

**The Hong Kong Council of Social Service  
Social Enterprise Directory Application Form**

**About SE Directory**

Managed by The Hong Kong Council of Social Service (HKCSS), the Social Enterprise Directory (SE Directory) facilitates public access to SE information in Hong Kong, aiming to promote their products and services to a wider audience. If your business has both "social" and "commercial" objectives and attempts to solve social problems through commercial means, you are welcome to join the SE Directory. Upon completion of the vetting procedures, the SE information will be uploaded to the SE Directory's online search engine for public access.

**Application Criteria**

1. The applicant must be registered under the laws of the HKSAR, serve local residents in Hong Kong, and have a business that has been in operation for one year or longer.
2. The applicant should serve one or more social objectives.
3. No less than 50% of its annual income should be generated from direct sales.
4. If the applicant is not granted tax exemption under section 88 of the Inland Revenue Ordinance, it should fulfill the following criteria and will be required to sign the Declaration Statement, declaring the following for the business's past two years of operation –
  - Only 35% or less of its profit was distributed to its shareholders.
  - The assets purchased or possessed by the business were not transferred to other companies or individuals.

**Document Checklist**

1. Certification of tax exemption under section 88 of the Inland Revenue Ordinance (if applicable).
2. Proven documents of registration under the Society Ordinance, Co-operative Society Ordinance or The Companies Ordinance.
3. Valid Business Registration Certificate (if applicable).
4. Memorandum of Association/Constitution of the organisation.
5. The latest independent audit report.
6. Declaration statement of Profit Sharing and Asset Lock (if applicable).

**Please submit the application via online platform**

Please fill in all information requested in the form except the inapplicable items

**Part I : Basic Information**

Name of application unit/brand	Chinese: English:
Name of organisation / company	Chinese: English:
Business/Administrative contact (For liaison of all matters related to the SE Directory, SE promotion, and news update for SEs)	
Title	Mr / Ms / Miss / Mrs / Dr / Prof / NA (Please select the most appropriate answer)
Name	Surname in Chinese: Given Name in Chinese:  Surname in English (i.e. CHAN): Given Name in English (i.e. David):
Position	Chinese: English:
Contact number	
Email	
Office address (All mail items regarding the SE Directory will be sent to this address)	Chinese: English:
District	
Contact of person-in-charge of the retail shop (Applicable to the SEs with a retail outlet)	
Title	Mr / Ms / Miss / Mrs / Dr / Prof / NA (Please select the most appropriate answer)
Name	Surname in Chinese: Given Name in Chinese:  Surname in English (i.e. CHAN): Given Name in English (i.e. David):

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Position	Chinese: English:
Contact number of the outlet	
Email (For liaison of all matters related to the outlet)	
Business hours of the outlet	
Address of the outlet	Chinese: English:
District	
Website	Official website: Online shop (if applicable):
<p>HKCSS will primarily share news regarding the SE Directory and other promotional information through the WhatsApp. If you choose not to provide the WhatsApp contacts, there is a possibility that you may not receive important information regarding the SE Directory in a timely manner.</p> <p>Please provide <b>at least one</b> Whatsapp contact of management from the applicant unit to receive the latest news on the SE Directory and other relevant information.</p> <p>WhatsApp contact number (1): WhatsApp contact number (2):</p>	

**Note: The contact information of the person-in-charge of the outlet provided by the applicant unit will be displayed in the SE Directory. If the applicant unit does not provide the contact information of the person-in-charge of the outlet, the business/administrative contact information will be displayed.**

**Part II: Business Information**

Year of establishment of the applicant unit/brand	
Business mode (multiple selection)	<input type="checkbox"/> Offline business <input type="checkbox"/> Online business
Is applicant unit a charitable institution	<input type="checkbox"/> Yes <input type="checkbox"/> No

