

(For Official Use by SWD)

Ref. No. -

Date/Time of Receipt-

社会福利署
「创业展才能」计划资助申请表格

Social Welfare Department
Application for Grants from the
“Enhancing Employment of People with Disabilities
through Small Enterprise” (3E) Project

注意事项
Important Notes

本申请表格包括五部分，每部分均需清楚填写，并付上所需证明文件。在填写时，请参阅「创业展才能」计划指南(「指南」)的第三章。申请机构必须就填妥的申请表格及各附件提交一份软复本(CD 或 USB 磁碟机)以及两份硬复本。至于证明文件则仅需两份硬复本。本表格及附件的软复本可在以下网址 <http://www.swd.gov.hk> 下载。

请注意，在本表格第一部分所填写的全部内容，可能会在计划获批拨款时，上载互联网供公众人士参阅。若你不希望公开某部分资料，请在递交申请时一并向社会福利署康复及医务社会服务科「创业展才能」计划秘书处提出要求并述明理由。

This application form contains five parts, all sections of which have to be completed clearly with supporting documents wherever required. Please refer to *Chapter 3* of the Guide to the “Enhancing Employment of People with Disabilities through Small Enterprise” Project (the Guide) when completing this form. One (1) soft copy (CD or USB drive) and two (2) hard copies of the completed application form and appendices have to be submitted. Only two (2) hard copies of the documentary proof are required to be submitted. Soft copies of the form and appendices can be downloaded from <http://www.swd.gov.hk>.

Please note that all contents set out in Part I of this application form may be made available for public access on Internet once approval for funding is given to your proposal. If you do not wish certain information to be released, please forward your request and justifications upon submission of your proposal to the “Enhancing Employment of People with Disabilities through Small Enterprise” Project Secretariat, Rehabilitation and Medical Social Services Branch of the Social Welfare Department.

第一部分 – 资料页

Part I – Data Sheet

1. 机构 Organisation	
(A) 机构详情 Organisation Particulars 英文名称 English Name : 中文名称 Chinese Name : 登记地址 : Registered Address 电话号码 Tel No. : 传真号码 Fax No. : 电邮地址 E-mail Address : 网址 Website :	(B) 联络人 Contact Person 英文名称 English Name : 中文名称 Chinese Name : 职位 Position : 地址 Address : 电话号码 Tel No. : 传真号码 Fax No. : 电邮地址 E-mail Address :
2. 申请机构注册资料 Information of Applicant's Registration	
(请在所选项目前 填上「✓」号) (Please put a “✓” in the of the selected item)	
机构已根据以下香港特别行政区法例于香港注册： Organisation is registered in Hong Kong under the following Ordinance of HKSARG: (须夹附有关的证明文件 Please attach related documentary proof)	
<input type="checkbox"/> 《公司条例》成立的担保有限公司 the Companies Ordinance, limited by guarantee (公司注册编号 Company Registration Number :)	
<input type="checkbox"/> 《社团条例》the Societies Ordinance	
<input type="checkbox"/> 其他条例 (请注明 :) Other Ordinances (Please specify:)	
机构已根据《税务条例》第 112 章第 88 条取得豁免缴税资格的慈善机构或慈善信托 Organisation is a charitable institution or trust of a public character which is tax exempt under section 88 of the Inland Revenue Ordinance (Cap 112)	
<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No (须夹附有关的证明文件 Please attach related documentary proof) (须填写附件 1 Completion of Annex 1 is required)	
3. 业务简介 Brief Summary of the Proposed Business	
业务名称 Name of proposed business : (中文 in Chinese) (英文 in English)	
行业分类 (请在所选项目前 填上「✓」号) Business Category (please put a “✓” in the of the selected item)	
<input type="checkbox"/> 零售服务 Retail <input type="checkbox"/> 餐饮服务 Food and Beverage <input type="checkbox"/> 清洁服务 Cleaning Services <input type="checkbox"/> 专业服务 Professional Services <input type="checkbox"/> 其他 (请注明 :) Others (Please specify:)	

