

(For Official Use by SWD)

Ref. No. -

Date/Time of Receipt-

社會福利署
「創業展才能」計劃資助申請表格

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

注意事項
Important Notes

本申請表格包括五部分，每部分均需清楚填寫，並付上所需證明文件。在填寫時，請參閱「創業展才能」計劃指南(「指南」)的第三章。申請機構必須就填妥的申請表格及各附件提交一份軟複本(CD 或 USB 磁碟機)，以及兩份硬複本。至於證明文件則僅需兩份硬複本。本表格及附件的軟複本可在以下網址 <http://www.swd.gov.hk> 下載。

請注意，在本表格第一部分所填寫的全部內容，可能會在計劃獲批撥款時，上載互聯網供公眾人士參閱。若你不希望公開某部分資料，請在遞交申請時一併向社會福利署康復及醫務社會服務科「創業展才能」計劃秘書處提出要求並述明理由。

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 – 資料頁

Part I – Data Sheet

1. 機構 Organisation

(A) 機構詳情 Organisation Particulars

英文名稱 English Name :

中文名稱 Chinese Name :

登記地址 :

Registered Address

電話號碼 Tel No. :

傳真號碼 Fax No. :

電郵地址 E-mail Address :

網址 Website :

(B) 聯絡人 Contact Person

英文名稱 English Name :

中文名稱 Chinese Name :

職位 Position :

地址 Address :

電話號碼 Tel No. :

傳真號碼 Fax No. :

電郵地址 E-mail Address :

2. 申請機構註冊資料 Information of Applicant's Registration

(請在所選項目前 填上「✓」號) (Please put a “✓” in the of the selected item)

機構已根據以下香港特別行政區法例於香港註冊：

Organisation is registered in Hong Kong under the following Ordinance of HKSARG:

(須夾附有關的證明文件 Please attach related documentary proof)

☐ 《公司條例》成立的擔保有限公司 the Companies Ordinance, limited by guarantee
(公司註冊編號 Company Registration Number :)

☐ 《社團條例》the Societies Ordinance

☐ 其他條例 (請註明 :)

Other Ordinances (Please specify:)

機構已根據《稅務條例》第 112 章第 88 條取得豁免繳稅資格的慈善機構或慈善信託
Organisation is a charitable institution or trust of a public character which is tax exempt under section 88 of the In land Revenue Ordinance (Cap 112)

☐ 是 Yes

☐ 否 No

(須夾附有關的證明文件 Please attach related documentary proof)

(須填寫附件 1 Completion of Annex 1 is required)

3. 業務簡介 Brief Summary of the Proposed Business

業務名稱 Name of proposed business : (中文 in Chinese)
(英文 in English)

行業分類 (請在所選項目前 填上「✓」號) Business Category (please put a “✓” in the of the selected item)

☐ 零售服務 Retail

☐ 餐飲服務 Food and Beverage

☐ 清潔服務 Cleaning Services

☐ 專業服務 Professional Services

☐ 其他 (請註明 :)

Others (Please specify:)

4. 推行地區（請在所選項目前 填上「✓」號）
Target District(s) (please put a “✓” in the of the selected item(s))

<input type="checkbox"/> 中西區 Central & Western	<input type="checkbox"/> 觀塘 Kwun Tong	<input type="checkbox"/> 大埔 Tai Po
<input type="checkbox"/> 灣仔 Wan Chai	<input type="checkbox"/> 九龍城 Kowloon City	<input type="checkbox"/> 西貢 Sai Kung
<input type="checkbox"/> 東區 Eastern	<input type="checkbox"/> 黃大仙 Wong Tai Sin	<input type="checkbox"/> 元朗 Yuen Long
<input type="checkbox"/> 南區 Southern	<input type="checkbox"/> 葵青 Kwai Tsing	<input type="checkbox"/> 屯門 Tuen Mun
<input type="checkbox"/> 油尖旺 Yau Tsim Mong	<input type="checkbox"/> 荃灣 Tsuen Wan	<input type="checkbox"/> 北區 North
<input type="checkbox"/> 深水埗 Sham Shui Po	<input type="checkbox"/> 沙田 Sha Tin	<input type="checkbox"/> 離島 Islands

擬議業務地址（如適用）： Address(es) of the proposed business (if appropriate):	
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附註 Note:
 擬議業務不應違反該租用位置的土地用途。申請機構應按需要提供證明文件。
The proposed business should not breach the Land Use Regulations of the venue to be rented. Proof should be provided if necessary.

