

# 「社企認證」申請表格

## Social Enterprise Endorsement (SEE) Mark Application Form

多謝申請「社企認證」。本申請表分為四部分，提交申請前，請細閱及了解「社企認證」的**基本條件**（第一部份），以確保貴機構/社企符合申請。

Thank you for applying for SEE Mark. There are 4 sections in the Application Form, before making an application, please read and understand **Part 1 - 'Basic Criteria'** to check whether you are eligible to apply for SEE Mark.

請將已填妥的申請表格以電郵 (info@sechamber.hk)、傳真 (Fax:3565 4753) 或郵寄 (香港九龍觀塘鴻圖道 16 號志成工業大廈 12 樓 1205 室) 方式遞交到香港社會企業總會。收到申請後，我們會盡快與閣下聯絡。

Please submit the completed application form to HKGCSE via email (info.sechamber.hk), facsimile (fax no.: 3565 4753) or by post (Rm.1205, 12/F, Houtex Industrial Building, 16 Hung To Road, Kwun Tong, Kowloon, H.K.). We will be in touch with you very soon.

### 第一部分：基本條件 Part One: Basic Criteria (請閱讀 Please read)

申請機構應確認是社會企業(社企)，並附合下列條件以展開認證程序：

To begin the endorsement process, you should confirm that you are a social enterprise (SE) and meet the following criteria:

- 其機構的活動/服務/產品是以產生社會和/或環境效益為願景及目的；及  
Your organization's activities are driven primarily by a mission to create positive social and/or environmental impacts; and
- 符合指定營運年期和全職員工等值<sup>1</sup>；及  
Your organization complies with the specified number of years of operation and full-time equivalent employees<sup>1</sup> for the category you are applying for; and
- 以切實可行和可持續的商業模式運作。  
Your business is operated with a viable and sustainable business model.

#### 1. 產生社會和/或環境效益 Create positive social and/or environmental impacts

	創啟級 Incubating member	創建級 Start-up/Small Scale	創進級 Intermediate	創越級 Advanced
以下 A 或 B, 兩者之一 EITHER A or B <b>A. 社會 Social</b> 1. 社會參與 Social engagement 2. 創造就業機會 Job creation 3. 慈善參與 Philanthropic participation 4. 公平貿易政策和實施 Fair trade policies and practices 5. 文化及文化遺產貢獻 Cultural & heritage contributions 6. 其他 Other_____	旨在產生左列 (A) 至少兩項的效益 Mission aims to create impact on at least 2 items in list A		旨在產生左列(A) 至少三項效益 Mission aims to create impact on at least 3 items in list A	旨在產生左列 (A) 至少四項效益 Mission aims to create impact on at least 4 items in list A
<b>或 OR:</b>	若符合列表 A 的要求，列表 B 則可視為非必要項目。If mission meets requirement in A, completing B is optional.			
<b>B. 環境 Environment</b> 1. 保育和保護 Conservation and protection 2. 污染控制 Pollution control 3. 回收和廢物管理 Recycling & waste management 4. 其他 Other_____	若未能達到列表A的要求，其目標效益應滿足至少一項於列表B的要求 If criterion in A is not met, mission should meet at least 1 item in List B		若未能達到列表 A 的要求，其目標效益應滿足至少兩項於列表 B 的要求 If criterion in A is not met, mission should meet at least 2 items in List B	

1. 全職員工等值是指全職員工數目和兼職員工時數轉換成全職時數的員工數目。一全職員工等於一全職員工等值。兼職員工的全職員工等值計法是全部兼職員工一星期工作的總時數除以一全職員工一星期工作的總時數。兼職員工的全職員工等值加上全職員工數目，便得出機構員工的全職員工等值的總數。全職和兼職員工的工作時數因應機構或行業不同而有所變化（如一週工作可能從 18 至 44 小時不等，一年 52 個工作週）。請用 貴機構所訂立的每週工作時數計算全職員工等值總數。

One employee working full-time is equivalent to 1 FTE. For part-time staff, the FTEs are calculated by adding together the total number of hours worked per week by all the part-time employees and dividing this figure by the number of hours a full-time employee would normally work per week. You then add the total number of full-time staff and the FTEs for part-time staff together to calculate your overall FTE figure. The number of working hours of full-time and part-time employees can vary widely from organisation/industry to another (e.g., may range from 18 to 44 hours of work per week, 52 weeks per year). Please use your own organisation's number of hours for calculating full-time equivalent employees.

