

機構會員申請 Application for Agency Membership

機構會員 : 凡宗旨與目標與社聯之宗旨與目標一致、熱心社會服務，又或真正提供直接社會服務，滿足現時社區需求為其主要工作之社會服務機構。

Agency Members : Social service organizations whose aims and objectives are in harmony with those of the Council and who have an active interest in the social service field or those who provide as their primary function a bona fide direct social service which helps to meet the existing needs of the community.

申請須知 Application Notes

根據社聯章程第十三條，凡欲申請為機構會員的機構，須符合以下資格：

- 一. 須經本會承認其為非牟利團體；
- 二. 開辦至少一年；
- 三. 須有公司章程或類似的公司文件；
- 四. 須印備年報及核數報告或經證明為正確的周年收支帳目；
- 五. 必須遵守本會執行委員會隨時修訂的其他條件；

According to Clause 13 of the Council's Constitution, organizations wishing to apply for Agency Membership must fulfill the following criteria in order to be eligible:

1. They must be recognized by the Council as being a non-profit-making body;
2. They must have been in operation for a period of at least one year;
3. They must possess a Constitution or similar document of incorporation;
4. They must publish their annual report and audited accounts or certified accounts with regards to annual income and expenditure;
5. They must comply with such other conditions as may be prescribed by the Executive Committee from time to time;

申請程序 Application Procedures

- 一. 填妥申請表格及邀請其他機構會員之正式代表為動議及和議人；
- 二. 將申請表格及有關文件寄回社聯企業管理(會員聯繫及服務)；
- 三. 社聯業務總監將進行機構探訪，並將有關申請提交社聯執行委員會通過，並於三十日內以書面通知有關結果。

1. Complete the Application Form and invite the official representatives of other Agency Members for the nomination of Membership Application;
2. Send the Application Form to Corporate Management (Membership Liaison & Services) with the required application documents;
3. The Business Director of the Council will visit the agency and the application will be submitted to the Executive Committee (ExCo) of the Council for consideration. Applicants will be notified in writing within 30 days after ExCo's endorsement.

THE HONG KONG COUNCIL OF SOCIAL SERVICE
Membership Application Form

以下一切資料將絕對保密，並只用作辦理成為社聯會員申請事宜。

The information provided is for application purposes only and it will be treated in STRICTEST CONFIDENCE.

1. 機構名稱 Name of Organization

(中文 in Chinese) : _____

(英文 in English) : _____

2. 機構地址 Address of Organization

(中文 in Chinese) : _____

(英文 in English) : _____

電話號碼 Tel No. : _____

傳真號碼 Fax No : _____

電郵地址 E-mail Address : _____

機構網址 Agency Website : _____

3. 機構的宗旨與目標 Aims and objectives of the Organization

4. 代表申請會籍之機構聯絡人 Contact Person for Membership Application

姓名 Name : (中文 in Chinese) _____

(英文 in English) : _____

職位 Post : (中文 in Chinese) _____

(英文 in English) : _____

電話號碼 Tel No. : _____

傳真號碼 Fax No : _____

電郵地址 E-mail Address : _____

5. 機構主管姓名及職銜 Name and Title of the Agency Head of Organization

姓名 Name : (中文 in Chinese) _____

(英文 in English) : _____

職位 Post : (中文 in Chinese) _____

(英文 in English) : _____

電話號碼 Tel No. : _____

傳真號碼 Fax No : _____

電郵地址 E-mail Address : _____

6. 經費來源 Funding Source

(用 表示 please) (~%)

社會福利署資助 SWD Subvention

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香港公益金 The Community Chest of Hong Kong

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香港賽馬會慈善信託基金 The Hong Kong Jockey Club Charities Trust

()

獎券基金 Lotteries Fund

()

企業/個人捐款 Corporate /Individual Donation

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其他來源 Other Sources

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7. 請簡單介紹申請機構在香港提供的服務 (如有需要請用另紙書寫)

Brief description of types of services provided in Hong Kong (Please attach additional sheets if necessary)

服 務 Service	服務概況 Service Description	服務對象及目前接受服務人數 Target population & no. of clients served

8. 機構受薪員工人數及職位 (如有需要請用另紙書寫)

Number of paid staff and their positions in organization (Please attach additional sheets if necessary)

職位 Position	受薪員工人數 Number of paid staff

9. 申請成為社聯機構會員的原因

Reasons for Application for Council's Agency Membership

請提交以下有關申請文件之副本

- 機構登記或豁免登記證明書之副本
- 非牟利組織的證明文件
- 機構之會章或公司章程
- 最新出版年報
- 最新出版每年收支核數報告或會計報告
- 機構組織圖
- 執行委員會/董事會名單

Please submit copy of the following supporting documents

- Copy of certificates of Organization's registration / exemption of registration
- Document to certify as non-profit making
- Constitution or Articles of Association
- Latest Annual Report
- Latest Audited Accounts or certified accounts
- Organization Chart
- Names of Members of Executive Committee / Board

10. 推薦者 (請參閱申請程序第一項)

Nomination (Please refer to item 1 of the Application Procedures)

I. **提名人 Proposer**

本人乃 (機構名稱) _____

的機構代表，謹此提議接納申請者為社聯機構會員。

Proposed by the undersigned, the official representative of _____

(Agency Name) that the applicant be granted Agency Membership of the Council.

簽署 Signature

機構蓋印 Agency Chop

姓名(請用正楷) Name in block letters

II. **和議人 Seconder**

本人乃 (機構名稱) _____

的機構代表，謹此和議接納申請者為社聯機構會員。

Seconded by the undersigned, the official representative of _____

(Agency Name) that the applicant be granted Agency Membership of the Council.

簽署 Signature

機構蓋印 Agency Chop

姓名(請用正楷) Name in block letters

聲明 Declaration

本人已閱讀香港社會服務聯會章程，如接納成為社聯機構會員，謹此同意遵守社聯之會員守則。

I, the undersigned, have read the Constitution of The Hong Kong Council of Social Service and hereby agree to comply with the stipulations thereof should Agency Membership of the Council be granted.

簽署 Signature

機構蓋印 Agency Chop

姓名(請用正楷) Name in block letters

日期 Date

職位 Position in Agency