



## 「社企認證」申請表格

### Social Enterprise Endorsement (SEE) Mark Application Form

如機構的願景和目標是以產生社會和/或環境效益為主，便可申請「社企認證」。本申請表分為四部分，提交申請前，請細閱及了解「社企認證」的**基本條件**（第一部份），以確保貴機構/社企符合申請。

The SEE Mark welcomes application from all enterprises whose primary driving force is the social and/or environmental impact specified in their vision and mission statements. There are 4 sections in the Application Form, before making an application, please read and understand **Part 1 - 'Basic Criteria'** to check whether you are eligible to apply for SEE Mark.

請將已填妥的申請表格以電郵 (info@sechamber.hk)、傳真 (Fax:3565 4753) 或郵寄 (香港九龍觀塘鴻圖道 16 號志成工業大廈 12 樓 1205 室) 方式遞交到香港社會企業總會。收到申請後，我們會盡快與閣下聯絡。

Please submit the filled application form to HKGCSE via email (info.sechamber.hk), facsimile (fax no.: 3565 4753) or by post (Rm.1205, 12/F, Houtex Industrial Building, 16 Hung To Road, Kwun Tong, Kowloon, H.K.). We will be in touch with you very soon.

#### 第一部分：基本條件 Part One: Basic Criteria (請閱讀 Please read)

申請機構該屬社會企業(社企)，並附合下列條件：  
The applicant should be a social enterprise (SE) and meet the following criteria:

- 其生產之活動是以創造社會和/或環境效益為主；及  
Your organization's activities are driven primarily by a mission to create positive social and/or environmental impacts; and
- 指定的營運年期和全職員工等值<sup>1</sup>；及  
Your organization complies with the specified number of years of operation and full-time equivalent employees<sup>1</sup> for the category you are applying for; and
- 以切實可行和持續的商業模式運作。  
Your business is operated with a viable and sustainable business model.

#### 1. 創造社會和/或環境效益 Create positive social and/or environmental impacts

	創啟級 Incubating	創建級 Start-up/Small Scale	創進級 Intermediate	創越級 Advanced
以下 A 或 B, 兩者之一 EITHER A or B				
<b>A. 社會 Social</b> 1. 社會參與 Social engagement 2. 創造就業機會 Job creation 3. 慈善參與 Philanthropic participation 4. 公平貿易政策和實施 Fair trade policies and practices 5. 文化及文化遺產貢獻 Cultural & heritage contributions 6. 其他 Other	旨在創造左列 (A) 至少兩項的效益 Mission aims to create impact on at least 2 items in list A		旨在創造左列(A)至少三項效益 Mission aims to create impact on at least 3 items in list A	旨在創造左列 (A) 至少四項效益 Mission aims to create impact on at least 4 items in list A
<b>或 OR:</b>	若符合列表 A 的要求，下表 B 則為非必要項目。If mission meets requirement in A, completing B is optional.			
<b>B. 環境 Environment</b> 1. 保育和保護 Conservation and protection 2. 污染控制 Pollution control 3. 回收和廢物管理 Recycling & waste management 4. 其他 Other	若未能達到列表 (A) 的要求，其目標應符合至少一項左列 (B) 的要求 If criterion in A is not met, mission should meet at least 1 item in List B		若未能達到列表(A)的要求，其目標應符合至少兩項左列(B)的要求 If criterion in A is not met, mission should meet at least 2 items in List B	

1. 全職員工等值是指全職員工數目和兼職員工時數轉換成全職時數的員工數目。一全職員工等於一全職員工等值。兼職員工的全職員工等值計法是全部兼職員工一星期工作的總時數除以一全職員工一星期工作的總時數。兼職員工的全職員工等值加上全職員工數目，便得出機構員工的全職員工等值的總數。全職和兼職員工的工作時數可能因應機構或行業不同而有所變化（如一週工作可能從 18 至 44 小時不等，一年 52 個工作週）。請用 貴機構所訂立的每週工作時數計算全職員工等值總數。

One employee working full-time is equivalent to 1 FTE. For part-time staff, the FTEs are calculated by adding together the total number of hours worked per week by all the part-time employees and dividing this figure by the number of hours a full-time employee would normally work per week. You then add the total number of full-time staff and the FTEs for part-time staff together to calculate your overall FTE figure. The number of working hours of full-time and part-time employees can vary widely from organisation/industry to another (e.g., may range from 18 to 44 hours of work per week, 52 weeks per year). Please use your own organisation's number of hours for calculating full-time equivalent employees.