4. 推行地区（请在所选项目前 填上「✓」号）
Target District(s) (please put a “✓” in the of the selected item(s))

<input type="checkbox"/> 中西区 Central & Western	<input type="checkbox"/> 观塘 Kwun Tong	<input type="checkbox"/> 大埔 Tai Po
<input type="checkbox"/> 湾仔 Wan Chai	<input type="checkbox"/> 九龙城 Kowloon City	<input type="checkbox"/> 西贡 Sai Kung
<input type="checkbox"/> 东区 Eastern	<input type="checkbox"/> 黄大仙 Wong Tai Sin	<input type="checkbox"/> 元朗 Yuen Long
<input type="checkbox"/> 南区 Southern	<input type="checkbox"/> 葵青 Kwai Tsing	<input type="checkbox"/> 屯门 Tuen Mun
<input type="checkbox"/> 油尖旺 Yau Tsim Mong	<input type="checkbox"/> 荃湾 Tsuen Wan	<input type="checkbox"/> 北区 North
<input type="checkbox"/> 深水埗 Sham Shui Po	<input type="checkbox"/> 沙田 Sha Tin	<input type="checkbox"/> 离岛 Islands

拟议业务地址（如适用）： Address(es) of the proposed business (if appropriate):	
---	--

附注 Note:
 拟议业务不应违反该租用位置的土地用途。申请机构应按需要提供证明文件。
 The proposed business should not breach the Land Use Regulations of the venue to be rented. Proof should be provided if necessary.

5. 申请拨款金额 Funds Requested from the 3E Project:

业务筹备支援开支(A) :

Business Preparatory Support Grant (HK\$)

资本开支(B) :

Capital Grant (HK\$)

营运开支(C) :

Operating Grant (HK\$)

总申请拨款金额(A) + (B) + (C) :

Total funding requested (HK\$)

6. 业务关键字 Keywords of the Proposal:

请提供多个单字，以供在网上搜寻有关业务之用 Please provide a number of single keywords to facilitate search of the proposal on the Internet.

第二部分 – 业务建议的详情 Part II – Business Proposal Details

(填写本申请表时，请参阅「创业展才能」计划指南附件 1 「填写申请表格注意事项」。)
(Please read Annex 1 “Checklist for Preparation of Application form”
of the Guide to 3E Project when completing this application form)

1. 概念摘要 Concept Summary

(请就业务的目标、商业或策略伙伴、业务计划包括营运模式及资料如店铺地点、店铺面积、营运时间、目标市场或顾客和所需资助额等，作概括的介绍。)

(Please describe the business concept with respect to its name of venture, objectives, business/strategic alliances, business plan with operation model including but not limited to the location, venue size, operating hours, target markets/customers and the amount of funding requested.)

中文（不多于 150 字）：

English (not more than 200 words):

2. 业务建议的详细内容 Details of the Proposal

(A) 目标 Objectives

(请清楚及具体说明) (Please state in clear and specific terms)

(B) 成效 Outcomes

(请清楚及具体说明) (Please state in clear and specific terms)

(C) 业务建议 Business proposal

(请就「创业展才能」计划指南附件1 第3(a)至3(c)项，即业务性质；潜在顾客1；以及市场分析2 详细阐述。)

(Please also include points 3(a) to 3(c) of Annex 1 to the Guide to 3E Project, namely - nature of business; potential customers¹ and market analysis²)

¹ 申请机构须指明估算潜在客群的基准。

The applicants shall specify the basis of how the size of potential customer base is estimated.

² 申请机构须在市场分析部分提供下列各范畴的相关文件或资料，以证明业务计划的可行性：

In the part of market analysis, applicants should provide the documents or information listed below in respective areas to justify the business plan:

- 4Ps (产品、价格、销售渠道及推广) 4Ps (Product, Price, Place & Promotion)

- (i) 产品清单或目录及相应定价策略；product list or menu with corresponding pricing strategies;
- (ii) 营业场所选址的原因及分析；reason and analysis on the selection of business venue;
- (iii) 原材料供应商；suppliers of the raw materials;
- (iv) 产品分销渠道；distribution channels of the products; and
- (v) 推广业务时所采取的市场营销策略。marketing strategies to be adopted in promoting the business.

