

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

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1. Introduction to The Caring Company Scheme Online Application System

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

- Charitable organisation interested in becoming a nominator
- A Company applying for the Caring Company logo
- Organisation applying for the Caring Company logo

Main functions of the system :**Charity Organisation Zone**

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

Company/ Organisation Zone

1. Online application
2. Company general information update
3. Contact information update

4. Completion of the application form (Form A & Form B)
5. Completion of 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 Application Procedure for Nominating Organisation

- Registration
 - Applying for the Caring Company Scheme
 - Update company/ organisation information
 - Update organisation's general information
 - Complete Form A: community partnership with partner
-

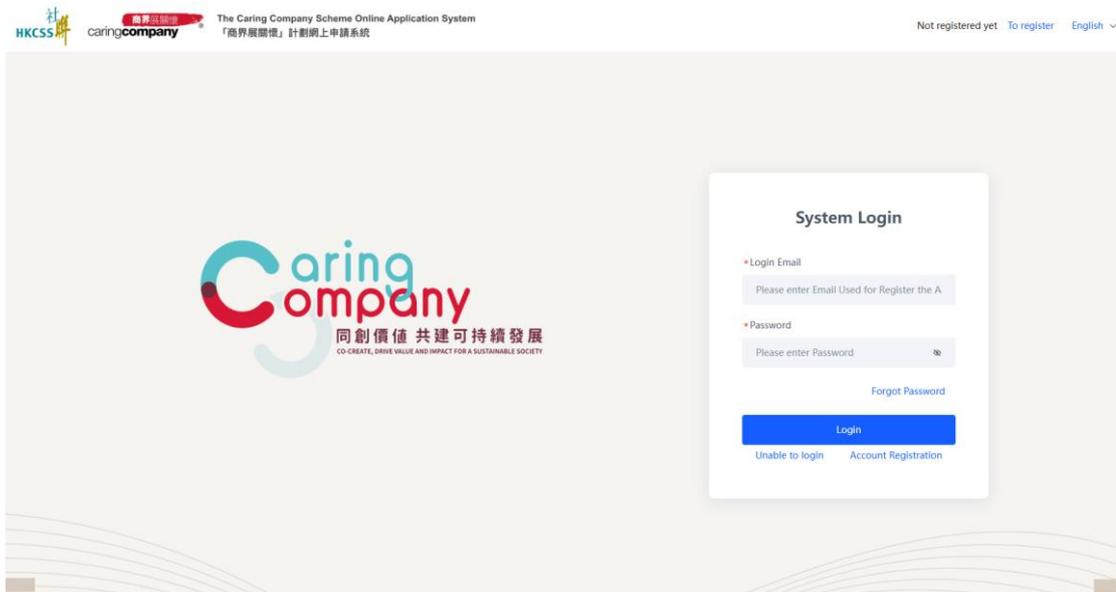
2. Functional Description

2.1 User Login

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

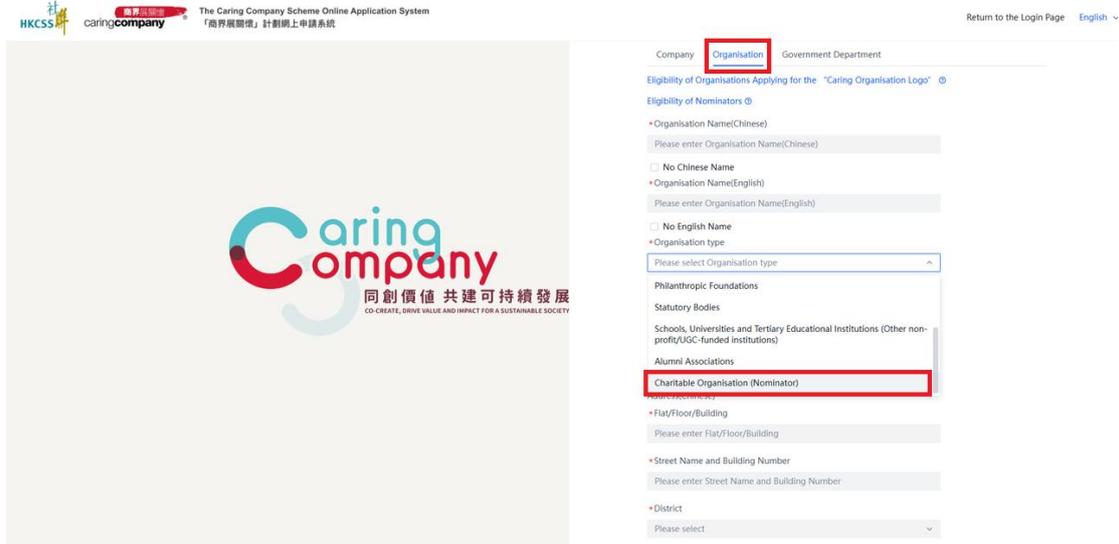


- Method 2: Please login to www.ccnomination.net



2.1.1 Registration

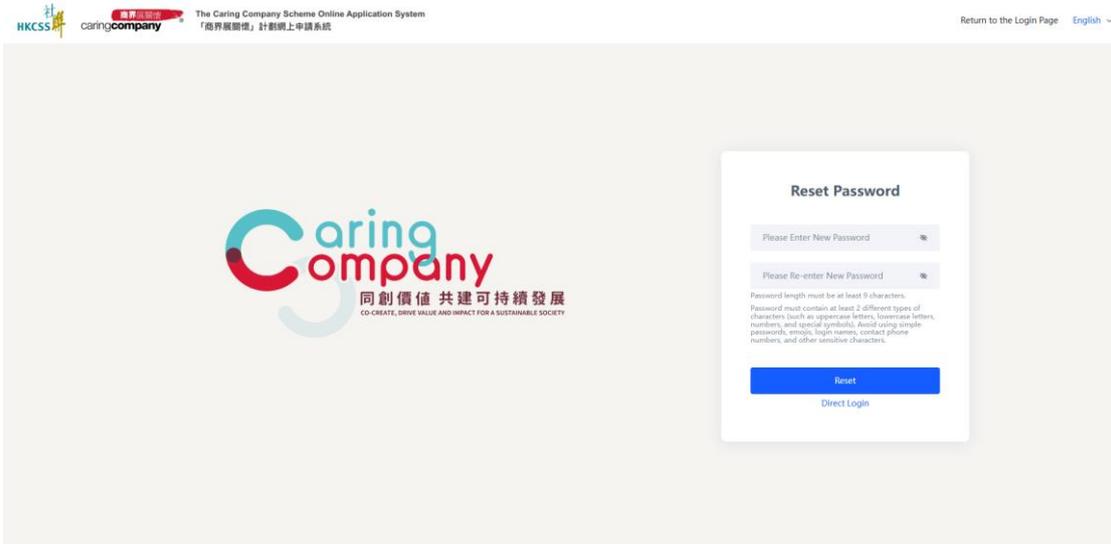
- Registration address: <https://www.ccnomination.net/client/login?loginType=register>
- Registration type: Organisation
- Organisation type: Charitable Organisation (Nominator)



