



## 香港社會服務聯會

# Hong Kong Council of Social Service

## 小型企業優化計劃

### Small Business Advancement Scheme

#### 申請表 Application Form

截止申請日期 **Application Deadline** :

**2017年5月26日 (星期五) 26 May 2017 (Friday)**

<b>第一部份：申請企業資料</b> <b>Part I: Particulars of Applicant</b>	
企業名稱(中) Name of the Applicant (Chi)	企業名稱 (英) Name of the Applicant (Eng)
商業登記號碼 <sup>註1</sup> Business Registration No. <sup>Note1</sup> 屆滿日期(日/月/年) Expiry Date (dd/mm/yy)	
企業成立日期 <sup>註2</sup> (日/月/年) Date of Establishment <sup>Note2</sup> (dd/mm/yy)	
營業地區 <sup>註3</sup> Business District <sup>Note3</sup>  <u>香港 Hong Kong Island</u> <input type="checkbox"/> 中西區 Central and Western <input type="checkbox"/> 東區 Eastern <input type="checkbox"/> 南區 Southern <input type="checkbox"/> 灣仔區 Wan Chai  <u>九龍 Kowloon</u> <input type="checkbox"/> 九龍城區 Kowloon City <input type="checkbox"/> 觀塘區 Kwun Tong <input type="checkbox"/> 深水埗 Sham Shui Po <input type="checkbox"/> 黃大仙區 Wong Tai Sin <input type="checkbox"/> 油尖旺區 Yau Tsim Mong	

<b>新界 New Territories</b>		
<input type="checkbox"/> 離島 Islands	<input type="checkbox"/> 葵青 Kwai Tsing	<input type="checkbox"/> 北區 North District
<input type="checkbox"/> 西貢 Sai Kung	<input type="checkbox"/> 沙田 Sha Tin	<input type="checkbox"/> 大埔 Tai Po
<input type="checkbox"/> 荃灣 Tsuen Wan	<input type="checkbox"/> 屯門 Tuen Mun	<input type="checkbox"/> 元朗 Yuen Long
營業地址 Business Address		
註冊辦事處 Registered Office (如與上述營業地址不同，請填寫此欄 if different from above)		
負責人名稱 Name of responsible person(s)		
負責人職位及部門 Position and department of the responsible person(s)		
電話 Tel no.		
傳真 Fax		
電郵 Email address		
<b>第二部份：業務性質</b> <b>Part II: Business Nature</b>		
企業類別 Business Nature <input type="checkbox"/> 商業企業 Commercial Enterprise <input type="checkbox"/> 社會企業 Social Enterprise <input type="checkbox"/> 慈善機構 Charitable Institution		
企業形式 Form of Business <input type="checkbox"/> 獨資企業 Sole Proprietorship <input type="checkbox"/> 合夥企業 Partnership <input type="checkbox"/> 有限公司 Limited Company		
企業發展階段 Developmental Stage of Business <input type="checkbox"/> 初創型 Start Up <input type="checkbox"/> 成長型 Growing <input type="checkbox"/> 擴充型 Scale Up		
業務類別 <sup>註4</sup> Type of Business <sup>Note4</sup>		

<input type="checkbox"/> 飲食業 Food & Beverage	<input type="checkbox"/> 創作/設計 Creative/Design	<input type="checkbox"/> 服務業 Service
<input type="checkbox"/> 教育 Education	<input type="checkbox"/> 廣告、銷售及市場推廣 Advertising, Sales & Marketing	<input type="checkbox"/> 貿易 Trading
<input type="checkbox"/> 零售業 Retail	<input type="checkbox"/> 資訊科技相關行業 IT Related Business	<input type="checkbox"/> 其他 Other: _____
<p>業務概述 Introduction of Business (不多於 80 字 Not more than 80 words) (例如飲食業可列出食品或菜式種類。For example: Food &amp; Beverage industry, list out the type of cuisine/ dish served)</p>		
<p>現時在香港聘用的全職僱員人數<sup>註 5</sup> No. of full-time employees in Hong Kong<sup>note5</sup>:</p>		
<p><b>第三部份：其他資料</b> <b>Part III: Other Information</b></p>		
<p>企業參加本計劃的原因 Reason(s) for your enterprise joining this Scheme (不多於 150 字 Not more than 150 words)</p>		
<p>企業對本計劃的期望及希望得到的支援 Type(s) of support your enterprise would expect from this Scheme (可選多項 check all that apply)</p>		

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> 會計及財務管理<br>Accounting and<br>Financial Management | <input type="checkbox"/> 行政及人力資源<br>Administration and<br>Human Resources | <input type="checkbox"/> 資訊科技<br>Information<br>Technology               |
| <input type="checkbox"/> 法律<br>Legal                                       | <input type="checkbox"/> 管理<br>Management                                 | <input type="checkbox"/> 市場營銷及客戶服務<br>Marketing and<br>Customer Services |
| <input type="checkbox"/> 其他，請註明 Other, please specify:                     |   |  |

企業會否因應業務發展所需計劃在未來十八個月在香港增聘僱員？

Does your enterprise have any plan to employ additional staff in Hong Kong in the next 18 months for business development?

