

2024/25 Caring Company Scheme Online Application System User Manual (For Applicant)

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1. Introduction to the Online Application System for The Caring Company Scheme

This system aims to simplify and optimize the application process of the Caring Company Scheme. The target of system users include:

- Charitable organisations interested in becoming nominators
- Companies interested in applying for the Caring Company Logo
- Organisations interested in applying for the Caring Company Logo

Main functions of the system :

Charity Organisation Zone

1. Being Nominator application
2. Partner invitation management
3. Invitation review and feedback

Company/ Organisation Zone

1. Online application
2. Update Company/ Organisation Basic Information
3. Update Contact Person Details
4. Complete Form A Community Partnership & Form B: Sustainability
5. Fill out caring ambassador(s) information
6. Online payment service
7. E-certificate download and printing

Companies and organisations can login to the system at anytime to check the process of application and complete the application requirements according to the system prompts.

1.1 Overall application process for applicants

- Registration
- Applying for the Caring Company Scheme
- Update company/ organisation general information
- Update contact person information
- Complete and submit Form A: community partnership
- Complete and submit Form B: sustainability efforts
- Complete and submit caring ambassadors
- Submit application fee

2. Functionality

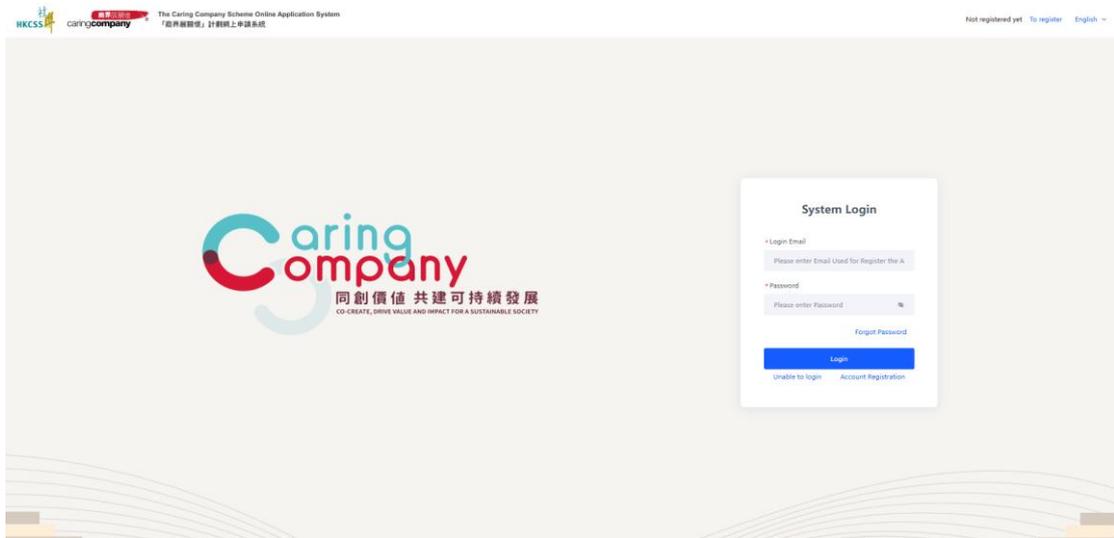
2.1 Users Login

- Longing method
 - Method 1 : Visit the Caring Company website www.caringcompany.org.hk, and click 'Members Login' to login in



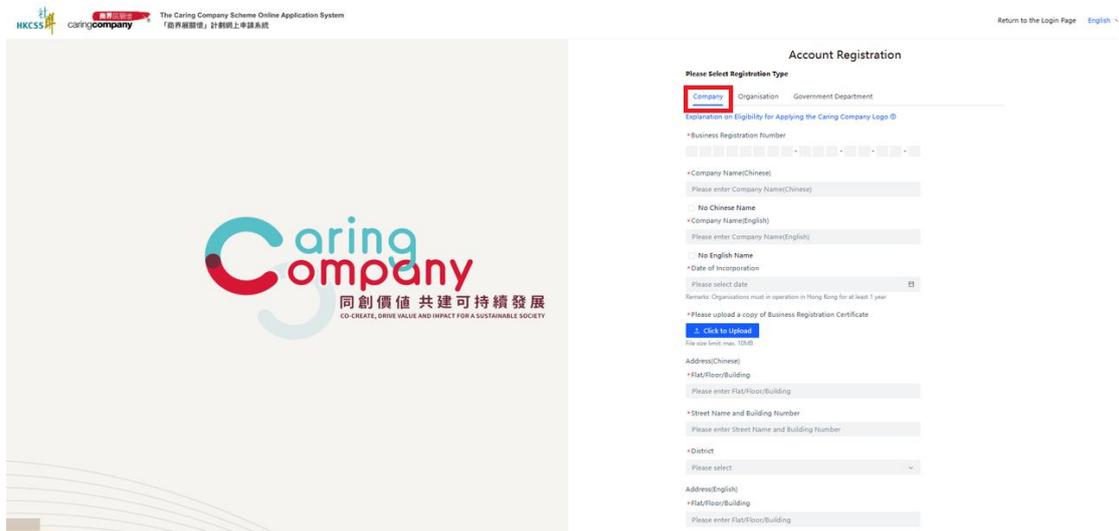
The screenshot shows the Caring Company website homepage. At the top, there are navigation links: Skip To Content, Contact Us, 中文, and social media icons for LinkedIn, Facebook, and YouTube. The main banner features the Caring Company logo and the text: "2024/25年度「商界展關懷」計劃 - 現已開始接受申請" and "The Caring Company Scheme 2024/25 Application Opens Now". Below this, it states the application deadline: "申請截止日期: 2025年10月8日下午6時正" and "Application Deadline: 8 October 2025 6pm". A red arrow points to a "Members Login" button in the "What's new" section, which is highlighted with a red box. Other buttons in the "What's new" section include "Details of Scheme", "Application Guidelines", "FAQs", "eNewsletter", and "Support Us".

- Method 2: Please login to www.ccnomination.net

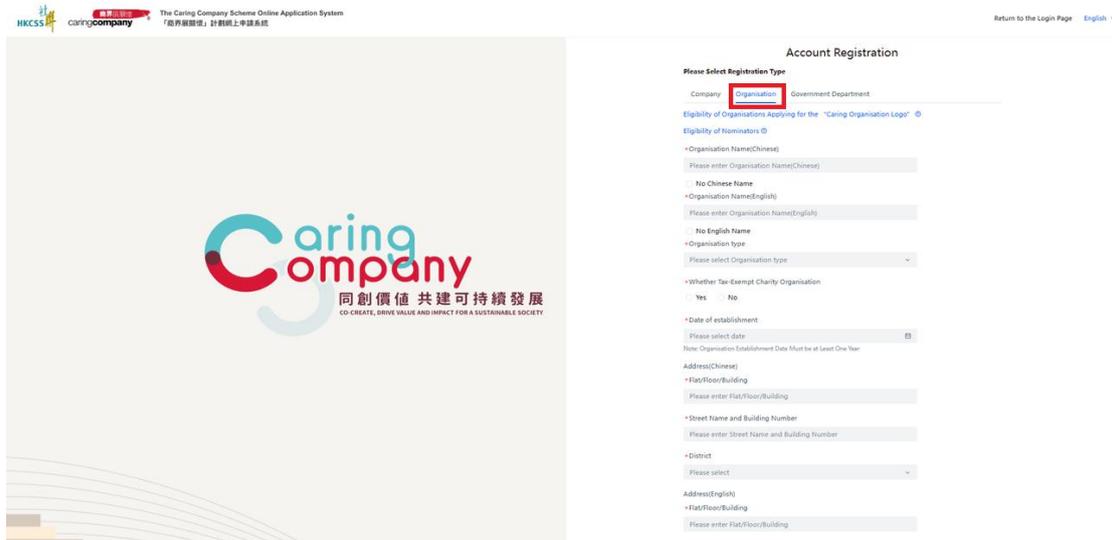


2.1.1 Registration

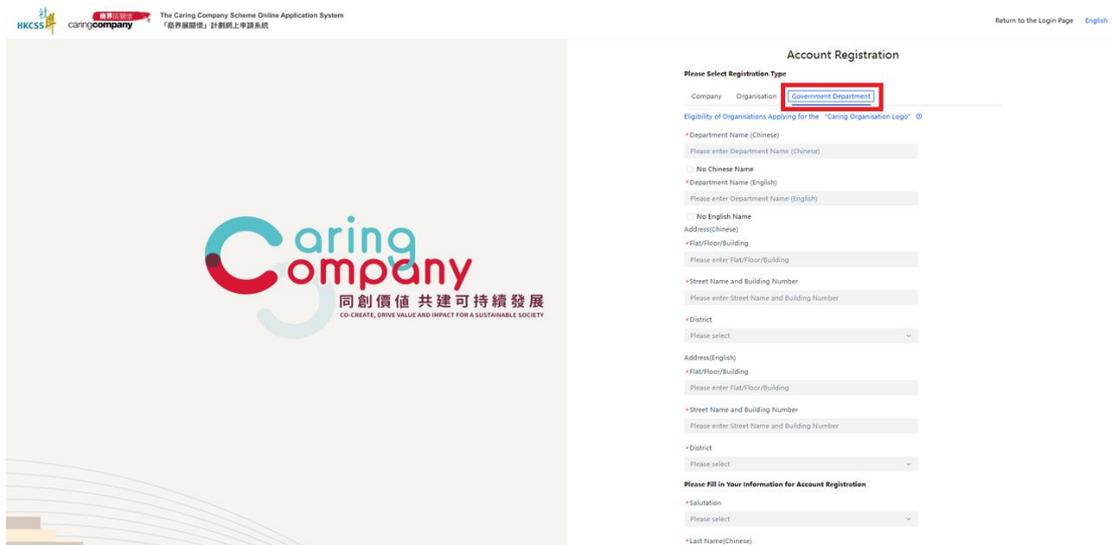
- Account Registration Address:
<https://www.ccnomination.net/client/login?loginType=register>
- Registration Type: Company/ Organisation/ Government Department



Registration - Company Types



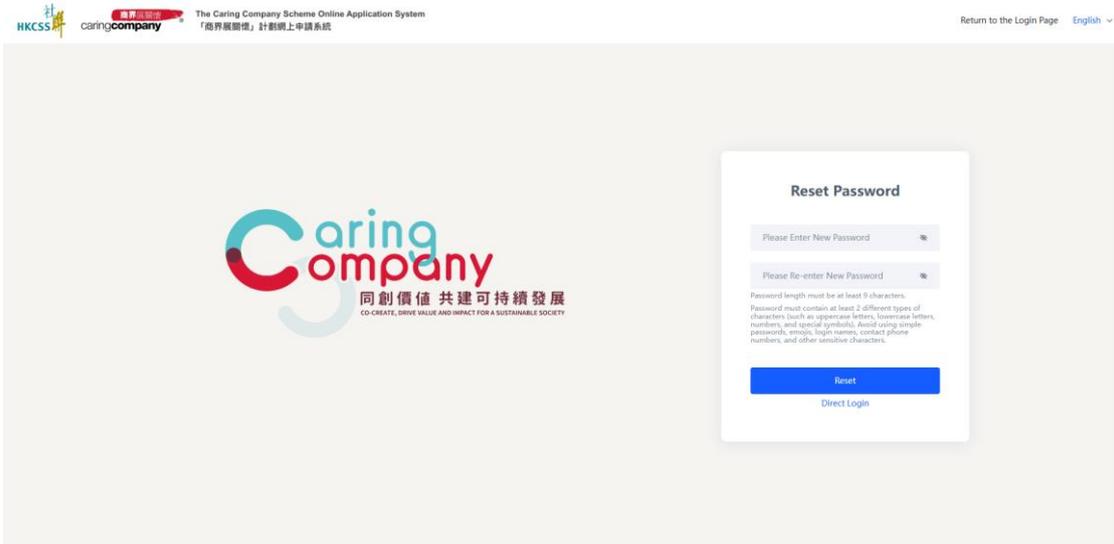
Registration - Organisation Types



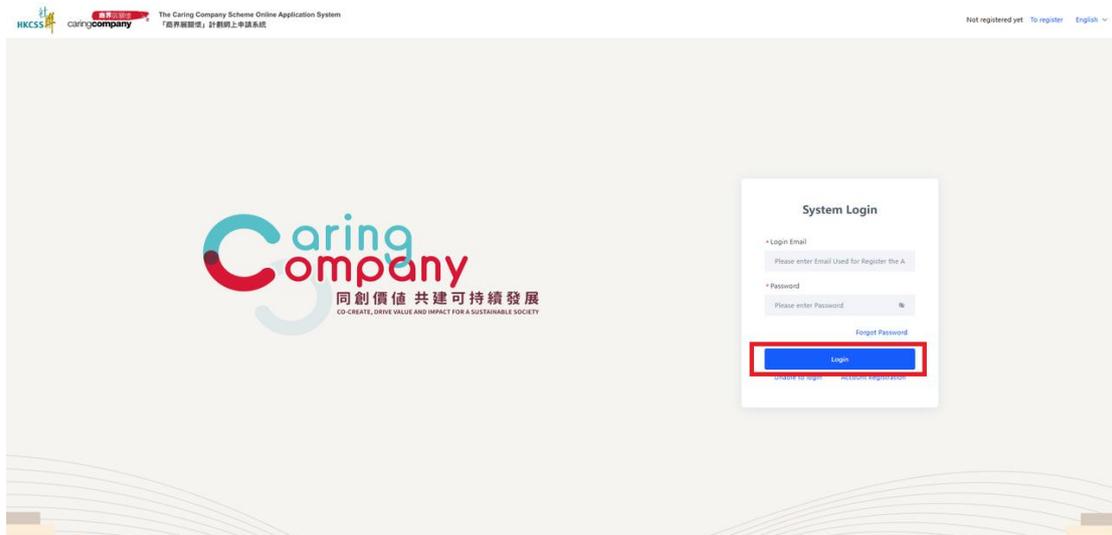
Registration - Government Department Types

2.1.2 First-Time Login

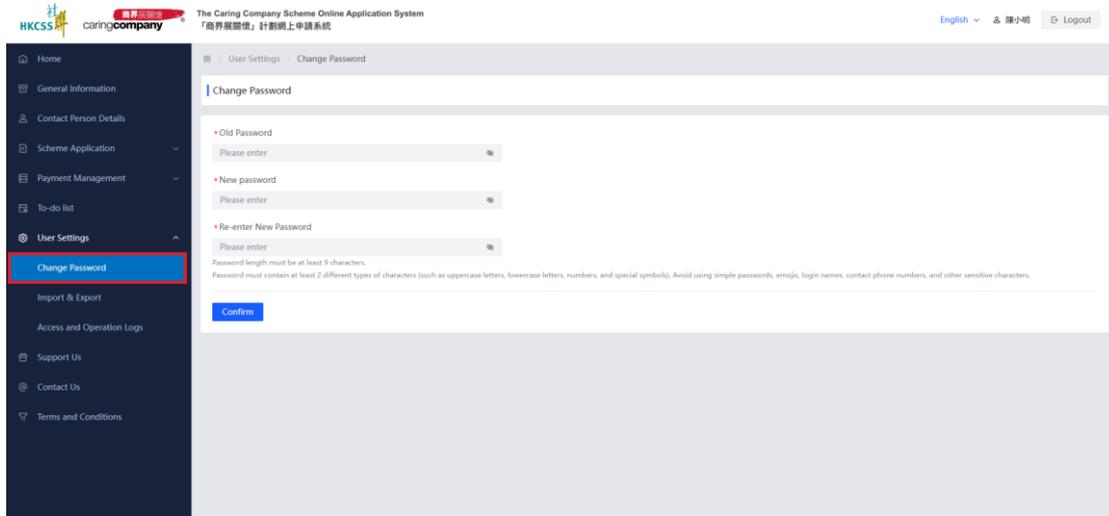
- Login address: <https://www.ccnomination.net/client/login>
- Set password: Once the account registration has been approved, set the password by clicking the link provided in the confirmation email. Then, log in using the [registered email address and the newly created password](#).
- Change password: After logging into the system, password can be changed through 'User Setting - Change Password'.