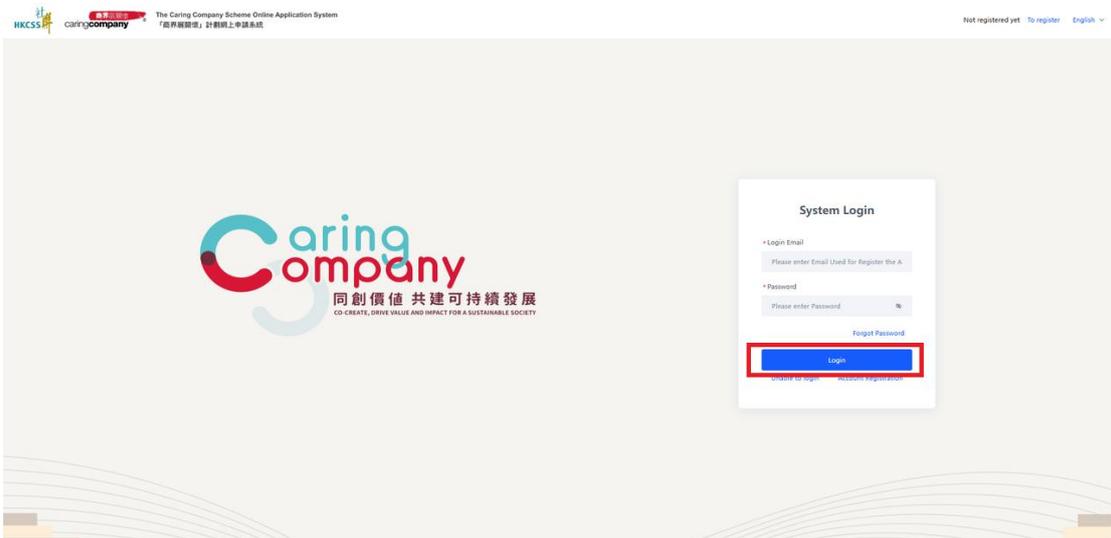
Register- nominator

2.1.2 First-Time Login

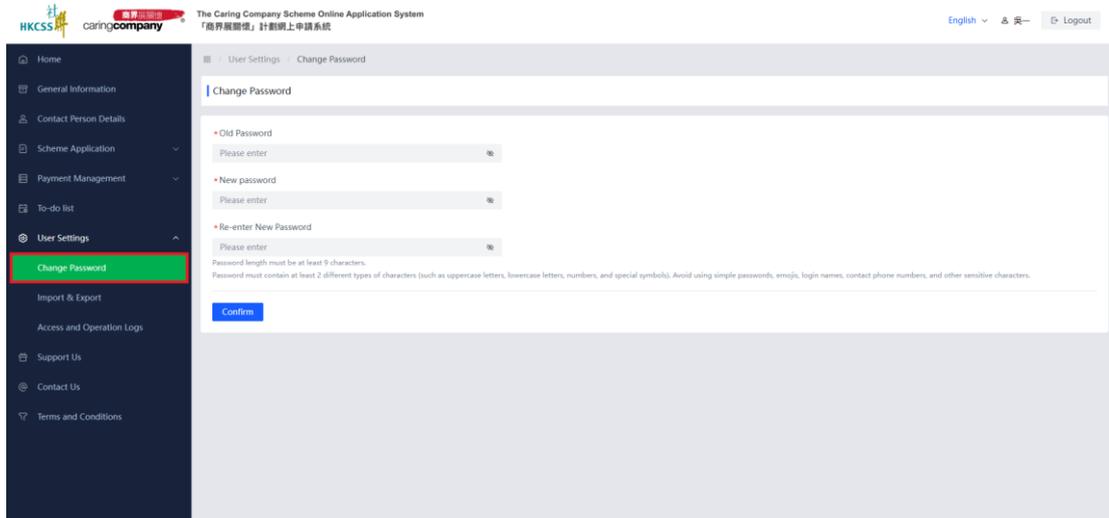
- Login address: <https://www.ccnomination.net/client/login>
- Set password: Once the account registration has been approved, set the password by clicking the link provided in the confirmation email. Then, log in using the [registered email address and the newly created password](#).
- Change password: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



