

2025/26 年度「商界展關懷」計劃
申請者準備清單 (申請「同心展關懷」標誌)

所需文件：

- 有效的獲豁免繳稅證明 IR88 文件副本及獲豁免繳稅編號 (獲豁免繳稅的慈善機構適用)
- 獨立且有效**的商業登記證副本及商業登記證編號 (如有)
- 「表格 A：社區伙伴合作」及「表格 B：可持續發展工作」的相關證明文件 (如適用)

請確認以下申請所需程序**已完成**：

1. 機構基本資料

- 填寫「基本資料」、「企業 / 機構的可持續發展 / 社會企業責任目標」、「申報」及「廣告推廣事宜」部分
- 「基本資料」部分
 - 上載獲豁免繳稅證明 IR88 文件副本 (獲豁免繳稅的慈善機構適用)
 - 填寫商業登記證編號及上載**獨立且有效**的商業登記證副本 (如有)
- 點擊「提交」按鈕

2. 聯絡人資料

- 填寫三位聯絡人的基本資料 (管理層、可持續發展 / 企業社會責任工作負責人及行政聯絡人資料)
- 點擊「提交聯絡人資料更新」按鈕

3. 表格 A：社區伙伴合作

- 表格「確認狀態」為「確認及提交」
 - 如「確認狀態」顯示「要求修改」或「待確認」，即代表該表格 A 尚未成功提交。
 - 表格一經確認及提交，一概不可修改。
- 確認兩個或以上的不同準則
 - 如表格 A 僅填寫了一項準則，必須尋找其他提名機構確認一個或更多不同的準則，以符合表格 A 的要求。
- 按表格內容要求上載相關證明文件 (如適用)
 - **[準則 3.2]** 員工擔任提名機構的諮詢或管治委員會委員等義務職位

4. 表格 B：可持續發展工作

- 填寫企業 / 機構聲明
- 填寫企業 / 機構概況
- 填寫「伙伴合作」、「社會持續發展」、「經濟持續發展」及「環境持續發展」全部 65 項標準
- 按表格內容要求上載相關證明文件（如適用）
 - [伙伴合作 Q6] 為照顧者提供支援服務及/或活動
 - [伙伴合作 Q7] 員工擔任提名機構的諮詢或管治委員會委員等義務職位
 - [社會持續發展 Q1] 為弱勢社群就業計劃提供職位
 - [社會持續發展 Q2] 為照顧者提供職業培訓和就業機會
 - [社會持續發展 Q4] 家庭崗位定期員工培訓或意識提高活動
 - [社會持續發展 Q8] 超越法律要求的產假、侍產假及照顧者假
 - [社會持續發展 Q9] 提倡家庭友善文化的額外支援
 - [經濟持續發展 Q11] 職業健康安全管理系統第三方認證或認可
 - [經濟持續發展 Q13] 支援照顧者的活動
 - [經濟持續發展 Q14] 產品 / 服務的安全和品質第三方認證或認可
 - [經濟持續發展 Q20] 人力資源相關認證
 - [經濟持續發展 Q24] 因工身故個案詳情
 - [環境持續發展 Q1] 實時能源管理軟件 / 能源審核 / 能源節約認證
 - [環境持續發展 Q7] 產品 / 服務生命週期評估
 - [環境持續發展 Q17] 環境相關認證
 - [環境持續發展 Q18] 環境相關獎項
- 點擊「提交資料」按鈕以提交表格 B

5. 關懷大使

- [如推薦關懷大使] 填寫關懷大使資料，並點擊「提交資料」按鈕
- [如不推薦關懷大使] 點擊「不推薦任何關懷大使」按鈕

6. 申請費用

- 成功支付申請費用（港幣 800 元正）

7. 確認申請已提交

- 整體申請進度列表顯示為「100% 已完成」

The Caring Company Scheme 2025/26
Applicant's Checklist (Applying for the Caring Organisation Logo)

Documents required:

- A copy of a valid Tax Exemption Certificate & the Tax-Exempt Charitable Institution and Trusts Reference Number (applicable to tax-exempt charity organisations)
- A copy of an **independent and valid** Business Registration Certificate & the Business Registration Number (if any)
- Supporting documents for "Form A: Community Partnership" and "Form B: Sustainability" (if applicable)

Please make sure the following procedures have been **completed**:

1. Organisation Basic Information

- Fill in "Information", "Objectives on Sustainability and Corporate Social Responsibility", "Declare" and "Publicity" sections
- "Information" Section
 - Upload a copy of a valid Tax Exemption Certificate & the Tax-Exempt Charitable Institution and Trusts Reference Number (applicable to tax-exempt charity organisations)
 - Fill in the Business Registration Certificate number and upload an **independent and valid** Business Registration Certificate copy (if any)
- Click the "Submit" button

2. Contact Person Details

- Fill in the information for three contacts (Management, Sustainability/CSR Person-in-Charge and Administrative Staff)
- Click the "Submit Contact Person Details" button

3. Form A: Community Partnership

- The "Submission Status" shown as "Confirmed and Submitted"
 - Any status indicating "Modification Required" or "Pending Confirmation" suggests that Form A has not been completed and submitted.
 - No changes can be made once the form is submitted.
- Two or more distinct criteria are confirmed in Form A
 - If Form A has only one criterion filled, please seek nominations from other nominators to confirm one or more additional criteria to meet the requirements of Form A.
- Upload the necessary supporting documents (if applicable)
 - **[Criteria 3.2]** Employee(s) holding voluntary position(s) in the nominator's organisation, such as advisory committees and governance committees

4. Form B: Sustainability

- Fill in Declarations by the Company / Organisation
- Fill in Company / Organisation Profile
- Respond to all 65 questions in the “Partnership”, “Social Sustainability”, “Economic Sustainability” and “Environmental Sustainability” sections
- Upload the necessary supporting documents (if applicable)
 - **[Partnership Q6]** Providing services and/ or activities to carers
 - **[Partnership Q7]** Employee(s) holding voluntary position(s) in the nominator's organisation, such as advisory committees and governance committees
 - **[Social Sustainability Q1]** Offering job positions in employment schemes for disadvantaged individuals
 - **[Social Sustainability Q2]** Offering job training and employment opportunities to carers
 - **[Social Sustainability Q4]** Regular employee training or awareness raising activities on family status
 - **[Social Sustainability Q8]** Maternity leave, paternity leave or carer leave, beyond the requirements of the law
 - **[Social Sustainability Q9]** Supplemental support to promote a family-friendly culture
 - **[Economic Sustainability Q11]** Third-party certification or recognition of occupational health and safety management systems
 - **[Economic Sustainability Q13]** Activities / workshops on carer support
 - **[Economic Sustainability Q14]** Third-party certification or recognition of quality, safety and health impact of product or service offerings
 - **[Economic Sustainability Q20]** Certifications for human resource management
 - **[Economic Sustainability Q24]** Details of work-related fatality incidents
 - **[Environmental Sustainability Q1]** Real-time energy management software / energy audits / energy conservation certification
 - **[Environmental Sustainability Q7]** Life cycle assessments (LCA)
 - **[Environmental Sustainability Q17]** Environmental certifications
 - **[Environmental Sustainability Q18]** Environmental awards
- Click the "Submit Data" button to submit Form B

5. Caring Ambassadors

- [To nominate Caring Ambassadors] Fill in the Caring Ambassador details and click the "Submit" button.
- [Not nominating any Caring Ambassadors] Click the "Will not nominate any Caring Ambassadors " button.

6. Application Fee

- Settle the application fee (HK\$800)

7. Confirm Application Submission

- The Overall Application Progress indicates “100% Completed”