First time login - Set a new password



System Login

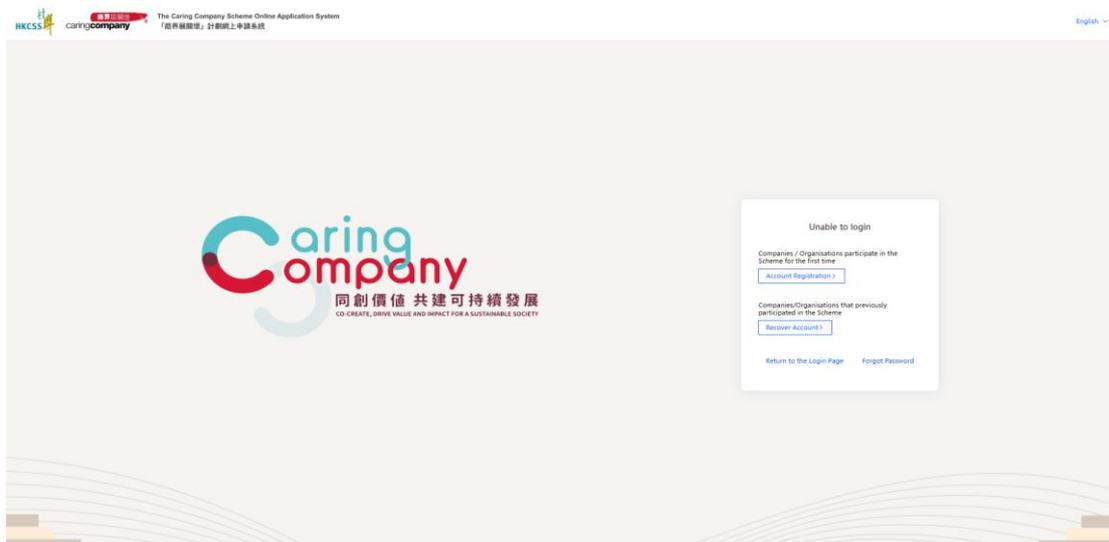


Change password

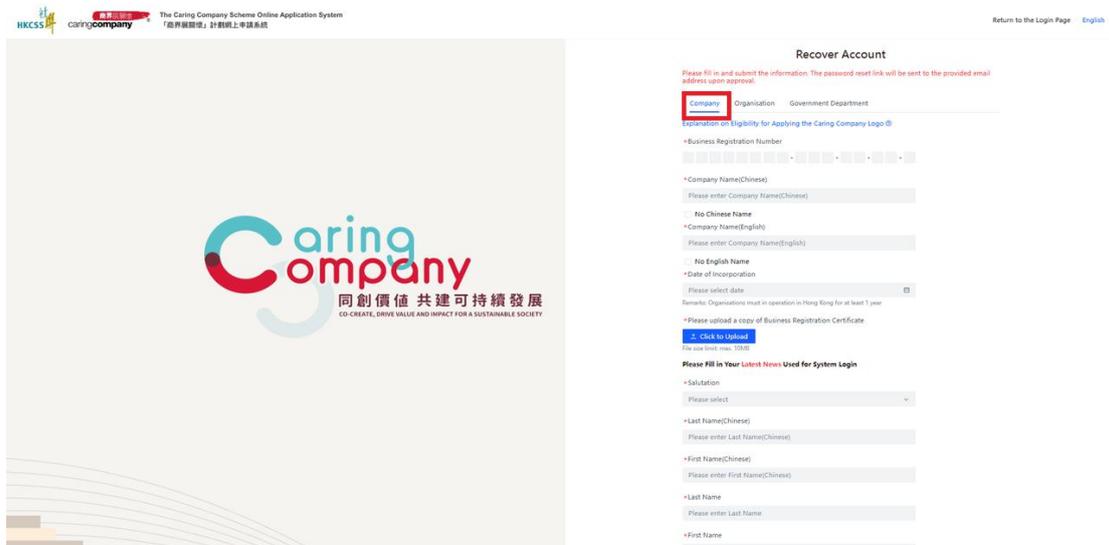
2.1.3 Unable to Login

Choose the reason for being unable to login:

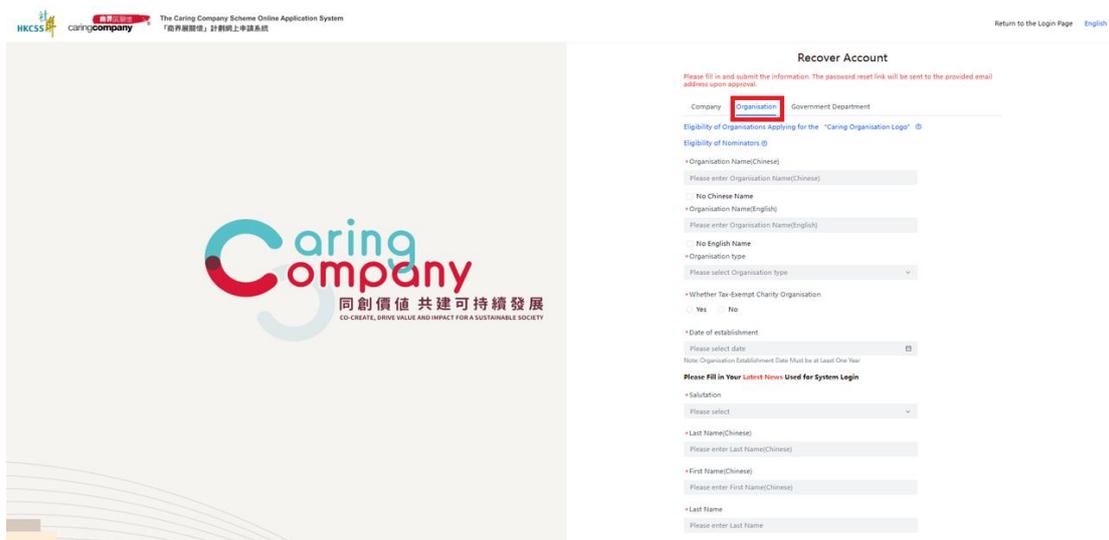
- For companies and organisations participating in the Caring Company Scheme for the First time, please follow the 'Account Registration' process;
- For companies and organisations that have participated in the Caring Company Scheme before, please follow the 'Recover Account' process;
- If you forgot your password, please follow the 'Forgot Password' process;



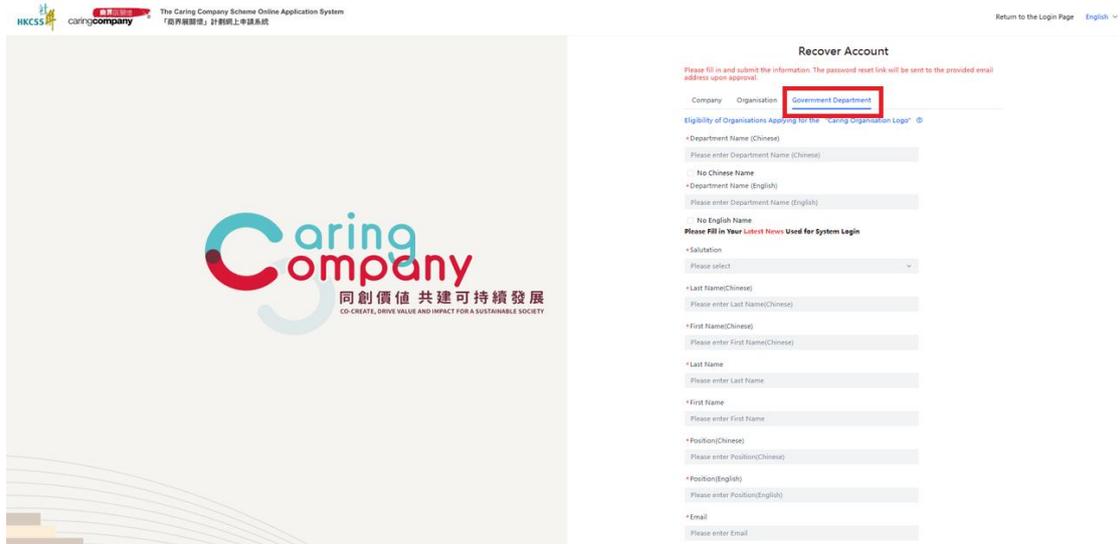
Unable to Login



Company - Recover Account



Organisation - Recover Account

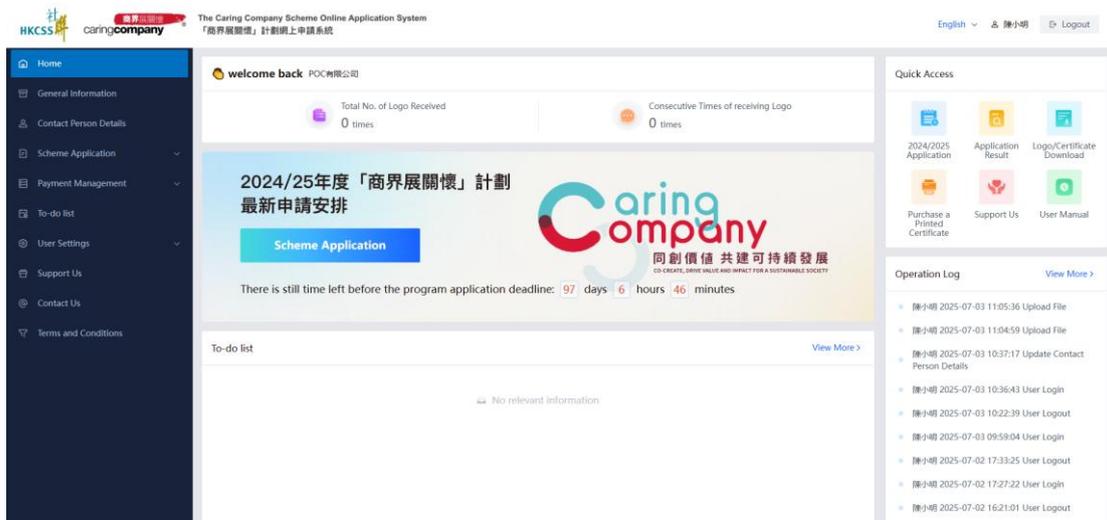


Government Department - Recover Account

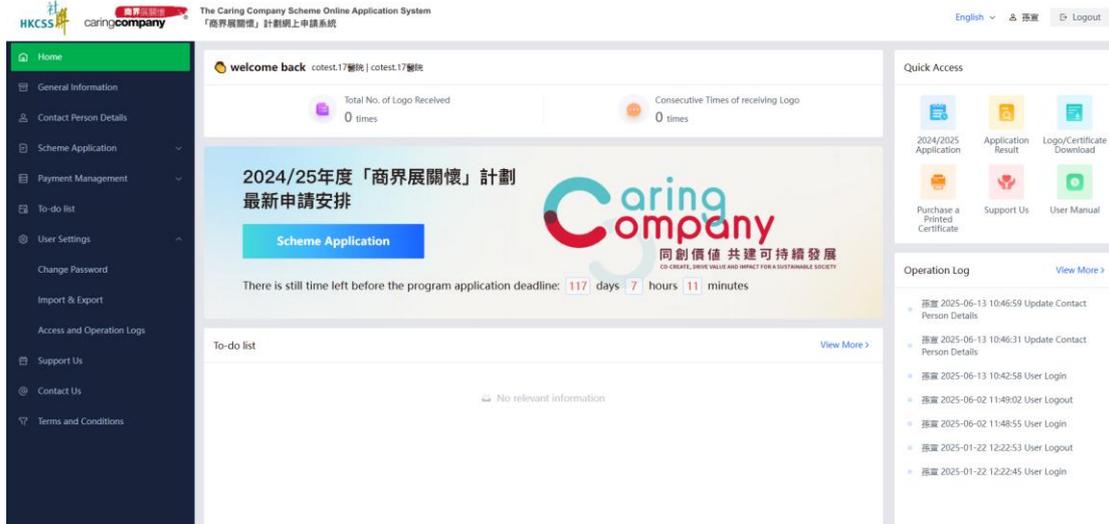
2.2 Dashboard

After logging in, the main dashboard is composed of:

- Left side: 'Menu Bar'
- Center: 'Basic Data', 'Scheme Application', and 'To-Do List' Section
- Right side: 'Quick Access' and 'Operation Log' Section



Homepage for applying Caring Company Logo



Homepage for applying Caring Organisation Logo

2.2.1 Basic Data

- Total number of logos received: The cumulative total number of times the logo has been received over the years;
- Number of consecutive logos issued: The number of consecutive years the logo has been received;



2.2.2 To-do List

Unfinished Tasks

Creation Time	Message content	Message status	Operation
2025-02-18 16:09:42	You have received a partnership invitation from ABC123 Nominator. Please check it	Unread	View Details

Total: 1 < 1 >

2.2.3 Quick Access

Directly access the target page by clicking the icon of the quick.

Quick Access



2024/2025
Application



Application
Result



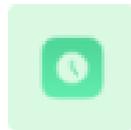
Logo/Certificate
Download



Purchase a
Printed
Certificate



Support Us



User Manual

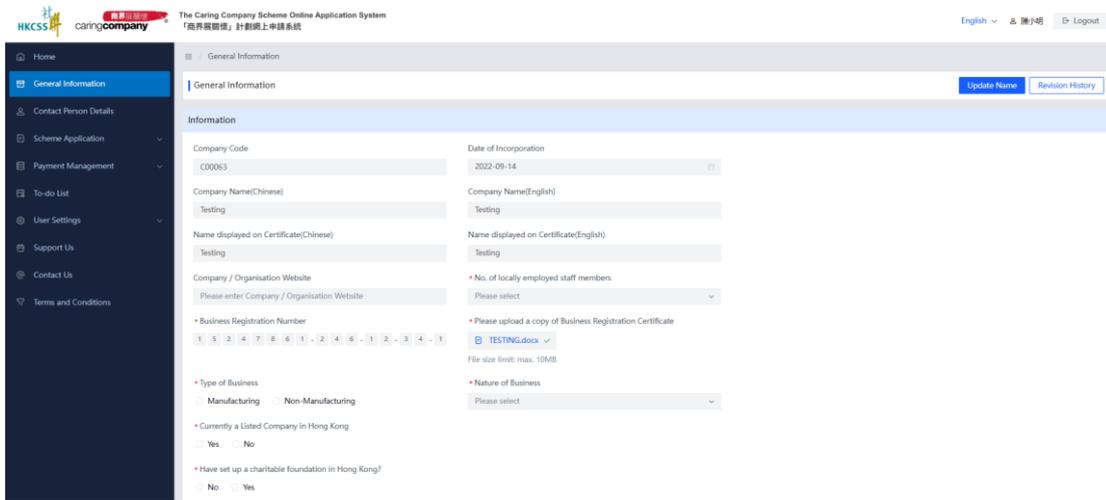
2.3 General Information

General information is divided into two parts: the general information of Part One and the application information of Part Two;

2.3.1 Part 1: General Information

2.3.1.1 General Information Update

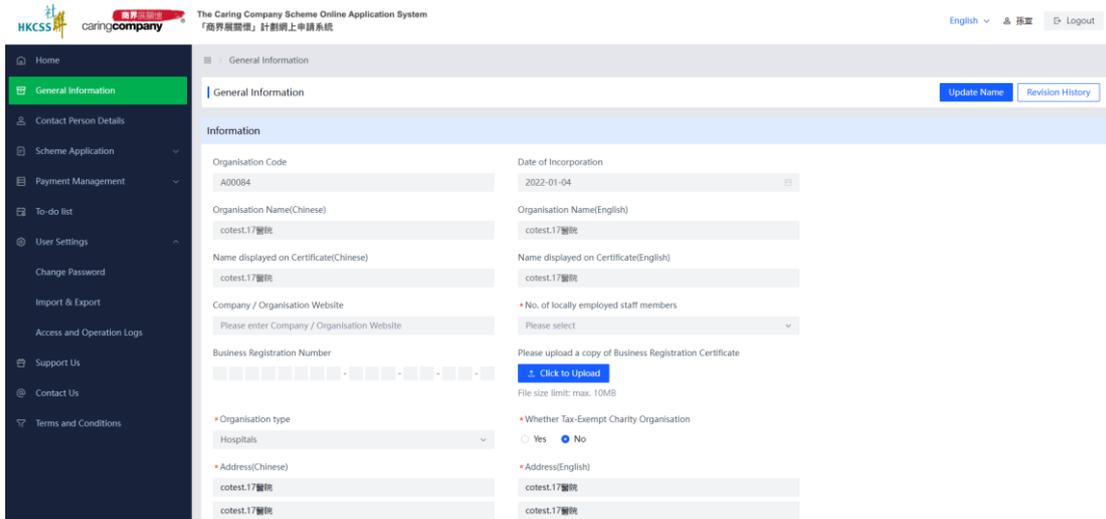
The general information that needs updating varies based on the applicant type.



The screenshot shows the 'General Information' update page for a company. The interface includes a sidebar with navigation options like 'Home', 'General Information', 'Contact Person Details', 'Scheme Application', 'Payment Management', 'To-do List', 'User Settings', 'Support Us', 'Contact Us', and 'Terms and Conditions'. The main content area is titled 'General Information' and contains the following fields:

- Company Code:** C0063
- Date of Incorporation:** 2022-09-14
- Company Name(Chinese):** Testing
- Company Name(English):** Testing
- Name displayed on Certificate(Chinese):** Testing
- Name displayed on Certificate(English):** Testing
- Company / Organisation Website:** Please enter Company / Organisation Website
- Business Registration Number:** 1 5 2 4 7 8 6 1 2 4 6 1 2 3 4 1
- Type of Business:** Manufacturing (selected), Non-Manufacturing
- Currently a Listed Company in Hong Kong:** Yes (selected), No
- Have set up a charitable foundation in Hong Kong?:** No (selected), Yes

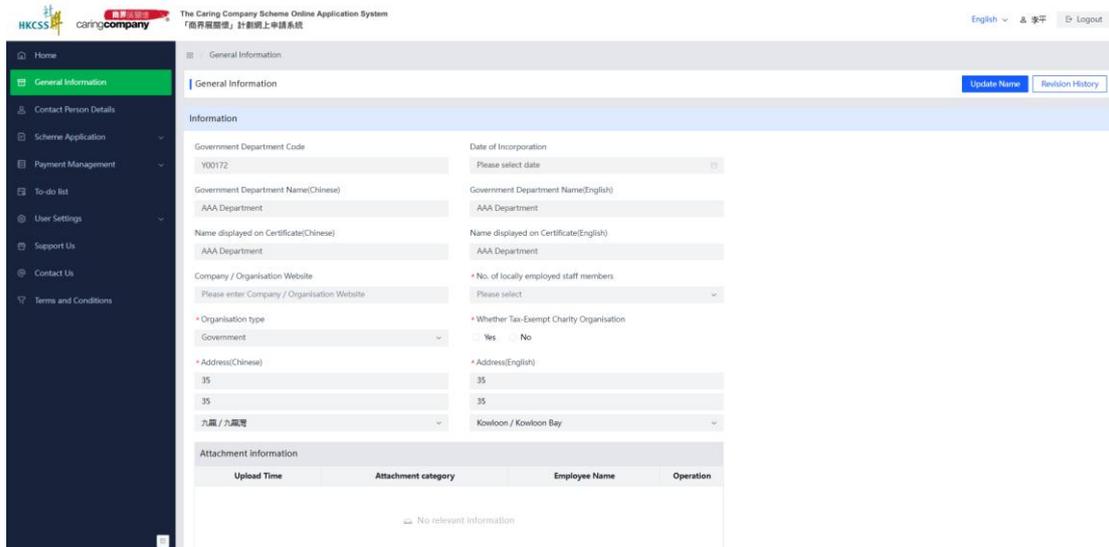
For Company: General Information update



The screenshot shows the 'General Information' update page for an organisation. The interface is similar to the company page but with different fields:

- Organisation Code:** A0004
- Date of Incorporation:** 2022-01-04
- Organisation Name(Chinese):** cotest.17醫院
- Organisation Name(English):** cotest.17醫院
- Name displayed on Certificate(Chinese):** cotest.17醫院
- Name displayed on Certificate(English):** cotest.17醫院
- Company / Organisation Website:** Please enter Company / Organisation Website
- Business Registration Number:** [Empty fields]
- Organisation type:** Hospitals (selected)
- Whether Tax-Exempt Charity Organisation:** Yes (selected), No
- Address(Chinese):** cotest.17醫院
- Address(English):** cotest.17醫院

For Organisation: General Information update



For Government department: General Information update

2.3.1.2 Support uploading attachments

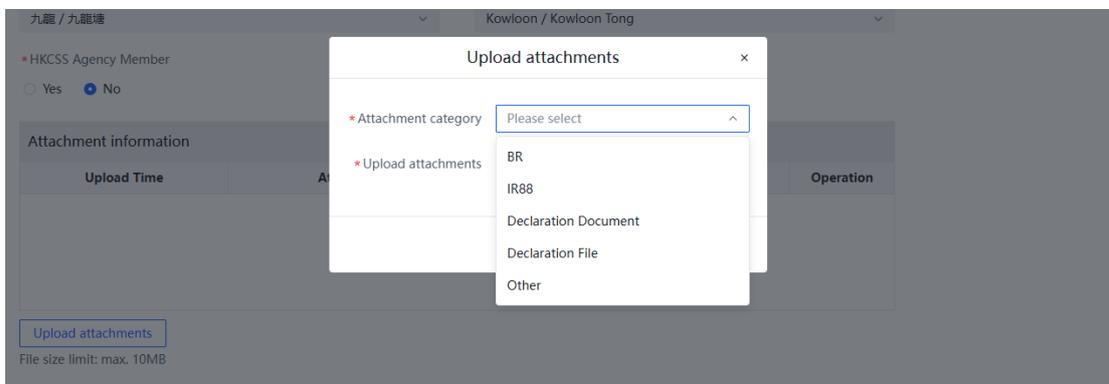
It supports uploading various attachments, including BR, IR88, Declaration and others.