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or trust of a public character granted tax exemption under section 88 of the Inland Revenue Ordinance?	
Company Registration	<input type="checkbox"/> Society registered under Societies Ordinance (Cap. 151) <input type="checkbox"/> Co-operative Society registered under the Co-operative Societies Ordinance (Cap. 33) <input type="checkbox"/> Company (private or public) limited by guarantee registered under the Companies Ordinance (Cap. 32) <input type="checkbox"/> Unlimited Company registered under the Companies Ordinance (Cap. 32) <input type="checkbox"/> Company (private or public) limited by shares <sup>1</sup> registered under the Companies Ordinance (Cap. 32) <input type="checkbox"/> Charitable institutions and trust of a public character, which are exempted from tax registered under s. 88 of the Inland Revenue Ordinance (Cap. 112) <input type="checkbox"/> Others (Please specify: _____ )
Funding source (multiple selection)  (If the applicant unit has received seed funds from the government to establish or expand the SE, the relevant funding scheme(s) <b>must</b> be indicated in in this section)	<input type="checkbox"/> <a href="#">“Enhancing Employment of People with Disabilities through Small Enterprise” Project</a> <input type="checkbox"/> <a href="#">The Enhancing Self-Reliance Through District Partnership Programme</a> <input type="checkbox"/> <a href="#">Social Innovation and Entrepreneurship Development Fund</a> <input type="checkbox"/> <a href="#">Community Investment and Inclusion Fund</a> <input type="checkbox"/> Funded by mother organisation <input type="checkbox"/> Self-funded/Crowdfunding <input type="checkbox"/> Others (Please specify: _____ )

Business/service nature (multiple selection)	<b>Leisure, Art and Culture Services</b>	
	<input type="checkbox"/> Entertainment and Performing Arts Activities	<input type="checkbox"/> Cultural and Leisure Activities
	<input type="checkbox"/> Local Tours	<input type="checkbox"/> Sports, Fitness Training and Activities

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<input type="checkbox"/> Resorts and Recreational Facilities/Venues		
<input type="checkbox"/> Others: (Please specify) _____		
<b>Corporate Services and Business Support</b>		
<input type="checkbox"/> Human Resources, Job-matching and Employee Training	<input type="checkbox"/> Information Technology and Electronic Applications	
<input type="checkbox"/> Event Management and Production	<input type="checkbox"/> Laundry and Cleaning Services	
<input type="checkbox"/> Transportation and Logistics	<input type="checkbox"/> Advertising, Marketing and Promotional Services	
<input type="checkbox"/> Information Service Provision and Market Research	<input type="checkbox"/> Design and Printing Services	
<input type="checkbox"/> Translation Services	<input type="checkbox"/> Business Management and Consulting Services	
<input type="checkbox"/> Others: (Please specify) _____		
<b>Environmental Solutions and Services</b>		
<input type="checkbox"/> Eco Activities and Educational Workshops	<input type="checkbox"/> Food Waste, Material Recycling and Upcycling	
<input type="checkbox"/> Green Products	<input type="checkbox"/> Organic Farms	
<input type="checkbox"/> Environmental Programme and Consulting Services	<input type="checkbox"/> Second-hand Goods Recycling and Buy /Sell /Exchange Platforms	
<input type="checkbox"/> Others: (Please specify) _____		
<b>Education and Training</b>		
<input type="checkbox"/> Public and Community Education	<input type="checkbox"/> Vocational Training	
<input type="checkbox"/> Personal Development and Training		
<input type="checkbox"/> Others: (Please specify) _____		
<b>Food and Beverage</b>		
<input type="checkbox"/> Catering Services	<input type="checkbox"/> Convenience Stores and Mini-marts	
<input type="checkbox"/> Healthy and Organic Food	<input type="checkbox"/> Restaurants	
<input type="checkbox"/> Bakeries	<input type="checkbox"/> Care Food (Soft Meals) Supply and Services	