- 4Cs (顾客、顾客成本、便利及沟通) 4Cs (Customer, Cost to the Customer, Convenience & Communication)

- (i) 对业务产品感兴趣的潜在顾客。potential customers showing interest in the business products.

- 使业务能在市场生存的竞争优势 Competitive edge that makes the business survive in the market

- (i) 对业内及／或邻近地区的竞争对手作出详细分析；以及 a detailed analysis of competitors in the trade and/or vicinity; and
- (ii) 支持或维持拟议业务运作的潜在资金来源(如有的话)。possible funding sources, if any, to support or sustain the operation of the proposed business.

(D) 请按「优点、缺点、机会及威胁」(SWOT)的准则分析有关建议³
SWOT analysis of the proposal³

³ *SWOT(优势、弱点、机会及威胁) SWOT (Strengths, Weaknesses, Opportunities & Threats)*

- 请阐述发挥优势及把握机遇的策略。

Please elaborate the strategies to show how to build on strengths and exploit the opportunities.

3. 推行业务的时间表 **Business Implementation Schedule**

(请注意 ,提供资助的期限一般不超过三十六个月。有关业务须在签订合约后六个月内展开。)(Please note that the time span of funding support will normally **not exceed thirty six months**. The business should commence no later than six months after the Agreement is signed.)

(A) 业务开展日期 (日/月/年):

Business Commencement Date (dd/mm/yy):

(B) 合约完成日期 (日/月/年):

Contract Completion Date (dd/mm/yy):

(C) 推行的阶段: Stages of Implementation:

时段 Period	进度 Milestones
开业前期 Before business commencement	
第 1 至 2 季 1 st to 2 nd Quarter	
第 3 至 4 季 3 rd to 4 th Quarter	
第 5 至 6 季 5 th to 6 th Quarter	
第 7 至 8 季 7 th to 8 th Quarter	
第 9 至 10 季 9 th to 10 th Quarter	
第 11 至 12 季 11 th to 12 th Quarter	

4. 业务的财务预算 **Projections for the Proposal**

(在拟备下列财务预算前，请先参阅「创业展才能」计划指南附件 2「填写附录 1 至 4 注意事项」。)

(Please refer to Annex 2 “**Checklist for Preparation of Appendices 1–4**” of the Guide to **3E Project** before in preparing the following projections.)

- (A) 预计的收入和开支结算表 (附录 1、1a、1b 及 1c)
Projected Income and Expenditure Statement (Appendices 1, 1a, 1b & 1c).
- (B) 预计的现金流量报表 (附录 2)
Projected Cash Flow (Appendix 2 (Sheet 1 – 3)).
- (C) 预计的人手 (附录 3)
Projected Manpower (Appendix 3).
- (D) 预计用于设备和装修工程等项目的资本开支 (附录 4)
Projected Capital Expenditure on Equipment, Fitting-out Works, etc. (Appendix 4).

5. 业务队伍的详情 **Details of the Project Team:**

项目计划统筹主任 **Project Coordinator:**

英文姓名 Name in English :
中文姓名 Name in Chinese :
职位 Position :
联络地址 Correspondence Address :
电话号码 Tel No. :
传真号码 Fax No. :
电邮 E-mail Address :

副项目计划统筹主任 **Deputy Project Coordinator:**

英文姓名 Name in English :
中文姓名 Name in Chinese :
职位 Position :
联络地址 Correspondence Address :
电话号码 Tel No. :
传真号码 Fax No. :
电邮 E-mail Address :

