

## 機構會員申請表格 Institutional Member Application Form

### 1. 機構資料 Organization Information

申請機構名稱 Name of Organization :

\_\_\_\_\_ (English) \_\_\_\_\_ (Chinese)

母機構名稱 Name of Parent Organization (如適用 if applicable) :

\_\_\_\_\_ (English) \_\_\_\_\_ (Chinese)

機構負責人姓名 Name of Representative : \_\_\_\_\_

聯絡人姓名 Name of Contact Person : \_\_\_\_\_

通訊地址 Correspondence Address : \_\_\_\_\_

電話 Tel: \_\_\_\_\_ 傳真 Fax: \_\_\_\_\_

電郵 Email: \_\_\_\_\_ 網址 Website: \_\_\_\_\_

貴機構是否《稅務條例》第 88 條獲豁免繳稅的屬公共性質的慈善機構或慈善信託團體？  
Is your organization in the list of charitable institutions and trusts of a public character, which are exempt from tax under section 88 of the Inland Revenue Ordinance?

是 Yes

否 No

### 2. 社企項目資料 Information of Social Enterprise Project(s)

(請參閱附件 Please refer to Appendix.)

### 3. 會員服務 Use of Services

(請按興趣選出以下的活動 / 配套服務，「1」表示最有興趣，如此類推。)

(Please indicate which of the following activities/ facilities will be of interest to you. Use 1 to indicate your strongest interest, 2 for your second strongest interest and so on.)

___ 團體採購 Joint Procurement Scheme	___ 推廣機會 Promotion Opportunity	___ 保險轉介 Insurance referral
___ 培訓機會 Training Opportunity	___ 顧問服務 Advisory Service	___ 社企探訪 SE Visit
___ 投資機會 Investment Opportunity	___ 實習轉介 Internship referral	
___ 其他 Others (請註明 Please specify): _____		

### 4. 會員費用 Membership Fee

(請別選適合的空格 Please tick the appropriate box.)

基本會員 Full Member (會費 Membership fee: 港幣 HK\$ 1500 / 2 years 兩年)

附屬會員 Associate Member (會費 Membership fee: 港幣 HK\$ 800 / 2 years 兩年)

請將支票郵寄至「觀塘鴻圖道 16 號志成工業大廈 12 樓 1205 室」，支票抬頭請寫「香港社會企業總會有限公司」。

The cheque should be made payable to "HONG KONG GENERAL CHAMBER OF SOCIAL ENTERPRISES LTD" and send to "Rm 1205, 12/F, Houtex Industrial Building, 16 Hung To Road, Kwun Tong" by post.



## **條款及細則 Terms & Conditions**

1. 會員福利 Welfare
  - I. 定期宣傳會員社企  
Promotion of social enterprises regularly to increase exposure
  - II. 優先參加本會活動  
Priority of participation in our activities
  - III. 以優惠價或免費參加本會活動  
Participation in our activities at a discount or free of charge
  - IV. 參與友好團體活動  
Participation in activities held by our partners
  - V. 社企員工可免費成為社企 Buddies  
Free provision of membership of Social Enterprise Buddies to social enterprise employees
  - VI. 優惠價或免費社企營運諮詢  
Discounted or Free consultation on social enterprise operation
  - VII. 享有理事會選舉權<sup>\*</sup>  
Having the right to vote in elections<sup>\*</sup>
- <sup>\*</sup> 只適用於基本會員 Only for Full Members
2. 會籍有效期 Validity Period of Membership  
會籍有效期為財政年度第一年的 4 月 1 日至第二年的 3 月 31 日，如不足一年則以半年作單位計算，會費將按比例收取。  
The effective period of membership is from April 1st of the first year of the fiscal year to March 31st of the second year. If it is less than one year, it will be counted in half a year, and the membership fee will be converted on a pro rata basis.
3. 如在三個月內沒有提交所需資料而被取消申請，則申請費用不會被退還。  
The application fee will not return if the supporting documents is not submitted within THREE months.
4. 香港社會企業總會擁有最終決定權。  
All matters and disputes are subject to the final decision of GCSE.