First time login - Set password



System Login

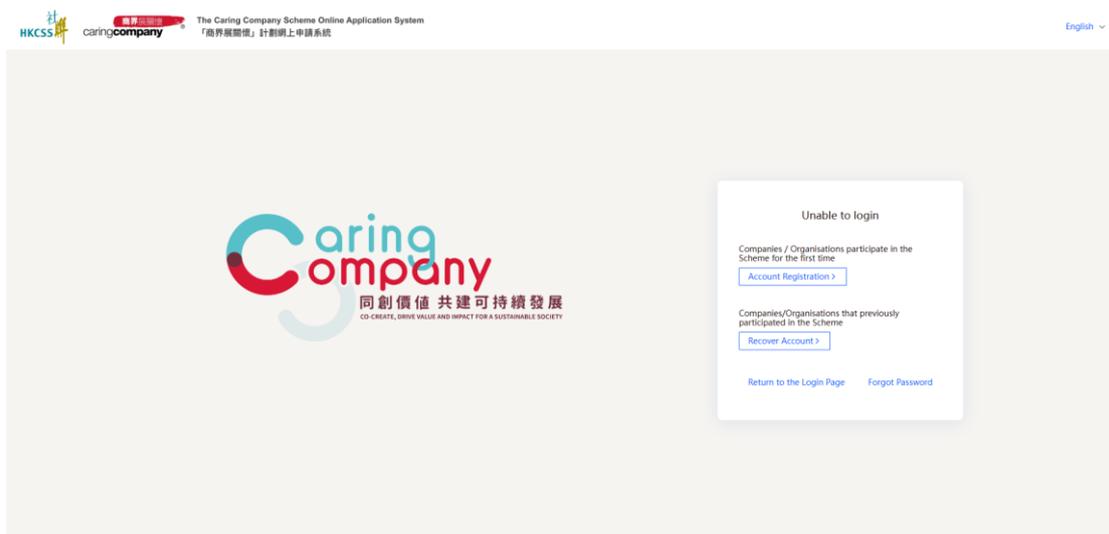


Change password

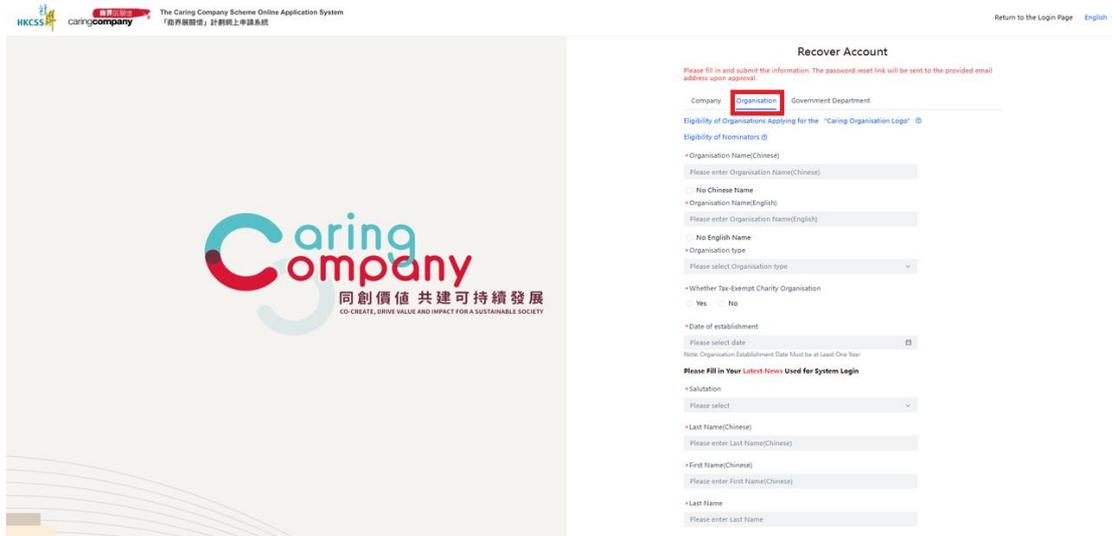
2.1.3 Unable to login

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

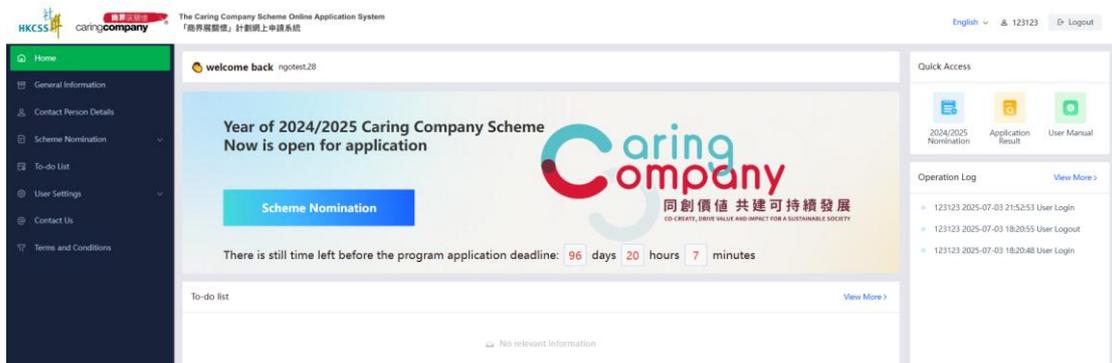


For Organisation - Account Recovery

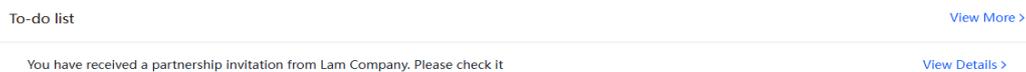
2.2 Dashboard

After logging in, the main dashboard is composed of:

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



2.2.1 To-Do List



2.2.2 Quick Access

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

Quick Access



2024/2025
Nomination



Application
Result



User Manual

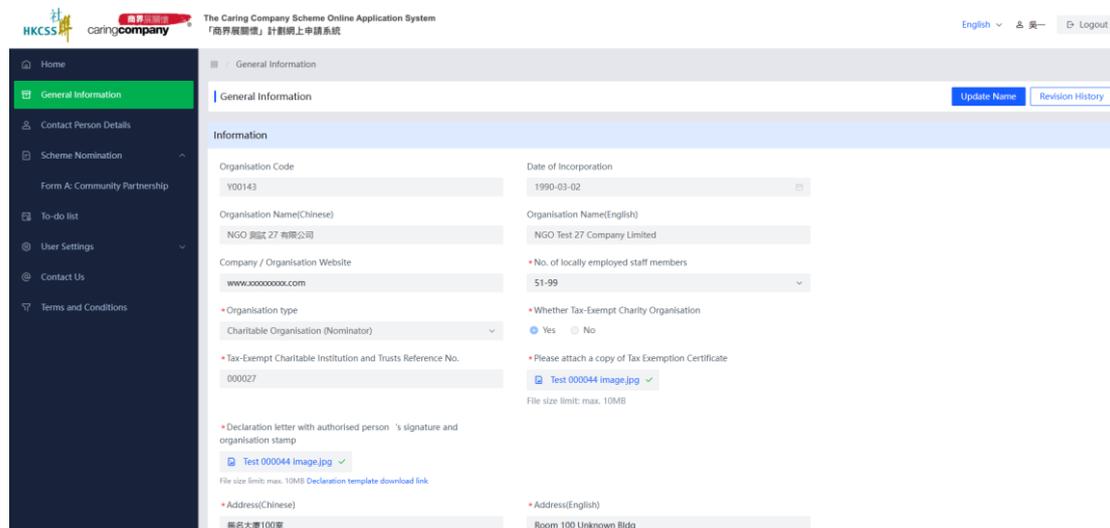
2.3 General Information

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

2.3.1 General Information Update and Declaration

Once submitted, this part cannot be modified during the current application period (except by updating the name).

2.3.1.1 General Information Update



The screenshot shows the 'General Information' update page. The page title is 'General Information' with 'Update Name' and 'Revision History' buttons. The form contains the following fields:

- Organisation Code: Y00143
- Date of Incorporation: 1990-03-02
- Organisation Name(Chinese): NGO 測試 27 有限公司
- Organisation Name(English): NGO Test 27 Company Limited
- Company / Organisation Website: www.xxxxxxxx.com
- No. of locally employed staff members: 51-99
- Organisation type: Charitable Organisation (Nominator)
- Whether Tax-Exempt Charity Organisation: Yes (selected)
- Tax-Exempt Charitable Institution and Trusts Reference No.: 000027
- Please attach a copy of Tax Exemption Certificate: Test 000044 image.jpg (File size limit: max. 10MB)
- Declaration letter with authorised person's signature and organisation stamp: Test 000044 image.jpg (File size limit: max. 10MB)
- Address(Chinese): 新石大廈100室
- Address(English): Room 100 Unknown Bldg

For Nominator - Update general information

The screenshot shows the 'General Information' section of the application system. It includes a sidebar with navigation options like Home, General Information, Contact Person Details, Scheme Nomination, To-do list, User Settings, Contact Us, and Terms and Conditions. The main content area contains several sections: Major Service Scope (with checkboxes for Children, Youth, Elderly, Women, Community, Environmental protection, Medical Care, Education, International and cross-boundary, Cultural, recreational & sports, Labour, Rehabilitation, and Others), HKCSS Agency Member status (Yes/No), Mission and Background text boxes, Service Scope and No. of Full-time Employees, Name of Chairman and Salutation, Name of Organisation Representative and Salutation, and Last year's expenditure (About HKS) with a table for Major Sources of Income (Government, Donation, Service Charges, Operating Income, Others).

2.3.1.2 Declaration

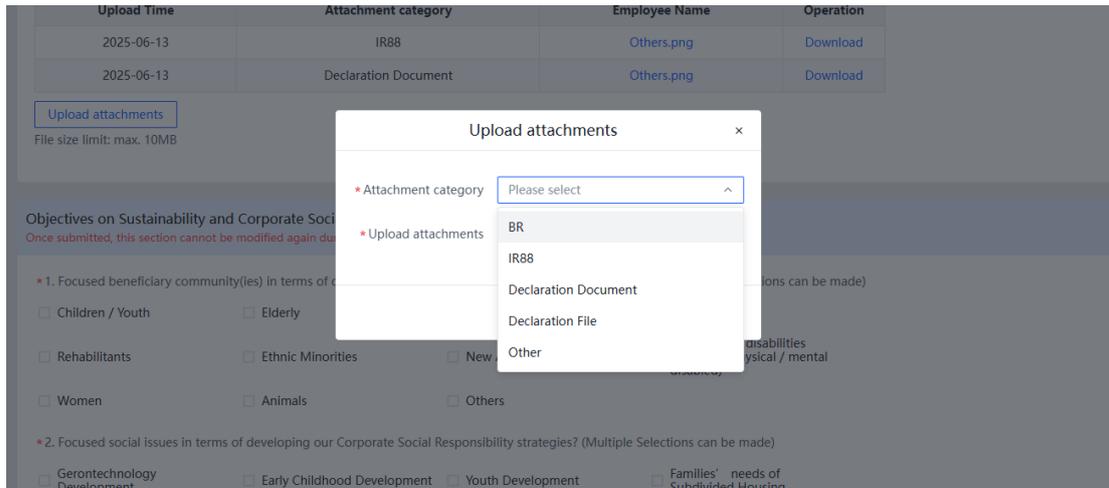
The screenshot shows the 'Declaration' section. It includes a sidebar with navigation options. The main content area contains a table for Attachment information with columns for Upload Time, Attachment category, Attachment Name, and Operation. Below the table is an 'Upload attachments' button and a 'File size limit: max. 10MB' note. A 'Declare' section follows, with a text box for a declaration and radio buttons for 'No' and 'Yes'.