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<input type="checkbox"/> Others: (Please specify) _____	
<b>Rehabilitation, Therapy and Healthcare Services</b>	
<input type="checkbox"/> Medical Equipment and Supplies	<input type="checkbox"/> Rehabilitation Training and Therapy Services
<input type="checkbox"/> Health Assessment, Consultation and Training	<input type="checkbox"/> Health Care and Health Management
<input type="checkbox"/> Others: (Please specify) _____	
<b>Funeral and Life-and-Death Education</b>	
<input type="checkbox"/> End-of-life Care and Funeral Services	<input type="checkbox"/> Promotion of Life-and-Death Education
<input type="checkbox"/> Others: (Please specify) _____	
<b>Personal Care and Caregiving Services</b>	
<input type="checkbox"/> Hair Dressing Services	<input type="checkbox"/> Beauty, Makeup and Fitness
<input type="checkbox"/> Mental Health and Emotional Support Services	<input type="checkbox"/> Nursing Services
<input type="checkbox"/> Elderly Care Services	<input type="checkbox"/> Accompanying and Caregiving Services
<input type="checkbox"/> Postnatal and Childcare Services	
<input type="checkbox"/> Others: (Please specify) _____	
<b>Household Services and Pets</b>	
<input type="checkbox"/> Home Cleaning and Laundry Services	<input type="checkbox"/> Interior Design
<input type="checkbox"/> Renovation and Maintenance	<input type="checkbox"/> Pet Care
<input type="checkbox"/> Others: (Please specify) _____	
<b>Retail and General Merchandise</b>	
<input type="checkbox"/> Clothing	<input type="checkbox"/> Convenience Stores and Mini-marts
<input type="checkbox"/> Handicrafts and Gifts	<input type="checkbox"/> Health and Organic Food
<input type="checkbox"/> Second-hand items	<input type="checkbox"/> General Merchandise
<input type="checkbox"/> Elderly Products	
<input type="checkbox"/> Others: (Please specify) _____	



**Part III: Operational Status**

**Human Resources (As at the form submission date)**

Total number of employees	Overall _____	Among all employees: <ul style="list-style-type: none"> <li>• Full-time : _____ ( _____% of total number of staff)</li> <li>• Part-time/freelance: _____ ( _____% of total number of staff)</li> <li>• Disadvantaged groups: _____ ( _____% of total number of staff)                         <ul style="list-style-type: none"> <li>Full-time: _____</li> <li>Part-time: _____</li> </ul> </li> </ul>
	Gender ratio	Male: _____ ( _____% of total number of staff) Female: _____ ( _____% of total number of staff)
Number of volunteers		
<b>Employment for Disadvantaged Groups (if applicable)</b>		
Types and numbers of disadvantaged employees (multiple selection)	<input type="checkbox"/> Visually-impaired (no. ____) <input type="checkbox"/> Hearing-impaired (no. ____) <input type="checkbox"/> Mentally-challenged (no. ____) <input type="checkbox"/> Youth (no. ____) <input type="checkbox"/> Elderly (no. ____) <input type="checkbox"/> Woman (no. ____) <input type="checkbox"/> Rehabilitated ex-offenders (no. ____) <input type="checkbox"/> Retirees (no. ____) <input type="checkbox"/> Middle-aged individuals (no. ____) <input type="checkbox"/> Ex-offenders (no. ____) <input type="checkbox"/> Others: _____	<input type="checkbox"/> Physically-challenged (no. ____) <input type="checkbox"/> Chronically ill (no. ____) <input type="checkbox"/> Ex-mentally ill (no. ____) <input type="checkbox"/> Specific learning disabilities (no. ____) <input type="checkbox"/> Language impairment (no. ____) <input type="checkbox"/> Autism spectrum disorders (no. ____) <input type="checkbox"/> Emotional and behavioural difficulties (no. ____) <input type="checkbox"/> Attention deficit / Hyperactivity disorder (no. ____) <input type="checkbox"/> New arrivals (no. ____) <input type="checkbox"/> Ethnic minorities (no. ____)
Job duty (multiple selection)	<input type="checkbox"/> Administration <input type="checkbox"/> Multi-media Production <input type="checkbox"/> Graphic/Product Design <input type="checkbox"/> Event Management/Instructor <input type="checkbox"/> Cleaning <input type="checkbox"/> Maintenance <input type="checkbox"/> Farming/Plant Cultivation	<input type="checkbox"/> Food Production (e.g. coffee, bake, etc.) <input type="checkbox"/> Sales/Reception <input type="checkbox"/> Product Packaging <input type="checkbox"/> Community tour <input type="checkbox"/> Beauty/Massage/Hairdressing <input type="checkbox"/> Care services



