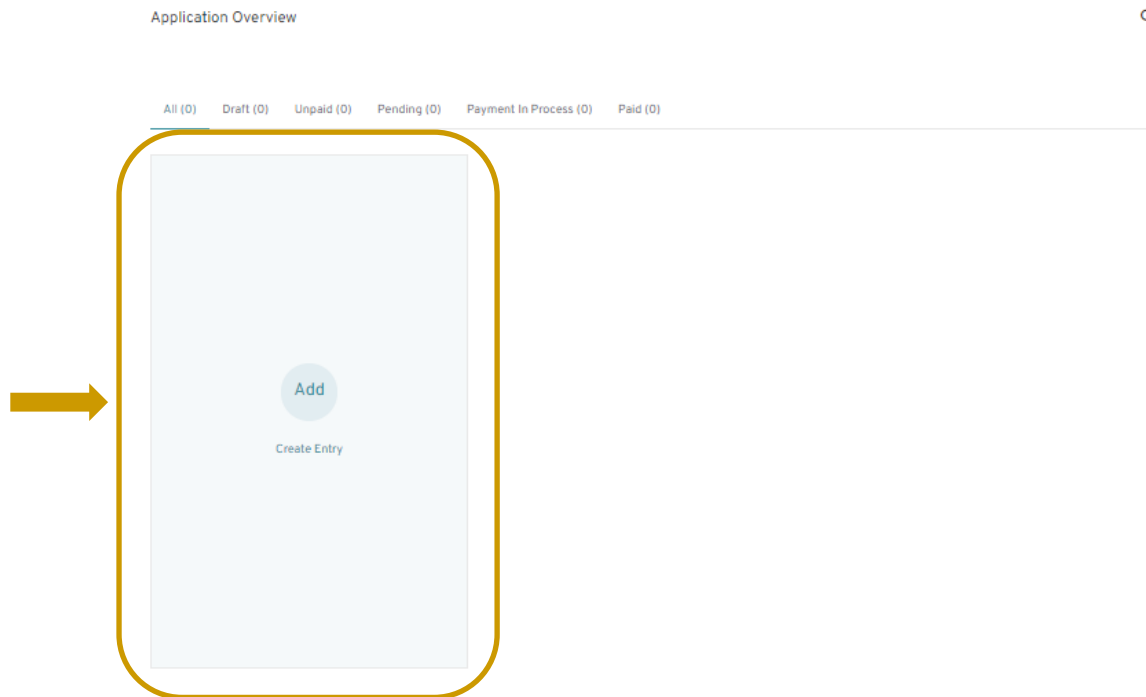
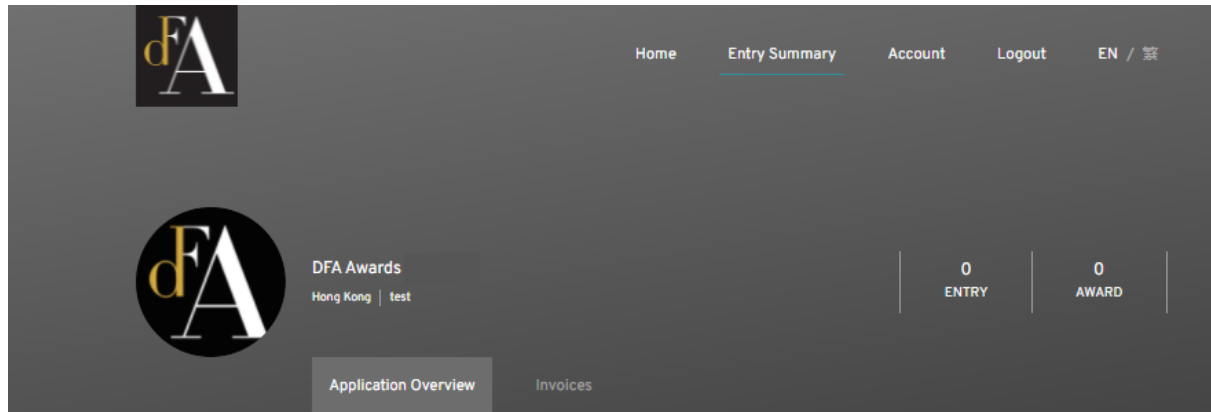
## Entry Submission

[Content](#)





# Click [Create Entry]



# 1.1 Fill in [ENTRY TITLE], select [DESIGN DISCIPLINE] and [DESIGN CATEGORY], then click [NEXT STEP]

Home    Entry Summary    Account    Logout    EN / 繁

**Create Entry**

- 1 Design Category
- 2 Project Ownership
- 3 Project Description
- 4 Images of Entry
- 5 Videos of Entry
- 6 Actual Products

*\* 如有需要請按此參考中文解說文件。  
\* Please click [here](#) to download the user guide for reference if required.*

Design Category

ENTRY TITLE (IN ENGLISH) \*

Input your information

ENTRY TITLE (IN CHINESE)

Input your information

DESIGN DISCIPLINE \*

Please select a discipline

**NEXT STEP**

## 2.1 Select the Project Ownership for the project [involved other designer(s)/ company(ies)] [is solely owned by my company]



Home

Entry Summary

Account

Logout

EN / 繁

Edit Entry

1 Design Category

2 Project Ownership

3 Project Description

4 Images of Entry

5 Videos of Entry

6 Actual Products

\* 如有需要請按此參考中文解說文件。

\* Please click [here](#) to download the user guide for reference if required.

Project Ownership

THE PROJECT \*

is solely owned by my company

Please select a project ownership

involved other designer(s) / company(ies)

is solely owned by my company

You must agree to the terms & conditions before your entry submission.

PREVIOUS STEP

NEXT STEP

- 2.2 If the project **[involved other designer(s)/ company(ies)]**, please fill in details of other designer(s)/ company(ies).  
If the project **[is solely owned by my company]**, no information is needed to fill in.

**Create Entry**

- 1 Design Category
- 2 Project Ownership**
- 3 Project Description
- 4 Images of Entry
- 5 Videos of Entry
- 6 Actual Products

**Project Ownership**

**THE PROJECT \***  
involved other designer(s) / company(ies)

**DETAILS OF OTHER DESIGNER(S) / COMPANY (IES) INVOLVED**

**RELATIONSHIP WITH ENTRANT \***  
Please Select

**NAME OF DESIGNER / COMPANY \***  
Input your information

**SALUTATION \***  
Please Select

**CONTACT PERSON \***  
Input your information

**POSITION / TITLE \***  
Contact Person's Position

**EMAIL \***  
Input your information

**CONTACT NO. \***  
Please... \* Your Number





**WEBSITE URL**  
http://www.your-url.com

**COUNTRY / REGION \***  
Please Select

**Add Project Partner**

Allow to add a maximum of 5 project partners' details

2.3 If the project **[involved other designer(s)/ company(ies)]**, Please also click to agree a Letter of Support will be submitted when awarded, to certify the owner agree the entry submission.

 	<p>POSITION / TITLE *</p> <p>Contact Person's Position</p>	<p>EMAIL *</p> <p>Input your information</p>
<p>CONTACT NO. *</p> <p>Please Sel... </p>	<p>Your Number</p>	<p>WEBSITE URL</p> <p>http://www.your-uri.com</p>
<p>REGION *</p> <p>Please Select </p>		

Agreement Owner Rights



I hereby confirm that I have been authorized by the project owner(s) of all rights to the submission of this entry.\*

Agreement Letter Support \*



A letter of support from the project owner should be submitted if this project is awarded. (Details please refer to [Terms & Condition Clause 3](#))\*

PREVIOUS STEP

Click [NEXT STEP] to  
save the content

NEXT STEP

### 3.1 Select [COUNTRY] for the market launched, type [CITY] for each [COUNTRY] If there are more than 1 market, click [Add Country / Region]

- \* For Spatial Design, please select only 1 country / region in market launch (i.e. project location).

**Edit Entry**

- 1 Design Category
- 2 Project Ownership
- 3 Project Description**
- 4 Images of Entry

\* 如有需要請按此參考中文解說文件。  
\* Please click [here](#) to download the user guide for reference if required.

Project Description

MARKET(S) LAUNCHED (MULTI-SELECTION IS AVAILABLE, MAX. 5)  
For Environmental Design , please select only 1 country / region in market launch (i.e. project location).

**REGION \***  
Please select country / region

Add Country / Region

### 3.1.a For Spatial Design Entry, input **[NATURE OF PROJECT]** and **[EXACT PROJECT LOCATION / ADDRESS]**

1 Design Category

2 Project Ownership

3 Project Description

4 Images of Entry

5 Videos of Entry

6 Actual Products

Project Description

MARKET(S) LAUNCHED (MULTI-SELECTION IS AVAILABLE, MAX. 5)  
For Environmental Design , please select only 1 country / region in market launch (i.e. project location).

REGION \*

Please select country / region

Add Country / Region

**NATURE OF PROJECT / BUILDING (Eng) (e.g. hotel, restaurant, museum, hospital, park etc.) \***

Input your information

**EXACT PROJECT LOCATION / ADDRESS (Eng) \***

Input your information

### 3.2 Select [DATE LAUNCHED IN ASIA]

\* Please pay attention for the definition for “Launched date” in the Remarks

The image shows a web form for project submission. On the left is a sidebar with four steps: 1 Design Category, 2 Project Ownership, 3 Project Description (highlighted), and 4 Images of Entry. The main form area is titled 'Project Description' and contains a 'MARKET(S) LAUNCHED (MULTI-SELECTION IS AVAILABLE, MAX. 5)' section. Below this is a 'REGION \*' dropdown menu with a plus icon and a trash icon, and a teal 'Add Country / Region' button. A yellow arrow points to the 'DATE LAUNCHED IN ASIA (Must be between 1<sup>st</sup> January 2021 and 31<sup>st</sup> May 2023) \*' field, which contains the date '2023-03-08'. Below the date field is a 'Remarks' section with detailed instructions and a bulleted list of design categories.