Attachment information

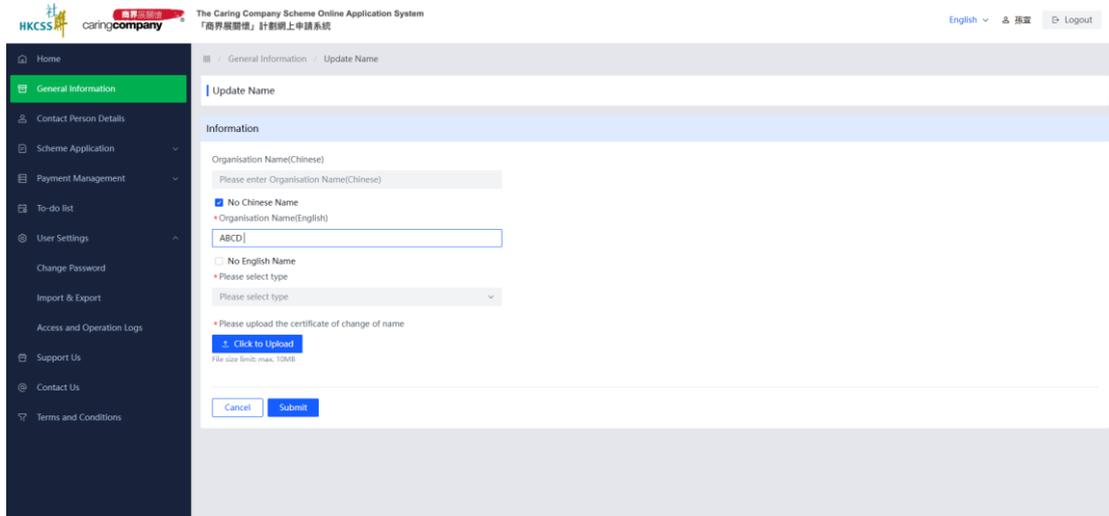
Upload Time	Attachment category	Attachment Name	Operation
2025-07-03	BR	TESTING.docx	Download
2025-07-03	Other	TESTING.docx	Download

[Upload attachments](#)
File size limit: max. 10MB

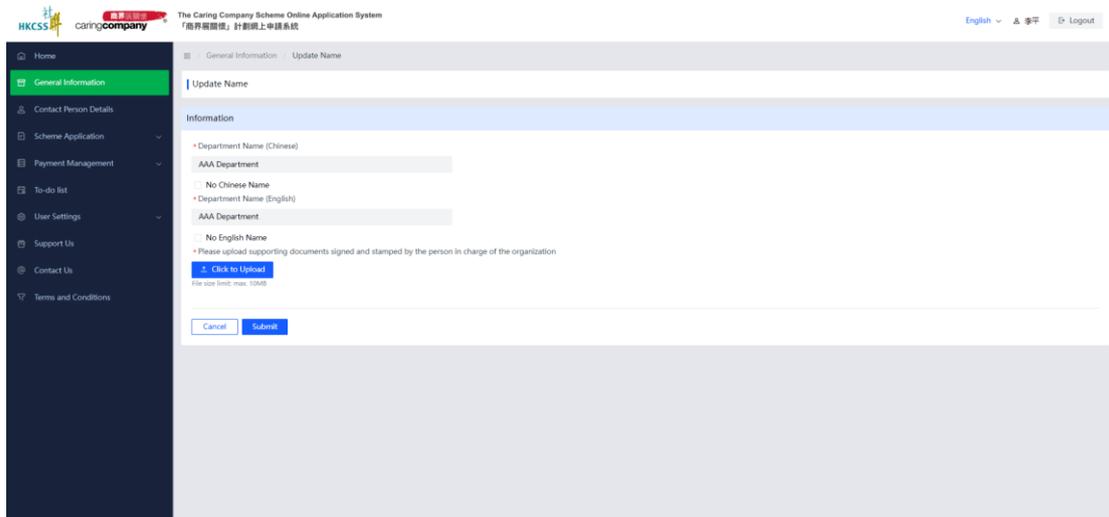
Upload Attachment



Category of attachment



For Organisation - Update Name

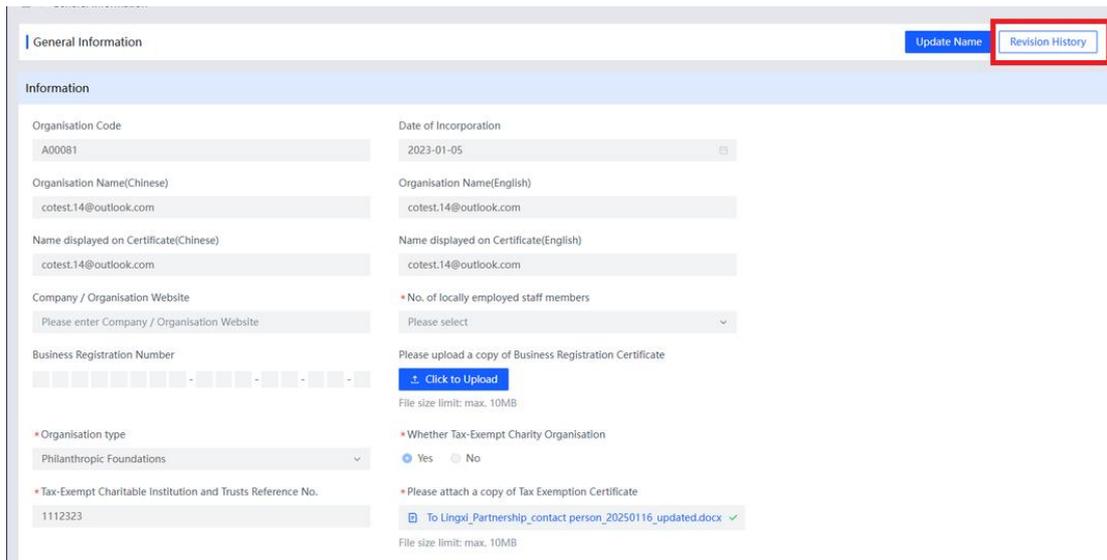


For Government department - Update Name

2.3.1.4 Revision History

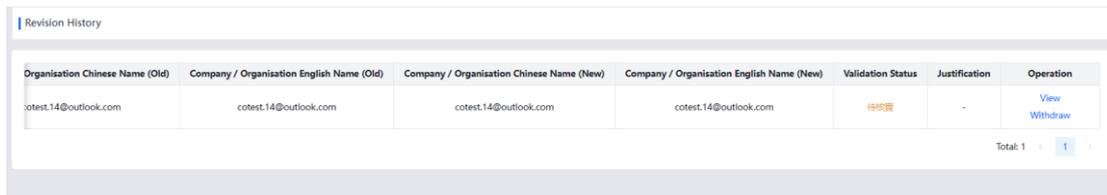
To review the record of 'Update Name', if the status is:

- Pending: Allows viewing and withdrawal;
- Approved: The application of 'Update Name' has approved, and the updated name will be displayed after refreshing the page;
- Not Approved: The application for 'Update Name' has not been approved, and the name will not be updated.



The screenshot shows the 'Update Name' form with the 'Revision History' tab highlighted in red. The form contains various fields for organization information, including Organisation Code, Date of Incorporation, Organisation Name (Chinese and English), Name displayed on Certificate (Chinese and English), Company / Organisation Website, Business Registration Number, and Organisation type. There are also sections for uploading documents like Business Registration Certificate and Tax Exemption Certificate.

Revision history of updated name



Organization Chinese Name (Old)	Company / Organisation English Name (Old)	Company / Organisation Chinese Name (New)	Company / Organisation English Name (New)	Validation Status	Justification	Operation
cotest.14@outlook.com	cotest.14@outlook.com	cotest.14@outlook.com	cotest.14@outlook.com	待核實	-	View Withdraw

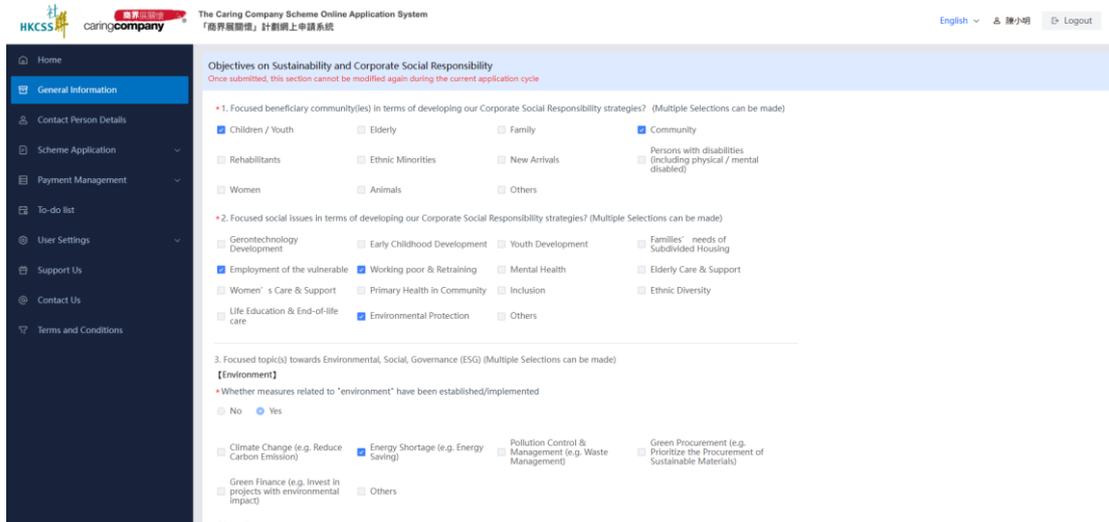
Total: 1

Revision history

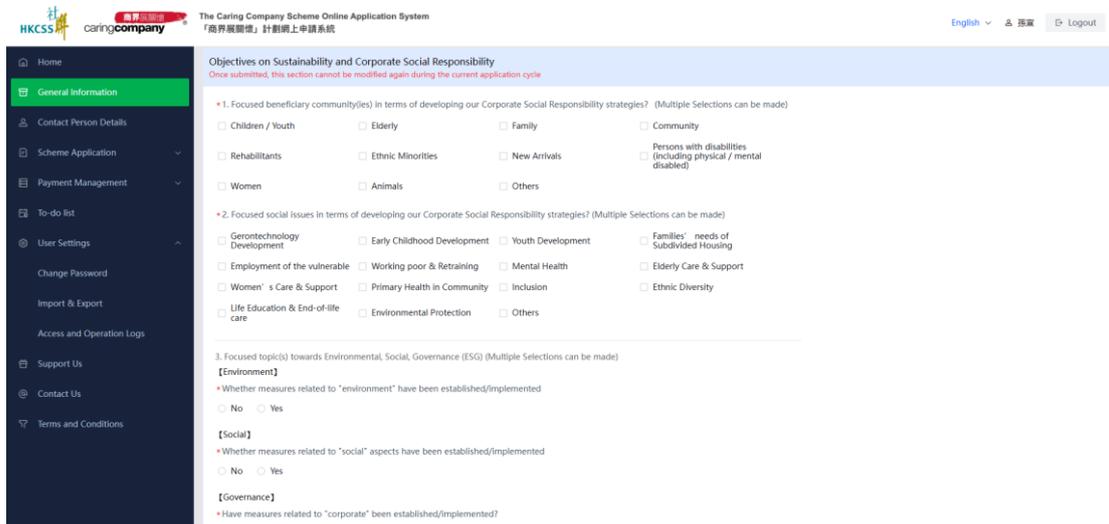
2.3.2 Part 2: Application Information

Once submitted, this section cannot be modified during the current application period.

2.3.2.1 Company/ Organisation applying the 'Caring Company' or 'Caring Organisation' logo.



Company applying for the Caring Company logo

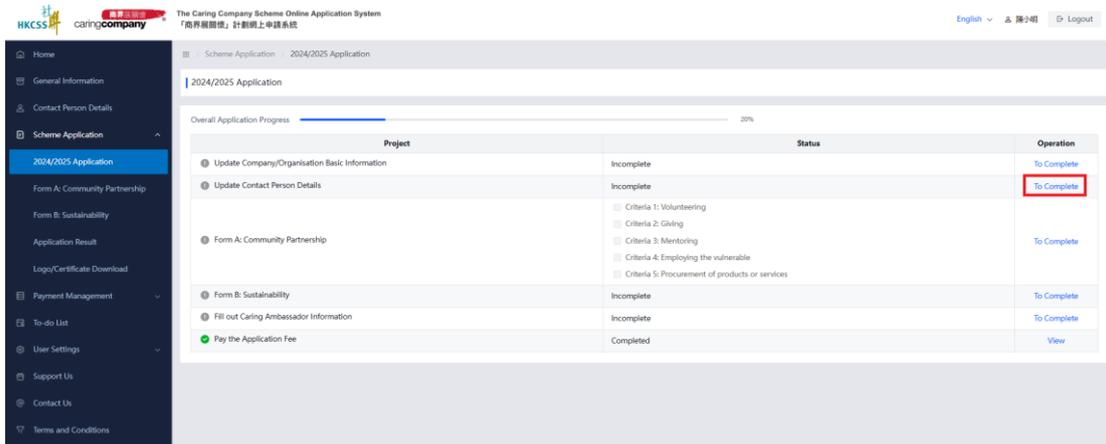


Organisation or Government Department applying Caring Organisation logo

2.4 Contact Person Details

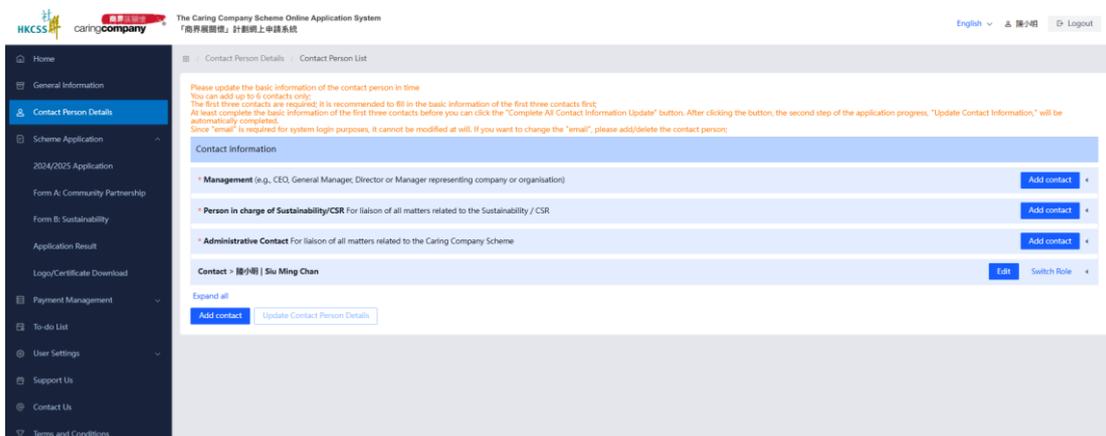
Please update the basic information of the contact person in time; a maximum of 6 contacts can be added:

- It is recommended to first fill out the basic information of the first three contacts first, including **(1) Management, (2) Person in charge of Sustainability/CSR, (3) Administration contact**, which is **mandatory**;
- After completing the basic information of three contacts, please click the **'Update Contact Person Details'** button to complete one of the application processes;
- Since 'email' is required for system login purposes, it cannot be modified at will. If the user want to change the 'email', please add/delete the contact person;
- ****The system requires a unique email address for each contact as a login account to ensure account security and to avoid duplicate logins.**



Project	Status	Operation
1 Update Company/Organisation Basic Information	Incomplete	To Complete
1 Update Contact Person Details	Incomplete	To Complete
1 Form A: Community Partnership	<input type="checkbox"/> Criteria 1: Volunteering <input type="checkbox"/> Criteria 2: Giving <input type="checkbox"/> Criteria 3: Mentoring <input type="checkbox"/> Criteria 4: Employing the vulnerable <input type="checkbox"/> Criteria 5: Procurement of products or services	To Complete
1 Form B: Sustainability	Incomplete	To Complete
1 Fill out Caring Ambassador Information	Incomplete	To Complete
1 Pay the Application Fee	Completed	View

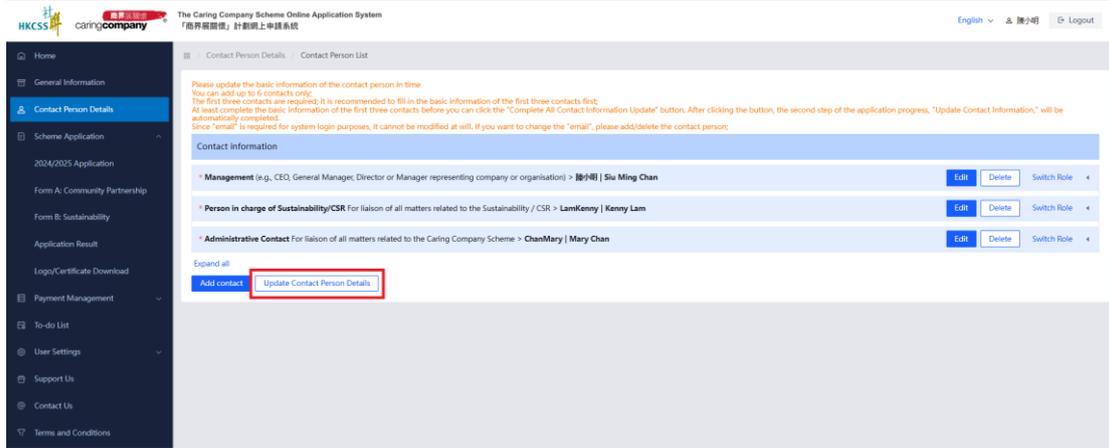
Enter the page via '2024/25 Application' - 'Update Contact Person Details' then click 'To Complete'



Please update the basic information of the contact person in time. You can add up to 6 contacts only. The first three contacts are required; it is recommended to fill in the basic information of the first three contacts first. At least complete the basic information of the first three contacts before you can click the "Complete All Contact Information Update" button. After clicking the button, the second step of the application progress, "Update Contact Information," will be automatically completed. Since "email" is required for system login purposes, it cannot be modified at will. If you want to change the "email", please add/delete the contact person.