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	<input type="checkbox"/> Art-related Work (e.g. pottery, painting, paper crafting, performing arts, etc.) <input type="checkbox"/> Environmental Conservation Work <input type="checkbox"/> Others: _____	<input type="checkbox"/> Moving /Transportation <input type="checkbox"/> Domestic Work-/Textile-related Work <input type="checkbox"/> Carpentry-/Construction-related Work
Class of position (multi selection) and average hourly wage	<input type="checkbox"/> Frontline staff (\$_____/hour) <input type="checkbox"/> Middle management (\$_____/hour) <input type="checkbox"/> Senior management (\$_____/hour) <input type="checkbox"/> Others: _____ (\$_____/hour)	
Training hours (per year)	_____/hour average per staff	
Training type (multiple selection)	<input type="checkbox"/> Administrative Management <input type="checkbox"/> Customer service <input type="checkbox"/> Communication skills <input type="checkbox"/> Leadership Abilities <input type="checkbox"/> Others: _____	
Re-employment status	<input type="checkbox"/> Computer Technology and Social Media Management <input type="checkbox"/> Marketing and Sales Techniques <input type="checkbox"/> Vocational skills (e.g. food production, maintenance, etc.)	
	____ (no.) of disadvantaged staff has being re-employed in the job market in the past year	

**Financial Performance (Last financial year)** (The financial performance is for analysis purpose only and does not affect the application result; The following information must be filled in based on the latest Independent Audit Report **OR** Profit and Loss Statement)

Revenue	HK\$	
Profit / Deficit	Profit \$_____ Deficit \$_____	
Distribution of expenditure	Rent ( ) % Salary ( ) % Product cost ( ) %	Promotion and marketing ( ) % Utility Expenses & Ratings ( ) % Others: _____ ( ) %
Distribution of income	Sales of product and service ( ) % Subsidy from the government/business sector ( ) %	Donations ( ) % Others: _____ ( ) %
Distribution of profit	Profit sharing for shareholders/staff ( ) % Support affiliated organisation ( ) %	Re-investment in the social enterprise ( ) % Others: _____ ( ) %