拟备进度报告人员 **Progress Reports to be prepared by:**

英文姓名 Name in English :
中文姓名 Name in Chinese :
职位 Position :
联络地址 Correspondence Address :
电话号码 Tel No. :
传真号码 Fax No. :
电邮 E-mail Address :

其他业务队伍的成员 Other Project Team Member(s):

<u>姓名 Name</u>	<u>职位 Position</u>	<u>工作／职责</u> <u>Task/Responsibility</u>	<u>备注</u> (例如与建议项目有关的专业 资格、经验等) <u>Remarks</u> (e.g. professional qualifications, experiences relevant to the proposed project)
----------------	--------------------	--	---

6. 商业顾问及/或非政府机构合作伙伴 Business Advisor(s) and / or NGO Partner(s)⁴

(首次申请计划的机构：请提供熟悉业务的商界或业内人士作为商业顾问(如有)，以提供建议及监督业务的推行。

For first-time applicants, please provide the name of the advisor(s), if any, from the business sector or the proposed industry who is/are familiar with the proposed business to provide guidance and supervision in the execution of the project.

非慈善机构：请提供非政府机构作为合作伙伴(如有)，以就聘用和支援残疾人士为业务提供建议。

For applicants who are non-profit making organisations, please provide NGO partner(s), if any, which the applicant will partner with to advise on issues related to employment of persons with disabilities.

如有多于一名商业顾问及/或非政府机构合作伙伴请另纸书写。)

Please write on separate sheet if there are more than one advisor or NGO partners.)

商业顾问(如有) Business Advisor, if any:

英文姓名 Name in English	:
中文姓名 Name in Chinese	:
机构名称 Name of Organisation	:
职位 Position	:
联络地址 Correspondence Address	:
电话号码 Tel No.	:
电邮 E-mail Address	:

⁴ 香港特别行政区政府及社会福利署不会向商业顾问及/或非政府机构合作伙伴向业务提出的意见在任何情况下导致的影响或后果负上责任。在任何情况下，机构不得以自愿或受聘性质为商业顾问及/或非政府机构合作伙伴工作，商业顾问及/或非政府机构合作伙伴亦不能受聘于机构。

The Government of the Hong Kong Special Administrative Region and SWD shall not, under any circumstances, be responsible for or liable to any loss or damage of any kind incurred as a result of the advice provided by the business advisor(s) and/or NGO partner(s). The applicant should not, under any circumstances, work for the business advisor(s) and/or NGO partner(s) on a voluntary or remunerated basis. The business advisor(s) and/or NGO partner(s) should not, under any circumstances, work as salaried staff for the applicant.

备注（例如与建议的项目有关的专业资格、经验等）：

Remarks (e.g. professional qualifications, experiences relevant to the proposed project)

非政府机构合作伙伴（如有） NGO Partner, if any:

英文名称 Name in English :

中文名称 Name in Chinese :

联络地址 Correspondence Address :

联络人姓名 Name of Contact Person :

电话号码 Tel No. :

电邮 E-mail Address :

备注（例如与建议的项目有关的经验等）

Remarks (e.g. experiences relevant to the proposed project)

7. 其他合作伙伴（如有） Other Collaborating Parties, if any:

（请提供合作伙伴的中／英文姓名、所属机构／公司的根据地（本地／内地／海外）、贡献和参与的形式。）

(Please provide the names (in both Chinese and English) of the collaborating parties, the base of their parent agencies/companies (i.e. local/the Mainland/overseas), contribution and mode of participation.)

8. 支持这项申请的其他资料 Other Information in Support of the Application:

（请提供租约（如有），包括租金、租期等资料。如申请机构尚未确认业务地址，请提供目标推行地区的预计经营地点以及后备地点作参考。申请机构须在申请资助期间，同时申请业务所需的牌照。）

(Please provide leasing agreement, if any, including information like rental cost, leasing period etc. If the applicant has not confirmed the address of the proposed business, please provide the possible location(s) in the target district and any fallback location. Applicants should apply for the required licence(s) during the course of the application of grants.)