1 Design Category

2 Project Ownership

3 Project Description

4 Images of Entry

Project Description

MARKET(S) LAUNCHED (MULTI-SELECTION IS AVAILABLE, MAX. 5)  
For Environmental Design , please select only 1 country / region in market launch (i.e. project location).

REGION \*  
Please select country / region

Add Country / Region

DATE LAUNCHED IN ASIA (Must be between 1<sup>st</sup> January 2021 and 31<sup>st</sup> May 2023) \*

2023-03-08

Remarks: The entry must have actually been produced; (in the case of commercial product) and have become available in one or more Asian markets between 1st January 2021 and 31st May 2023:

- **Fashion & Accessory / Product & Industrial Design** : Actual product(s) of the work that started / will start for selling and/or can be touched by the user in the above-mentioned period
- **Communication Design / Digital & Motion Design** : Design concept(s) developed for the customer(s) but was not launched in the market due to a failed bid will **NOT** be accepted
- **Service & Experience Design**: A place or a service that started / will start for actual use (and sales, if appropriate) in the above-mentioned period



### 3.3 Upload **document that proves the market launch date** of the entry (such as screenshots of online shop with URL, newspaper clippings, or official documents, etc.). Format of this document should be an **image file or a PDF file**.

DATE LAUNCHED IN ASIA (Must be between 1<sup>st</sup> January 2021 and 31<sup>st</sup> May 2023) \*

2023-03-08

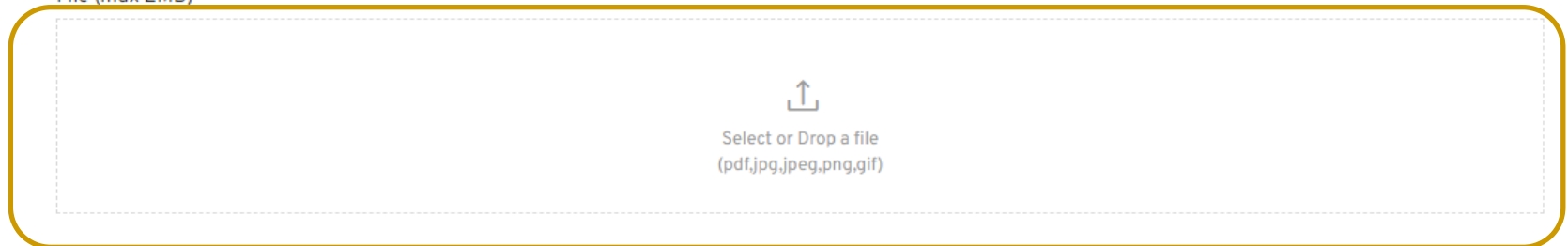
Remarks: The entry must have actually been produced; (in the case of commercial product) and have become available in one or more Asian markets between 1st January 2021 and 31st May 2023:

- **Fashion & Accessory / Product & Industrial Design** : Actual product(s) of the work that started / will start for selling and/or can be touched by the user in the above-mentioned period
- **Communication Design / Digital & Motion Design** : Design concept(s) developed for the customer(s) but was not launched in the market due to a failed bid will **NOT** be accepted
- **Service & Experience Design**: A place or a service that started / will start for actual use (and sales, if appropriate) in the above-mentioned period

PROOF OF LAUNCHING DATE

\*Please provide proof to show the project has been launched in this period, with relevant images (jpeg) or pdf documents

File (max 2MB) \*



Select or Drop a file  
(pdf,jpg,jpeg,png,gif)

### 3.4 Select [SUGGESTED RETAIL PRICE] or [PROJECT SUM], type in the amount (in US\$) Add [RELEVANT LINK / URL] if available

- 1 Design Category
- 2 Project Ownership
- 3 Project Description
- 4 Images of Entry

#### Project Description

MARKET(S) LAUNCHED (MULTI-SELECTION IS AVAILABLE, MAX. 5)

For Environmental Design , please select only 1 country / region in market launch (i.e. project location).



REGION \*

Please select country / region



Add Country / Region



SUGGESTED RETAIL PRICE / PROJECT SUM (US\$) \*

US\$ \*

Please select

RELEVANT LINK / URL

<http://www.about-your-entry.com>

### 3.5 Fill in [ENTRY DESCRIPTION]

ENTRY DESCRIPTION IN ENGLISH [MAX. 250 WORDS] \*

Please give a short presentation of your entry in around 250 words, which is approximate to a 1-minute speech, describing the overall excellence of your entry.

You are encouraged to give description on below factors (if applicable) that judges may consider during the assessment: **(1) Creativity & Human Centric Innovation, (2) Usability, (3) Aesthetic, (4) Sustainability, (5) Impact in Asia & (6) Commercial & Societal Success.**

ENTRY DESCRIPTION (IN ENGLISH) \*

WORD(S) : 0

Input your information

### 3.6 Fill in **[CONTINUE ENTRY DESCRIPTION [MAX. 1000 WORDS](optional)]** if you need to further describe your entry

CONTINUE ENTRY DESCRIPTION IN ENGLISH [MAX. 1000 WORDS] (optional)

Please continue here if you need to further describe your entry.

ENTRY DESCRIPTION (IN ENGLISH)

WORD(S) : 0

Input your information

PREVIOUS STEP

*Click [NEXT STEP] to  
save the content you  
have typed in the  
box(es)*



NEXT STEP

## 4.1 Upload 6-10 Entry images by clicking **[Select or Drop a file]**

- 1 Design Category
- 2 Project Ownership
- 3 Project Description
- 4 Images of Entry**
- 5 Videos of Entry
- 6 Actual Products

### Images of Entry

Please upload a minimum of **SIX (6)**, maximum of **TEN (10)** images that best represent your project. The first image will be set as cover image of entry form for judging. You can drag and move the uploaded images to rearrange the order.

#### Requirements of images:

- No larger than 5MB each
- One side at least 2400 pixels
- JPEG / PNG (RGB colour code)
- At least half of the submitted images must be real actual images. Rendering images are only as supporting to illustrate the design
- No entrant / designer(s) / company name / logo should be added to the images

IMAGE \*

選擇或把文件拉到這裡  
(jpg,png,gif,jpeg)

CAPTION (IN ENGLISH) \* WORD(S) : 0

Input your information

IMAGE \*

CAPTION (IN ENGLISH) \* WORD(S) : 0

Input your information

## 4.2 1<sup>st</sup> image is the **profile image** of your entry. You can drag the image to rearrange the order.

- 1 Design Category
- 2 Project Ownership
- 3 Project Description
- 4 Images of Entry**
- 5 Videos of Entry
- 6 Actual Products

### Images of Entry

Please upload a minimum of **SIX (6)**, maximum of **TEN (10)** images that best represent your project. The first image will be set as cover image of entry form for judging. You can drag and move the uploaded images to rearrange the order.

Requirements of images:

- No larger than 5MB each
- One side at least 2400 pixels
- JPEG / PNG (RGB colour code)
- At least half of the submitted images must be real actual images. Rendering images are only as supporting to illustrate the design
- No entrant / designer(s) / company name / logo should be added to the images

IMAGE \*

選擇或把文件拉到這裡  
(jpg,png,gif,jpeg)

CAPTION (IN ENGLISH) \* WORD(S) : 0

Input your information

IMAGE \*

CAPTION (IN ENGLISH) \* WORD(S) : 0

Input your information

### 4.3 Add CAPTION(IN ENGLISH)



IMAGE \*



CAPTION (IN ENGLISH) \*

WORD(S) : 12

DFA Design for Asia Awards  
Test Image 5

IMAGE \*



CAPTION (IN ENGLISH) \*

WORD(S) : 12

DFA Design for Asia Awards  
Test Image 6

Upload Image(s)

PREVIOUS STEP

NEXT STEP

## 4.4 You can change Uploaded Image by clicking the thumbnail



IMAGE \*

CAPTION (IN ENGLISH) \*

WORD(S) : 12



DFA Design for Asia Awards  
Test Image 5



CAPTION (IN ENGLISH) \*

WORD(S) : 12

DFA Design for Asia Awards  
Test Image 6

Upload Image(s)

PREVIOUS STEP

NEXT STEP



## 4.5 Upload Image(s) to add more than 6 images



IMAGE \*



CAPTION (IN ENGLISH) \*

WORD(S) : 12

DFA Design for Asia Awards  
Test Image 5

IMAGE \*



CAPTION (IN ENGLISH) \*

WORD(S) : 12

DFA Design for Asia Awards  
Test Image 6

Upload Image(s)

PREVIOUS STEP

NEXT STEP

5. You can provide up to FOUR (4) **videos URL** that best explain your project. VR demonstration videos are also welcome

**\* Video URL should be ready for online viewing, but NOT a download link**

***You are strongly recommended to submit a 1-min presentation video on the project for judges' reviewing at judging session.***

1 Design Discipline	
2 Project Ownership	
3 Project Description	
4 Images of Entry	
<b>5 Videos of Entry</b>	<b>Videos of Entry</b>
6 Actual Product(s)	

Videos of Entry

You can provide up to FOUR (4) videos URLs for ONLINE VIEWING that best explain your project.