**Part IV: Social Impact**

<p>Social mission (multiple selection)</p> <p>Please read the United Nations Sustainable Development Goals (SDGs) and select the SDGs that suit your SE unit</p> <p>Please click <a href="#">here</a> for the SDGs</p>	<p><input type="checkbox"/> SDG 1 : No poverty <input type="checkbox"/> 1.4 <input type="checkbox"/> Others: _____</p> <p><input type="checkbox"/> SDG 2 : Achieve Zero hunger <input type="checkbox"/> 2.1 <input type="checkbox"/> 2.2 <input type="checkbox"/> 2.4 <input type="checkbox"/> 2.5 <input type="checkbox"/> Others: _____</p> <p><input type="checkbox"/> SDG 3 : Ensure good health and well-being <input type="checkbox"/> 3.4 <input type="checkbox"/> 3.5 <input type="checkbox"/> 3.8 <input type="checkbox"/> Others: _____</p> <p><input type="checkbox"/> SDG 4 : Provide inclusive and quality education <input type="checkbox"/> 4.4 <input type="checkbox"/> 4.5 <input type="checkbox"/> 4.7 <input type="checkbox"/> Others: _____</p> <p><input type="checkbox"/> SDG 5 : Achieve gender equality and empower women <input type="checkbox"/> 5.1 <input type="checkbox"/> 5.4 <input type="checkbox"/> 5.b <input type="checkbox"/> Others: _____</p> <p><input type="checkbox"/> SDG 6 : Ensure clean water and sanitation <input type="checkbox"/> 6.3 <input type="checkbox"/> 6.b <input type="checkbox"/> Others: _____</p> <p><input type="checkbox"/> SDG 7 : Ensure affordable and clean energy <input type="checkbox"/> 7.1 <input type="checkbox"/> 7.a <input type="checkbox"/> Others: _____</p> <p><input type="checkbox"/> SDG 8 : Promote employment and job opportunities <input type="checkbox"/> 8.5 <input type="checkbox"/> 8.6 <input type="checkbox"/> Others: _____</p> <p><input type="checkbox"/> SDG 9 : Promote innovation and technological advancements <input type="checkbox"/> 9.3 <input type="checkbox"/> 9.b <input type="checkbox"/> Others: _____</p> <p><input type="checkbox"/> SDG 10 : Build inclusive and sustainable communities <input type="checkbox"/> 10.2 <input type="checkbox"/> 10.3 <input type="checkbox"/> Others: _____</p> <p><input type="checkbox"/> SDG 11 : Build sustainable cities and communities (including local cultural preservation) <input type="checkbox"/> 11.4 <input type="checkbox"/> Others: _____</p> <p><input type="checkbox"/> SDG 12 : Ensure responsible consumption and production <input type="checkbox"/> 12.5 <input type="checkbox"/> 12.8 <input type="checkbox"/> Others: _____</p> <p><input type="checkbox"/> SDG 13 : Take urgent action to combat climate change and its impacts <input type="checkbox"/> 13.3 <input type="checkbox"/> Others: _____</p> <p><input type="checkbox"/> SDG 14 : Conserve and sustainably use of oceans, seas and marine resources <input type="checkbox"/> 14.1 <input type="checkbox"/> 14.2 <input type="checkbox"/> Others: _____</p>
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	<p><input type="checkbox"/> SDG 15 : Protect, restore and promote sustainable use of terrestrial ecosystems</p> <p style="padding-left: 40px;"><input type="checkbox"/> 15.4   <input type="checkbox"/> 15.5   <input type="checkbox"/> 15.6   <input type="checkbox"/> Others: _____</p> <p><input type="checkbox"/> SDG 16 : Promote inclusive and sustainable societies for sustainable development</p> <p style="padding-left: 40px;"><input type="checkbox"/> 16.1   <input type="checkbox"/> 16.2   <input type="checkbox"/> 16.b   <input type="checkbox"/> Others _____</p> <p><input type="checkbox"/> SDG 17 : Partnership for sustainable development</p> <p style="padding-left: 40px;"><input type="checkbox"/> 17.16   <input type="checkbox"/> 17.17   <input type="checkbox"/> Others _____</p> <p><input type="checkbox"/> Social mission other than SDGs : _____</p>		
<p>Beneficiary (multiple selection)</p>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Children and youth  <input type="checkbox"/> Family and community  <input type="checkbox"/> Persons with disabilities (including physical / mental disabled)  <input type="checkbox"/> Ex-offenders  <input type="checkbox"/> Retirees  <input type="checkbox"/> Middle-aged Individuals  <input type="checkbox"/> Caregivers  <input type="checkbox"/> Others: _____         </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Elderly  <input type="checkbox"/> Woman  <input type="checkbox"/> Rehabilitant  <input type="checkbox"/> Ex-mentally ill  <input type="checkbox"/> People with special educational needs  <input type="checkbox"/> New arrivals  <input type="checkbox"/> Ethnic minorities         </td> </tr> </table>	<input type="checkbox"/> Children and youth <input type="checkbox"/> Family and community <input type="checkbox"/> Persons with disabilities (including physical / mental disabled) <input type="checkbox"/> Ex-offenders <input type="checkbox"/> Retirees <input type="checkbox"/> Middle-aged Individuals <input type="checkbox"/> Caregivers <input type="checkbox"/> Others: _____	<input type="checkbox"/> Elderly <input type="checkbox"/> Woman <input type="checkbox"/> Rehabilitant <input type="checkbox"/> Ex-mentally ill <input type="checkbox"/> People with special educational needs <input type="checkbox"/> New arrivals <input type="checkbox"/> Ethnic minorities
<input type="checkbox"/> Children and youth <input type="checkbox"/> Family and community <input type="checkbox"/> Persons with disabilities (including physical / mental disabled) <input type="checkbox"/> Ex-offenders <input type="checkbox"/> Retirees <input type="checkbox"/> Middle-aged Individuals <input type="checkbox"/> Caregivers <input type="checkbox"/> Others: _____	<input type="checkbox"/> Elderly <input type="checkbox"/> Woman <input type="checkbox"/> Rehabilitant <input type="checkbox"/> Ex-mentally ill <input type="checkbox"/> People with special educational needs <input type="checkbox"/> New arrivals <input type="checkbox"/> Ethnic minorities		
<p>Social impact or effectiveness</p> <p>Please provide a brief description of the social impact and effectiveness achieved by the applicant unit based on the social goals selected in part 4.1.</p> <p>(You may quantify the impact or effectiveness, such as the number of beneficiaries and the number of job opportunities created, etc.)</p>			