5. 申請撥款金額 Funds Requested from the 3E Project:

業務籌備支援開支 (A)	:
Business Preparatory Support Grant (HK\$)	
資本開支 (B)	:
Capital Grant (HK\$)	
營運開支 (C)	:
Operating Grant (HK\$)	

總申請撥款金額 (A) + (B) + (C)	:
Total funding requested (HK\$)	

6. 業務關鍵字 Keywords of the Proposal:

請提供多個單字，以供在網上搜尋有關業務之用 Please provide a number of single keywords to facilitate search of the proposal on the Internet.

<input type="checkbox"/> 中西區 Central & Western	<input type="checkbox"/> 觀塘 Kwun Tong	<input type="checkbox"/> 大埔 Tai Po
<input type="checkbox"/> 灣仔 Wan Chai	<input type="checkbox"/> 九龍城 Kowloon City	<input type="checkbox"/> 西貢 Sai Kung
<input type="checkbox"/> 東區 Eastern	<input type="checkbox"/> 黃大仙 Wong Tai Sin	<input type="checkbox"/> 元朗 Yuen Long
<input type="checkbox"/> 南區 Southern	<input type="checkbox"/> 葵青 Kwai Tsing	<input type="checkbox"/> 屯門 Tuen Mun
<input type="checkbox"/> 油尖旺 Yau Tsim Mong	<input type="checkbox"/> 荃灣 Tsuen Wan	<input type="checkbox"/> 北區 North
<input type="checkbox"/> 深水埗 Sham Shui Po	<input type="checkbox"/> 沙田 Sha Tin	<input type="checkbox"/> 離島 Islands

Address(es) of the proposed
business (if appropriate):

擬議業務不應違反該租用位置的土地用途。申請機構應按需要提供證明文件。

The proposed business should not breach the Land Use Regulations of the venue to be rented. Proof should be provided if necessary.

5. 申請撥款金額 Funds Requested from the 3E Project:	
業務籌備支援開支 (A)	:
Business Preparatory Support Grant (HK\$)	
資本開支 (B)	:
Capital Grant (HK\$)	
營運開支 (C)	:
Operating Grant (HK\$)	
<hr/>	
總申請撥款金額 (A) + (B) + (C)	:
Total funding requested (HK\$)	

6. 業務關鍵字 Keywords of the Proposal:
請提供多個單字，以供在網上搜尋有關業務之用 Please provide a number of single keywords to facilitate search of the proposal on the Internet.

第二部分 - 業務建議的詳情
Part II – Business Proposal Details

(填寫本申請表時，請參閱「創業展才能」計劃指南附件 1 「填寫申請表格注意事項」。)
(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

（請就業務的目標、商業或策略伙伴、業務計劃包括營運模式及資料如店鋪地點、店鋪面積、營運時間、目標市場或顧客和所需資助額等，作概括的介紹。）

(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（不多於 150 字）：

English (not more than 200 words):

2. 業務建議的詳細內容 Details of the Proposal

(A) 目標 Objectives

(請清楚及具體說明) (Please state in clear and specific terms)

(B) 成效 Outcomes

(請清楚及具體說明) (Please state in clear and specific terms)

(C) 業務建議 Business proposal

(請就「創業展才能」計劃指南附件1 第3(a)至3(c)項，即業務性質；潛在顧客¹；以及市場分析² 詳細闡述。)

(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 申請機構須指明估算潛在客羣的基準。

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

² 申請機構須在市場分析部分提供下列各範疇的相關文件或資料，以證明業務計劃的可行性：

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

- 4Ps (產品、價格、銷售渠道及推廣) 4Ps (Product, Price, Place & Promotion)

- (i) 產品清單或目錄及相應定價策略；product list or menu with corresponding pricing strategies;
- (ii) 營業場所選址的原因及分析；reason and analysis on the selection of business venue;
- (iii) 原材料供應商；suppliers of the raw materials;
- (iv) 產品分銷渠道；distribution channels of the products; and
- (v) 推廣業務時所採取的市場營銷策略。marketing strategies to be adopted in promoting the business.

- 4Cs (顧客、顧客成本、便利及溝通) 4Cs (Customer, Cost to the Customer, Convenience & Communication)

- (i) 對業務產品感興趣的潛在顧客。potential customers showing interest in the business products.

- 使業務能在市場生存的競爭優勢 Competitive edge that makes the business survive in the market

- (i) 對業內及／或鄰近地區的競爭對手作出詳細分析；以及 a detailed analysis of competitors in the trade and/or vicinity; and
- (ii) 支持或維持擬議業務運作的潛在資金來源(如有的話)。possible funding sources, if any, to support or sustain the operation of the proposed business.