第三部分 – 机构（及其附属公司）的资料

Part III – Information on Organisation (and/or its Subsidiary Company)

在填写第三部分前，请先细阅指南第 2.3⁵ 及 3.4 段。若所建议的业务直接由申请机构创立及经营，则只须在下表填写申请机构的资料。但若申请机构拟创立附属公司经营有关业务，则须在下表一并填写机构本身和附属公司的资料。若有关附属公司仍未成立，则申请机构必须作出声明并在稍后提供其附属公司的资料。若申请机构不属已根据《税务条例》(第 112 章)第 88 条取得豁免缴税资格，请填写本部分及附件 1。

Before completion of Part III, please read paragraphs 2.3⁵ and 3.4 of the Guide. If the proposed business is created and run by the applicant directly, only the details of the applicant need to be provided below. However, if the applicant intends to do so through a subsidiary company, details of both the applicant and the subsidiary company should be provided below. Where the subsidiary company is yet to be formed, its details may be provided later but this should be stated. For applicant not eligible for tax exemption under Section 88 of the Inland Revenue Ordinance (Cap.112), please complete this part and the proforma in **Annex 1**.

详情／资料 Particulars/ Information	机构 Organisation	附属公司 Subsidiary Company
<p>(A) <u>机构／公司详情</u> <u>Organisation/Company particulars</u></p> <p>英文名称 Name in English</p> <p>中文名称 Name in Chinese</p> <p>成立年份 Year of Establishment</p> <p>业务性质 Nature of Business</p> <p>主要产品／服务 Main Products/Services</p> <p>注册地址 Registered Address</p> <p>电话号码 Tel. No.</p> <p>传真号码 Fax No.</p> <p>电邮 E-mail Address</p> <p>网址 Website</p>		

⁵ 并非接受社署津贴的申请机构须提供文件，证明机构在递交申请前积极投入福利和慈善活动最少两年。机构可递交年报、机构通讯、活动记录、正式会议记录等作为凭证。其他证明文件则会按个别情况作出审视。所有递交的证明文件须由机构负责人或机构董事会成员签名核实。

For applicant not receiving subvention from SWD, documentary proof of an active engagement in welfare and charitable activities for at least two years before the submission of the applications is required, which could be evidenced by annual reports, newsletters of the organisation, the activity record sheets, official records of meetings, etc. Any other supporting documents submitted will be assessed on a case-by-case basis. All these supporting documents submitted should be endorsed by the agency head or the Board of Directors of the NGOs.

详情／资料 Particulars/ Information	机构 Organisation	附属公司 Subsidiary Company
(B) <u>资本结构 Capital structure</u> (a) 成立为法团的日期 Date of Incorporation (b) 资本 Capital - 法定资本 Authorised (\$) 缴足股本 Paid-up (\$) 储备 Reserves (\$) (c) 股东 Shareholders (d) 公司财政年度的年结日 Fiscal year end	<div> <div> <div>公司名称／ 个人姓名 Name of Company/ Person</div> <div>法团／住所 地址 Place of Incorporation/ Residence</div> <div>持股 百分比 % of Share- holding</div> </div> </div>	<div> <div> <div>公司名称／ 个人姓名 Name of Company/ Person</div> <div>法团／住所 地址 Place of Incorporation/ Residence</div> <div>持股 百分比 % of Share- holding</div> </div> </div>
(C) <u>营运资料</u> <u>Operational Information</u> (a) 董事会成员 Board of Directors	<div> <div> <div>公司名称／ 个人姓名 Name of Company/ Person</div> <div>地址 Address</div> </div> </div>	<div> <div> <div>公司名称／ 个人姓名 Name of Company/ Person</div> <div>地址 Address</div> </div> </div>