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<p>Synergy among SEs (if applicable)</p> <p>(If the applicant unit has established partnerships with other SEs, please briefly describe the details and the effectiveness of these partnerships)</p>	
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**Part V: Support for Social Enterprise**

<p>Major operational challenges (Up to 3 options)</p>	<input type="checkbox"/> Financial sustainability <input type="checkbox"/> Talent management and human resources <input type="checkbox"/> Market size and scalability <input type="checkbox"/> Market volatility and uncertainty <input type="checkbox"/> Cost control <input type="checkbox"/> Legal and regulatory environment	<input type="checkbox"/> Market awareness and consumer education <input type="checkbox"/> Methods and channels for accessing funds <input type="checkbox"/> Methods and channels for accessing information <input type="checkbox"/> Market competition with similar products/services <input type="checkbox"/> Collaboration and partnerships <input type="checkbox"/> Others: _____
<p>Measures you believe would be most helpful (Up to 3 options)</p>	<input type="checkbox"/> Establishing clear definitions for social enterprises <input type="checkbox"/> Developing a registration system for social enterprises <input type="checkbox"/> Increasing financing channels	<input type="checkbox"/> Encouraging government and corporate adoption of responsible procurement policies <input type="checkbox"/> Increasing training for social enterprise managers <input type="checkbox"/> Others: _____

### **Important Notes**

- Upon approval by HKCSS, the information in Part I and II will be uploaded to the database of the SE Directory online search engine for public access. Other information will be used for analytical purposes and kept confidential. HKCSS will not disclose the financial status and social impact of individual social enterprises.
- It is the responsibility of applicants to provide complete, truthful and accurate information to HKCSS regarding this application, and to attach all required supporting documents. Inaccurate or incomplete information may affect the consideration and processing of applications. Any misrepresentation, willful concealment or omission of information will be considered falsification, and grounds for denial of the application.
- HKCSS reserves the absolute right to decline applications or request additional documentary proof from the applicant unit to substantiate their application, if necessary.
- Inclusion in the SE Directory does **NOT** equate to HKCSS's Agency Member or recognition as a Caring Company/ Caring Organisation. Please refer to the links below for the respective applications.  
[HKCSS's agency membership application](#)  
[Caring Company/ Caring Organisation nomination](#)
- HKCSS is not a certification body for social enterprises. The SE Directory is simply a platform for corporations and the public to search for local SE products and services.

**Declaration**

- We confirm that the applicant unit fulfills the application criteria of the SE Directory.
  
- We confirm that all information provided is true and accurate.
  
- We understand that HKCSS has the right to verify the information provided after the submission of the application form. If any untrue, inaccurate or intentionally hidden information is discovered, HKCSS reserves the right to disqualify the applicant unit.
  
- If there are any operational changes or contact information updates of the SE unit, we promise to notify HKCSS in a timely manner.
  
- We confirm that the SE unit meets the following criteria:
  - We comply with all relevant laws and statutes applicable to Hong Kong, including The Law of People’s Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region.
  - We do not engage in any activities or acts that could potentially constitute or cause offences endangering national security or that are contrary to the interest of national security
  - We do not produce and submit any information (such as SE introductions, promotional materials, audio/visual productions, etc.) that is contrary to the interests of national security.
  
- We acknowledge that HKCSS reserves the right to revoke our participation in the SE Directory if there is any breach or improper use of the SE Directory logo, or if HKCSS reasonably believes that we may violate relevant laws and regulations in Hong Kong.
  
- We confirm that we have read and agree to the above declaration.

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Signature

Position:

Date:

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Stamp of the Organisation / Company