- (D) 請按「優點、缺點、機會及威脅」(SWOT)的準則分析有關建議³
SWOT analysis of the proposal³

³ **SWOT(優勢、弱點、機會及威脅)**SWOT (Strengths, Weaknesses, Opportunities & Threats)

- 請闡述發揮優勢及把握機遇的策略。

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

3. 推行業務的時間表 Business Implementation Schedule

(請注意，提供資助的期限一般不超過三十六個月。有關業務須在簽訂合約後六個月內展開。) (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) 業務開展日期 (日／月／年)：

Business Commencement Date (dd/mm/yy):

(B) 合約完成日期 (日／月／年)：

Contract Completion Date (dd/mm/yy):

(C) 推行的階段：Stages of Implementation:

時段 Period	進度 Milestones
開業前期 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. 業務的財務預算 **Projections for the Proposal**

(在擬備下列財務預算前，請先參閱「創業展才能」計劃指南附件 2「填寫附錄 1 至 4 注意事項」。)

(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) 預計的收入和開支結算表 (附錄 1、1a、1b 及 1c)
Projected Income and Expenditure Statement (Appendices 1, 1a, 1b & 1c).
- (B) 預計的現金流量報表 (附錄 2)
Projected Cash Flow (Appendix 2 (Sheet 1 – 3)).
- (C) 預計的人手 (附錄 3)
Projected Manpower (Appendix 3).
- (D) 預計用於設備和裝修工程等項目的資本開支 (附錄 4)
Projected Capital Expenditure on Equipment, Fitting-out Works, etc. (Appendix 4).

5. 業務隊伍的詳情 **Details of the Project Team:**

項目計劃統籌主任 **Project Coordinator:**

英文姓名 Name in English :
中文姓名 Name in Chinese :
職位 Position :
聯絡地址 Correspondence Address :
電話號碼 Tel No. :
傳真號碼 Fax No. :
電郵 E-mail Address :

副項目計劃統籌主任 **Deputy Project Coordinator:**

英文姓名 Name in English :
中文姓名 Name in Chinese :
職位 Position :
聯絡地址 Correspondence Address :
電話號碼 Tel No. :
傳真號碼 Fax No. :
電郵 E-mail Address :

擬備進度報告人員 **Progress Reports to be prepared by:**

英文姓名 Name in English :
中文姓名 Name in Chinese :
職位 Position :
聯絡地址 Correspondence Address :
電話號碼 Tel No. :
傳真號碼 Fax No. :
電郵 E-mail Address :

其他業務隊伍的成員 Other Project Team Member(s):

<u>姓名 Name</u>	<u>職位 Position</u>	<u>工作／職責</u> <u>Task/Responsibility</u>	<u>備註</u> (例如與建議項目有關的專業 資格、經驗等) <u>Remarks</u> (e.g. professional qualifications, experiences relevant to the proposed project)
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6. 商業顧問及/或非政府機構合作伙伴 Business Advisor(s) and / or NGO Partner(s)⁴

(首次申請計劃的機構：請提供熟悉業務的商界或業內人士作為商業顧問(如有)，以提供建議及監督業務的推行。

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.

非慈善機構：請提供非政府機構作為合作伙伴(如有)，以就聘用和支援殘疾人士為業務提供建議。

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.

如有多於一名商業顧問及/或非政府機構合作伙伴請另紙書寫。)

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

商業顧問(如有) Business Advisor, if any:

英文姓名 Name in English	:
中文姓名 Name in Chinese	:
機構名稱 Name of Organisation	:
職位 Position	:
聯絡地址 Correspondence Address	:
電話號碼 Tel No.	:
電郵 E-mail Address	:

⁴ 香港特別行政區政府及社會福利署不會向商業顧問及/或非政府機構合作伙伴向業務提出的意見在任何情況下導致的影響或後果負上責任。在任何情況下，機構不得以自願或受聘性質為商業顧問及/或非政府機構合作伙伴工作，商業顧問及/或非政府機構合作伙伴亦不能受聘於機構。

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.