2.3.1.3 Upload attachments

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

The screenshot shows the 'Upload attachments' section. It includes a sidebar with navigation options. The main content area contains a table for Attachment information with columns for Upload Time, Attachment category, Attachment Name, and Operation. Below the table is an 'Upload attachments' button and a 'File size limit: max. 10MB' note.

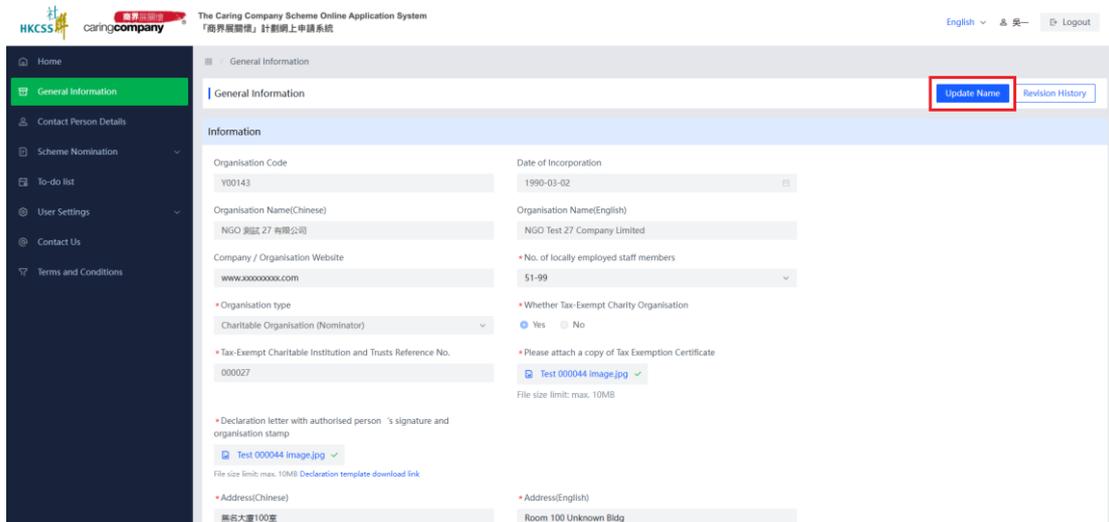
Upload attachments



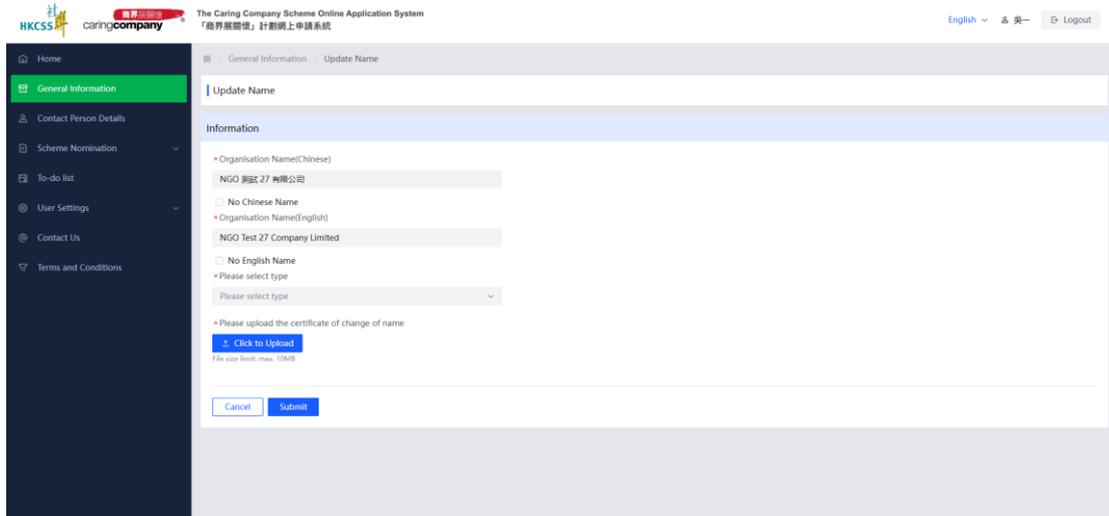
Category of attachment

2.3.1.4 Update Name

Provide and upload the corresponding information according to the applicant type for the 'Update Name' application



For Organisation - update name

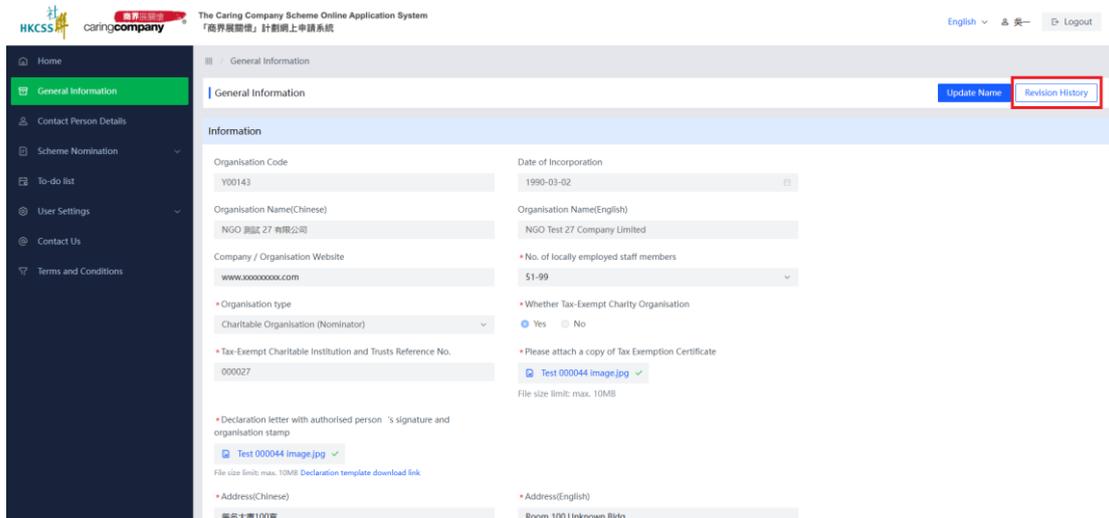


For Organisation - update name

2.3.1.5 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 been 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.



