

《社企指南》更新資料表格

SE Directory Information Update Form

如社會企業欲更新《社企指南》列載的資料，請填妥以下表格，以電郵 (stake.engage@hkcss.org.hk) 遞交申請。更新資料將會在10個工作天內上載更新至《社企指南》網上搜尋器之資料庫，供公眾查閱。

Social enterprise which would like to update the listed information on SE Directory, please fill in the form and return it by e-mail (stake.engage@hkcss.org.hk). 10 working days are needed for updating information on the database of the SE Directory online search engine.

社企項目名稱 Name of SE project	
負責機構名稱 Name of Organization	
電話 Telephone	
傳真 Fax	
地址 (中) Address (Chinese)	
地址 (英) Address (English)	
網址 Website	
聯絡人 Contact Person	
辦公室地址 Office Address	
辦公室電話 Office Telephone	
辦公室傳真 Office Fax	
電郵 Email	

備註：

1. 社企有責任詳實填妥表格及提供相關證明文件。未能提供正確及完整的資料將會影響表格審批程序。
2. 社聯於任何時候，均保留權利要求申請單位提供額外資料及其他證明文件，以核實有關表格。

Remarks:

1. It is the responsibility of the applicants to provide information fully, truthfully and accurately to The Hong Kong Council of Social Service (HKCSS) in relation to this application and attach all supporting documents as required.
2. HKCSS reserves the rights at all times to require the applicant to submit additional documentary proof to substantiate its application, if necessary.