備註（例如與建議的項目有關的專業資格、經驗等）：

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

非政府機構合作伙伴（如有） NGO Partner, if any:

英文名稱 Name in English :

中文名稱 Name in Chinese :

聯絡地址 Correspondence Address :

聯絡人姓名 Name of Contact Person :

電話號碼 Tel No. :

電郵 E-mail Address :

備註（例如與建議的項目有關的經驗等）

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

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

（請提供合作伙伴的中／英文姓名、所屬機構／公司的根據地（本地／內地／海外）、貢獻和參與的形式。）

(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. 支持這項申請的其他資料 Other Information in Support of the Application:

（請提供租約（如有），包括租金、租期等資料。如申請機構尚未確認業務地址，請提供目標推行地區的預計經營地點以及後備地點作參考。申請機構須在申請資助期間，同時申請業務所需的牌照。）

(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 – 機構（及其附屬公司）的資料

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

在填寫第三部分前，請先細閱指南第 2.3⁵ 及 3.4 段。若所建議的業務直接由申請機構創立及經營，則只須在下表填寫申請機構的資料。但若申請機構擬創立附屬公司經營有關業務，則須在下表一併填寫機構本身和附屬公司的資料。若有關附屬公司仍未成立，則申請機構必須作出聲明並在稍後提供其附屬公司的資料。若申請機構不屬已根據《稅務條例》(第 112 章)第 88 條取得豁免繳稅資格，請填寫本部分及**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**.

詳情／資料 Particulars/ Information	機構 Organisation	附屬公司 Subsidiary Company
<p>(A) <u>機構／公司詳情</u> <u>Organisation/Company particulars</u></p> <p>英文名稱 Name in English</p> <p>中文名稱 Name in Chinese</p> <p>成立年份 Year of Establishment</p> <p>業務性質 Nature of Business</p> <p>主要產品／服務 Main Products/Services</p> <p>註冊地址 Registered Address</p> <p>電話號碼 Tel. No.</p> <p>傳真號碼 Fax No.</p> <p>電郵 E-mail Address</p> <p>網址 Website</p>		

⁵ 並非接受社署津助的申請機構須提供文件，證明機構在遞交申請前積極投入福利和慈善活動最少兩年。機構可遞交年報、機構通訊、活動記錄、正式會議記錄等作為憑證。其他證明文件則會按個別情況作出審視。所有遞交的證明文件須由機構負責人或機構董事會成員簽名核實。

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.

詳情／資料 Particulars/ Information	機構 Organisation	附屬公司 Subsidiary Company
(B) <u>資本結構 Capital structure</u>		
(a) 成立為法團的日期 Date of Incorporation		
(b) 資本 Capital - 法定資本 Authorised (\$) 繳足股本 Paid-up (\$) 儲備 Reserves (\$)		
	<u>公司名稱／</u> <u>個人姓名</u> <u>Name of</u> <u>Company/</u> <u>Person</u>	<u>法團／住所</u> <u>地址</u> <u>Place of</u> <u>Incorporation/</u> <u>Residence</u>
	<u>持股</u> <u>百分比</u> <u>% of</u> <u>Share-</u> <u>holding</u>	<u>公司名稱／</u> <u>個人姓名</u> <u>Name of</u> <u>Company/</u> <u>Person</u>
		<u>法團／住所</u> <u>地址</u> <u>Place of</u> <u>Incorporation/</u> <u>Residence</u>
		<u>持股</u> <u>百分比</u> <u>% of</u> <u>Share-</u> <u>holding</u>
(c) 股東 Shareholders		
(d) 公司財政年度的年結日 Fiscal year end		
(C) <u>營運資料</u> <u>Operational Information</u>		
	<u>公司名稱／</u> <u>個人姓名</u> <u>Name of</u> <u>Company/</u> <u>Person</u>	<u>公司名稱／</u> <u>個人姓名</u> <u>Name of</u> <u>Company/</u> <u>Person</u>
	<u>地址</u> <u>Address</u>	<u>地址</u> <u>Address</u>
(a) 董事會成員 Board of Directors		

詳情／資料 Particulars/ Information	機構 Organisation	附屬公司 Subsidiary Company
<p>(b) 僱員數目 No. of employee - - Employed in: - Hong Kong 在香港受僱 - Employed in: - Mainland and Overseas 在國內及海外受僱</p> <p>(D) <u>機構／公司聯絡人</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 職位 Position 聯絡地址 Correspondence Address 電話號碼 Tel. No. 傳真號碼 Fax No. 電郵 E-mail Address 網址 Website</p>		

第四部分 - 機構聲明及同意書

Part IV – Declaration and Consent of the Organisation

本人已仔細閱讀「創業展才能」計劃指南，並完全明白當中的內容。我們接納並承諾信守有關指引。我們亦會全面遵守香港特別行政區的所有法例(包括《中華人民共和國香港特別行政區維護國家安全法》)、規例及附例。

本申請書載列的所有事實及附載資料均真實反映公司在呈交申請當日的情況。如在遞交申請後，上述資料有任何修改，本人會即時通知社會福利署。本人向政府提供的資料所載的個人資料或其他資料，其所涉人士均同意向政府提供這些資料作指引所述用途，以及有關方面披露這些資料。

我們明白，申請如未能符合「創業展才能」計劃指南及相關要求，包括與「創業展才能」計劃的目標或香港特別行政區的法規相違背，即屬無效。政府有權即時終止處理有關申請，或發放有關本項目的所有或任何核准撥款，而我們須立即向政府全數歸還政府在「創業展才能」計劃下付給我們的款項包括有關的全部累算利息。我們接納政府就是項申請的處理擁有唯一及絕對的酌情決定權，政府亦有權拒絕是項申請而毋須給予理由。

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.