Revision history of updated name



Submission Time	Company / Organisation Chinese Name (Old)	Company / Organisation English Name (Old)	Company / Organisation Chinese Name (New)	Company / Organ	Operation
2025-01-06 15:17:41	ngotest 12 中文	ngotest 12 English	ngotest 12 中文名稱	ngot	View

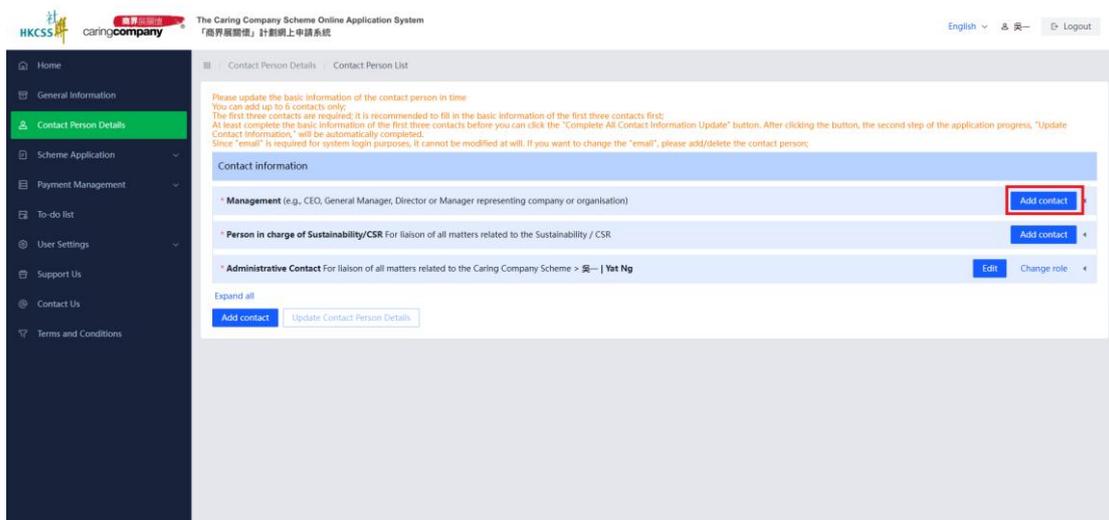
Total: 1 < 1 >

Revision history

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.**



The screenshot shows the 'Contact Person Details' page in the application system. It features a sidebar with navigation options like Home, General Information, Contact Person Details (highlighted), Scheme Application, Payment Management, To-do list, User Settings, Support Us, Contact Us, and Terms and Conditions. The main content area displays instructions to update contact information and lists three mandatory contact roles: Management, Person in charge of Sustainability/CSR, and Administrative Contact. Each role has an 'Add contact' button, with the first one highlighted by a red box. There are also 'Expand all', 'Add contact', and 'Update Contact Person Details' buttons at the bottom.

Mandatory - not completed, click to add contact

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 Please select Salutation</p>	<p>* Last Name(Chinese) Please enter Last Name(Chinese)</p>	<p>* First Name(Chinese) Please enter First Name(Chinese)</p>
<p>* Last Name Please enter Last Name</p>	<p>* First Name Please enter First Name</p>	<p>Preferred Name Please enter Preferred Name</p>
<p>* Position(Chinese) Please enter Position(Chinese)</p>	<p>* Position(English) Please enter Position(English)</p>	<p>* Contact No. +852 Please enter Contact No.</p>
<p>* Email Please enter Email <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) Please enter Flat/Floor/Building Please enter Street Name and Building Number Please select District</p>	<p>* Address(English) Please enter Flat/Floor/Building Please enter Street Name and Building Number 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 Please select Salutation</p>	<p>* Last Name(Chinese) Please enter Last Name(Chinese)</p>	<p>* First Name(Chinese) Please enter First Name(Chinese)</p>
<p>* Last Name Please enter Last Name</p>	<p>* First Name Please enter First Name</p>	<p>Preferred Name Please enter Preferred Name</p>
<p>* Position(Chinese) Please enter Position(Chinese)</p>	<p>* Position(English) Please enter Position(English)</p>	<p>* Contact No. +852 Please enter Contact No.</p>
<p>* Email Please enter Email <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) Please enter Flat/Floor/Building Please enter Street Name and Building Number Please select District</p>	<p>* Address(English) Please enter Flat/Floor/Building Please enter Street Name and Building Number 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'

*** Administrative Contact** For liaison of all matters related to the Caring Company Scheme Add contact

<p>* Salutation Please select Salutation</p>	<p>* Last Name(Chinese) Please enter Last Name(Chinese)</p>	<p>* First Name(Chinese) Please enter First Name(Chinese)</p>
<p>* Last Name Please enter Last Name</p>	<p>* First Name Please enter First Name</p>	<p>Preferred Name Please enter Preferred Name</p>
<p>* Position(Chinese) Please enter Position(Chinese)</p>	<p>* Position(English) Please enter Position(English)</p>	<p>* Contact No. +852 Please enter Contact No.</p>
<p>* Email Please enter Email <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) Please enter Flat/Floor/Building Please enter Street Name and Building Number Please select District</p>	<p>* Address(English) Please enter Flat/Floor/Building Please enter Street Name and Building Number 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

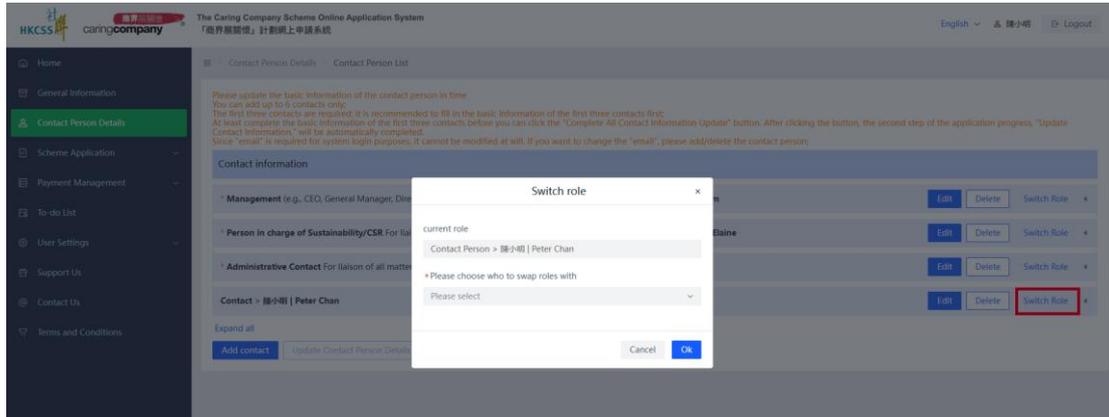
Add and edit basic information for 'Administrative Contact'