Contact Information	Buttons
* Management (e.g., CEO, General Manager, Director or Manager representing company or organisation)	Add contact
* Person in charge of Sustainability/CSR For liaison of all matters related to the Sustainability / CSR	Add contact
* Administrative Contact For liaison of all matters related to the Caring Company Scheme	Add contact
Contact > 陳小明 Siu Ming Chan	Edit, Switch Role

User can click 'Add contact', 'Edit' and 'Switch Role' for modification



Once complete, click 'Update Contact Person Details'

2.4.1 Add/Edit Contact Person Details

Supports adding different types of contacts

Contact information

*** Management** (e.g., CEO, General Manager, Director or Manager representing company or organisation) **Add contact**

<p>* Salutation</p> <p>Please select Salutation</p>	<p>* Last Name(Chinese)</p> <p>Please enter Last Name(Chinese)</p>	<p>* First Name(Chinese)</p> <p>Please enter First Name(Chinese)</p>
<p>* Last Name</p> <p>Please enter Last Name</p>	<p>* First Name</p> <p>Please enter First Name</p>	<p>Preferred Name</p> <p>Please enter Preferred Name</p>
<p>* Position(Chinese)</p> <p>Please enter Position(Chinese)</p>	<p>* Position(English)</p> <p>Please enter Position(English)</p>	<p>* Contact No.</p> <p>+852 Please enter Contact No.</p>
<p>* Email</p> <p>Please enter Email</p> <p><small>Since the "email" is used for system login purposes, it cannot be modified arbitrarily. If you wish to change the "email," please add/remove a contact.</small></p>	<p>* Address(Chinese)</p> <p>Please enter Flat/Floor/Building</p> <p>Please enter Street Name and Building Number</p> <p>Please select District</p>	<p>* Address(English)</p> <p>Please enter Flat/Floor/Building</p> <p>Please enter Street Name and Building Number</p> <p>Please select District</p>

*** Would you like to receive updates on the application status and other latest news of the Caring Company Scheme?**

Please select

Would you like to be contacted through a secretary/assistant?

Please select

Cancel Reset **Confirm**

Add and edit basic information for 'Management'

*** Person in charge of Sustainability/CSR** For liaison of all matters related to the Sustainability / CSR **Add contact**

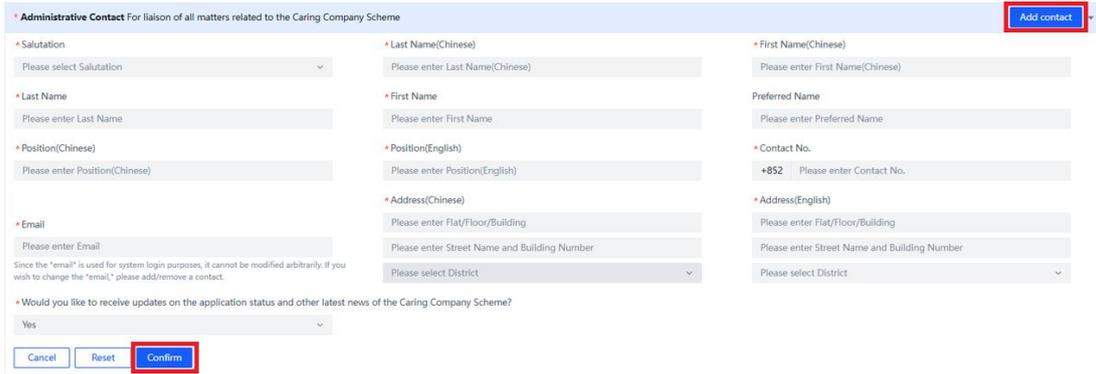
<p>* Salutation</p> <p>Please select Salutation</p>	<p>* Last Name(Chinese)</p> <p>Please enter Last Name(Chinese)</p>	<p>* First Name(Chinese)</p> <p>Please enter First Name(Chinese)</p>
<p>* Last Name</p> <p>Please enter Last Name</p>	<p>* First Name</p> <p>Please enter First Name</p>	<p>Preferred Name</p> <p>Please enter Preferred Name</p>
<p>* Position(Chinese)</p> <p>Please enter Position(Chinese)</p>	<p>* Position(English)</p> <p>Please enter Position(English)</p>	<p>* Contact No.</p> <p>+852 Please enter Contact No.</p>
<p>* Email</p> <p>Please enter Email</p> <p><small>Since the "email" is used for system login purposes, it cannot be modified arbitrarily. If you wish to change the "email," please add/remove a contact.</small></p>	<p>* Address(Chinese)</p> <p>Please enter Flat/Floor/Building</p> <p>Please enter Street Name and Building Number</p> <p>Please select District</p>	<p>* Address(English)</p> <p>Please enter Flat/Floor/Building</p> <p>Please enter Street Name and Building Number</p> <p>Please select District</p>

*** Would you like to receive updates on the application status and other latest news of the Caring Company Scheme?**

Yes

Cancel Reset **Confirm**

Add and edit basic information for the 'Person in charge of Sustainability/ CSR'



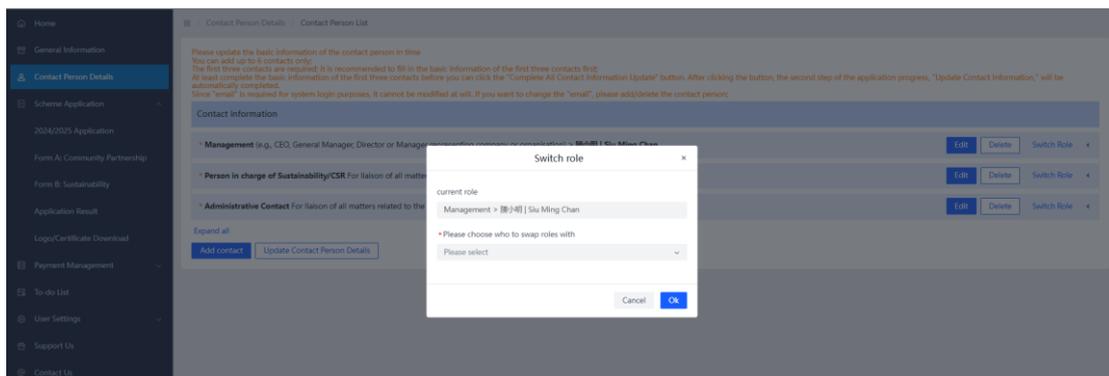
Add and edit basic information for 'Administrative Contact'



Add and edit 'Contact Person'

2.4.2 Switch Role

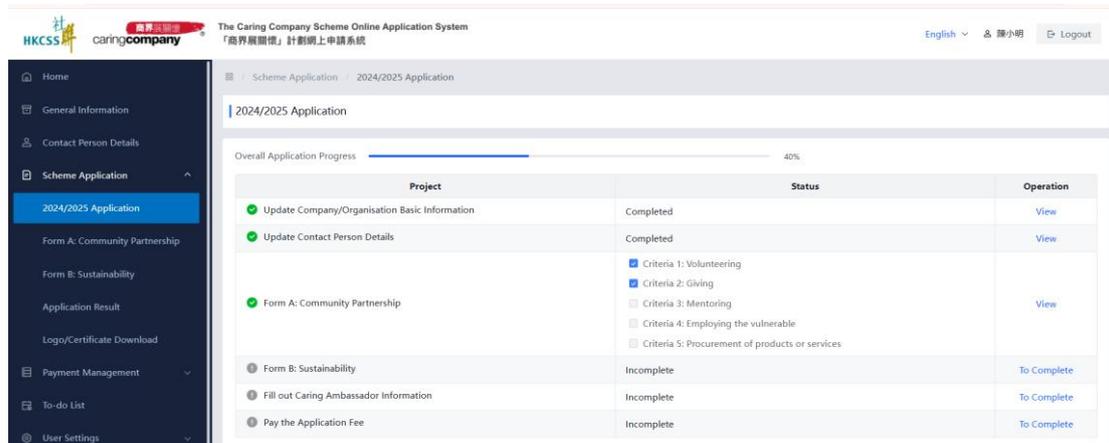
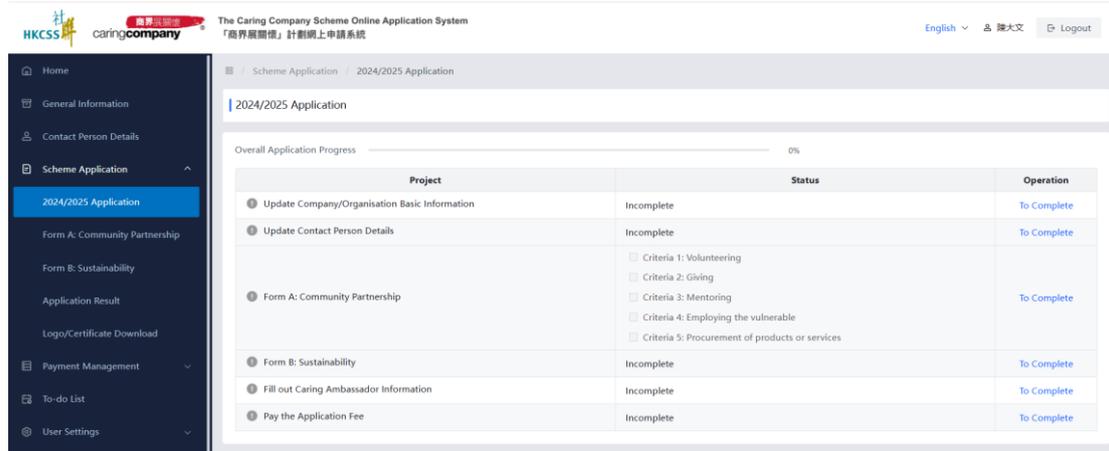
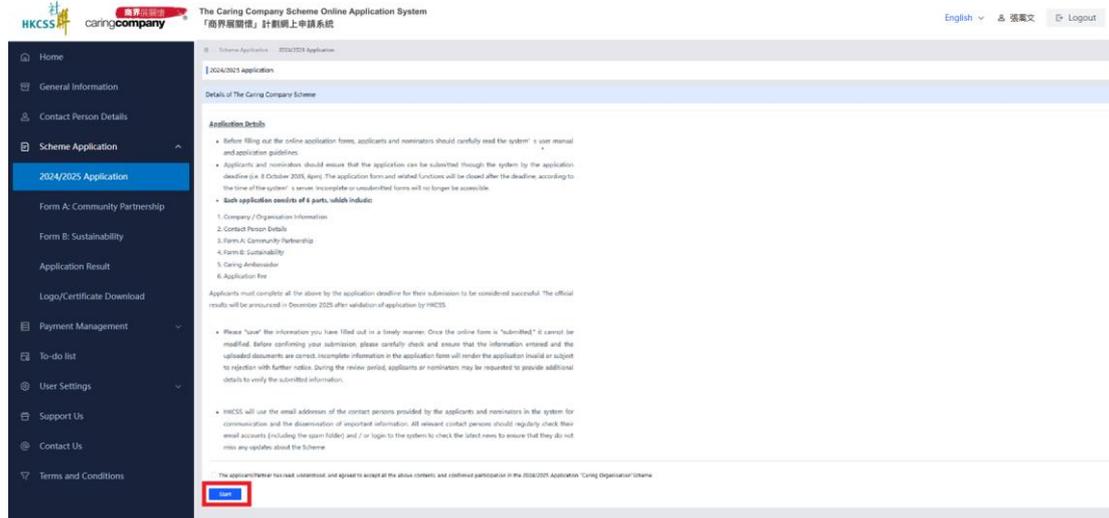
Supports switching designated contacts to various roles.



2.5 Scheme Application Process

2.5.1 Company/ Organisation applying for the 'Caring Company' or 'Caring Organisation' logo

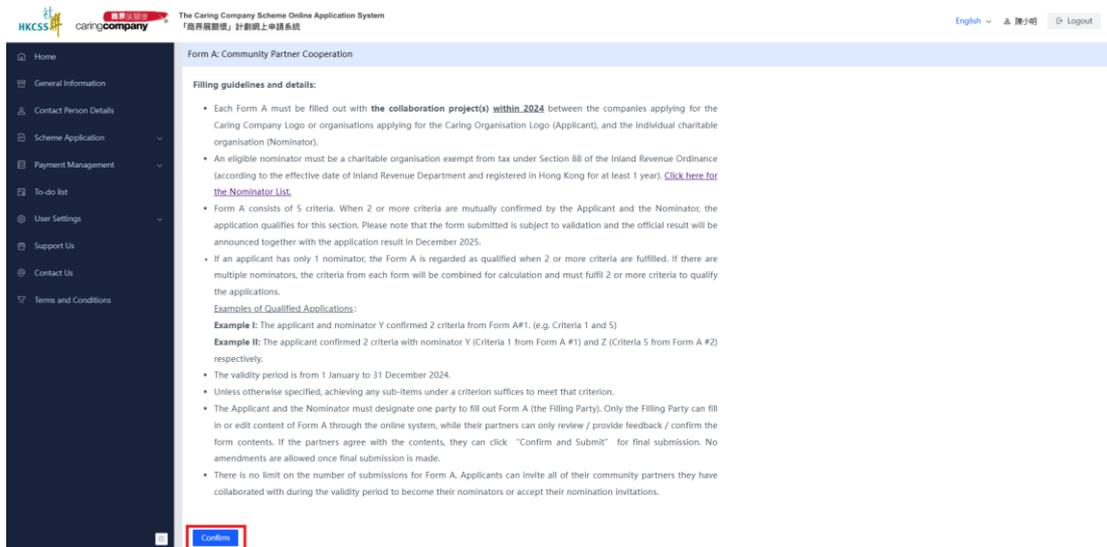
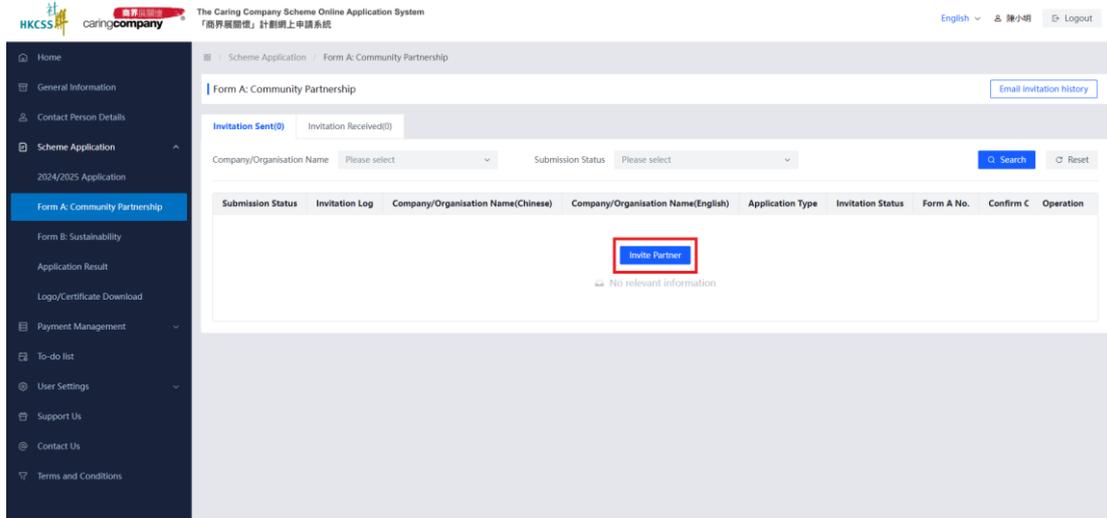
- Step 1: Click the '2024/2025 Application' and 'Start' to start the application process



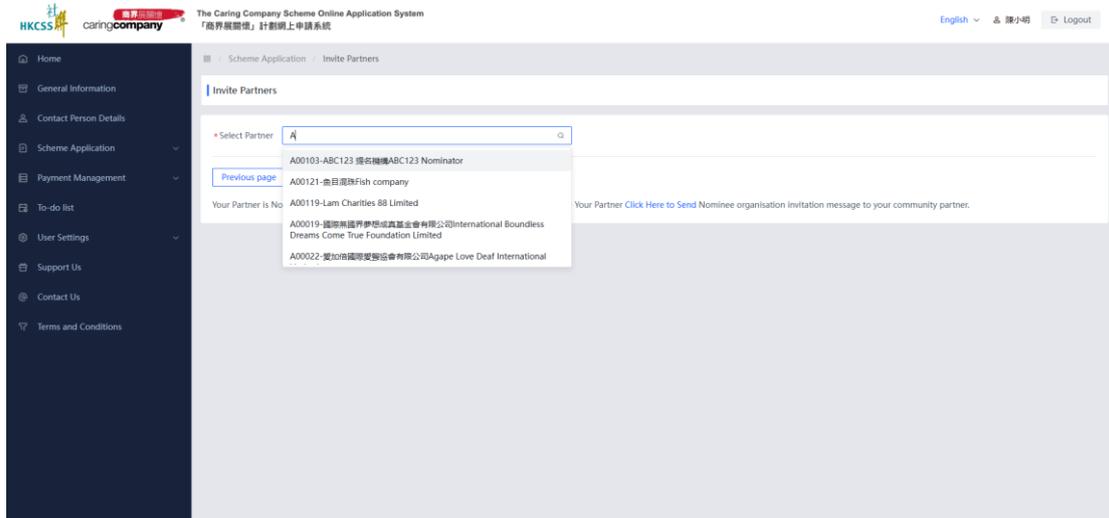
Part of the application process has been completed.

