

## Form 2 To be completed by the nominator

### Part 1 – Nominator details

Organisation name

Chinese \_\_\_\_\_

English \_\_\_\_\_

Tax-Exempt Charitable Institution and Trusts Reference No. \_\_\_\_\_

Year of establishment \_\_\_\_\_

Organisation website \_\_\_\_\_

#### Major service scope

☐ Children
 ☐ Youth
 ☐ Elderly
 ☐ Women
 ☐ Community
 ☐ Environmental protection
 ☐ Health
 ☐ Education  
☐ International and Cross-boundary
 ☐ Cultural, Recreational & Sports
 ☐ Labour
 ☐ Rehabilitation
 ☐ Others \_\_\_\_\_

### Part 2 – Nominator details

*For Non-HKCSS Agency Members, Non-Community Chest Agency Members ONLY.*

Mission / Objective \_\_\_\_\_

Years of establishment \_\_\_\_\_

Background \_\_\_\_\_

Service scope \_\_\_\_\_

Name of the Chairman \_\_\_\_\_ ☐ Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Dr ☐ Prof

Name of the Organisation Representative \_\_\_\_\_ ☐ Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Dr ☐ Prof

Number of full-time employee(s) \_\_\_\_\_

Last year's expenditure About HK\$ \_\_\_\_\_ (for the year 20 \_\_\_\_\_ -20 \_\_\_\_\_)

Major sources of Income Government \_\_\_\_\_ % Donations \_\_\_\_\_ % Service charges \_\_\_\_\_ %

Operating income \_\_\_\_\_ % Others \_\_\_\_\_ %

#### Organisation scale:

☐ Annual expenditure under or equal to HK\$ 500,000
 ☐ Annual expenditure of between HK\$ 500,001 – 1,500,000  
☐ Annual expenditure of between HK\$ 1,500,001 - 5,000,000
 ☐ Annual expenditure of between HK\$ 5,000,001 - 10,000,000  
☐ Annual expenditure of between HK\$ 10,000,001 - 50,000,000
 ☐ Annual expenditure of between HK\$ 50,000,001 - 100,000,000  
☐ Annual expenditure of between HK\$ 100,000,001 - 250,000,000
 ☐ Annual expenditure of above HK\$ 250,000,000

### Part 3 – Contact person

#### Management (e.g., Chairperson, Chief Executive, etc.) - Recipient of nomination results

*\*Each organisation should have **ONE** recipient only*

Title ☐ Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Dr ☐ Prof

Family name \_\_\_\_\_ Given name \_\_\_\_\_

Position \_\_\_\_\_ Tel \_\_\_\_\_

E-mail \_\_\_\_\_

Name of secretary (if any) \_\_\_\_\_ Tel \_\_\_\_\_ E-mail \_\_\_\_\_

Mailing address \_\_\_\_\_

☐ Hong Kong Island ☐ Kowloon ☐ New Territories

#### Contact person (2) – For liaison regarding the Nomination

Title ☐ Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Dr ☐ Prof

Family name \_\_\_\_\_ Given name \_\_\_\_\_

Position \_\_\_\_\_ Tel \_\_\_\_\_

E-mail \_\_\_\_\_

Mailing address \_\_\_\_\_

☐ Hong Kong Island ☐ Kowloon ☐ New Territories

## Form 2 To be completed by the nominator

### Part 4 – Declaration

A. Our organisation hereby agrees and declares that:

1. all information provided in this form is true and accurate.
2. additional information will be provided to the HKCSS if required.
3. further assistance will be provided if any complaints are received regarding the nominated company / organisation.

B. Our organisation has:

- ☐ provided a crossed cheque payable directly to HKCSS in payment of the processing fees, OR  
☐ confirmed that the processing fees will be paid by the nominee.

C. By submitting the nomination, I agree that HKCSS can use the information on the nomination form for promotion of CSR related events & training, data analysis and research purposes on a collective basis. No information of individual nominator will be disclosed without our prior approval. Please email us at [caringcompany@hkcss.org.hk](mailto:caringcompany@hkcss.org.hk) if you do not accept the above mentioned arrangement.

D. Our organisation has maintained a partnership with the nominee (as specified in this nomination form) for a period of:

- ☐ ≤ 6 months    ☐ 7-11 months    ☐ 1-2 years    ☐ 3-5 years    ☐ 6-10 years    ☐ >10 years

E. With the exception of partnership under “Caring for the Community”, our organisation has or do not have any other relationship with the nominee related to business or under same Group of Company / Organisation, etc

- ☐ Yes (Please specify \_\_\_\_\_)  
☐ No

### Signature with chop of the nominator

Name of signatory \_\_\_\_\_ Position \_\_\_\_\_

Signature with chop

X

Date \_\_\_\_\_

*\* This form must be signed by the management bearing the chop of the organisation as confirmation, otherwise it will not be processed.*