

2025/26 年度「商界展關懷」計劃

提名機構準備清單

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
- 由獲授權人士簽名及機構蓋印的聲明書 (非社聯機構會員及首年參加計劃之提名機構適用)
[聲明書範本下載連結](#)
- 合作伙伴擔任 貴機構諮詢或管治委員會委員等義務職位之證明文件 (表格 A 準則 3.2 適用)

請確保已完成以下提名所需程序：

- 更新基本資料
 - 非社聯機構會員及首年參加計劃之提名機構必須通過基本資料審核，方可進行提名程序。審核需時不少於 5 個工作天，請預留充足時間。
- 更新聯絡人資料
 - 確保 貴機構接收有關計劃最新消息及「表格 A：社區伙伴合作」進度通知。
- 提交表格前，請檢查所有資料是否為正確無誤
 - 表格一經提交，一概不可修改。
- 檢查表格 A 的「確認狀態」是否為「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。
- 如表格 A 僅填寫了一項準則，請提醒該合作伙伴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。

The Caring Company Scheme 2025/26
Nominator's Checklist

Documents required:

- A copy of the valid Tax Exemption Certificate & the Tax-Exempt Charitable Institution and Trusts Reference Number
- Declaration letter with authorised person's signature and organisation stamp (applicable to **Non-HKCSS Agency Members** and nominators **joining** the Scheme **for the first time**)
[Download Declaration Template](#)
- Supporting documents for partner employee(s) holding voluntary position(s) in your organisation, such as advisory committees and governance committees (applicable to Form A Criteria 3.2)

Please ensure that the following nomination procedures are completed:

- Update basic information
 - **Non-HKCSS Agency Members** and **first-time nominators** must complete a basic information review before engaging in the nomination process. This review requires at least 5 working days. Please allow sufficient time for the review.
- Update contact person details
 - To ensure your organisation receives the latest updates regarding the Scheme and notifications on "Form A: Community Partnership" progress.
- Ensure all information is accurate before form submission
 - No changes can be made once submitted.
- Confirm that the "Submission Status" of Form A shows as "Confirmed and Submitted"
 - Any status indicating "Modification Required" or "Pending Confirmation" suggests that Form A has not been completed and submitted.
- If Form A has only one criterion filled, please remind your partner to seek nominations from other nominators.
 - Your partner should confirm one or more additional criteria to meet the requirements of Form A.