- Update information → Please refer to 2.3
- Update contact person details → Please refer to 2.4
- Form A: Community Partnership (Non-government department)

2.5.1.1.1 Invitation Sent-Invite Partners

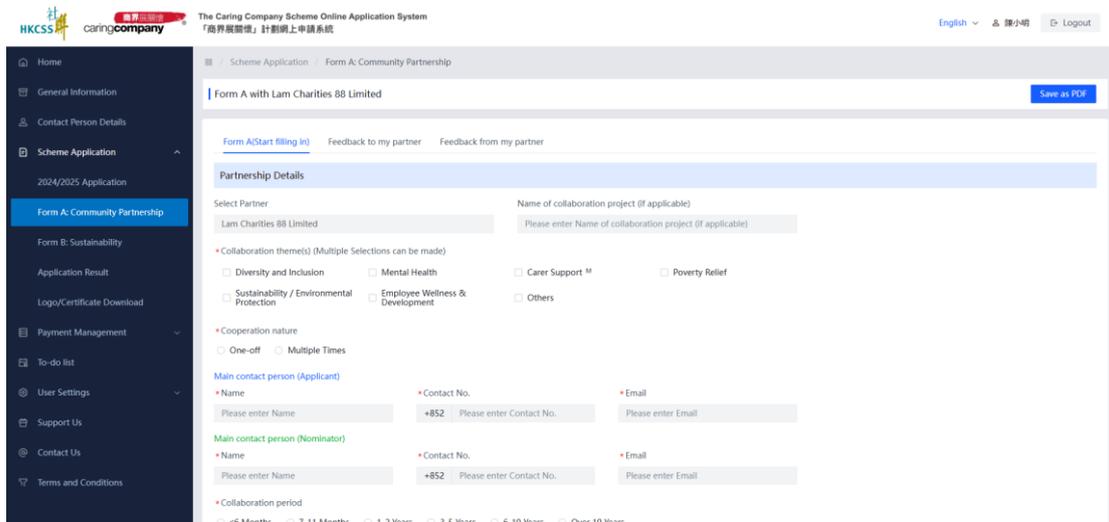


Confirm your understanding of the requirements for Form A: community partnership and view the existing list of nominators.

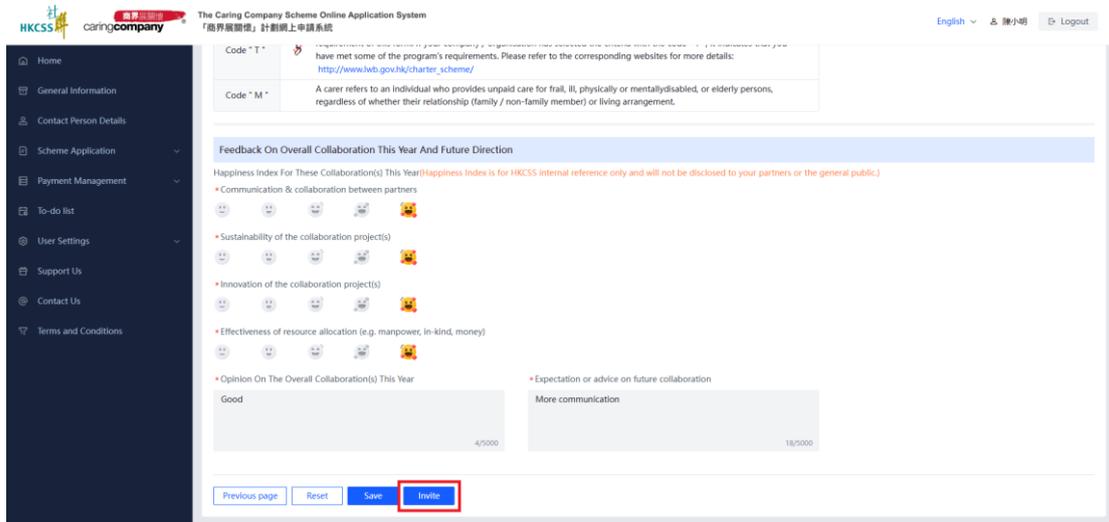


Select partner

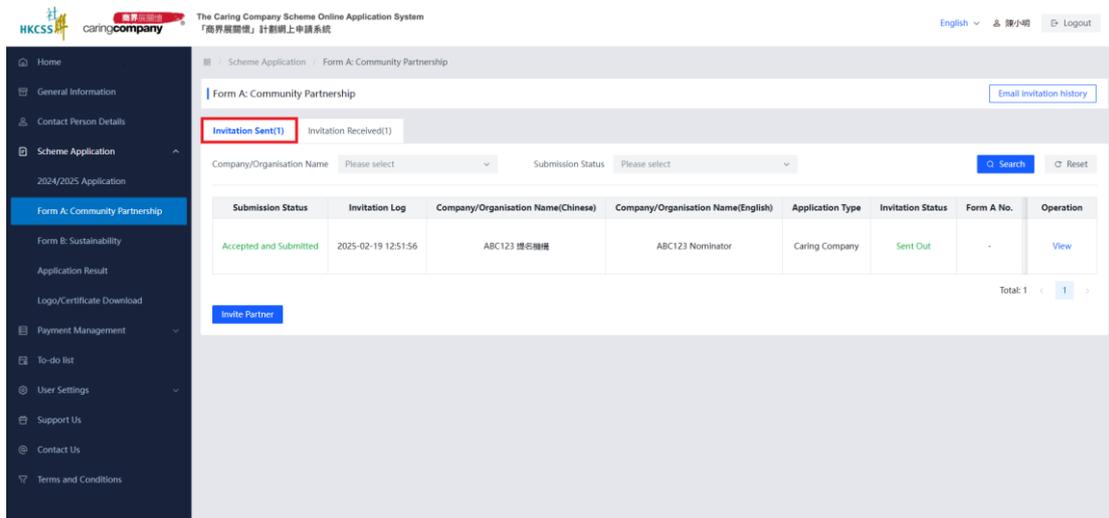
2.5.1.1.2 Complete Form A: Community Partnership



Complete Form A: Community Partnership.



Send invitation.



List of invitation sent.

2.5.1.1.3 Download PDF of Form A : Community Partnership

The screenshot shows the 'Form A: Community Partnership' page in the online application system. The page title is 'Form A with Lam Charities 88 Limited'. A red box highlights the 'Save as PDF' button in the top right corner. The form includes sections for 'Partnership Details', 'Select Partner' (Lam Charities 88 Limited), 'Name of collaboration project', 'Collaboration themes' (Diversity and Inclusion, Mental Health, Carer Support, Poverty Relief, Sustainability/Environmental Protection, Employee Wellness & Development, Others), 'Cooperation nature' (One-off, Multiple Times), 'Main contact person (Applicant)', 'Main contact person (Nominator)', and 'Collaboration period'.

2.5.1.1.4 Invitation Received - be invited by the partners

I had received the invitation from the partner

The screenshot shows the 'Invitation Received' page in the online application system. The 'Invitation Received(1)' button is highlighted with a red box. Below the button is a table of received invitations.

Submission Status	Receiving Log	Company/Organisation Name(Chinese)	Company/Organisation Name(English)	Application Type	Invitation Status	Form A No.	Operation
Accepted and Submitted	2025-02-19 12:30:32	ngo1	ngo2	Caring Company	Received	-	View

Total: 1

List of invitation received.

2.5.1.1.4.1 **Invitation Received - please confirm if accepting the invitation**

Validation Status: accepted and submitted, rejected, or request for revisions

The Caring Company Scheme Online Application System
「商界展關懷」計劃網上申請系統

English 陳小明 Logout

* Innovation of the collaboration project(s)

* Effectiveness of resource allocation (e.g. manpower, in-kind, money)

* Opinion On The Overall Collaboration(s) This Year

Please enter 0/5000

* Expectation or advice on future collaboration

Please enter 0/5000

Nominator's Feedback On Overall Collaboration This Year And Future Direction

Opinion On The Overall Collaboration(s) This Year

testing

Accepted and Submitted
Rejected
Request for revisions
Please select

Expectation or advice on future collaboration

testing 7/5000

The Caring Company Scheme Online Application System
「商界展關懷」計劃網上申請系統

English 陳小明 Logout

* Innovation of the collaboration project(s)

* Effectiveness of resource allocation (e.g. manpower, in-kind, money)

* Opinion On The Overall Collaboration(s) This Year

Please enter 0/5000

* Expectation or advice on future collaboration

Please enter 0/5000

Nominator's Feedback On Overall Collaboration This Year And Future Direction

Opinion On The Overall Collaboration(s) This Year

testing 7/5000

Expectation or advice on future collaboration

testing 7/5000

* Validation Status

Accepted and Submitted

Previous page Confirm

Confirm to accept status

The Caring Company Scheme Online Application System
「商界展關懷」計劃網上申請系統

English | 陳小明 | Logout

• Effectiveness of resource allocation (e.g. manpower, in-kind, money)

• Opinion On The Overall Collaboration(s) This Year

• Expectation or advice on future collaboration

Nominator's Feedback On Overall Collaboration This Year And Future Direction

Opinion On The Overall Collaboration(s) This Year

Expectation or advice on future collaboration

• Validation Status

Rejected

• Reason for rejection

Previous page | Confirm

Reject the invitation, and provide reason for rejection

The Caring Company Scheme Online Application System
「商界展關懷」計劃網上申請系統

English | 陳小明 | Logout

• Effectiveness of resource allocation (e.g. manpower, in-kind, money)

• Opinion On The Overall Collaboration(s) This Year

• Expectation or advice on future collaboration

Nominator's Feedback On Overall Collaboration This Year And Future Direction

Opinion On The Overall Collaboration(s) This Year

Expectation or advice on future collaboration

• Validation Status

Request for revisions

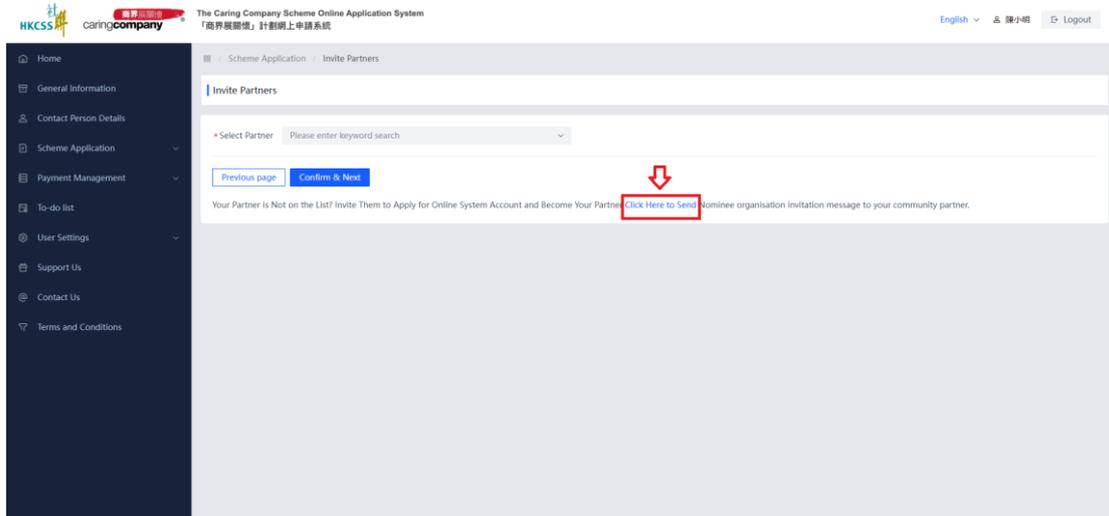
• Reason for rejection

Previous page | Confirm

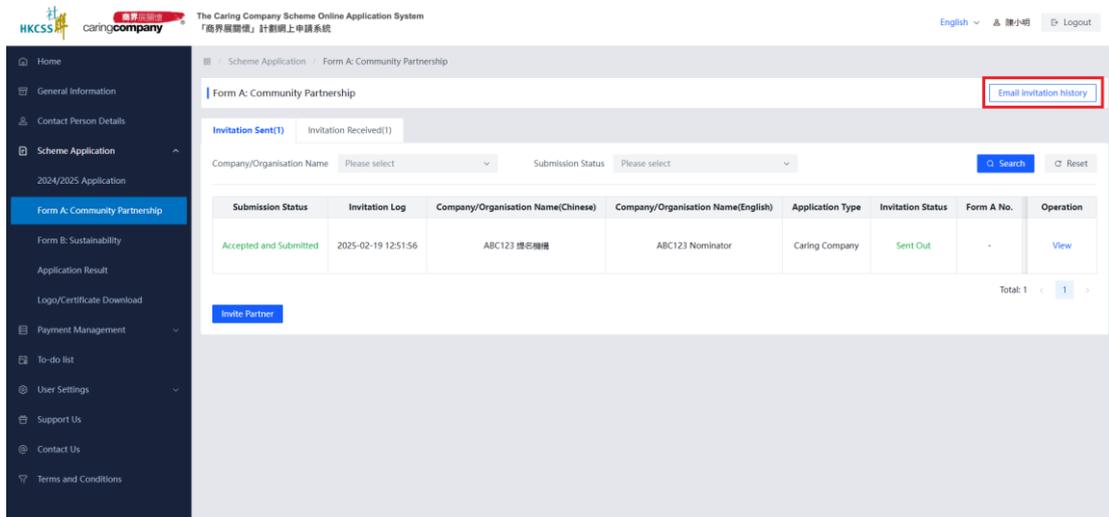
Request for revisions, and provide reason for rejection

2.5.1.1.5 Invite partner (not on the list) to register an account first

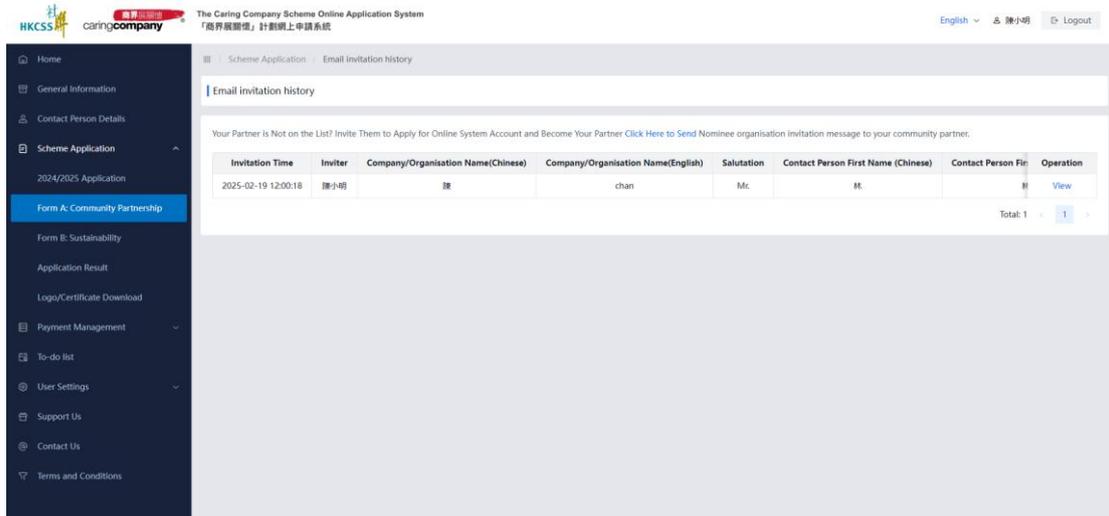
If the partners are not on the list, please invite them to apply for an online system account and become your nominator;



Click the 'Click Here to Send' button to send the invitation.



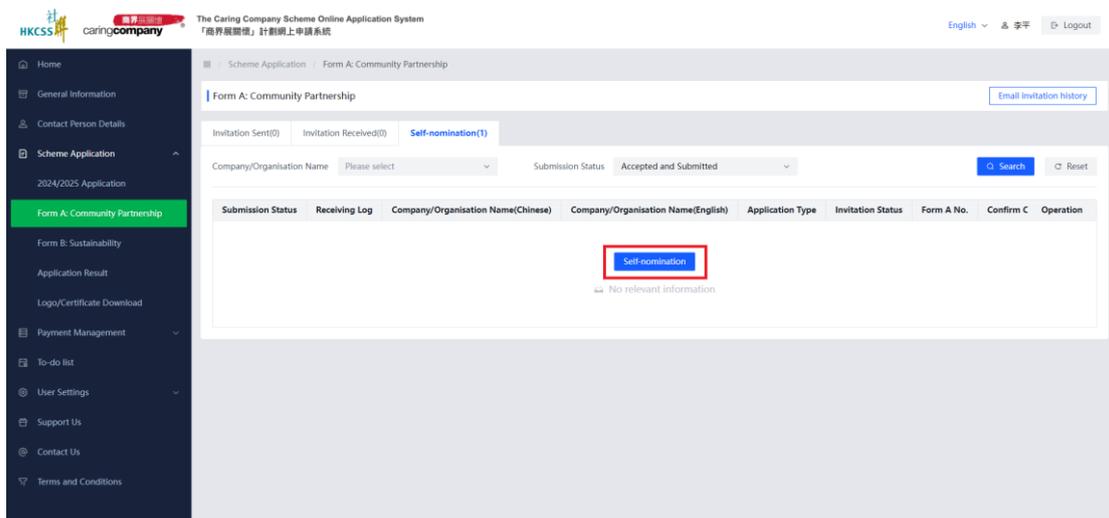
View Email invitation history.