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 Apply as a nominator

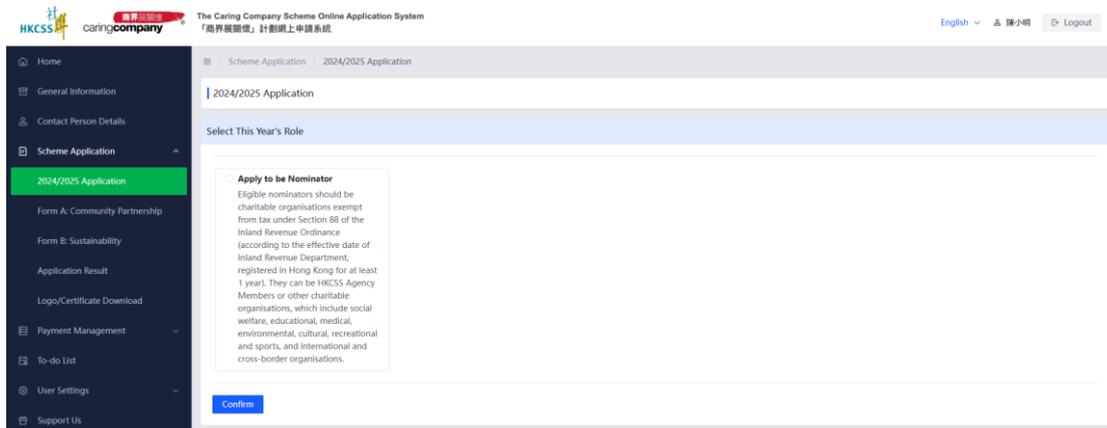
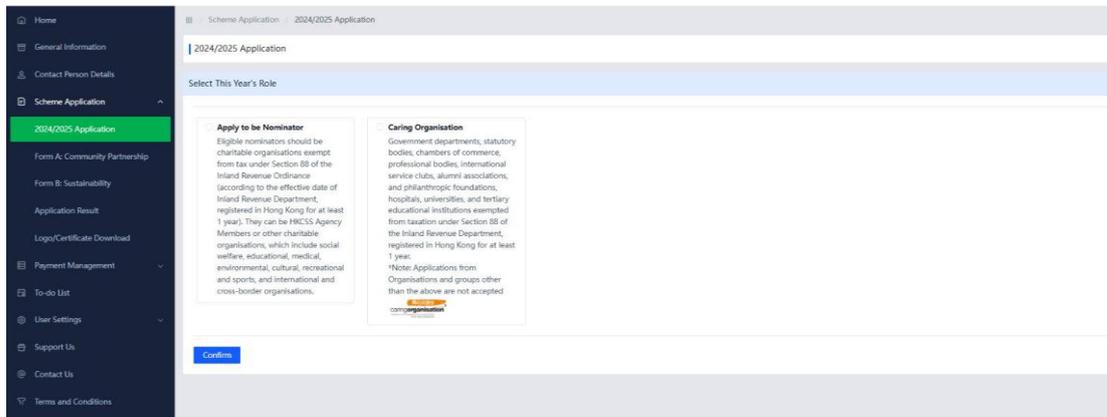
If you are philanthropic foundation, you can choose to be either 'Nominator' or applicant of 'Caring Organisation', no modification is allowed once confirm.

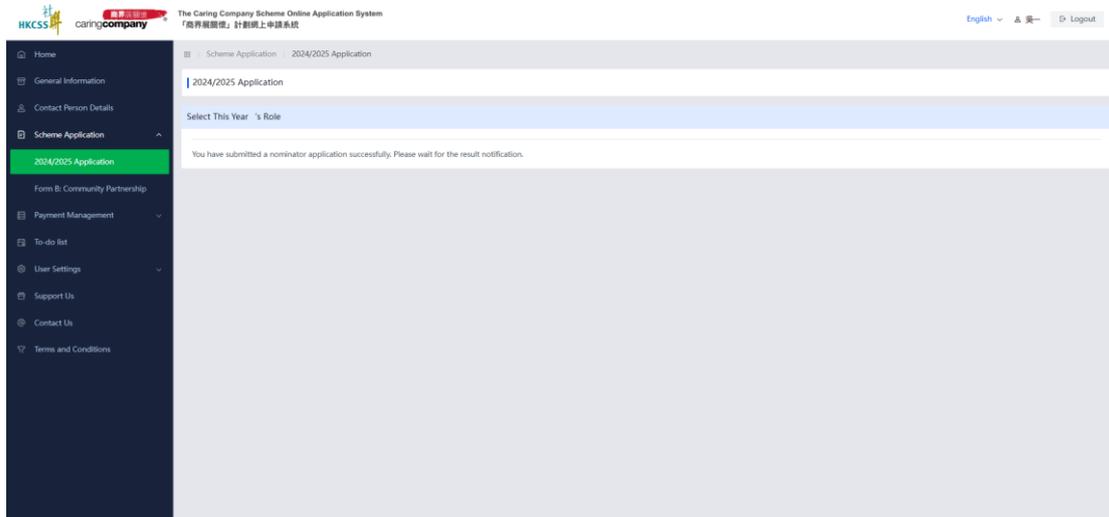
You can only apply to become a nominator if you are a charitable organisation.

2.5.1.1 Apply for Current Year Application

2.5.1.2 Select Role

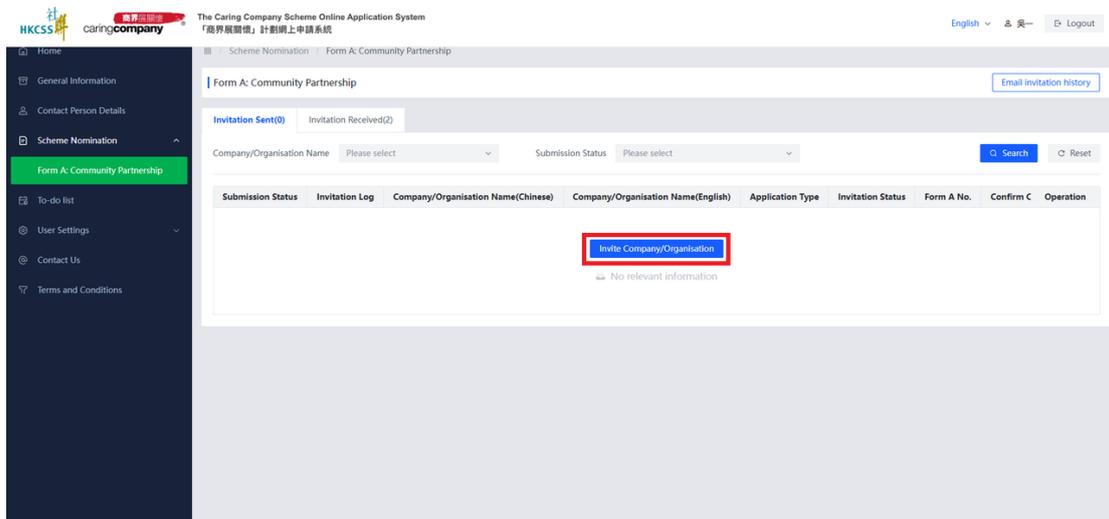
If you choose to become a nominator and complete the required information, please wait for the HKCSS to review your account application.