例子 Example :

員工數目 no. of employee	5 全職 full-time	20 兼職 part-time	全職員工等值 Full time FTEs = 5 兼職員工相等於全職員工等值 Part time FTEs = 100/44 = 2.27
一星期工作的總時數 Total no. of working hour per week	每人工作 44 小時 44 hours / person	合共 100 小時（如 20 人，每人每星期工作 5 小時） 100 hours in total (e.g. 20 x 5 hours each per week)	全職員工等值總數 Total number of FTEs = 5 + 2.27 = <u>7.27</u>

2. 營運年期和全職員工等值 Number of years of operation and full-time equivalent employees				
	創啟級 Incubating	創建級 Start up/Small Scale	創進級 Intermediate	創越級 Advanced
「社企認證」各級別的條件 SEE Mark Category Eligibility Criteria	計劃於 12 個月內開始營運或營運不超過 2 年  EITHER planning to operate in next 12 months with business plan/ forecast already completed OR operated for <2 years	營運不超過 3 年或全職員工等值少於 5 人  EITHER operating <3 years OR <5 Fulltime Equivalent Employees	營運超過 3 年或全職員工等值多於 10 人  EITHER 3 or more years OR >10 Fulltime Equivalent Employees  最少 50% 收入是由業務產生;不少於 65% 利潤重新投資於社會目的 At least 50% of income generated from business; not less than 65% of profit reinvested in social purposes	營運 5 年或以上 Operating 5 or more years
3. 營運模式 Business Processes				
<p>「社企認證」核查紀錄和各種營運政策的執行、流程和良好實踐。認證級別愈高，評審要求的寬度和深度亦同時遞增。下表為其中一項評核範疇供參考。</p> <p>The SEE Mark checks for the existence and proper implementation of a variety of business policies, processes and good practices. The breadth and depth of compliance requirements increase according to the category of endorsement being sought. The table below indicates some of the key areas that will be assessed.</p>				
	創啟級 Incubating member	創建級 Start-up/Small Scale	創進級 Intermediate	創越級 Advanced
<b>C. 商業模式策略/流程</b> <b>Business Model Policies/ Processes</b> 1. 商業計劃書 Business plan 2. 資金來源 Sources of funding 3. 利潤分配政策和做法 Profit distribution policies and practices 4. 市場潛力 Market potential 5. 業務策略和實踐 Business strategies and practices 6. 公司架構 Company structure 7. 財務健全性及其功能的管理 Soundness of financial and other functional management 8. 可持續的競爭優勢 Sustainable competitive advantage 9. 健全性企業管治 Soundness of corporate governance 10. 客戶滿意度 Customer satisfaction 11. 良心消費 Ethical consumption 12. 人力資源管理政策和做法 HRM policies and practices	只須項目 1 商業計劃書  其他項目屬自願性評核  Only item 1 - business plan is required.  Other items assessed on a voluntary basis.	所有項目，並較著重項目 1, 2 及 3  All items required, with more emphasis on items 1, 2 and 3 than on other items.	所有項目，但評核的嚴謹性相對較創越級低。  All items required but with relatively less rigor compared to Advanced level.	所有項目須有深入的評核。  All items required in depth.