You are strongly recommended to submit a 1-min presentation video on the project for judges' reviewing at judging session.

Requirements of the videos:

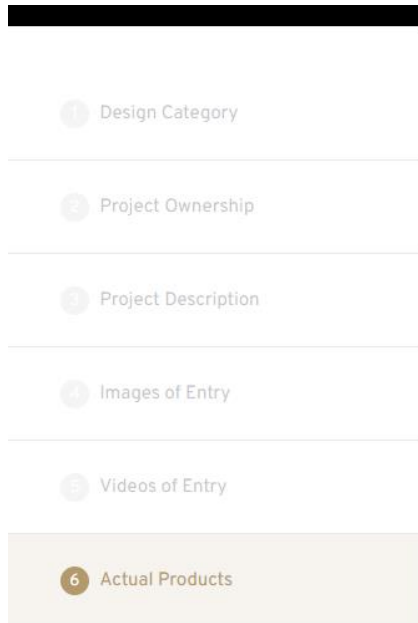
- Video URL(s) for online viewing ONLY (Please do NOT download URL)
- No less than 720p format (i.e. 1280x720 resolution)
- Entrant(s) / designer(s) / company name(s) / logo(s)/ watermark(s) should be AVOIDED in the videos
- VR demonstration videos are also welcome

\*Suggested Video Content: Project demo, Project Introduction, User testimonials etc.

VIDEO URL 1	CAPTIONS
<input type="text"/>	<input type="text" value="Input your information"/>
VIDEO URL 2	CAPTIONS
<input type="text"/>	<input type="text" value="Input your information"/>

## 6.1 Opt if you will send us actual product or not

***\*Please submit Actual Product by 7 July 2023 to our Entry Collection Centre***



- 1 Design Category
- 2 Project Ownership
- 3 Project Description
- 4 Images of Entry
- 5 Videos of Entry
- 6 Actual Products**

### Actual Product(s)

We strongly recommend that entrants to submit the actual product(s) for their entries (except those in Spatial Design / Digital & Motion Design), as it gives our judging panel a direct experience and better understanding of the project. We also welcome entrants to submit virtual reality (VR) demonstration video(s).

\*For **Spatial Design / Digital & Motion Design**: Entrants can choose to submit digital supporting material(s).

Please arrange and deliver the actual product(s) / supporting material(s) to the **DFA Design for Asia Awards Secretariat – Entry Collection Centre** within the following periods. Late submissions will **NOT** be accepted, while the entry fee will **NOT** be refunded.

**ACTUAL PRODUCT(S) / SUPPORTING MATERIAL(S) SUBMISSION DEADLINE**  
7th July 2023 (HKT 17:00)

### SUBMISSION ADDRESS

DFA Design for Asia Awards Secretariat – Entry Collection Centre  
Address: Room 3 , 23/F, Wing Fung Industrial Building, 40-50 Sha Tsui Road, Tsuen Wan, New Territories, Hong Kong  
Working Hours: 10 am – 12:30 pm; 2 pm – 6 pm (Mon – Fri, except Hong Kong public holidays)

## 6.2a If you selected [YES], please select the **Content** of ACUTAL PRODUCTS.

### SUBMISSION ADDRESS

DFA Design for Asia Awards Secretariat – Entry Collection Centre

Address: Room 3 , 23/F, Wing Fung Industrial Building, 40-50 Sha Tsui Road, Tsuen Wan, New Territories, Hong Kong

Working Hours: 10 am – 12:30 pm; 2 pm – 6 pm (Mon – Fri, except Hong Kong public holidays)

WILL YOU SEND US YOUR ACTUAL PRODUCT(S) / SUPPORTING MATERIAL(S) FOR JUDGING? \*

YES  NO

Please download the “ENTRY LABEL” under the “ENTRY SUMMARY” and stick it on the actual product(s) / supporting material(s) and its packaging.

The entrant shall be responsible for arranging the delivery, return, insurance and any other necessary costs for any postal materials.

ACTUAL PRODUCTS\*

PACKAGE CONTENT(S) \*

Actual Product(s)  Supporting Material(s)  
e.g. presentation boards, model, sample dummy etc.

Required field.



May select **Actual Product(s)** and /or **Supporting Material**

6.2b If you opt for sending **Actual Product(s)**,  
Please advise if you would like to have the Actual Product **RETURN**  
Please choose either **YES** or **NO**

ACTUAL PRODUCTS\*

Content \*



Actual Product(s)



Supporting Material

e.g. presentation boards, model, sample dummy etc.

WOULD YOU LIKE TO HAVE THE ACTUAL PRODUCT / SUPPORTING MATERIAL(S) RETURNED?(NOTE: PLEASE NOTE THAT ALL DELIVERY FEE WILL BE BORNE BY ENTRANT.) \*



YES



NO

## 6.2c If you have selected **Actual Product(s)** under Content Please let us know the **Total no. of Packages** and **Size of Packages**

WILL YOU SEND US YOUR ACTUAL PRODUCT FOR JUDGING? \*

YES  NO

Please download the Entry Label at ENTRY SUMMARY and stick it on the actual product and its packaging.  
The Entrant shall be responsible for arranging the delivery, return, insurance and any other necessary cost for any postal material.

ACTUAL PRODUCTS\*

Content \*

Actual Product(s)  Supporting Material  
e.g. presentation boards, model, sample dummy etc.

WOULD YOU LIKE TO HAVE THE ACTUAL PRODUCT / SUPPORTING MATERIAL(S) RETURNED?(NOTE: PLEASE NOTE THAT ALL DELIVERY FEE WILL BE BORNE BY ENTRANT.) \*

YES  NO

Total no. of Packages \*

Input your information

Required field.

Size of Package (cm x cm x cm) \*

Input your information

Required field.

Please tick if it is an oversized package/ product (dimension over 1m x 1m x 1m)

Remarks (IN ENGLISH) (Please specify, if any)

Input your information

Please briefly describe the parcel content

WORD(S) : 0

Input your information

← If the package size is bigger than 1m x 1m x 1m,  
please tick this box.

## 6.2d If you have selected **Actual Product(s)** under Content You there are any special **Remarks**, you may also **briefly describe the parcel content**

WILL YOU SEND US YOUR ACTUAL PRODUCT FOR JUDGING? \*

YES  NO

Please download the Entry Label at ENTRY SUMMARY and stick it on the actual product and its packaging.  
The Entrant shall be responsible for arranging the delivery, return, insurance and any other necessary cost for any postal material.

ACTUAL PRODUCTS\*

Content \*

Actual Product(s)  Supporting Material  
e.g. presentation boards, model, sample dummy etc.

WOULD YOU LIKE TO HAVE THE ACTUAL PRODUCT / SUPPORTING MATERIAL(S) RETURNED?(NOTE: PLEASE NOTE THAT ALL DELIVERY FEE WILL BE BORNE BY ENTRANT.) \*

YES  NO

Total no. of Packages \*

Input your information

Required field.



Size of Package (cm x cm x cm) \*

Input your information

Required field.



Please tick if it is an oversized package/ product (dimension over 1m x 1m x 1m)

Remarks (IN ENGLISH) (Please specify, if any)

Input your information

Please briefly describe the parcel content

WORD(S) : 0

Input your information

- 6.2e If you have selected **Actual Product(s)** under Content, and selected **YES** to return the actual product to entrant, please select you would like the actual product **to be pick up actual product(s) in person, Or the Secretariat to send back my actual product(s) by courier**

PLEASE FILL IN THE INFORMATION BELOW FOR RETURNING YOUR ACTUAL PRODUCT(S) / SUPPORTING MATERIAL(S)

For the actual product(s) / supporting material(s) marked "RETURN", we will contact the non-winners between December 2023 and February 2024 for the pick-up arrangements.

The actual product(s) / supporting material(s) of the award winners will be kept by Hong Kong Design Centre for exhibitions and promotions. We will contact the award winners by July 2024 for the pick-up arrangements.

WHEN THE ACTUAL PRODUCT(S) / SUPPORTING MATERIAL(S) IS READY FOR RETURN, I WOULD LIKE \*

- To pick up my actual product(s) / supporting material(s) in person
- The Secretariat to return my actual products(s) / supporting material(s) by courier

(Please be reminded that all the delivery costs / taxes will be borne by the entrants. The Secretariat will contact you to confirm the delivery details.)



## 6.2f If you require return of actual product and selected to have **the Secretariat to send back my actual product(s) by courier**, please input return **CONTACT DETAILS**

PLEASE FILL IN THE INFORMATION BELOW FOR RETURNING YOUR ACTUAL PRODUCT(S) / SUPPORTING MATERIAL(S)

For the actual product(s) / supporting material(s) marked "RETURN", we will contact the non-winners between December 2023 and February 2024 for the pick-up arrangements.

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WHEN THE ACTUAL PRODUCT(S) / SUPPORTING MATERIAL(S) IS READY FOR RETURN, I WOULD LIKE \*

- To pick up my actual product(s) / supporting material(s) in person
- The Secretariat to return my actual products(s) / supporting material(s) by courier

(Please be reminded that all the delivery costs / taxes will be borne by the entrants. The Secretariat will contact you to confirm the delivery details.)