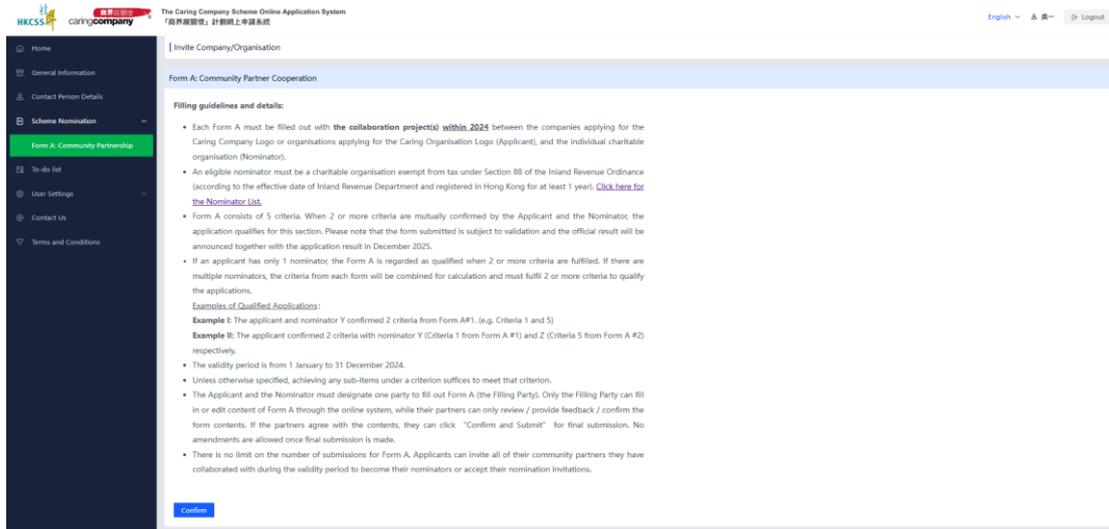


Please wait for the result notification after selecting role

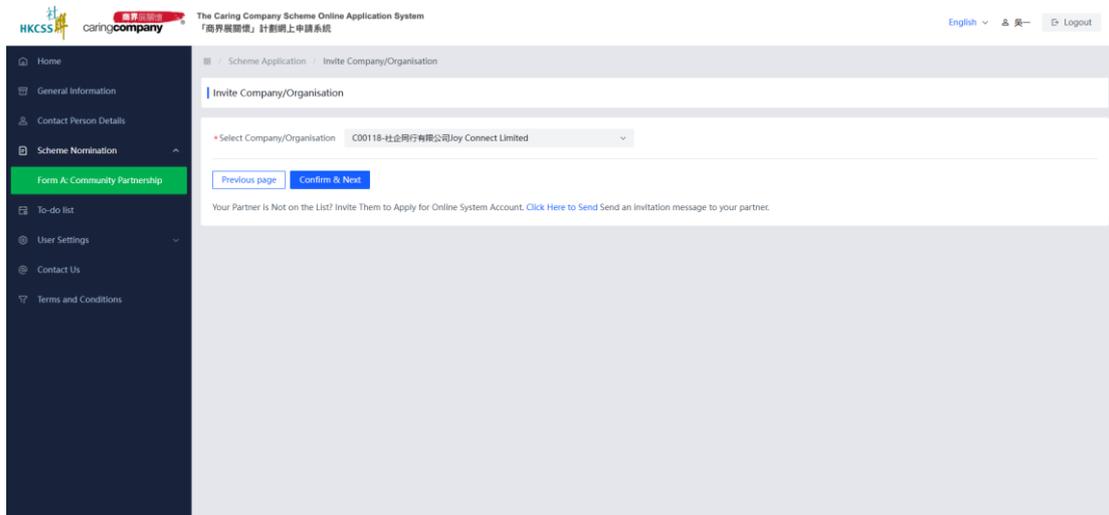
2.5.1.3 Invitation Sent-Invitation to Company/ Organisation



Invite company/organisation



Confirm guidelines and details before filling form A



You can type the keyword to search company/organisation

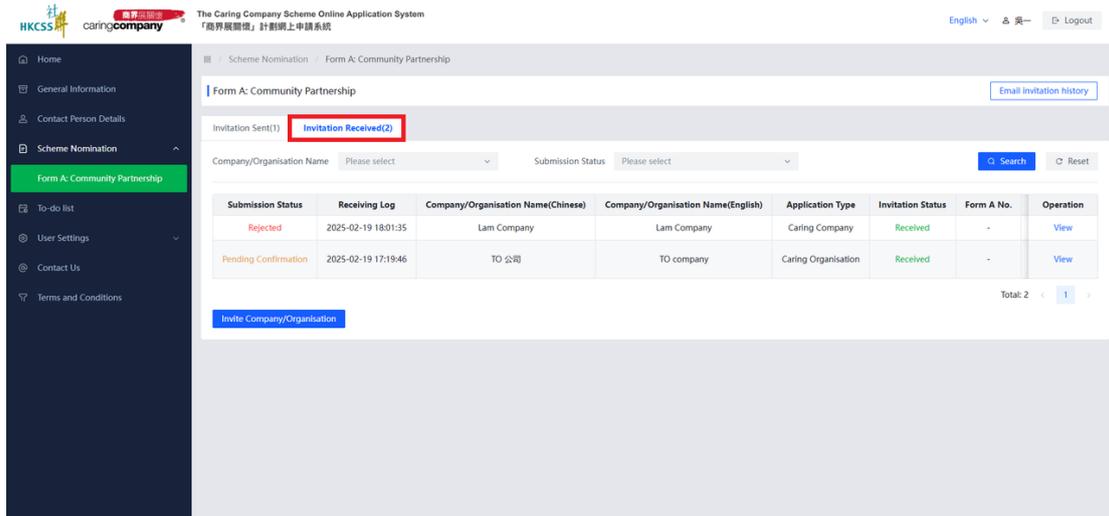
2.5.1.4 Complete Form A: Community Partnership

Complete Form A

Submission Status	Invitation Log	Company/Organisation Name (Chinese)	Company/Organisation Name (English)	Application Type	Invitation Status	Form A No.	Operation
Pending Confirmation	2025-01-03 16:44:50	ngotest.16	ngotest.16	Caring Organisation	Sent Out	-	View
Rejected	2025-01-03 16:05:34	NGOtest 20 中文	NGOtest 20 English	Caring Organisation	Sent Out	-	View
Accepted and Submitted	2025-01-03 15:44:34	ccctesting.000002 (revised)	ccctesting.000002 中文 (revised)	Caring Company	Sent Out	-	View

Total: 3

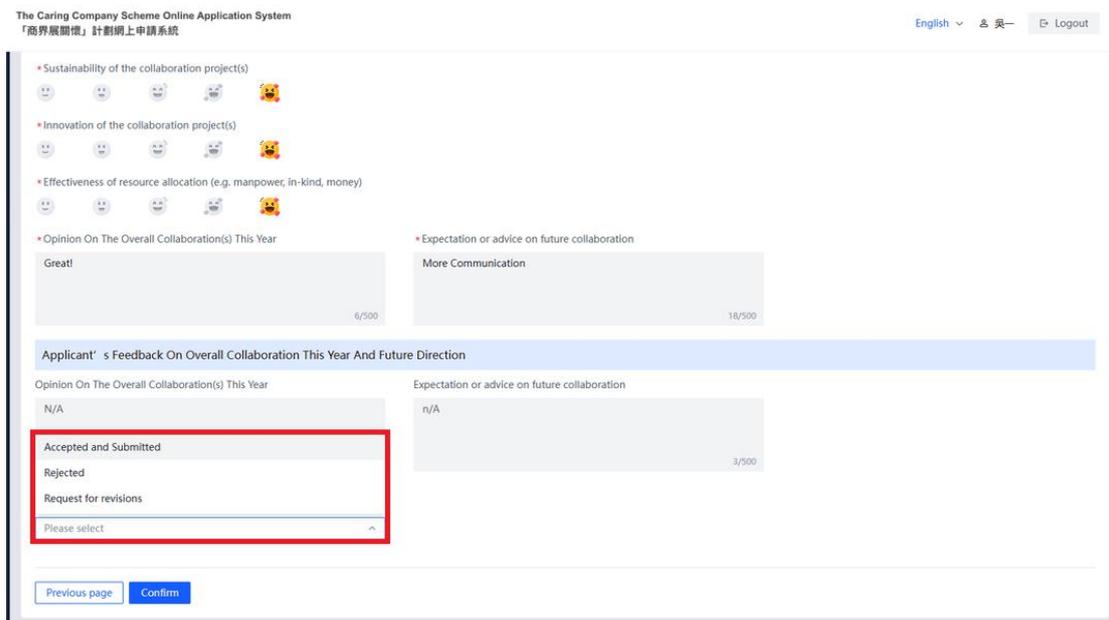
Invitation Sent



Invitation Received

2.5.1.5 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 吳一 Logout

* Sustainability of the collaboration project(s)
☹️ 😐 😊 😄 😡

* Innovation of the collaboration project(s)
☹️ 😐 😊 😄 😡

* Effectiveness of resource allocation (e.g. manpower, in-kind, money)
☹️ 😐 😊 😄 😡