---

機構負責人簽署及機構印章  
Representative's Signature and Organization's  
Chop

---

日期 Date



### 申請程序 Application Procedure

- 1 填妥申請表格，提交補充文件及邀請2個有效基本會員填寫提名信 Complete the Application Form, submit the supporting documents, and invite two full members to fill in the nomination form
- 2 將申請表格及所需文件寄回或派員送交觀塘鴻圖道16號志成工業大廈12樓1205室 香港社會企業總會有限公司 Send the Application Form with the required application documents to Hong Kong General Chamber of Social Enterprises, RM1205, Houtex Industrial Building, 16 Hung To Road, Kwun Tong
- 3 本會於申請機構提供全部所需資料後才開始評審程序 An application will be processed only after all necessary information is obtained from the applicant
- 4 為增進對申請機構的認識，本會將會致電了解及安排職員與貴機構負責人會面 For a better understanding of the applicant, phone or/and face meeting will be arranged by the officers of the Council
- 5 會籍申請評審報告將提交本會的執行委員會考慮，執行委員會所出的決定為最終決定 Assessment reports will be submitted to the Working group committee of the Council for consideration. The decision made by the Council shall be final
- 6 一般而言，評審工作需要四至六星期的時間，實際時間視乎個別申請情況 Generally, it may take 4 to 6 weeks for completing the whole screening process, depending on the schedule of meeting of concerned committees.

### 申請所需文件 Required Documents

請提交以下相關會員申請文件之副本 Please provide the below supporting documents

1. 基本會員（香港社會服務聯會（社聯）轄下會員或NGO機構） Full Member (Member of HKCSS or NGO organization)
  - 社聯會員證明(如網頁會員目錄) 或由香港特別行政區發出可根據稅務條例第八十八條獲豁免繳稅的證明 The proof of your membership of HKCSS OR Letter issued by Inland Revenue Department to tax-exempt charities in accordance with Section 88 of Inland Revenue Ordinance
  - 組織章程(A A)
  - 最近一年的年度報告 Latest Annual audited report
  - 旗下社會企業名單及申請前一個月內及三個月前發出的發票/收據 list of your social enterprise(s) and Invoice/receipt of the social enterprise within one month and three months before
  - 兩個本會基本會員提名信 Two nomination letters from our existing Full Member
2. 基本會員(獨立法人營運之企業) Full Member (Independent Legal Entities)
  - 最近期的公司註冊登記 Latest Company Registry (CR)
  - 組織章程(只適用於以有限公司形式註冊的社企) AA(Only apply to the limited company)
  - 最近一年的年度報告(只適用於以有限公司形式註冊的社企) Latest annual audited report(Only apply to the limited company)
  - 旗下社會企業名單及申請前一個月內及三個月前發出的發票/收據 list of your social enterprise(s) and Invoice/receipt of the social enterprise within one month and three months before
  - 企業業務中不少於百分之五十的總收入是來自社企業務的生產或營運 Ensure 50% or above revenue is generated from the operation or production of the social enterprise
  - 附加資料證明企業業務的主要目的是為了推廣正向社會價值觀，改善社會問題 Supporting documents to prove the organization is aim to promote positive social value and improve the social problems
  - 員工合約證明法人團體為合約員工提供合理工資 Employment contracts to prove the reasonable salary provided to the staffs
  - 兩個本會基本會員提名信 Two nomination letters from our existing Full Member
3. 附屬會員 Associate Member
  - 最近期的公司註冊登記 Latest Company Registry (CR)
  - 組織章程(只適用於以有限公司形式註冊的社企) AA(Only apply to the limited company)
  - 最近一年的年度報告(只適用於以有限公司形式註冊的社企) Latest annual audited report (Only apply to the limited company)
  - 兩個本會基本會員提名信 Two nomination letters from our existing Full Member

**機構會員申請提名信**

本機構/本人 \_\_\_\_\_ 為香港社會

企業總會之機構/個人會員，現提名以下機構申請香港社會企業總會的機構會員，敬希查照。

獲提名機構： \_\_\_\_\_

提名機構負責人姓名： \_\_\_\_\_

機構印鑑：

提名機構負責人簽署： \_\_\_\_\_

簽署日期： \_\_\_\_\_

**社企項目資料 Information of Social Enterprise Project(s):**

(每一頁請填寫一個社企項目資料，如多於一個社企項目，請另起新頁。)

Please fill in one social enterprise project information on each page. If there is more than one social enterprise project, please continue on a separate sheet.)

社企名稱 SE Project Name	負責人 Person In Charge	職位 Post	電話 號碼 Tel.	傳真 Fax.	電郵 Email	通訊地址／門店地址* Correspondence Address / Outlet Address* ( *如有多於一間門店，請列出所有門店地址。 If there is more than one outlet, please list all outlet addresses. )
業務種類 Business Nature (如適用，可選多於一項。 Please tick more than one, if applicable.)		<input type="checkbox"/> 餐飲 Catering <input type="checkbox"/> 教育培訓 Education and Training <input type="checkbox"/> 健康護理 Healthcare <input type="checkbox"/> 零售 Retail <input type="checkbox"/> 服務 Service <input type="checkbox"/> 有機及環保業 Organic & Environmental Protection				
員工人數 Number of employees		i. 全職 Full-time (FT) : ii. 兼職 Part-time (PT) : iii. 弱勢員工 (全職+兼職) Disadvantaged staff (FT+PT) :				