### CONTACT DETAILS

#### CONTACT PERSON

Input your information

#### CONTACT NO.

Please Select  Your Number

#### ADDRESS

Input your information

#### ZIP CODE

If no zip code, input 0000

## 6.2g Please read carefully the **Checklist** before sending the actual product

Please Click [HERE](#) to download the following checklist in pdf (English).

請按此[這裡](#)下載pdf版本的下列清單 (中文版)。

Materials	Definition	Requirements
<b>Actual Product</b>	Produced product in 2-dimensions and 3-dimensions	<p>(i) <u>Fashion and Accessory Design</u></p> <p>If the whole collection is submitted as one entry, entrant should send <i>at least 2 pieces</i> of actual products from the whole collection for judging.</p> <p>(ii) <u>Communication Design</u></p> <p>For entry under sub-category “Publication” or “Poster”, entrant MUST submit actual product for judging.</p> <p>(iii) <u>Spatial Design / Digital Design</u></p> <p>Actual Product is not necessary.</p> <p>(iv) <u>Product &amp; Industrial Design</u></p> <p>Submitted product must be completely assembled and fully functional. All electrical products must be provided with voltage transformer and adaptor to match Hong Kong electrical voltage (220 volts AC, 50HZ) and socket.</p> <p>(v) <u>Service &amp; Experience Design</u></p> <p><u>Entrants are recommended to submit collaterals and promotional materials of entries (if any).</u></p> <p>** Presentation boards are regarded as supporting material instead of actual product, please see “Supporting Materials” for more details.</p>
<b>Oversized Product</b>	Dimension over	(vi) For any oversized product, please contact us at <a href="mailto:dfaa@dfaawards.com">dfaa@dfaawards.com</a> before arranging

6.3 If you have any **DIGITAL SUPPORT MATERIAL**,  
Please input the **Digital Support Material Download URL**


***\*The Download URL link should be valid until 31 Aug 2023***  
***Total size of file(s) for downloading should be within 200MB***

DIGITAL SUPPORTING MATERIAL(S) (if any)

Please input the DOWNLOAD URL(s) of your digital supporting material(s) (e.g. news clippings, extra image & videos which you did not submitted in the previous sections). Virtual Reality (VR) demonstrations videos are also welcome.

The download URL(s) must be valid until 31 Aug 2023

Total size of file(s) for downloading should be within 200MB.



Digital Support Material Download URL

Input your information

---

## 6.4a If you have any questions regarding to the Entry Submission, please contact our staff With **contact** below

### CONTACT

DFA Design for Asia Awards Secretariat

Hong Kong Design Centre

Contact points: Ms. Zoe Wong

Tel: +852 3793 8465

Email: [dfaa@dfaawards.com](mailto:dfaa@dfaawards.com)



### NOTES

1. The descriptions of all the submitted materials (including the actual products and supporting materials) must be in ENGLISH.
2. The entry label (which can be downloaded from the online system when the payment is settled) must be in a prominent position outside the package of each submitted item (including the actual products and supporting materials). HKDC shall NOT receive any submitted items with improper labeling.
3. Entrant shall be responsible for all the costs related and/or occurred costs (including but not limited to all the packaging costs, transportation costs, documentation, postal charges, courier charges, insurance costs, governmental/ jurisdictional approvals and licenses, tax and any other costs necessary or likely) for transporting the actual product and supporting materials to the possession of HKDC and the return of materials upon the Entrant's request.
4. HKDC shall not be responsible for any loss or damage of the submitted entries due to delivery issues.
5. Display boards, CD-Roms, perishables and beverage items are NOT returnable.
6. Late submission shall NOT be accepted, while the entry fee will NOT be refunded.

#### Agreement Actual Products

I understand and agree the notes for actual products / supporting materials delivery.\*

You must agree to the terms & conditions before your entry submission.

#### Agreement 1

I understand and agree the [Terms & Conditions of DFA Design for Asia Awards](#) \*

You must agree to the terms & conditions before your entry submission.

PREVIOUS STEP

SAVE & COMPLETE

## 6.4b Please also click to confirm the **Agreement on Actual Products** and **Agreement on Terms and Conditions**

### NOTES

1. Descriptions of all submitted materials (including actual product and supporting materials) must be in English.
2. Entry label (can be downloaded from the online system upon payment settled) must be fixed outside the package of each submitted item (including actual product and supporting materials). HKDC shall NOT receive any submitted items with improper labeling.
3. Entrant shall be responsible for all related and/or occurred costs (including but not limited to all packaging costs, transportation costs, documentation, postal charges, courier charges, insurance costs, governmental/ jurisdictional approvals and licenses, tax and any other costs necessary or likely) for transporting the actual product and supporting materials to the possession of HKDC and the return of materials upon the Entrant's request.
4. HKDC shall not be responsible for any loss or damage of the submitted entries due to delivery issue.
5. Display boards, CD-Roms, perishables and beverage items are NOT returnable.
6. Late submission shall NOT be allowed, while the entry fee will NOT be refunded.



I understand and agree the notes for actual products / supporting materials delivery.\*



I understand and agree the [Terms & Conditions of DFA Design for Asia Awards](#) \*

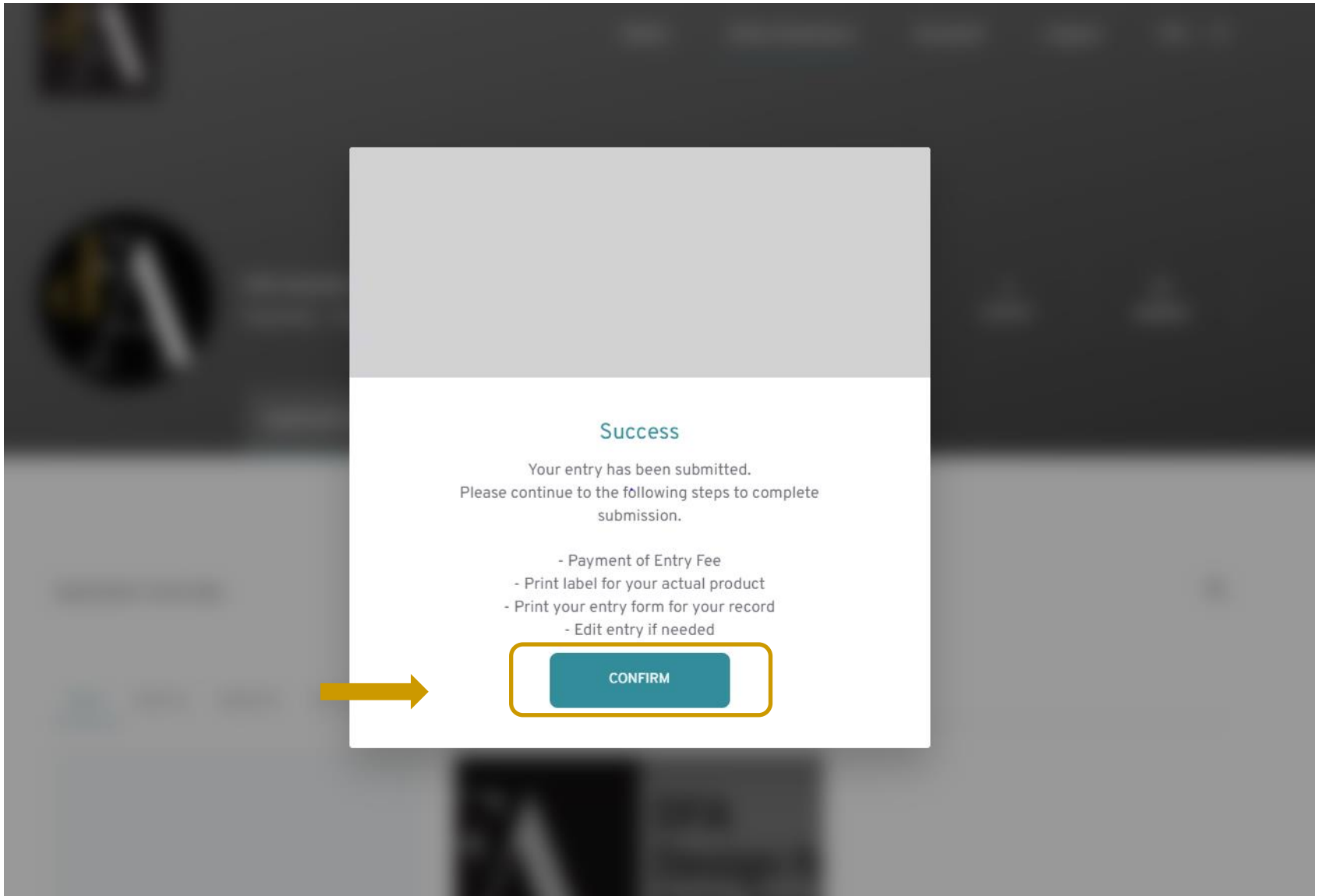
PREVIOUS STEP

Click [SAVE&COMPLETE]  
When completed

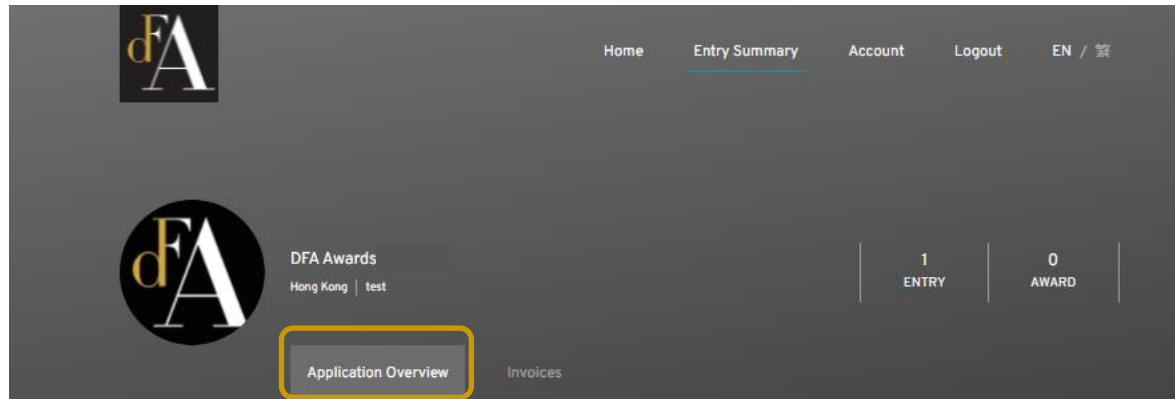


SAVE & COMPLETE

Click **CONFIRM** to proceed



Now you can view your entry(ies) at **Application Overview**, and click **[MORE]** for other actions