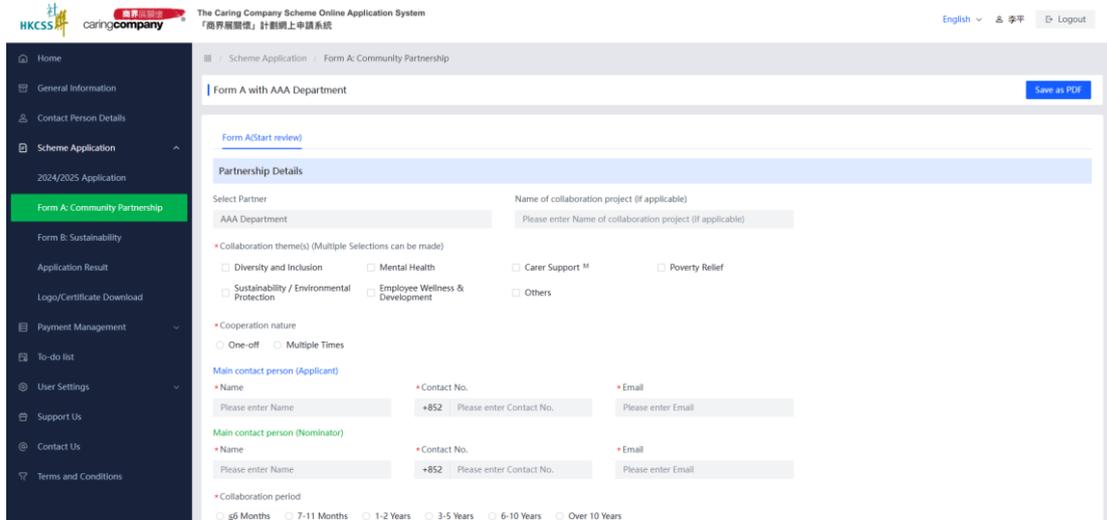
View Email invitation history.

2.5.1.2 Form A: Community Partnership- Self-Nomination (Government Department Only)

Government departments can choose to complete Form A by 'self-nomination'.



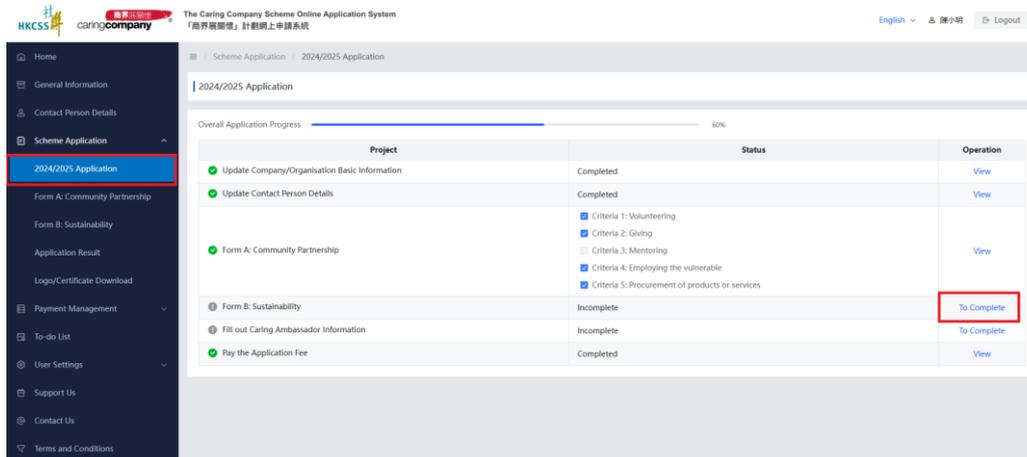
Government departments can choose to fill out Form A through 'self-nomination'



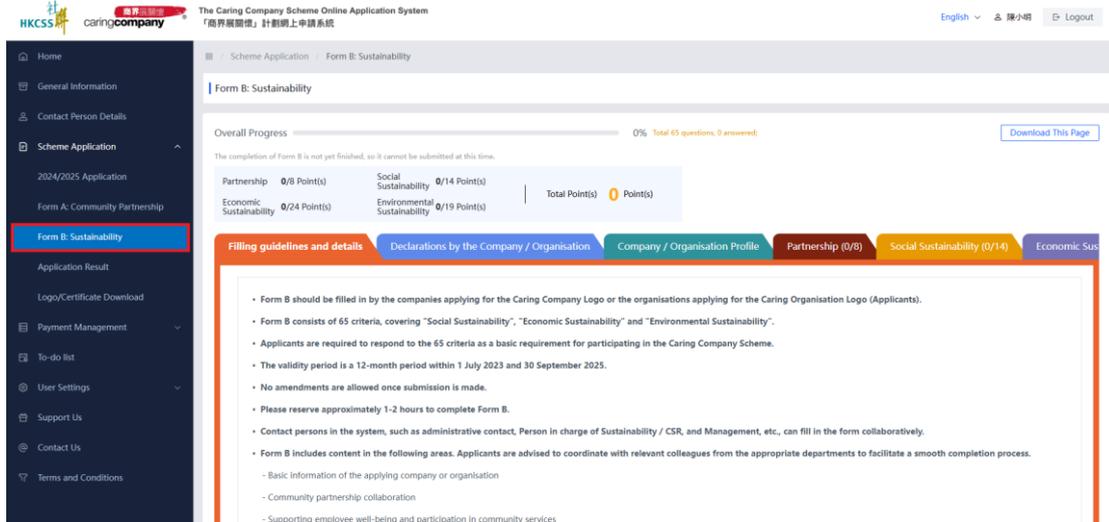
Government departments can choose to fill out Form A through 'self-nomination'

2.5.1.2.1 Form B: Sustainability

Enter Form B: Sustainability

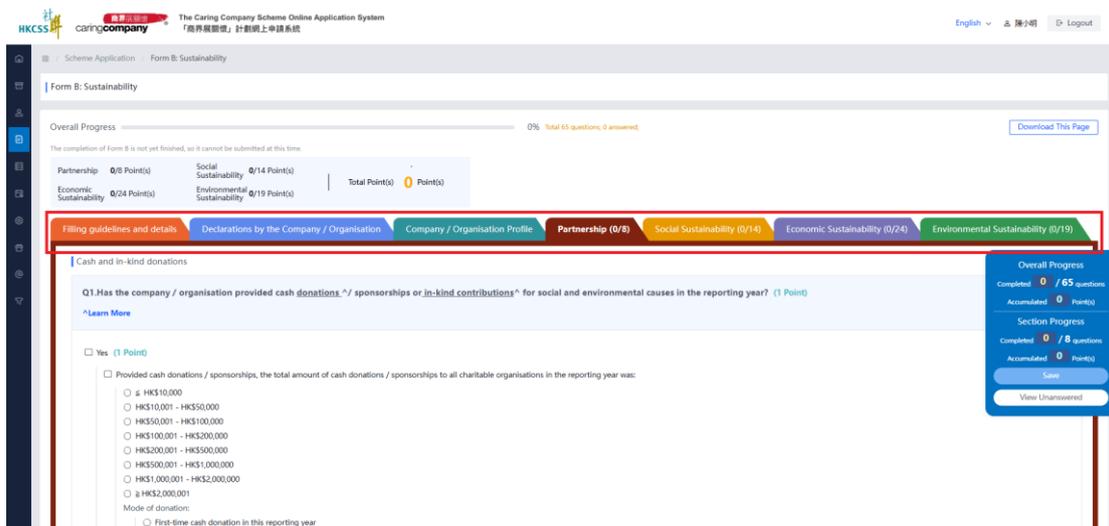


Click 'Scheme Application' for '2024/2025 Application', then Click the 'To Complete' button next to 'Form B: sustainability' in the overall application Progress to enter the page.'



You can also click on 'Form B: sustainability' in the menu bar to enter the page.'

Form B: Sustainability - System Functions



You can click on the colored tabs on this page to enter different sections.

- Each question carries a total of 1 point. Users will earn a partial score based on their selected answer. (e.g. Selecting 'Fully paid sick leave' can earn a 0.25 score out of one mark on that question)

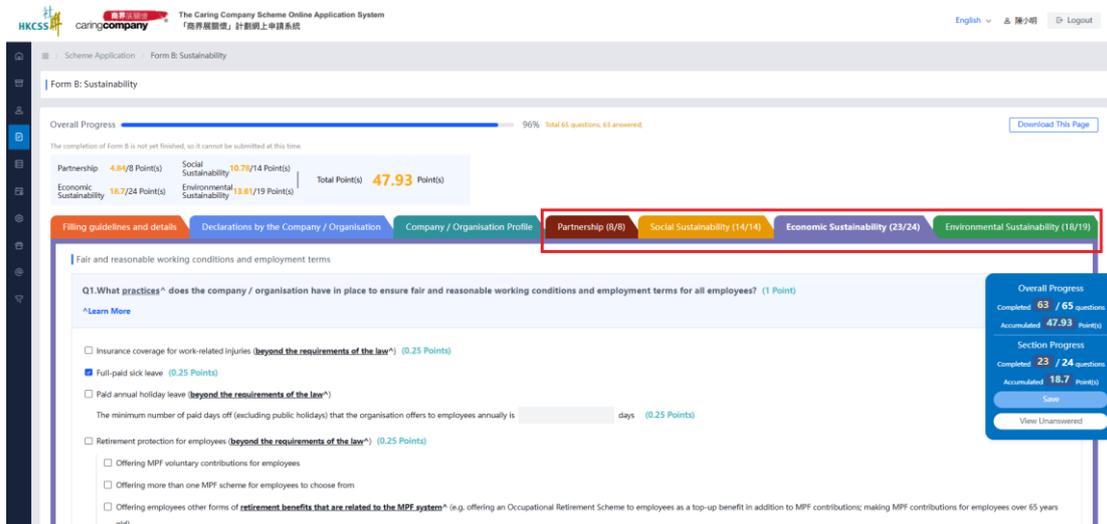
The screenshot shows the 'Form B: Sustainability' section of the application. A question asks about practices to ensure fair and reasonable working conditions. The 'Full-paid sick leave' option is selected, and a red box highlights the '0.25 Points' score next to it. A 'Learn More' link is visible above the question.

Example: Select 'Full-paid sick leave' can earn 0.25 out of one mark of that question.

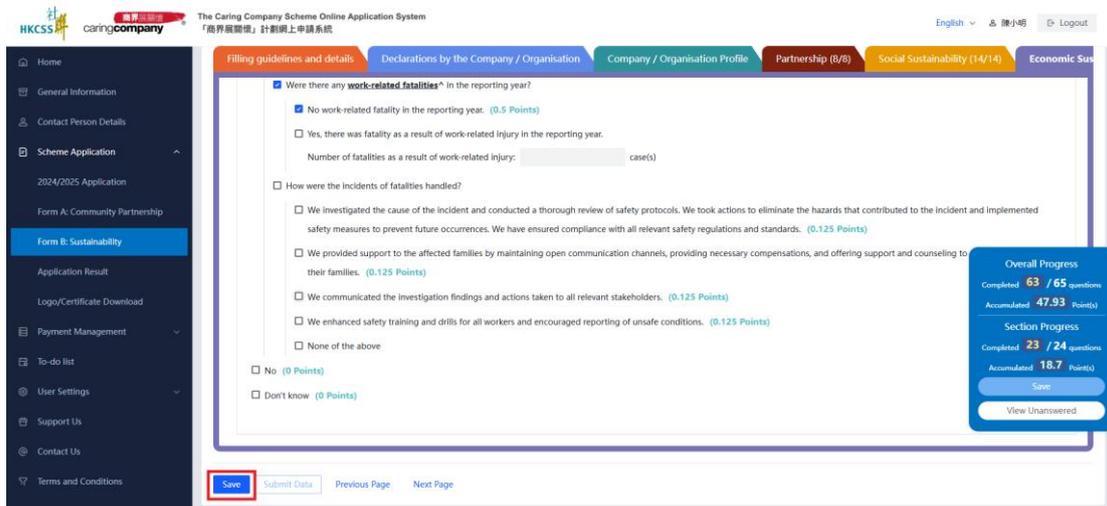
- Some questions include relevant terms or definitions. If necessary, you can click 'Learn More' for further details.

The screenshot shows the 'Environmental' section of the application. A question asks about cash donations or in-kind contributions for social and environmental causes. A red box highlights the 'Learn More' link above the question. A detailed definition of 'In-kind donation' is shown in a pop-up window.

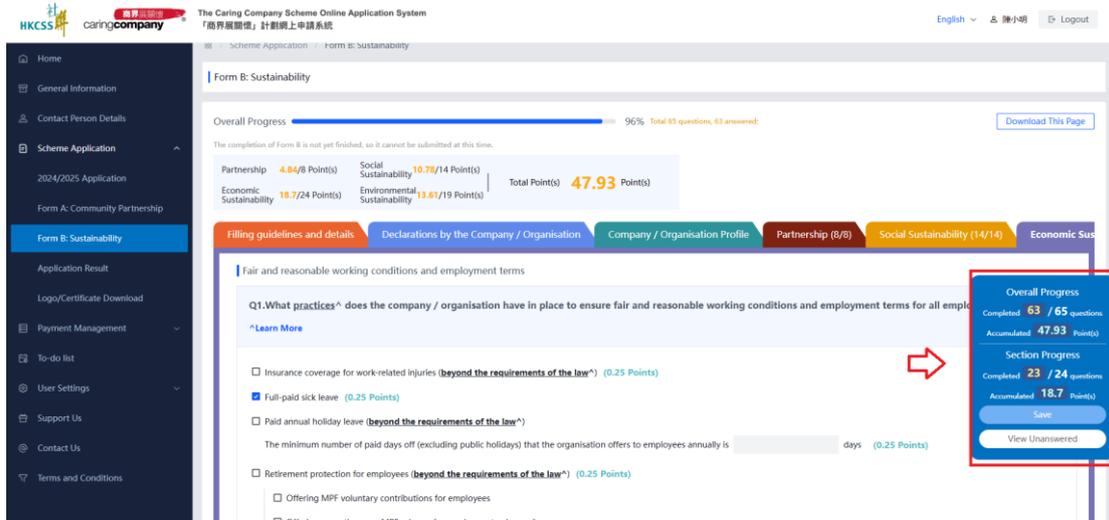
- There is no specific order for filling out each section; you can click 'Previous', 'Next', or the different colored points tabs to enter any section at any time.
- Please click 'Save' after editing content.



The tabs for each section will automatically update the number of answered questions based on the options selected by the user.

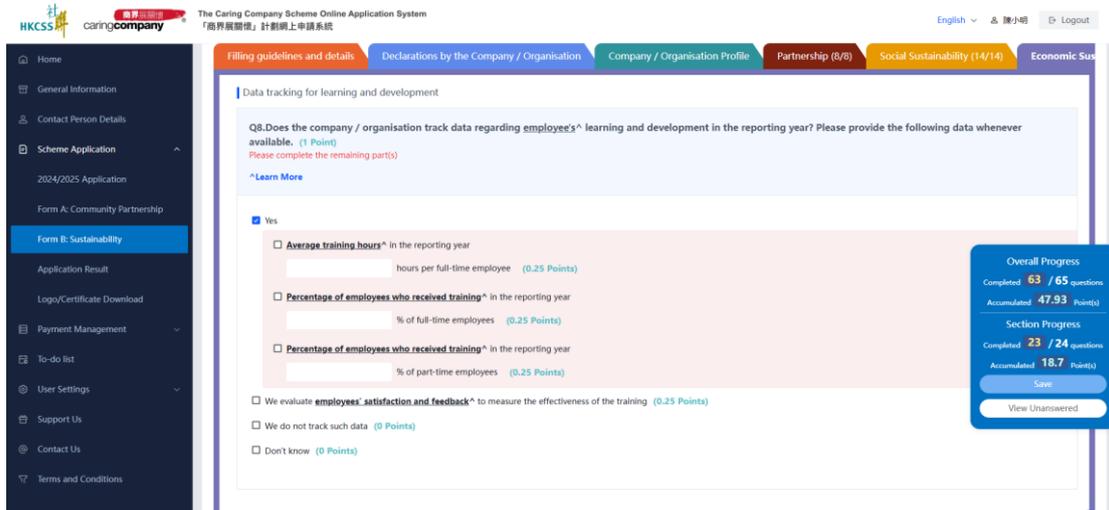


Please click 'Save' after editing content.

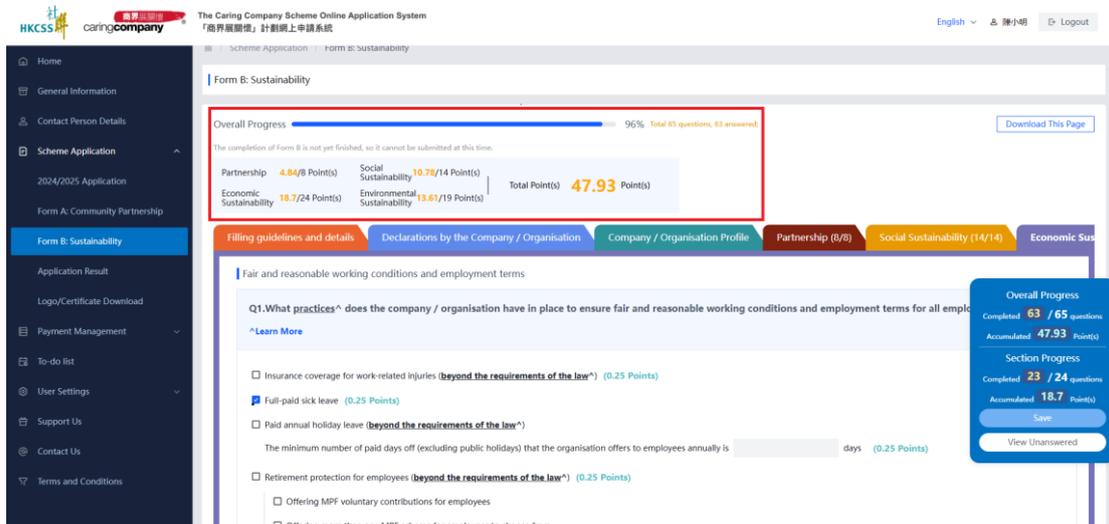
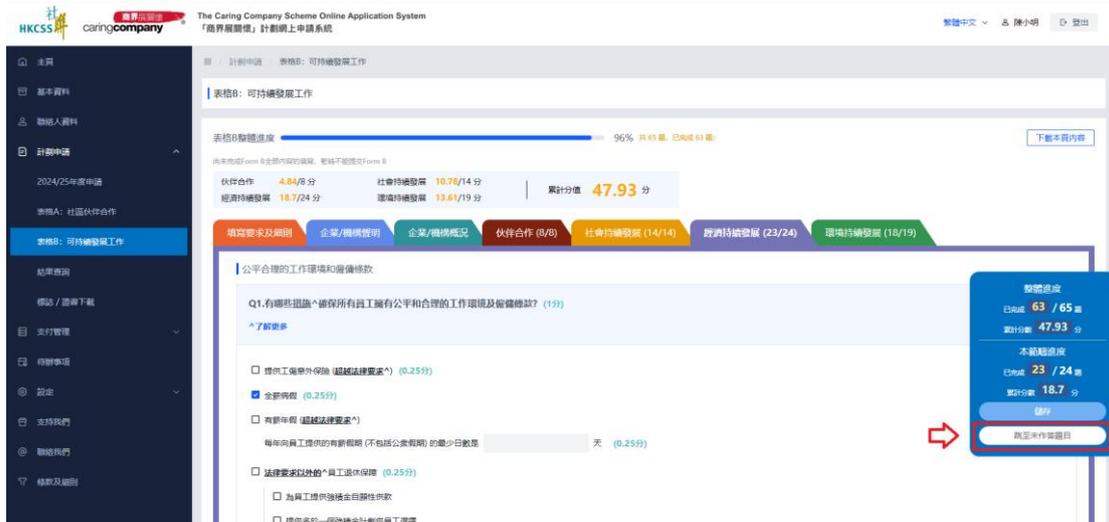


The blue floating window on the right will provide real-time updates on overall progress, progress in each section, cumulative points for each section, and the total cumulative point. Users can also use the window to save the information they have already filled in, or quickly jump to a question they have not yet answered.