授權簽署，連同申請機構印鑑

Authorised Signature with Applicant Chop : _____

簽署人姓名 Name of Signatory : _____

職位 Position : _____

申請機構名稱 Name of the Applicant : _____

日期 Date : _____

第五部分 - 申請核對表
Part V – Application Checklist

請在已完成的項目前填上「✓」號：

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

	資料／文件 Information/Documents	附件編號 Reference
<input type="checkbox"/>	填妥的「創業展才能」計劃申請表格及附錄 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"/>	平面圖（所有非經常性項目須在平面圖上顯示） Layout plan (with all capital items shown in the layout plan)	
<input type="checkbox"/>	價值超過 20,000 元的非經常性項目報價 Quotation for capital item costs over \$20,000	
<input type="checkbox"/>	租約／租務意向書〔如適用〕 Tenancy Agreement or Letter of Intent [if applicable]	
<input type="checkbox"/>	確認申請機構免稅地位的稅務局信件〔如適用〕 Letter from Inland Revenue Department to confirm its tax-exempted status (if applicable)	
<input type="checkbox"/>	填妥的申請書附件 1（如申請機構未獲免稅地位） Annex 1 to the application form (if applicant does not have tax-exempted status)	
<input type="checkbox"/>	公司註冊證書 Certificate of Incorporation	
<input type="checkbox"/>	組織章程大綱和細則 Memorandum and Articles of Association	
<input type="checkbox"/>	提交予公司註冊處的最新周年報表 Latest Annual Return to Company Registry	
<input type="checkbox"/>	審計報告（提交申請前的最近三年） Audit Report (latest three years prior to submission of application)	
<input type="checkbox"/>	社會企業地位證明文件〔如適用〕 Documentary proof of status of social enterprise [where applicable]	
<input type="checkbox"/>	並非接受社署津助的非政府機構在遞交申請前最少兩年積極投入福利和慈善活動的證明文件〔如適用〕 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"/>	申請機構全資擁有該附屬公司的證明及附屬公司的商業登記證（如業務由申請機構的附屬公司營運，而該附屬公司並未根據《稅務條例》(第 112 章)第 88 條獲豁免繳稅）〔如適用〕 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"/>	任何其他能支持申請的文件（請註明） Other information (Please specify)	

(只供不屬已根據《稅務條例》(第 112 章)第 88 條取得豁免繳稅資格的申請機構填寫
To be completed by an applicant NOT eligible for tax exemption under Section 88 of the Inland Revenue Ordinance (Cap.112))

非第88條申請機構申請表格
Proforma for Non-section 88 Organisation

1. 申請機構名稱 Name of the Applicant Organisation:
 2. 申請機構屬 Applicant is:
 - a ☐ 根據《社團條例》註冊成立的團體
Organisation registered under the Societies Ordinance
 - ☐ 根據《公司條例》成立擔保有限公司
Company registered under the Companies Ordinance, limited by guarantee
 - b *☐ 社會企業 Social Enterprise
 - ☐ 已於「社聯－社會企業商務中心」的「社企指南」登記
Registered in the “SE Directory” of the HKCSS- Social Enterprise Business Centre
 - ☐ 已在「香港社會企業總會」做社企認證
Registered SEEMARK under the Hong Kong General Chamber of Social Enterprises
 - ☐ 非牟利機構 Non-profit-making organisation
 - ☐ 其他 Others (請註明 Please specify)
- * (請在選取項目前填上「☒」號 Please put a “☒” next to the selected item)
3. 請提供以下資料／文件（請在已完成的項目前填上「☒」號）
Please provide the following information/documents (Please put a “☒” next to the completed item)

	資料／文件 Information/Documents
<input type="checkbox"/>	申請機構最近兩年或以上的主要業務／服務活動記錄 Track records of the applicant's main business / service activities for at least the immediate past two years
<input type="checkbox"/>	申請機構最近兩年或以上從事／舉辦非牟利性質活動記錄或經營社企業務（包括達致的社會目標）記錄 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"/>	其他資料（請註明） Other information (Please specify)