Application Overview



All (1) Draft (0) Unpaid (1) Pending (0) Payment In Process (0) Paid (0)

A screenshot of the application overview list. On the left is a 'Create Entry' button. The main list shows a card for 'Test' with ID 'C1-00013' and category 'Communication Design'. A yellow box highlights the 'MORE' menu, which contains 'Edit Entry', 'Print Entry Form', 'Print Label', and 'Delete'. Below the card is a 'CREATE INVOICE AND PAY' button.



**Click [MORE] for other actions**

- **Edit entry**
- **Print entry form**
- **Print label for actual product**
- **Delete entry**

# DFA Design of Asia Awards 2023 – Online Submission

## Payment of Entry Fee

[Content](#)





Click **[CREATE INVOICE AND PAY]**

### Application Overview

All (1)   Draft (0)   Unpaid (1)   Pending (0)   Payment In Process (0)   Paid (0)

**Add**  
Create Entry

**DFA**  
Design for  
Asia Award

MORE

**Test**

ID : CI-00013  
Communication Design

**CREATE INVOICE AND PAY**

# Entry will be [ADDED TO PAYMENT]

## Application Overview

All (2) Draft (0) Unpaid (2) Pending (0) Payment In Process (0) Paid (0)

**Add**  
Create Entry

**DFA Design for Asia Awards**

**Test**  
ID : C1-00013  
Communication Design

**ADDED TO PAYMENT**

**DFA Design for Asia Awards**

**DFA Awards :**  
ID : F1-00014  
Fashion & Accessory Design

**ADD TO PAYMENT**

**Payment** 1 item(s)

**DFA Design Asia Awards** **Test**  
ID : C1-00013

**Total Amount** **HKD\$1,000.00**

**NEXT**

You can add more than one entry(ies) to payment.  
Click **[NEXT]** to proceed payment.

Application Overview

All (2) Draft (0) Unpaid (2) Pending (0) Payment In Process (0) Paid (0)

**Add**  
Create Entry

**DFA Design for Asia Awards**  
MORE

**Test**  
ID : C1-00013  
Communication Design

ADDED TO PAYMENT

**DFA Design for Asia Awards**  
MORE

**DFA Awards**  
ID : F1-00014  
Fashion & Accessory Design

ADDED TO PAYMENT

Payment 2 item(s)

**DFA Design for Asia Awards** **Test**  
ID : C1-00013

**DFA Design for Asia Awards** **DFA Awards**  
ID : F1-00014

Total Amount **HKD\$2,000.00**

**NEXT**



*To remove entry from payment*



Select payment method and click **[CREATE INVOICE AND PAY]**




*\* 2.5% service charge will be added to the invoice if you are choosing online payment*

The screenshot shows a mobile application interface for payment. The title bar at the top is labeled "Payment". Below it, a section titled "Please select payment method" contains several options: "Credit Cards" (with VISA, Mastercard, and AMEX logos), "HSBC FPS", "PayMe", "iBac PayMe", "Apple Pay", "PayPal", "Union Pay", "AllPay", and "WeChat Pay". Below these are "Cheque", "Transfer", and "PPS". A "MySe//Pay" logo is in the top right of this section. A yellow arrow points to this section from the right. Below the payment methods is an "Invited Project" field, a "Code (if applicable)" field with a "REDEEM" button, and a logo for "DFA Design Asia A" with "Test ID: C1-00013". At the bottom, a yellow box highlights the "Total Amount" as "HKD\$1,000.00", with a yellow arrow pointing to it from the right. Below this is a "CREATE INVOICE AND PAY" button. At the very bottom, a small disclaimer reads: "\*Payment details will be shown on the invoice which is generated after selecting payment method. Please refer to last 2 pages of the invoice for details of each payment method."


If you select to pay by **online payment method** (i.e. Credit Card / WeChat Pay / Alipay / FPS / PayMe etc.) , please click **[Submit]** and you will be re-direct to payment page.

INV-E23-0053 ✕

Selected Payment

   Credit Cards

---

 **Test**  
ID : C1-00013


HKD\$1,000.00

---

[DOWNLOAD INVOICE](#) [DOWNLOAD RECEIPT](#)

---

Description	Amount + Service Fee
Entry Fee	HKD \$1000.00+ HKD \$25.00
<b>Total Amount</b>	<b>HKD\$1,025.00</b>

 [SUBMIT](#)

[VOID INVOICE](#)

If you select to pay by **Credit Card**, please input your card and billing address, then click **[Submit]**

Total Amount HK\$1025

Payment Methods

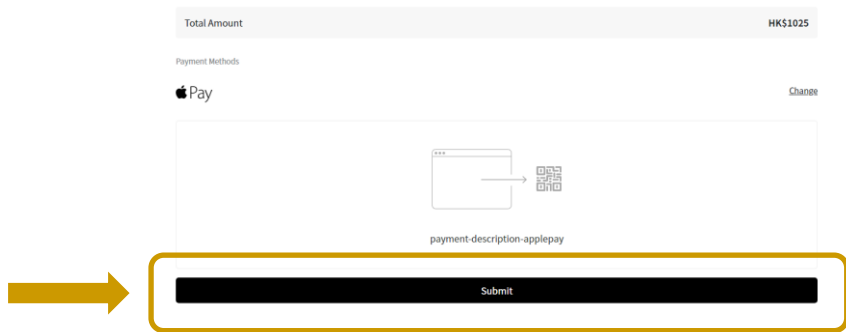


[Change](#)

 MM / YY CVC

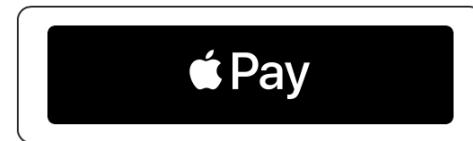
Billing Address

If you select to pay by **Apple Pay**, click **[Submit]** and it will redirect you to ApplyPay Site.



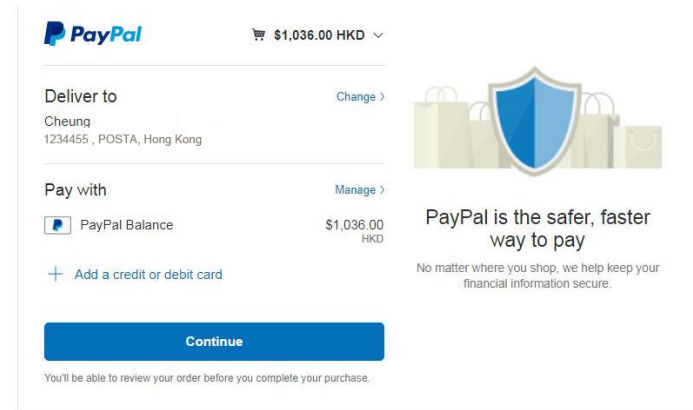
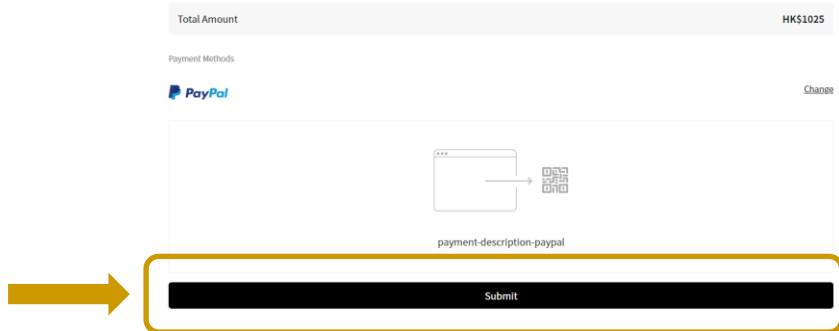
Description	Amount + Service Fee
Entry Fee	HKD\$1,000.00 + HKD \$25.00

Total Amount **HKD\$1,025.00**



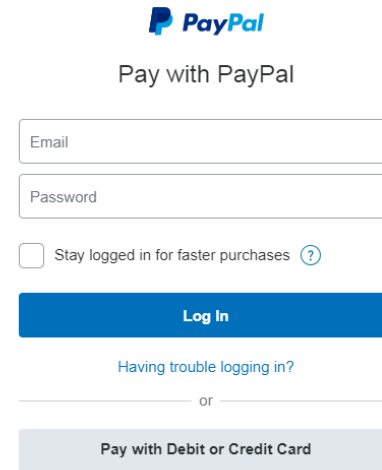
\*Payment details will be shown on the invoice which is generated after selecting payment method. Please refer to last 2 pages of the invoice for details of each payment method.