- If a selected question has not been fully answered, the system will display a prompt to remind the user.

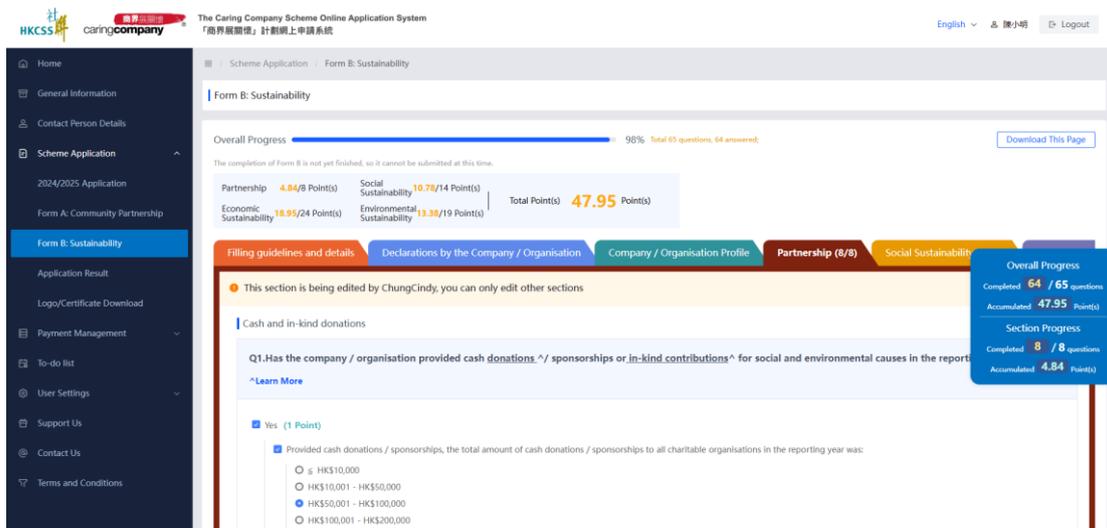


- If you want to search for the unanswered question, you can click 'View Unanswered', which the system will direct you to the first unanswered question.
- The 'View Unanswered' will disappear automatically once all the questions are completed.



The Form B Overall Progress table will be updated to reflect the overall completion progress, the individual scores for four sections, and the total accumulated points.

- Only one user is allowed to fill in content within the same section at a time.
- For example, if User A enters the 'Partnership' section and begins filling out the form, User B can only view the content in that section. However, User B is still allowed to view and edit other sections (e.g., 'Social Sustainability,' etc.).
- If User A remains inactive in that category for more than 15 minutes (without making any edits), their editing rights will be released for other users to access.



The completion of Form B is not yet finished, so it cannot be submitted at this time.

Partnership	4.84/8 Point(s)	Social Sustainability	10.78/14 Point(s)	Total Point(s)	47.95 Point(s)
Economic Sustainability	18.95/24 Point(s)	Environmental Sustainability	13.38/19 Point(s)		

Overall Progress: Completed 64 / 65 questions, Accumulated 47.95 Point(s)

Section Progress: Completed 8 / 8 questions, Accumulated 4.84 Point(s)

This section is being edited by ChungCindy, you can only edit other sections

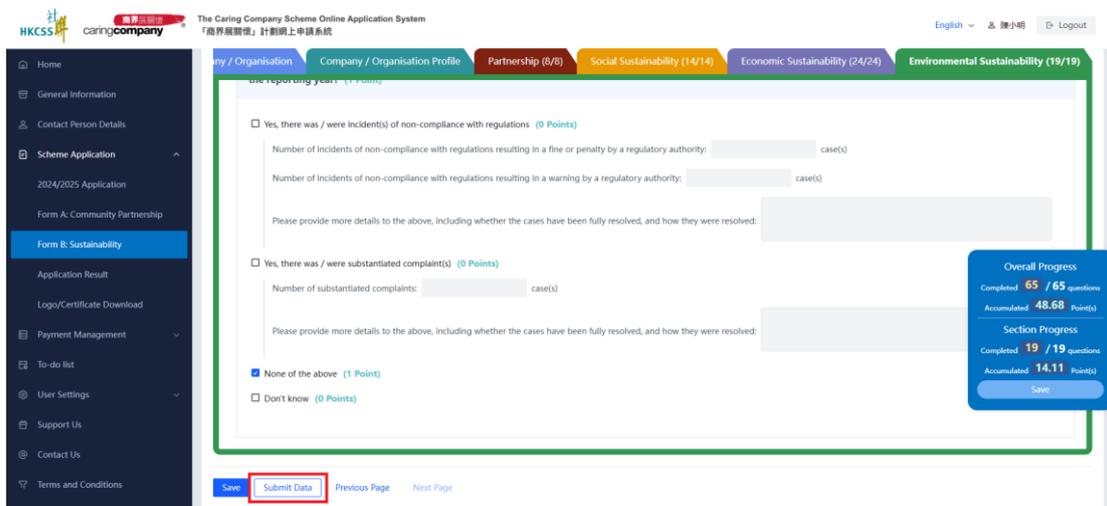
Q1.Has the company / organisation provided cash donations, ^/ sponsorships or in-kind contributions ^ for social and environmental causes in the reporting year?

Yes (1 Point)

Provided cash donations / sponsorships, the total amount of cash donations / sponsorships to all charitable organisations in the reporting year was:

- ≤ HK\$10,000
- HK\$10,001 - HK\$50,000
- HK\$50,001 - HK\$100,000
- HK\$100,001 - HK\$200,000

- All statements and questions must be completed to submit Form B.
- After completing Form B, the progress bar will indicate 100%. Please check that the information provided is accurate, then click 'Submit Data' to submit Form B.
- No amendments are allowed once submission is made.



Overall Progress: Completed 65 / 65 questions, Accumulated 48.68 Point(s)

Section Progress: Completed 19 / 19 questions, Accumulated 14.11 Point(s)

Save Submit Data Previous Page Next Page

Q1. Has the company / organisation had any non-compliance with regulations, or any substantiated complaints, in the reporting year? (1 Point)

Yes, there was / were incident(s) of non-compliance with regulations (0 Point(s))

Number of incidents of non-compliance with regulations resulting in a fine or penalty by a regulatory authority: _____ case(s)

Number of incidents of non-compliance with regulations resulting in a warning by a regulatory authority: _____ case(s)

Please provide more details to the above, including whether the cases have been fully resolved, and how they were resolved: _____

Yes, there was / were substantiated complaint(s) (0 Point(s))

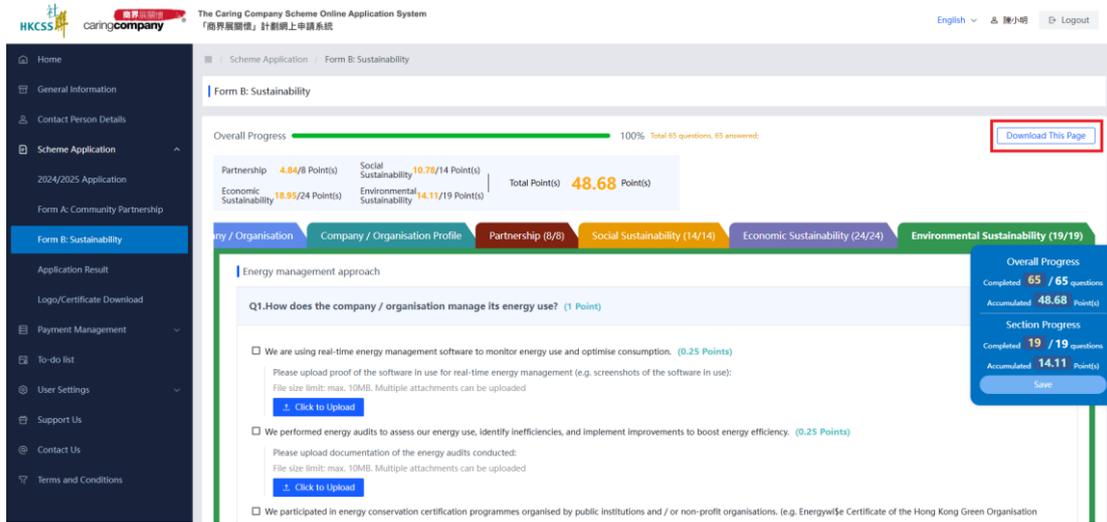
Number of substantiated complaints: _____ case(s)

Please provide more details to the above, including whether the cases have been fully resolved, and how they were resolved: _____

None of the above (1 Point)

Don't know (0 Point(s))

- You can click the 'Download This Page' button to download the content of that page if necessary.

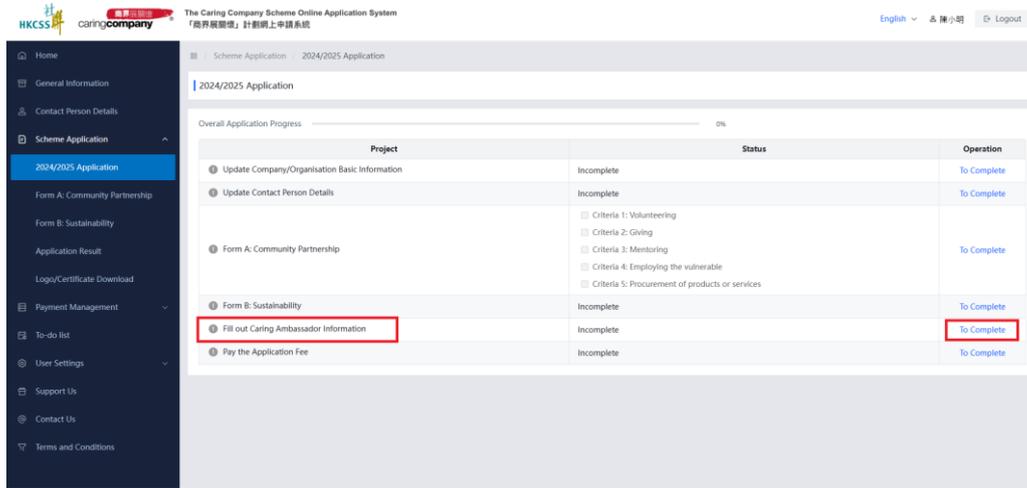


2.5.1.3 Completion of information of Caring Ambassador(s)

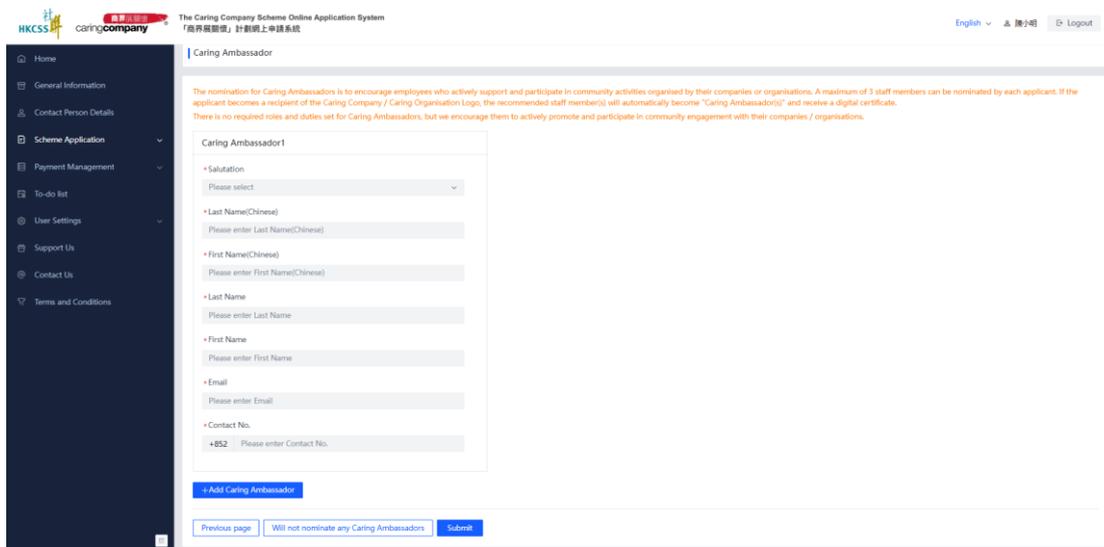
- The nomination for Caring Ambassador is to encourage employees who actively support and participate in community activities organised by their company or organisation. **A maximum of 3 staff members** can be nominated by each applicant. If the applicant successfully receives the Caring Company / Caring Organisation Logo in the 2024/25 cycle, the recommended staff member(s) will automatically become 'Caring Ambassador' and receive a digital certificate.
- At present, the Scheme does not set any standards for the role and duties of Caring Ambassadors, but still encourages them to actively promote and participate in community engagement within the company / organisation.

2.5.1.3.1 Fill out the Caring Ambassador Information

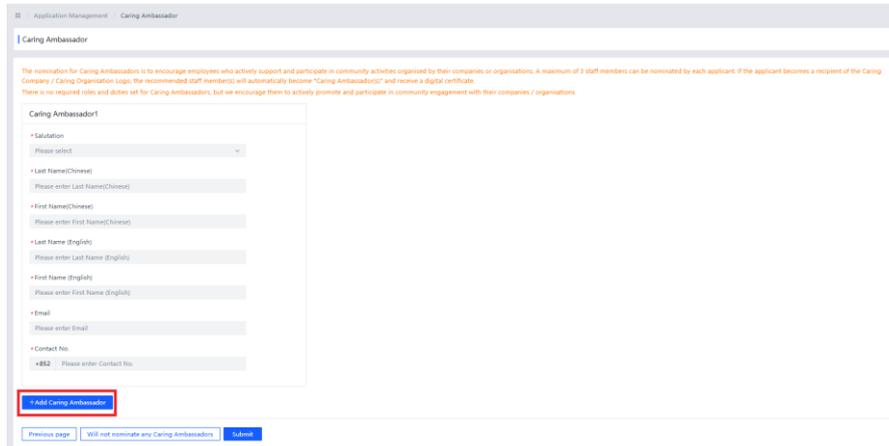
Applicants can start filling out Caring Ambassador Information via '2024/25 Application' page.



Fill out information of Caring Ambassador



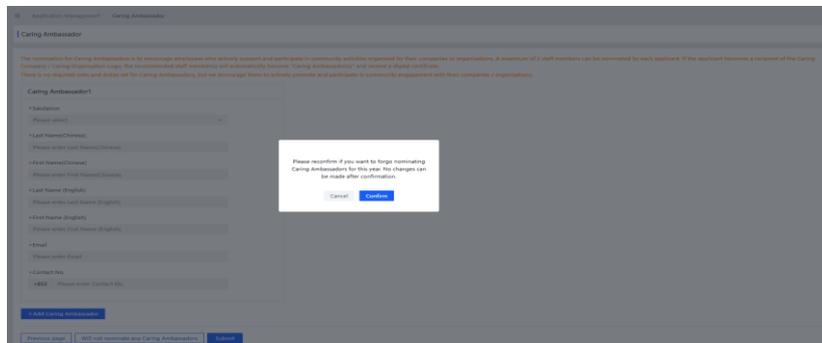
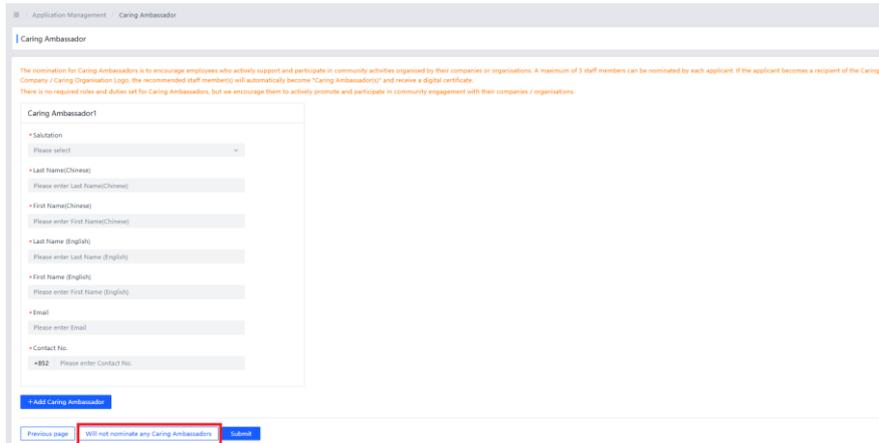
Fill out information of Caring Ambassador



Click '+ Add Caring Ambassador' to add a Caring Ambassador, you can add up to three employees as Caring Ambassadors

2.5.1.3.2 Forsake the Nomination of Caring Ambassador

If applicant decides to forsake the nomination of Caring Ambassador for this year, please note that no changes can be made after confirmation.