详情／资料 Particulars/ Information	机构 Organisation	附属公司 Subsidiary Company
<p>(b) 雇员数目 No. of employee - - Employed in: - Hong Kong 在香港受雇 - Employed in: - Mainland and Overseas 在国内及海外受雇</p> <p>(D) <u>机构／公司联络人</u> <u>Contact Person of</u> <u>Organisation/Company</u></p> <p>英文姓名 Name in English 中文姓名 Name in Chinese 职位 Position 联络地址 Correspondence Address 电话号码 Tel. No. 传真号码 Fax No. 电邮 E-mail Address 网址 Website</p>		

第四部分 – 机构声明及同意书
Part IV – Declaration and Consent of the Organisation

本人已仔细阅读「创业展才能」计划指南，并完全明白当中的内容。我们接纳并承诺信守有关指引。我们亦会全面遵守香港特别行政区的所有法例(包括《中华人民共和国香港特别行政区维护国家安全法》)、规例及附例。

本申请书载列的所有事实及附载资料均真实反映公司在呈交申请当日的情况。如在递交申请后，上述资料有任何修改，本人会即时通知社会福利署。本人向政府提供的资料所载的个人资料或其他资料，其所涉人士均同意向政府提供这些资料作指引所述用途，以及有关方面披露这些资料。

我们明白，申请如未能符合「创业展才能」计划指南及相关要求，包括与「创业展才能」计划的目标或香港特别行政区的法规相违背，即属无效。政府有权即时终止处理有关申请，或发放有关本项目的全部或任何核准拨款，而我们须立即向政府全数归还政府在「创业展才能」计划下付给我们的款项包括有关的全部累算利息。我们接纳政府就是项申请的处理拥有唯一及绝对的酌情决定权，政府亦有权拒绝是项申请而毋须给予理由。

I have carefully read and fully understand the Guide to 3E Project. I accept and undertake to observe the guidelines therein. I shall also comply in all respects with all laws (including the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region), regulations and by-laws of the Hong Kong Special Administrative Region.

All factual information provided in this application as well as the accompanying information are true and accurate and reflect the status of affairs as at the date of submission. I undertake to inform the SWD immediately if there are any subsequent changes to the above information. All persons whose personal or other data have been included in the Information provided to the Government have consented to the provision of such data to the Government for such purposes and for disclose to such parties as refer to the Guide to 3E Project.

In the event that the application fails to observe the Guide to 3E Project and related requirements, including running contrary to the objectives of the 3E Project or the laws and regulations of the Hong Kong Special Administrative Region, I understand that the application will be invalidated. The Government will be entitled to immediately terminate the provision of all or any grant approved relating to the Project and grant paid under the Project together with all interest accrued thereon must to repaid to the Government immediately. I accept that the Government has sole and absolute discretion in relation to the processing and determination of the application, and the Government reserves the right to decline the application without giving any reason.

授权签署，连同申请机构印鉴

Authorised Signature with Applicant Chop : _____

签署人姓名 Name of Signatory : _____

职位 Position : _____

申请机构名称 Name of the Applicant : _____

日期 Date : _____

第五部分 – 申请核对表
Part V – Application Checklist

请在已完成的项目前填上「✓」号：

Please put a “✓” next to the completed items:

	资料／文件 Information/Documents	附件编号 Reference
<input type="checkbox"/>	填妥的「创业展才能」计划申请表格及附录 1 至 4 Duly completed the Application Form and Appendices 1-4 of “Enhancing Employment of People with Disabilities through Small Enterprise” (3E) Project	NA
<input type="checkbox"/>	平面图（所有非经常性项目须在平面图上显示） Layout plan (with all capital items shown in the layout plan)	
<input type="checkbox"/>	价值超过 20,000 元的非经常性项目报价 Quotation for capital item costs over \$20,000	
<input type="checkbox"/>	租约／租务意向书〔如适用〕 Tenancy Agreement or Letter of Intent [if applicable]	
<input type="checkbox"/>	确认申请机构免税地位的税务局信件〔如适用〕 Letter from Inland Revenue Department to confirm its tax-exempted status (if applicable)	
<input type="checkbox"/>	填妥的申请书附件 1（如申请机构未获免税地位） Annex 1 to the application form (if applicant does not have tax-exempted status)	
<input type="checkbox"/>	公司注册证书 Certificate of Incorporation	
<input type="checkbox"/>	组织章程大纲和细则 Memorandum and Articles of Association	
<input type="checkbox"/>	提交予公司注册处的最新周年报表 Latest Annual Return to Company Registry	
<input type="checkbox"/>	审计报告（提交申请前的最近三年） Audit Report (latest three years prior to submission of application)	
<input type="checkbox"/>	社会企业地位证明文件〔如适用〕 Documentary proof of status of social enterprise [where applicable]	
<input type="checkbox"/>	并非接受社署津贴的非政府机构在递交申请前最少两年积极投入福利和慈善活动的证明文件〔如适用〕 For NGO applicant not receiving subvention from SWD, documentary proof of an active engagement in welfare and charitable activities for at least two years before the submission of the applications [where applicable]	
<input type="checkbox"/>	申请机构全资拥有该附属公司的证明及附属公司的商业登记证（如业务由申请机构的附属公司营运，而该附属公司并未根据《税务条例》(第 112 章)第 88 条获豁免缴税）〔如适用〕 Documentary proof of the wholly-owned subsidiary relationship with the applicant and Business Registration Certificate of the subsidiary if the Business is operated by the applicant's subsidiary that has not been exempted from tax under Section 88 of the Inland Revenue Ordinance (Cap. 112) [where applicable]	
<input type="checkbox"/>	任何其他能支持申请的文件（请注明） Other information (Please specify)	

(只供不属已根据《税务条例》(第 112 章)第 88 条取得豁免缴税资格的申请机构填写
To be completed by an applicant NOT eligible for tax exemption under Section 88 of the Inland Revenue Ordinance (Cap.112))

非第88条申请机构申请表格
Proforma for Non-section 88 Organisation

1. 申请机构名称 Name of the Applicant Organisation:
 2. 申请机构属 Applicant is:
 - a ☐ 根据《社团条例》注册成立的团体
 Organisation registered under the Societies Ordinance
 - ☐ 根据《公司条例》成立担保有限公司
 Company registered under the Companies Ordinance, limited by guarantee
 - b *☐ 社会企业 Social Enterprise
 - ☐ 已于「社联 - 社会企业商务中心」的「社企指南」登记
 Registered in the “SE Directory” of the HKCSS- Social Enterprise Business Centre
 - ☐ 已在「香港社会企业总会」做社企认证
 Registered SEEMARK under the Hong Kong General Chamber of Social Enterprises
 - ☐ 非牟利机构 Non-profit-making organisation
 - ☐ 其他 Others (请注明 Please specify)
- * (请在选取项目前填上「☒」号 Please put a “☒” next to the selected item)
3. 请提供以下资料／文件（请在已完成的项目前填上「☒」号）
 Please provide the following information/documents (Please put a “☒” next to the completed item)

	资料／文件 Information/Documents
<input type="checkbox"/>	申请机构最近两年或以上的主要业务／服务活动记录 Track records of the applicant's main business / service activities for at least the immediate past two years
<input type="checkbox"/>	申请机构最近两年或以上从事／举办非牟利性质活动记录或经营社企业务（包括达致的社会目标）记录 Track records of the non-profit-making undertakings, or social enterprise business activities (including social objectives pursued) of the applicant for at least the immediate two years
<input type="checkbox"/>	其他资料（请注明） Other information (Please specify)

4. 请说明机构不属于根据《税务条例》(第 112 章)第 88 条获豁免缴税的公共性质的慈善机构或慈善信托的原因。

Please provide the reason(s) for not acquiring the tax-exemption status of an approved charitable institution or trust of a public character under section 88 of the Inland Revenue Ordinance (Cap. 112).

获机构授权代表签署
Signature of authorised
representative of applicant:

获授权签署人姓名
Name of authorised signatory:

职位 Position:

日期 Date:

机构印章
Organisation Chop