If you select to pay by **Paypal**, click **[Submit]** and it will redirect you to PayPal's website.



Cancel and return to test account's Test Store [Terms](#) [Privacy](#) [Feedback](#) © 1999-2019

Consumer Advisory - PayPal Hong Kong Limited is a licensed issuer of a stored value facility regulated by the Hong Kong Monetary Authority under Licence Number: SVF0008. Users in Hong Kong are advised to read these [terms and conditions](#) carefully.

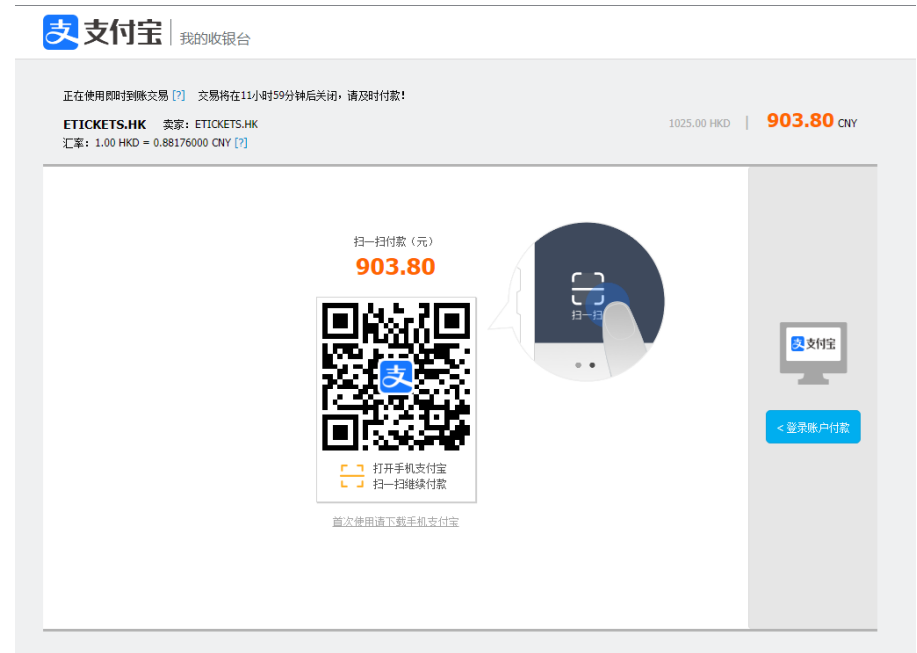
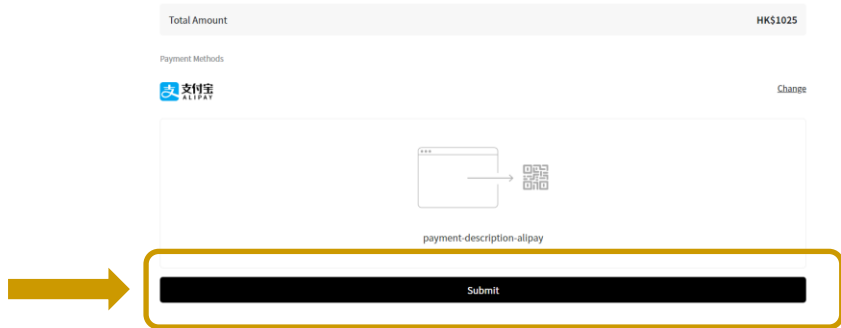


Cancel and return to test account's Test Store

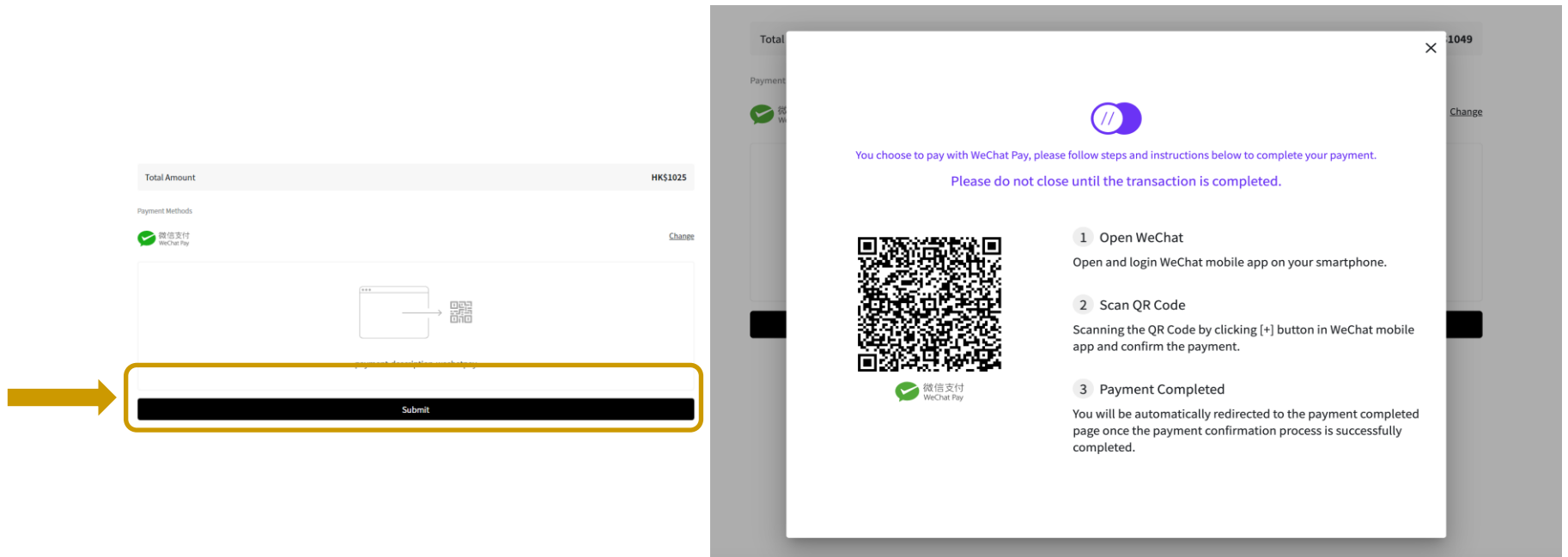
[English](#) | [Français](#) | [Español](#) | [中文](#)



If you select to pay by **Ali Pay**, click **[Submit]** and it will redirect you to Ali Pay's website.



If you select to pay by **WeChatPay**, click **[Submit]** and a QR Code will be generated for scanning.



The image shows a payment interface with a 'Total Amount' of HK\$1025 and 'WeChat Pay' selected as the payment method. A yellow arrow points to the 'Submit' button. A modal window is displayed with the following content:

**You choose to pay with WeChat Pay, please follow steps and instructions below to complete your payment.**  
**Please do not close until the transaction is completed.**

**1 Open WeChat**  
Open and login WeChat mobile app on your smartphone.

**2 Scan QR Code**  
Scanning the QR Code by clicking [+] button in WeChat mobile app and confirm the payment.

**3 Payment Completed**  
You will be automatically redirected to the payment completed page once the payment confirmation process is successfully completed.

If you select to pay by **T/T Remittance**, HK\$300 is charged for each transaction. Please enter **[TRANSFER No.]** and send the bank slip to [dfa@dfaawards.com](mailto:dfa@dfaawards.com) after you have paid.

Selected Payment

Transfer


Transfer No.

---

Account Name: Hong Kong Design Centre Limited

Account Number: 024-395-673379-001  
Swift Code: HASEHKHH  
Bank Name: Hang Seng Bank Limited.  
Bank Address: 83 Des Voeux Road Central, Hong Kong

\*After payment, please send the scan of your bank advice with Invoice number to [dfa@dfaawards.com](mailto:dfa@dfaawards.com)



**Test**

ID : C1-00013

HKD\$1,000.00

DOWNLOAD INVOICEDOWNLOAD RECEIPT

Description	Amount + Service Fee
Entry Fee	HKD \$1,000.00
Service Charge	HKD \$300.00
Total Amount	HKD\$1,300.00

SUBMIT

VOID INVOICE

**[For HK entrants ONLY]** If you select to pay by **Cheque**, please enter the cheque no. Send the cheque to the Secretariat, with the invoice number & entry number on the back of your cheque.

---

Selected Payment

Cheque


Cheque No.

---

Cheque Payee : Hong Kong Design Centre Limited  
Please send the cheque to:  
The Secretariat- DFA Design for Asia Awards  
Hong Kong Design Centre  
Unit 602, 6/F, Mill 5, The Mills, 45 Pak Tin Par Street, Tsuen Wan, Hong Kong

\*After payment, please send the scan of your bank advice with Invoice number to [dfa@dfaawards.com](mailto:dfa@dfaawards.com)

---



Test  
ID: CI-00013

---

HKD\$1,000.00

---

DOWNLOAD INVOICE

DOWNLOAD RECEIPT

**[For HK entrants ONLY]** If you select to pay by **PPS**, please screen cap the PPS confirmation page and send it to [dfaa@dfaawards.com](mailto:dfaa@dfaawards.com) after you have paid.