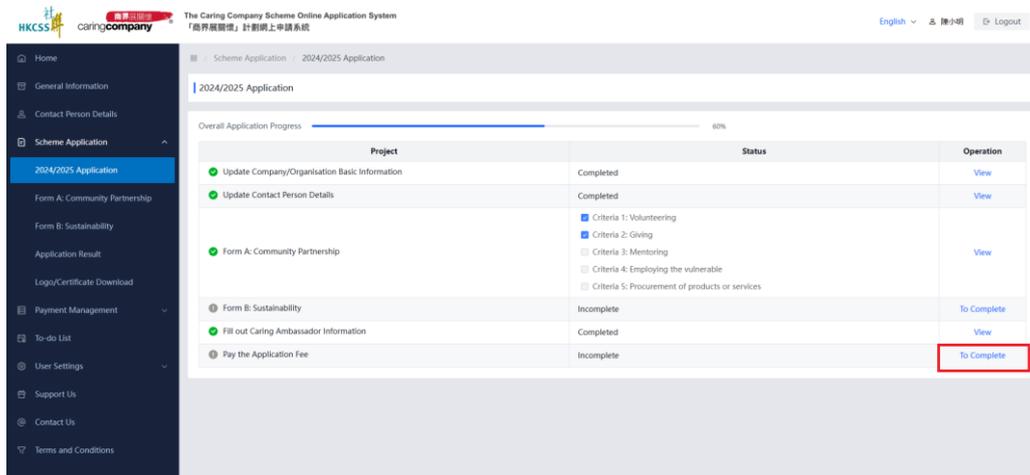


Please press 'Confirm' if you decide to forsake nominate Caring Ambassador this year. No changes can be made after confirmation.

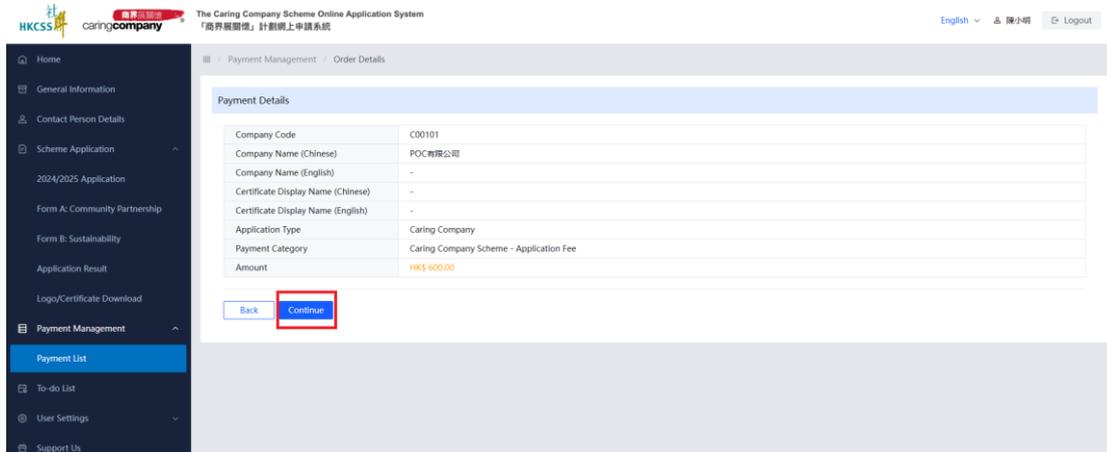
2.5.1.4 Application Fee

The one-time application fee is HK\$600, not to be affected by the number of nominators, and to be paid by the companies / organisations applying for the logo. The fee is non-refundable, and tax exemption is not applicable.

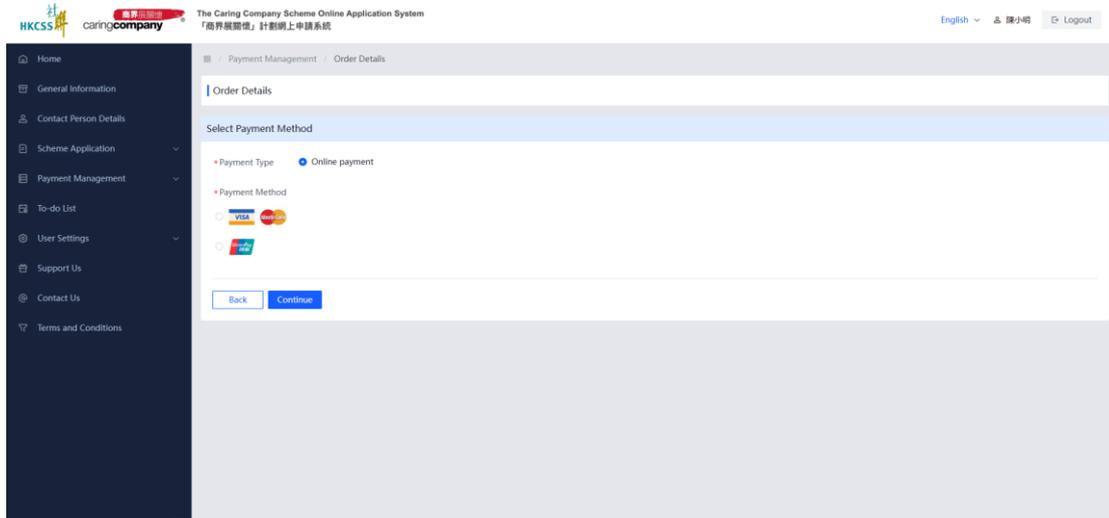
2.5.1.4.1 Payment Management



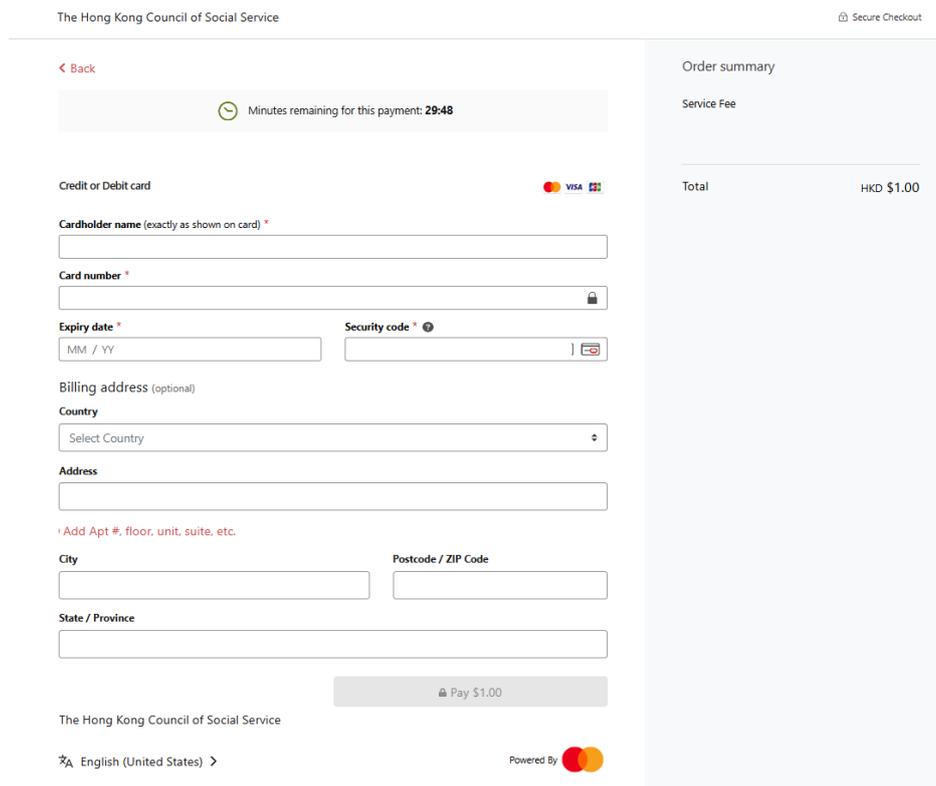
Click 'To Complete' on '2024/25 Application' Page to complete the process of application fee payment



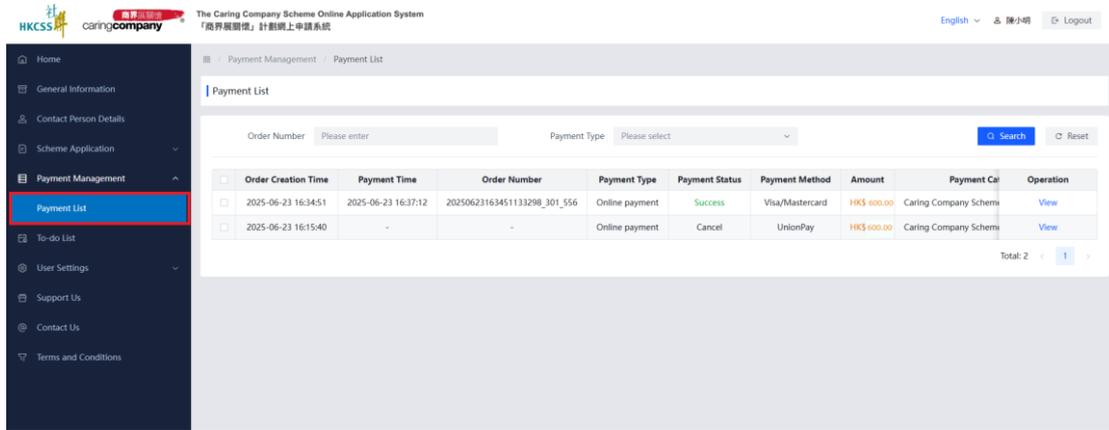
Click 'Continue' to enter the payment page



Select payment method (Only credit card payment is accepted this year.)



Fill in the payment information on credit card page then click 'Pay'



Once the process is completed, users can check the payment details on the Payment List page regardless of the success or failure of the payment

2.5.2 Application Result

(To be updated)

The application results are scheduled to be announced in December 2025. Applicants can login to the online application system to view the results at that time, and relevant contacts provided by the applicants will also receive notification emails regarding the results.

2.5.3 Logo/Certificate Download

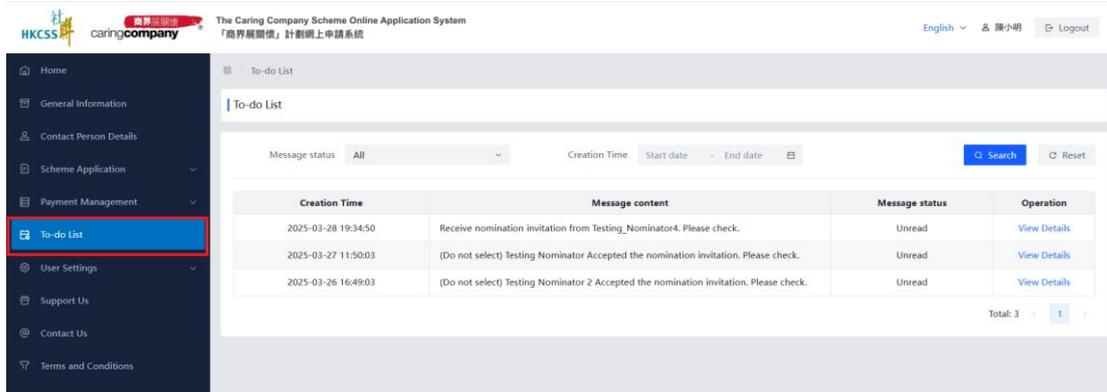
(To be updated)

To reduce carbon emissions and paper usage, the Scheme has replaced printed certificates with digital certificates. However, companies / organisations can still login to the online system to purchase printed certificates if needed. The printing fee will be announced in August 2025.

2.6 To-Do List

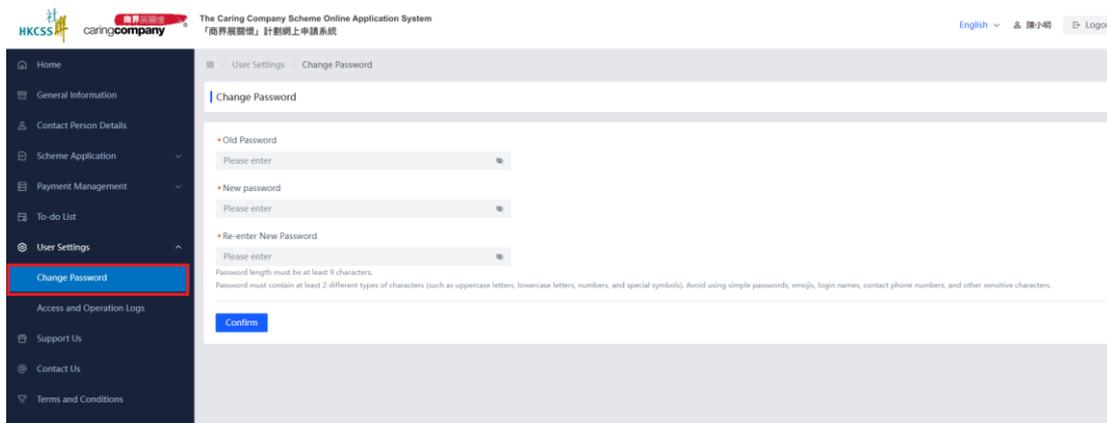
During the application process, when the status changes, the system will push messages to this page or the main dashboard.

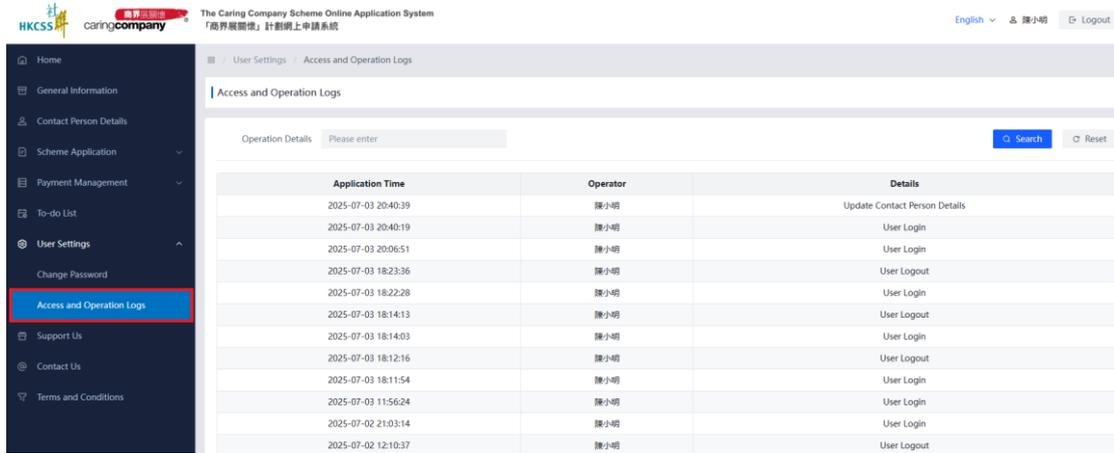
For example, if the review result for 'Update Name' is approved or denied, the relevant information will be displayed here.



2.7 User Settings

The user settings include: changing passwords, access and operation logs.

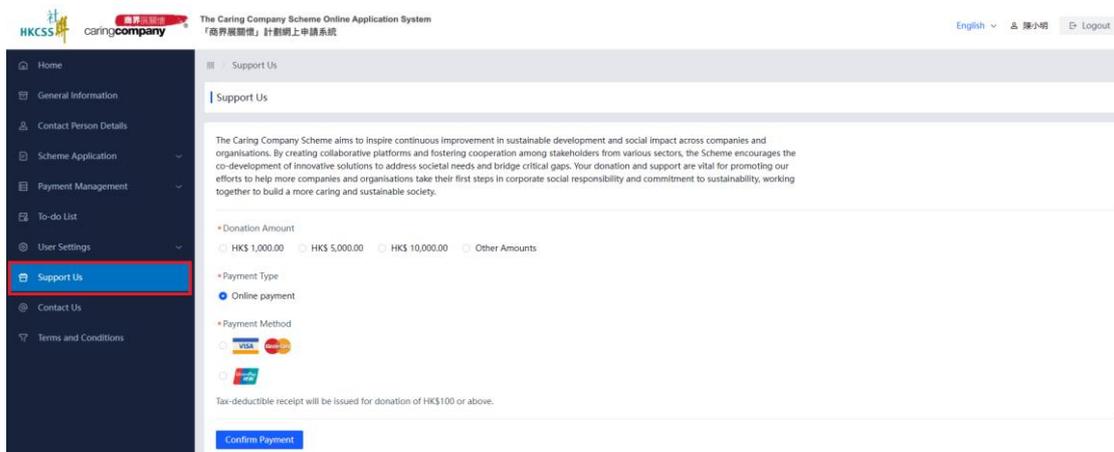




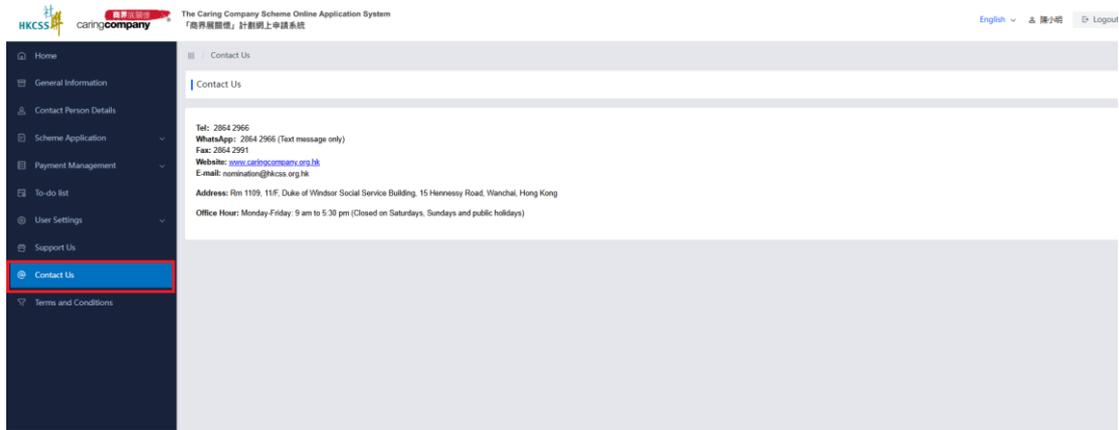
Access and operation logs

2.8 Support Us

- The Caring Company Scheme aims to inspire continuous improvement in sustainable development and social impact across companies and organisations. By creating collaborative platforms and fostering cooperation among stakeholders from various sectors, the Scheme encourages the co-development of innovative solutions to address societal needs and bridge critical gaps. Your donation and support are vital for promoting our efforts to help more companies and organisations take their first steps in corporate social responsibility and commitment to sustainability, working together to build a more caring and sustainable society.
- Tax-deductible receipt will be issued for donation of HKD100 or above.
- Users can choose or enter the amount you wish to donate and make your donation through online payment.



2.9 Contact Us



2.10 Terms & Conditions