例子 Example :

員工數目 no. of employee	5 全職 full-time	20 兼職 part-time	全職員工等值 Full time FTEs = 5 兼職員工相等於全職員工等值 Part time FTEs = 100/44 = 2.27
一星期工作的總時數 Total no. of working hour per week	每人工作 44 小時 44 hours / person	合共 100 小時（如 20 人，每人每星期工作 5 小時） 100 hours in total (e.g. 20 x 5 hours each per week)	全職員工等值總數 Total number of FTEs = 5 + 2.27 = <u>7.27</u>

2. 營運年期和全職員工等值 Number of years of operation and full-time equivalent employees				
	創啟級 Incubating	創建級 Start up/Small Scale	創進級 Intermediate	創越級 Advanced
「社企認證」各級別的條件 SEE Mark Category Eligibility Criteria	計劃於 12 個月內開始營運或營運不超過 2 年  EITHER plans to operate in next 12 months with business plan/ forecast already completed OR operates for less than 2 years	營運不超過 3 年或全職員工等值少於 5 人  EITHER operates for less than 3 years OR less than 5 Fulltime Equivalent Employees	營運 3 年或以上；或全職員工等值多於 10 人  EITHER operates for 3 or more years ; OR more than 10 Fulltime Equivalent Employees  最少 50% 收入是由業務產生；將不少於 65% 的可分發利潤重投於本身業務，以達到社會目的  At least 50% of income generated from business; not less than 65% of its distributable profit are reinvested in the business for the social purposes	營運 5 年或以上 Operating for 5 or more years
3. 營運模式 Business Processes				
<p>「社企認證」核查紀錄和各種營運政策的執行、流程和良好實踐。認證級別愈高，評審的要求亦同時遞增。下表為其中一項評核範疇供參考。</p> <p>The SEE Mark checks for the existence and proper implementation of a variety of business policies, processes and good practices. The compliance requirements increase according to the category of endorsement being sought. The table below indicates some of the key areas that will be assessed.</p>				
	創啟級 Incubating member	創建級 Start-up/Small Scale	創進級 Intermediate	創越級 Advanced
<b>C. 商業模式策略/流程</b> <b>Business Model Policies/ Processes</b> 1. 商業計劃書 Business plan 2. 資金來源 Sources of funding 3. 利潤分配政策和做法 Profit distribution policies and practices 4. 市場潛力 Market potential 5. 業務策略和實踐 Business strategies and practices 6. 公司架構 Company structure 7. 財務健全性及其功能的管理 Soundness of financial and other functional management 8. 可持續的競爭優勢 Sustainable competitive advantage 9. 健全性企業管治 Soundness of corporate governance 10. 客戶滿意度 Customer satisfaction 11. 良心消費 Ethical consumption 12. 人力資源管理政策和做法 HRM policies and practices	只須項目 1，其他項目屬自願性評核  Only item 1 - business plan is required.  Other items assessed on a voluntary basis.	所有項目，並較著重項目 1, 2 及 3  All items required, with more emphasis on items 1, 2 and 3 than on other items.	所有項目  All items required.	所有項目，並須深入評核  All items required in depth.



**第三部分：聯絡人資料 Part Three: Particulars of the Contact Person**

香港社會企業總會將定期與申請及獲認證的社企聯絡，提供「社企認證」的最新資訊、社企業界發展趨勢及各項宣傳推廣等。

**HKGCE will regularly communicate with SEE Mark applicants and the accredited SEs for providing information of upcoming events, latest developments of social enterprise sector and promotional activities etc.**

尊稱 Title:  先生 Mr. /  女士 Ms.

中文姓名 Chinese Name:

英文姓名 English Name:

職位 Position:

電話 Tel.:

傳真 Fax:

電郵 Email:

**第四部分：聲明 Part Four: Declaration**

條款及細則 Terms and Conditions:

1. 本人/我們在此聲明本機構已閱讀「社企認證」申請的基本條件並了解其內容。  
I/We declare that I have read the Basic Criteria for Application for SEE Mark and understand its content.
2. 本人/我們確認符合所申請之級別的基本認證要求。  
I/We confirm that my social enterprises can meet the basic requirements for seeking an endorsement under the applied category of the SEE Mark.
3. 本人/我們明白遞交此申請表並不代表及保證最終能獲取認證。如財務資料不足或混亂，有機會不獲批認證。  
I/We understand that the acceptance of my application for SEE Mark does not imply any guarantee of ultimate endorsement. Insufficient or incomplete financial data may lead to disapproval of endorsement.
4. 本人/我們明白並同意社企認證獨立委員會\*保留接納申請及/或審批認證的最終決定權。  
I/We understand and agree that in case of any dispute, the decision of the \*Independent Committee of Social Enterprise Endorsement Scheme (ICSEE) shall be final and binding in all respects.
5. 本人/我們在此聲明本申請表格提供的資料正確無誤。本人/我們同意遵守「社企認證」計劃的規定並受其約束。  
I/We hereby declare that the information provided in support of this application is accurate and that, I agree to comply with and be bound by the requirements, Terms and Conditions of the SEE Mark.
6. 本人/我們同意遵守「社企認證」計劃的條款、細則及陳列「社企認證」標誌的守則。  
I/We agree to abide by the Terms and Conditions of SEE Scheme and the regulations of the use of SEE Mark.
7. 本人/我們支持並願意參與「社企認證」計劃的各項宣傳及推廣活動，同意於參與「社企認證」活動所攝影及/或攝錄的材料將有機會用作宣傳及推廣「社企認證」用途。  
I/We support and will participate in the promotional activities of Social Enterprise Endorsement (SEE) Scheme and agree HKGCE to use the photos and videos of SEE programmes for the purpose of promotion and publication.

\*社企認證獨立委員會是附屬香港社會企業總會的一個獨立組織，負責社企認證評審的整體質素保證。

ICSEE is an independent agent of HKGCE responsible for the overall quality assurance of the SEE assessment.

**以下簽署證明本人已閱讀及同意上列之條款及細則：**

**By signing below, I certify that I agree to all the terms and conditions as set out above:**

負責人姓名 Authorized person in-charge:

職位 Position:

簽署 Signature:

機構蓋章 Company Chop:

日期 Date:

## 聯絡我們 Contact us

香港社會企業總會有限公司 Hong Kong General Chamber of Social Enterprises Limited

電話 Tel : (852) 3616 6951 網址 Website : [www.seemark.hk](http://www.seemark.hk)

傳真 Fax : (852) 3565 4753 電郵 Email : [info@sechamber.hk](mailto:info@sechamber.hk)

地址 Address : 香港九龍觀塘鴻圖道 16 號志成工業大廈 12 樓 1205 室

Rm1205, 12/F, Houtex Industrial Building, 16 Hung To Road, Kwun Tong, Kowloon, H.K.

感謝閣下自願地提供個人資料，香港社會企業總會 (HKGCE) 致力支持並遵守認可的個人資料私隱保安及保密標準，以符合《個人資料（私穩）條例》的規定。

Thank you for voluntarily providing personal information to us. HKGCSE fully supports and observes recognized standards of protection in the security and confidentiality of personal data, as stipulated in the requirements of the Personal Data (Privacy) Ordinance.

#本表格更新於 *This form updated on 28/3/2019*

附頁一 Appendix 1

社企分店資料 Information of Social Enterprise Outlets			
請填寫所有申請「社企認證」的分店的中、英文名稱及地址。 For applying SEE Mark, please provide the name and full address of all social enterprise outlets in both English and Chinese.			
1.	社企/社企項目名稱	Name of outlet	開業日期 Date of Establishment
	通訊地址	Correspondence Address	
2.	社企/社企項目名稱	Name of outlet	開業日期 Date of Establishment
	通訊地址	Correspondence Address	
3.	社企/社企項目名稱	Name of outlet	開業日期 Date of Establishment
	通訊地址	Correspondence Address	
4.	社企/社企項目名稱	Name of outlet	開業日期 Date of Establishment
	通訊地址	Correspondence Address	
5.	社企/社企項目名稱	Name of outlet	開業日期 Date of Establishment
	通訊地址	Correspondence Address	
*如本頁不敷填寫所有資料，請另頁填寫。 *Please add separate sheets for more entries.		分店總數 Total no. of outlet :	

#包括為同一品牌的社企/社企項目 **5 間店舖** 進行認證，超過限額須繳交額外費用。年度更新需另繳費用。  
Maximum of **5 outlets** for the same SE / SE Project. Additional fee will be charged for additional outlets. Fee-charging for Annual Update.