Selected Payment

PPS

PPS No : 02020213000389

PPS website: [www.ppskh.com](http://www.ppskh.com)  
Merchant No.: 6162 Hong Kong Design Centre  
(Please input this number when you pay at PPS, and email the screen capture of payment confirmation to [dfaa@dfaawards.com](mailto:dfaa@dfaawards.com) with your Invoice number and company name after you have paid.)

---

 **Test**  
ID : C1-00013

---

[DOWNLOAD INVOICE](#) [DOWNLOAD RECEIPT](#)

---

Total Amount **HKD\$1,000.00**

● PAYMENT IN PROCESS

**Success**

PPS no: 02020213000389  
PPS website: [www.ppskh.com](http://www.ppskh.com)  
Merchant No.: 6162 Hong Kong Design Centre  
(Please input this number when you pay at PPS,  
and email the screen capture of payment confirmation to [dfaa@dfaawards.com](mailto:dfaa@dfaawards.com) with your Invoice number and company name after you have paid.)

[CONFIRM](#)

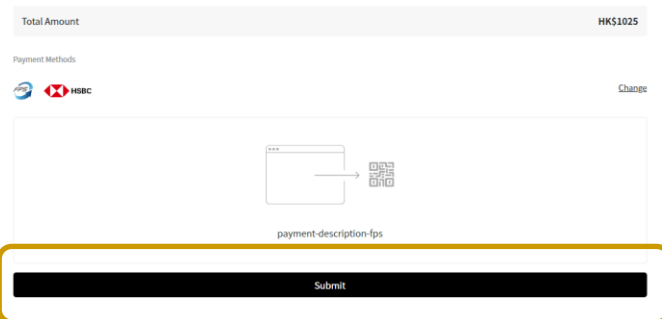
**[For HK entrants ONLY]** If you select to pay by **FPS**, click **[Submit]** and a QR Code will be generated for scanning.



You choose to pay with FPS, please follow steps and instructions below to complete your payment.

Please do not close until the transaction is completed.

FPS is a real time fund transfer between bank accounts in Hong Kong, so all FPS payments are NON-refundable and NOT applicable for cancellation.



The screenshot shows a payment interface. At the top, it displays 'Total Amount' as 'HK\$1025'. Below this, 'Payment Methods' are listed, including 'FPS' and 'HSBC'. A 'Change' link is visible. The main area shows a 'payment-description-fps' section with a QR code icon. At the bottom, a 'Submit' button is highlighted with a yellow arrow pointing to it from the left.



### 1 Open Banking App

Open and login any Hong Kong Mobile Banking App supporting FPS on your smartphone.

### 2 Scan QR Code

Scanning the QR Code by FPS Pay in the Mobile Banking App and confirm the payment.

#### Banking App Examples

HSBC HK: "Pay with FPS"

Bank of China (HK): "Lifestyle > QR Pay"

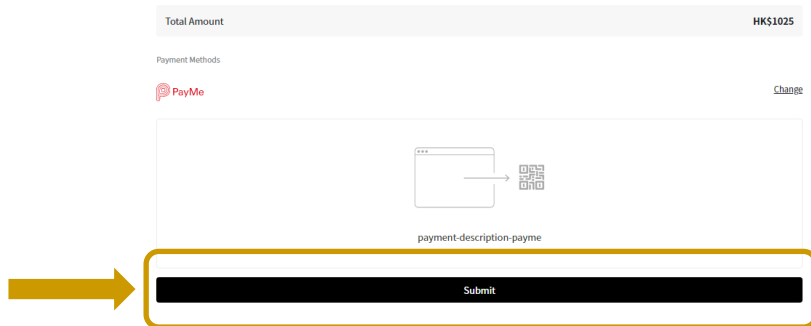
Standard Chartered Bank HK: "Scan & Pay"

Others: please enquire your banks directly

### 3 Payment Completed

You will be automatically directed to the Order Completed page once the payment confirmation process is successfully completed.

**[For HK entrants ONLY]** If you select to pay by, **PayMe**, click **[Submit]** and a QR Code will be generated for scanning.



You choose to pay with PayMe, please follow steps and instructions below to complete your payment.

Please do not close until the transaction is completed.



1 Open PayMe

Open and login PayMe mobile app on your smartphone.

2 Payment Completed

Scan the PayCode to authorise payment. Complete payment in the app and wait for confirmation here.

If you selected a payment method, an invoice can be downloaded at **[DOWNLOAD INVOICE]**, and **[SUBMIT]** to complete the payment.

The screenshot displays a payment interface. At the top left, there is a logo for 'DFA Design Asia A' and the text 'Test ID : C1-00013'. Below this, the amount 'HKD\$1,000.00' is shown. A horizontal line separates this from a section containing two buttons: 'DOWNLOAD INVOICE' (highlighted with a yellow border and a yellow arrow pointing to it) and 'DOWNLOAD RECEIPT' (disabled). Below the buttons is a table with the following content:

Description	Amount + Service Fee
Entry Fee	HKD \$1,000.00
<b>Total Amount</b>	<b>HKD\$1,000.00</b>


At the bottom of the interface, there are two more buttons: 'SUBMIT' (highlighted with a yellow border and a yellow arrow pointing to it) and 'VOID INVOICE' (disabled).

\*Payment details will be shown on the invoice which is generated after selecting payment method. Please refer to last 2 pages of the invoice for details of each payment method.



Once the entry fee is paid, you will receive a **payment confirmation email**. You can view the invoices history at **[INVOICES]** You can also download the receipt & invoice by clicking **[VIEW]**.





 DFA Awards  
Hong Kong | test

2 ENTRY | 0 AWARD

Application Overview **Invoices**

Selected Payment

 PayPal

 Test  
ID : C1-00013

HKD\$1,000.00

Invoices



All (16) Pending (0) Payment In Process (0) **Paid (1)** Voided (15)

 **INV-E23-0050** ● Paid HKD \$1,025.00 **VIEW**

PayPal | 24 Mar 2023

**DOWNLOAD INVOICE** **DOWNLOAD RECEIPT**

Description	Amount + Service Fee
Entry Fee	HKD \$1,000.00+ HKD \$25.00
<b>Total Amount</b>	<b>HKD\$1,025.00</b>

● PAID

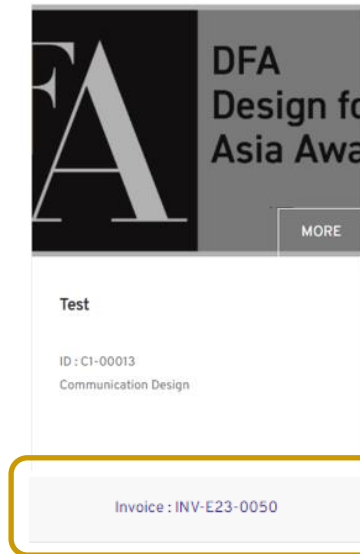
# DFA Design of Asia Awards 2023 – Online Submission

## Check Payment Status and Change Payment Method

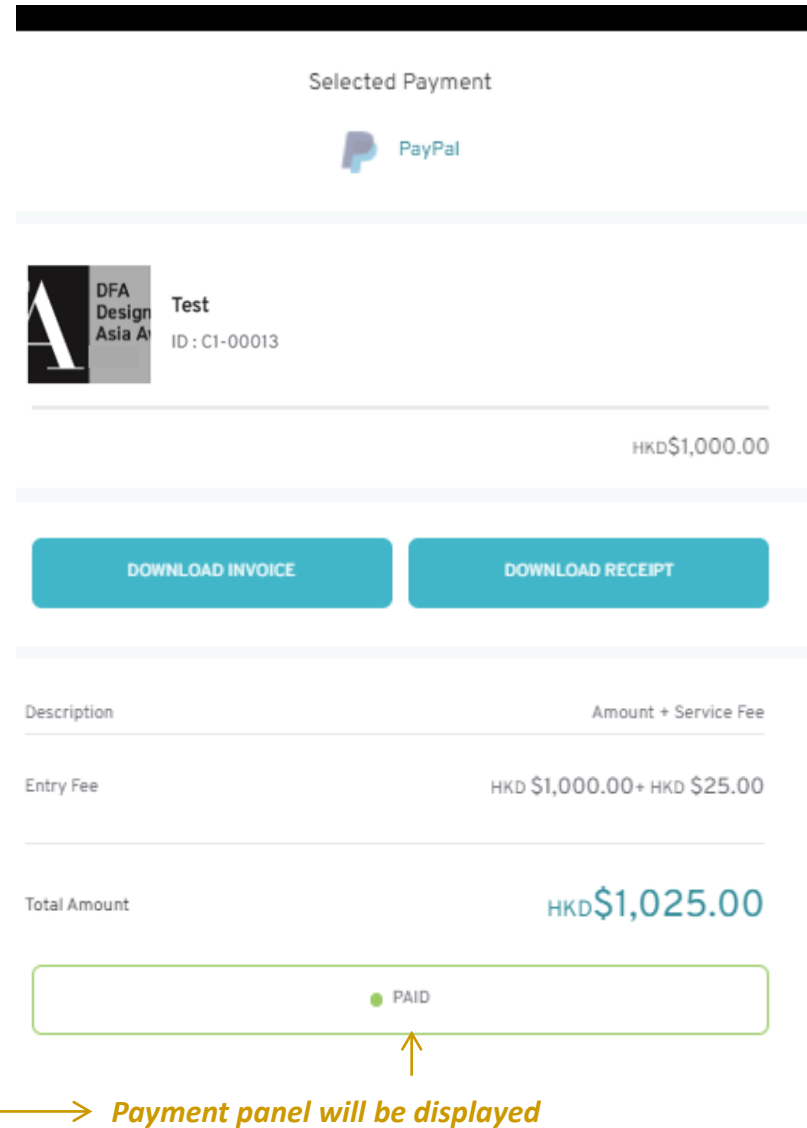
[Content](#)



You can always check the payment status of the entry by clicking **[INVOICE]** of the entry.