會，預計增聘的僱員人數是：\_\_\_\_\_

Yes, the estimated number of additional staff to be employed is:

\_\_\_\_\_

不會

No

企業從何得悉本計劃？ How did you learn from this Scheme? (可選多項 check all that apply)

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> 社聯網站/面書/電郵<br>Website/ Facebook/<br>Email of HKCSS | <input type="checkbox"/> 社聯活動<br>HKCSS Events      | <input type="checkbox"/> 宣傳單張<br>Leaflets        |
| <input type="checkbox"/> 其他社交網絡平台<br>Other Social Media                     | <input type="checkbox"/> 朋友介紹<br>Friend's Referral | <input type="checkbox"/> 網上搜尋<br>Internet Search |

**Platforms**

傳媒

其他 Others:

Media

\_\_\_\_\_

**創業營商經驗 Entrepreneurial Experience**

閣下是否擁有創業營商經驗? Do you have any entrepreneurial experience?

是 Yes

相關年資 Years of entrepreneurial experience:

\_\_\_\_\_

行業性質 Business nature:

\_\_\_\_\_

詳情 Details:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

否 No

**第四部份：聲明及簽署**

**Part IV: Declaration and Signature**

1. 本人/本人等清楚明白本文件的內容，並確認本人/本人等提供的資料及證明文件全部真確無誤。

I/We read and fully understand the contents of this application form before submitting the application, and confirm that all the information provided herein is true and correct.

2. 本人/本人等明白當申請人向社聯提供一切的所需資料及文件後，社聯才會考慮其申請。

I/We shall understand that the HKCSS will only consider application which the applicants have provided with all required information and documents.

3. 本人/本人等清明白及完全同意社聯在無須對任何人承擔責任下，保留在任何階段拒絕此申請的權利。

I/We fully understand and agree that the HKCSS reserves the right to decline this application at any stage and the HKCSS shall not be liable to any person for doing so.

4. 本人/本人等確認申請企業的營運方式皆已遵守香港特別行政區相關的法律及條文。

I/We shall confirm that the operation of applicant enterprise strictly adheres to the HKSAR law.

5. 本人/本人等明白及同意若能成功申請，本人/本人等所提供之個人及公司業務資料，將被用作社聯的推廣用途。

I/We shall understand that if the application is successful, HKCSS may make use of the information for promotional purposes.

6. 本人/本人等明白及同意若不履行以上承諾，社聯有權即時終止對本人/本人等的支援。

If I/We default on the above commitment, the HKCSS reserves the right to terminate all kinds of support to me/us immediately.

\_\_\_\_\_

負責人簽署 Signature by Person-in-charge

\_\_\_\_\_

日期 Date

簽署人姓名及職位 Name & Position of Signatory

\_\_\_\_\_

### 備註 Notes:

#### 註 Note 1:

請提供申請企業的有效商業登記證副本乙份。

Please provide a copy of the valid Business Registration Certificate of the Applicant.

未有領取商業登記證的社會企業，則提供公司註冊證書副本乙份便可。

For the social enterprise without the Business Registration Certificate, please provide a copy of the Certificate of Incorporation.

#### 註 Note 2:

只有在香港註冊及成立超過一年的企業才符合資格申請。

Only businesses registered and established in Hong Kong for more than 1 year are eligible to apply.



成立日期指企業首次在稅務局商業登記處登記的日期，或企業向公司註冊處註冊成立的日期。

Date of establishment refers to the date a business was first registered with the Business Registration Office of the Inland Revenue Department or the date on which the business was incorporated with the Companies Registry.

**註 Note 3:**

位處九龍區的企業之申請會作優先考慮。

Priority will be given to small businesses located in the Kowloon district.

**註 Note 4:**

經營飲食行業、零售行業或服務行業的企業之申請會作優先考慮。

Priority will be given to small businesses stemming from catering, retail industry and service industries.

**註 Note 5:**

只有小型企業才符合資格申請，而小型企業是指在本港僱用少於 10 名全職僱員的企業。

Only small businesses are eligible to apply and 'small business' refers to any business that employs fewer than 10 full-time workers in Hong Kong.

在香港聘用的全職僱員人數是指申請企業積極參與企業業務的在職東主、合夥人和股東，以及包括由有關企業直接支付薪酬的全職受薪僱員，其中包括長期或臨時聘用的。

The number of full-time employees includes individual proprietors, partners and shareholders actively engaged in the work of the business, as well as the salaried full-time employees of the business directly paid by the business, both permanent and temporary.

**注意事項 Remark:**

1. 填妥的申請表可以下列方式送交香港社會服務聯會 Completed application form should be sent to the Hong Kong Council of Social Service:

A. 郵遞／專人遞交 By post/ in person:

香港灣仔軒尼詩道 15 號溫莎公爵社會服務大廈 10 樓 02 室

RM1002, Duke of Windsor Social Service Building, 15 Hennessy Road,



Wanchai, Hong Kong

(星期一至星期五 Monday - Friday : 10:00am – 6:30pm)

B. 傳真 Fax: (852) 2876 2496

C. 電郵 Email: sba@hkcss.org.hk

逾期遞交的申請概不受理。

Late submission will not be considered.

2. 申請者在提交建議書時所提供的個人資料，純屬自願性質。有關的資料只供社聯和授權之第三方作評審及處理其申請，以及申請人允許之其他用途。如申請者或其代表對是項程序所收集的個人資料有任何查詢，包括查閱或改正有關資料，請以書面方式與社聯聯絡。

The Provision of personal data by means of submission of this application form is voluntary. The information provided in this application form will be used by the HKCSS and its authorized parties to judge and process this application as well as other authorized usage permitted by the applicant. Enquiries concerning the personal data collection in this process by the applicant or representative(s) of the applicant, including any requests to have access to such data and /or to make any correction, should be made in writing to the HKCSS.

\*小型企業優化計劃在摩根大通銀行的贊助下作為先導計劃，以促進本地小型企業的業務發展。

Small Business Advancement Scheme is funded by J.P. Morgan and serves as a pilot scheme to facilitate the development of local small businesses.