* Opinion On The Overall Collaboration(s) This Year
Great! 6/500

* Expectation or advice on future collaboration
More Communication 18/500

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

Opinion On The Overall Collaboration(s) This Year
N/A 3/500

Expectation or advice on future collaboration
n/A 3/500

* 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
Please enter 0/5000

* Expectation or advice on future collaboration
Please enter 0/5000

Applicant'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
Rejected

* Reason for rejection
Please enter 0/500

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 吳一 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
- Expectation or advice on future collaboration

Great! 6/500

More Communication 18/500

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

Opinion On The Overall Collaboration(s) This Year: N/A 3/500

Expectation or advice on future collaboration: n/A 3/500

Validation Status: Request for revisions

Reason for rejection: Please enter 0/500

Previous page Confirm

Request for revisions, and provide reason for rejection

2.5.2 Result Enquiry

(To be updated)

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.

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

Home

- General Information
- Contact Person Details
- Scheme Nomination
- To-do List**
- User Settings
- Change Password
- Access and Operation Logs
- Contact Us
- Terms and Conditions

To-do List

Message status: All

Creation Time: Start date - End date

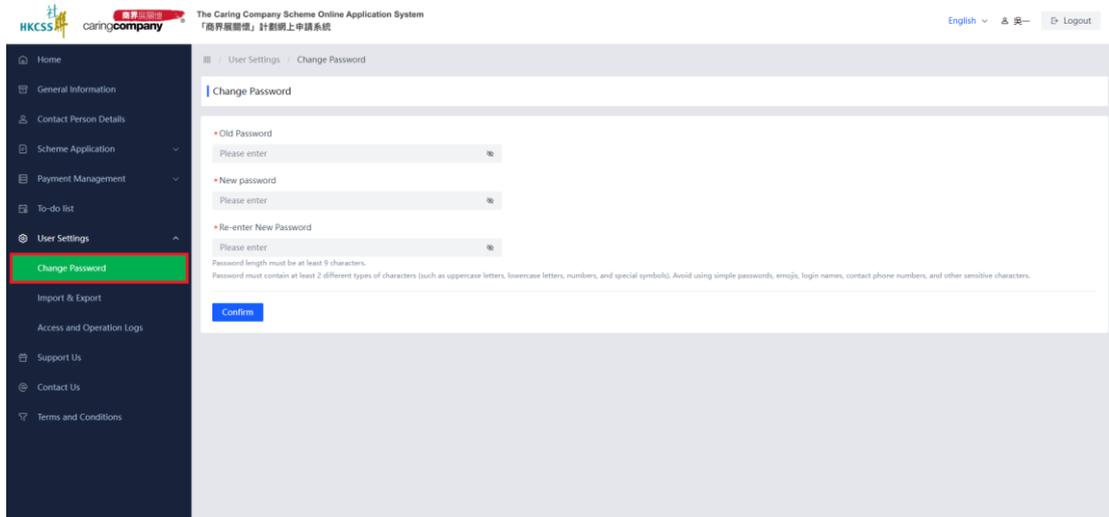
Search Reset

Creation Time	Message content	Message status	Operation
2025-04-16 10:29:49	Receive nomination invitation from Testing_ Government Dep. Please check.	Unread	View Details
2025-04-09 15:47:01	(請勿選取) 測試企業2 Accepted the nomination invitation. Please check.	Unread	View Details
2025-04-08 15:48:39	(請勿選取) 測試企業2 Requests you to edit the contents of Form A. Please check.	Read	View Details
2025-04-01 16:57:57	Receive nomination invitation from (Do not choose) Testing Company3. Please check.	Unread	View Details
2025-03-24 17:37:37	Your submitted request to change company / organisation name has been approved	Read	View Details
2025-03-24 17:16:47	Receive nomination invitation from (Do not select) Testing Company. Please check.	Read	View Details

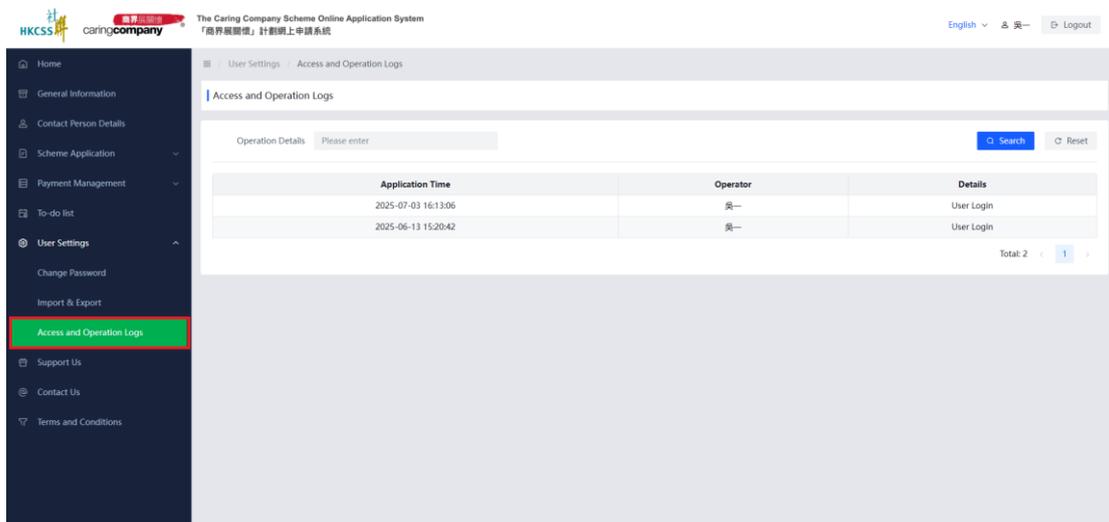
Total: 6 1

2.7 Settings

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

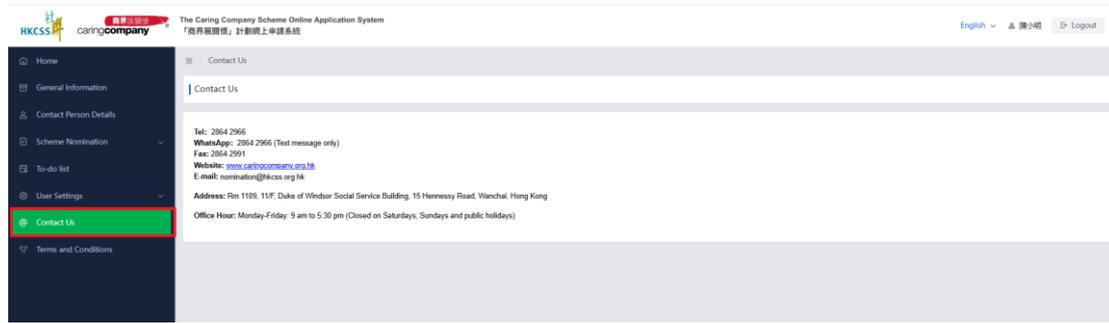


Change password



Access and operation logs

2.8 Contact Us



2.9 Terms & Conditions