The entry card features a header with a logo and the text "DFA Design for Asia Award". Below the header, the entry title "Test" is displayed, followed by the ID "ID : C1-00013" and the category "Communication Design". A "MORE" button is located in the top right corner. At the bottom of the card, a button labeled "Invoice : INV-E23-0050" is highlighted with a yellow border.



The payment details panel is titled "Selected Payment" and shows the payment method as "PayPal". It includes the entry title "Test" and ID "ID : C1-00013". The amount is listed as "HKD\$1,000.00". Two buttons, "DOWNLOAD INVOICE" and "DOWNLOAD RECEIPT", are provided. Below this is a table with the following data:


Description	Amount + Service Fee
Entry Fee	HKD \$1,000.00+ HKD \$25.00
<b>Total Amount</b>	<b>HKD\$1,025.00</b>

At the bottom of the panel, a status bar shows a green dot followed by the word "PAID", which is highlighted with a green border. A yellow arrow points from the "Invoice" button in the entry card to this "PAID" status.


*Payment panel will be displayed*

If you want to change payment method, please click **[VOID INVOICE]** and start the process for **[CREATE INVOICE AND PAY]** again.

Selected Payment



---



**Test**

ID : C1-00013

---

HKD\$1,000.00

DOWNLOAD INVOICE

DOWNLOAD RECEIPT

---

Description	Amount + Service Fee
Entry Fee	HKD \$1,000.00+ HKD \$25.00
Total Amount	<b>HKD\$1,025.00</b>

SUBMIT

VOID INVOICE

\*Payment details will be shown on the invoice which is generated after selecting payment method. Please refer to last 2 pages of the invoice for details of each payment method.

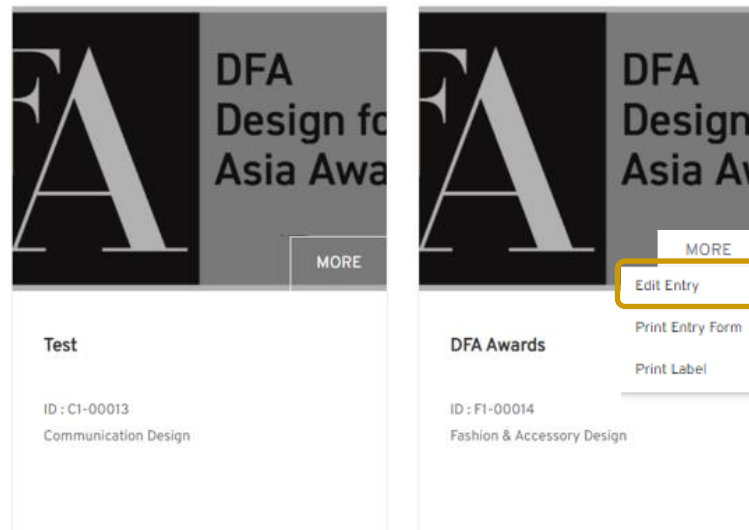
# DFA Design of Asia Awards 2023 – Online Submission

[Edit Entry](#)

[Content](#)



No matter if you have paid or not. you can always login to edit information and images of your entry before submission deadline, i.e. [30/6/2023](#) .



← Click the thumbnail image or find "Edit Entry" under "MORE"

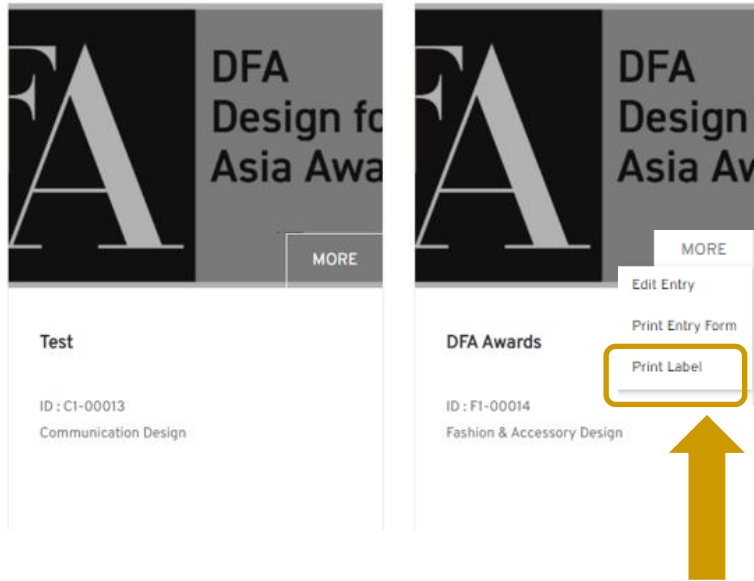
# DFA Design of Asia Awards 2023 – Online Submission

## Submitted Entry Preview & Label

[Content](#)



To preview the submitted entry form, click **[Print Entry Form]**  
If you have selected to submit actual product , please download the label by clicking **[Print Label]**

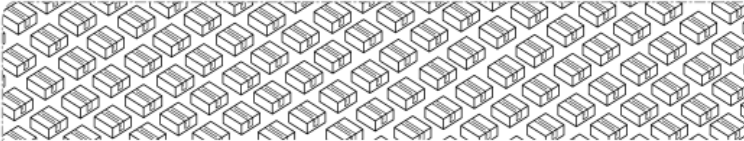



- *Print entry form*
- *Print label for actual product*







Print out and attach the label on your actual product(s), and send it to the Secretariat by the actual products submission deadline.



	
X2-00008	Return
Project Title	Test 1
Company	test account for dfa awards

Good  Partially damaged  Damaged



Entry label must be fixed outside the package of your submitted item (including supporting materials)

**Mailing Address**

DFA Design for Asia Awards Secretariat – Entry Collection Centre

Actual Period Submission Deadline:  
7 July 2023

Address: Room 3 , 23/F, Wing Fung Industrial Building, 40-50 Sha Tsui Road, Tsuen Wan, New Territories

Working Hours: 10 am – 12:30 pm; 2 pm – 6 pm (Mon – Fri, except Hong Kong public holidays)

Attn: Zoe Wong (+852 3793 8465)

# DFA Design of Asia Awards 2023 – Online Submission

## Edit Account info & Add Contact Person

[Content](#)



To edit account info, go to [ACCOUNT] and click [SUBMIT] after finished.

A screenshot of the DFA website's account management page. The top navigation bar is dark grey with the DFA logo on the left and links for 'Home', 'Entry Summary', 'Account', 'Logout', and 'EN / 繁' on the right. The 'Account' link is highlighted with a yellow box. Below the navigation bar is a 'Your Account' section with a light blue box containing 'Entrant Details' (highlighted with a yellow box) and a 'Change Password' link. The main content area contains a message: 'Please contact us at dfaa@dfaawards.com if you need to update your contact information after registration.' Below this are form fields for 'Email Address' (gie@cccd.hk) and 'Login Username' (giemok). A 'Profile Picture' section shows a placeholder image with a green checkmark. The 'ENTRANT DETAILS' section has fields for 'COMPANY NAME IN ENGLISH' (DFA) and 'COMPANY NAME IN CHINESE (IF ANY)' (香港設計中心). The 'CONTACT PERSON' section has fields for 'SALUTATION' (Mr.), 'FIRST NAME IN ENGLISH' (Sam), and 'FAMILY NAME IN ENGLISH' (Chan).

Other contact person details can be added under **[ACCOUNT]**.  
The added contact person will also receive all emails from the Secretariat.

OTHER CONTACT PERSON

(Other contact person will receive all emails about this account.)

First Name	Last Name
<input type="text"/>	<input type="text"/>
 Email	<input type="text"/>

Add Contact Person



*Extra contact person can be added by clicking [Add Contact Person]*

# DFA Design of Asia Awards 2023 – Online Submission

[Change Password](#)

[Content](#)



To change password, click **[CHANGE PASSWORD]**. Fill in the form and click **[SAVE]**. You will be notified if the password is changed successfully.

The screenshot displays a web application interface. At the top left is a logo with the letters 'dFA'. The top navigation bar includes links for 'Home', 'Entry Summary', 'Account' (highlighted with a yellow box), 'Logout', and 'EN / 繁'. Below the navigation bar is a 'Your Account' section with a sidebar containing 'Entrant Details' and 'Change Password' (highlighted with a yellow box). The main content area is titled 'Change Password' and contains three input fields: 'Current Password', 'New Login Password', and 'Re-Confirm New Password'. A 'SAVE' button is located below the fields. At the bottom, a yellow-bordered box contains the message: 'Your password has been changed successfully'.

For any enquiry, please contact  
DFA Design for Asia Awards Secretariat at:

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