## 第二部分：申請機構資料 Part Two: Particulars of Organization

機構名稱 Name of Organization :					
( 中文 )		( English )			
申請認證之社企/社企項目名稱 Name of Social Enterprise/Social Enterprise Project applying for SEE Mark:					
( 中文 )		( English )			
社企/社企項目網址 (如有) Website of Social Enterprise/Social Enterprise Project (if available):					
公司性質 Company Nature : <input type="checkbox"/> 社福非牟利慈善組織附屬機構 NGO affiliated <input type="checkbox"/> 私人資本成立 privately funded <input type="checkbox"/> 其他 Others : _____ (請註明 Please specify)					
最少 50% 收入是由業務產生及不少於 65% 利潤重新投資於社會目的 At least 50% of income generated from business; not less than 65% of profit reinvested in social purposes <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No <input type="checkbox"/> 其他 Others : _____ (請註明 Please specify)					
商舖總店地址 Address of Main Outlet :		( 中文 )			
		( English )			
通訊地址 (如跟上述地址不同) Correspondence Address (if different from above) :		( 中文 )			
		( English )			
開業日期 (總店) : Date of Establishment (Main Outlet) :		分店數目 (不包括總店) : No. of Outlets (not include main outlet) :			
如 貴社企欲為多過一間店舖 (相同品牌但地址與上述不同) 申請社企認證，請於附頁一填寫所有分店的中英文名稱及地址。 If you apply SEE Mark for more than one outlet of the same social enterprise, please provide the name and full address of each outlet in both English and Chinese in Appendix 1.					
僱員人數 Total Number of Employees :		全職 Full-Time :	兼職 <sup>2</sup> Part-Time <sup>2</sup> :	義工 Volunteers:	
貴 社企的社會目標 Social Mission of Your Social Enterprise :					
請選擇申請認證的級別 Please select category of SEE Mark  社企或會符合多於一個認證級別的基本條件。社企總會及評核員樂意提供意見，但最終由社企自行決定所申請之認證級別。  Applicant may fulfil the basic requirement of more than one categories. You have the right to choose any category and HKGCSE and Assessor are ready to give opinions if necessary.	級別 Category		有效年期 Validation Period	收費 Fee <sup>3</sup>	評審限額 Quota for Assessment
	<input type="checkbox"/>	創啟級 Incubating Member	2 年 years	HK\$3,000	包括為同一品牌的社企/社企項目 <b>5 間店舖</b> 進行認證，更多店舖須繳交額外費用。年度更新需另繳費用。 Maximum of <b>5 outlets</b> for the same SE / SE Project. Additional fee will be charged for additional outlets. Fee-charging for Annual Update. 收費表可參閱：Table of Fees is available on: <a href="http://www.seemark.hk">www.seemark.hk</a>
	<input type="checkbox"/>	創建級 Small Scale/Start-up	3 年 years	HK\$3,000	
	<input type="checkbox"/>	創進級 Intermediate	3 年 years	HK\$6,000	
<input type="checkbox"/>	創越級 Advanced	3 年 years	HK\$6,000		
支票號碼 Cheque number		申請表須連同費用一併遞交，請用劃線支票抬頭註明：香港社會企業總會有限公司。Application form should be submitted along with the fee. Cheque payable to: Hong Kong General Chamber of Social Enterprises Limited.			
收據抬頭 Name on Receipt					
郵寄地址 <sup>4</sup> Mailing Address <sup>4</sup>					

<sup>2</sup> 兼職員工數目不包括短期合約員工和實習人員。Part-time employees do not include short-term temporary employees and internships.

<sup>3</sup> 「社企認證」申請一旦被接納，所有費用概不退還。Fees will not be refunded once application for SEE Mark is accepted.

於 2018 年 12 月至 2019 年 12 月申請之機構可獲半價優惠。50% off will be offered for applications within December 2018 – December 2019.

<sup>4</sup> 「社企認證」報告、社企認證標誌、證書、收據等將會郵寄至閣下所填寫的總店地址。若地址有任何變更，請與香港社企總會聯絡。SEE Mark Endorsement Report, SEE Mark Label, Certificate and Payment Receipt, etc., will be sent to the designated address of Main Outlet as indicated. Please update the address to HKGCSE if there are any changes.

**第三部分：聯絡人資料 Part Three: Particulars of the Contact Person**

香港社會企業總會將定期與申請及獲認證的社企聯絡，提供「社企認證」的最新資訊、社企業界發展趨勢及各項宣傳推廣等。

**HKGCE will regularly communicate with SEE Mark applicants and the accredited SEs for providing information of upcoming events, latest developments of social enterprise sector and promotional activities etc.**

尊稱 Title:  先生 Mr. /  女士 Ms.

中文姓名 Chinese Name:

英文姓名 English Name:

職位 Position:

電話 Tel.:

傳真 Fax:

電郵 Email:

**第四部分：聲明 Part Four: Declaration**

條款及細則 Terms and Conditions:

1. 本人/我們在此聲明本機構已閱讀「社企認證」申請的基本條件並了解其內容。  
I/We declare that I have read the Basic Criteria for Application for SEE Mark and understand its content.
2. 本人/我們確認符合  創啟級 或  創建級 或  創進級 或  創越級 級別的基本認證要求。  
I/We confirm that my social enterprises can meet the basic requirements for seeking an endorsement under the  Incubating Member OR  Start-up/Small Scale OR  Intermediate OR  Advanced category of the SEE Mark.
3. 本人/我們明白「社企認證」的申請並不代表及保證最終能獲取認證。尤其財務資料若不足或混亂，有機會不獲批認證。  
I/We understand that the acceptance of my application for SEE Mark does not imply any guarantee of ultimate endorsement. Insufficient or incomplete financial data may lead to disapproval of endorsement.
4. 本人/我們明白並同意社企認證獨立委員會\*保留接納申請及/或審批認證的最終決定權。  
I/We understand and agree that in case of any dispute, the decision of the \*Independent Committee of Social Enterprise Endorsement Scheme (ICSEE) shall be final and binding in all respects.
5. 本人/我們在此聲明本申請表格提供的資料正確無誤。為獲得社企認證，本人/我們同意遵守「社企認證」計劃的規定並受其約束。  
I/We hereby declare that the information provided in support of this application is accurate and that, in seeking SEE Mark endorsement, I agree to comply with and be bound by the requirements, Terms and Conditions of the SEE Mark.
6. 本人/我們同意遵守「社企認證」計劃的條款、細則及有關陳列「社企認證」標誌的守則之規定。  
I/We agree to abide by the Terms and Conditions of SEE Scheme and the regulations of the use of SEE Mark.
7. 本人/我們支持並願意參與「社企認證」計劃的各項宣傳及推廣活動，同意於參與「社企認證」活動所攝影及/或攝錄的材料將有機會用作宣傳及推廣「社企認證」用途。  
I/We support and will participate in the promotional activities of Social Enterprise Endorsement (SEE) Scheme and agree HKGCSE to use the photos and videos of SEE programmes for the purpose of promotion and publication.

\*社企認證獨立委員會是附屬香港社會企業總會的一個獨立組織，負責社企認證評審的整體質素保證。  
ICSEE is an independent agent of HKGCSE responsible for the overall quality assurance of the SEE assessment.

**以下簽署證明本人已閱讀及同意上列之條款及細則：**

**By signing below, I certify that I agree to all the terms and conditions as set out above:**

負責人姓名 Authorized person in-charge:	職位 Position:
簽署 Signature:	機構蓋章 Company Chop:
日期 Date:	

## 聯絡我們 Contact us

香港社會企業總會有限公司 Hong Kong General Chamber of Social Enterprises Limited

電話 Tel : (852) 3616 6951 網址 Website : [www.seemark.hk](http://www.seemark.hk)

傳真 Fax : (852) 3565 4753 電郵 Email : [info@sechamber.hk](mailto:info@sechamber.hk)

地址 Address : 香港九龍觀塘鴻圖道 16 號志成工業大廈 12 樓 1205 室

Rm1205, 12/F, Houtex Industrial Building, 16 Hung To Road, Kwun Tong, Kowloon, H.K.

感謝閣下自願地提供個人資料，香港社會企業總會致力支持並遵守認可的個人資料私隱保安及保密標準，以符合《個人資料（私穩）條例》的規定。

Thank you for voluntarily providing personal information to us. HKGCSE fully supports and observes recognized standards of protection in the security and confidentiality of personal data, as stipulated in the requirements of the Personal Data (Privacy) Ordinance.

#本表格更新於 This form updated on 6/12/2018

附頁一 Appendix 1

社企分店資料 Information of Social Enterprise Outlets			
請填寫所有申請「社企認證」的分店的中、英文名稱及地址。 For applying SEE Mark, please provide the name and full address of all social enterprise outlets in both English and Chinese.			
1.	社企/社企項目名稱	Name of outlet	開業日期 Date of Establishment
	通訊地址	Correspondence Address	
2.	社企/社企項目名稱	Name of outlet	開業日期 Date of Establishment
	通訊地址	Correspondence Address	
3.	社企/社企項目名稱	Name of outlet	開業日期 Date of Establishment
	通訊地址	Correspondence Address	
4.	社企/社企項目名稱	Name of outlet	開業日期 Date of Establishment
	通訊地址	Correspondence Address	
5.	社企/社企項目名稱	Name of outlet	開業日期 Date of Establishment
	通訊地址	Correspondence Address	
*如本頁不敷填寫所有資料，請另頁填寫。 *Please add separate sheets for more entries.		分店總數 Total no. of outlet :	

#包括為同一品牌的社企/社企項目 **5 間店舖** 進行認證，更多店舖須繳交額外費用。年度更新需另繳費用。  
Maximum of **5 outlets** for the same SE/SE Project. Additional fee will be charged for additional outlets. Fee-charging for Annual Update.