

「DBS x 香港社會企業總會」香港社企員工嘉許計劃 2018

“DBS x HKGCSE” Hong Kong Social Enterprise Employee Recognition Scheme 2018

提名表格 Nomination Form

員工為社企長遠發展的寶貴資產，此嘉許計劃旨在表揚員工的優秀表現及肯定他們對社企的貢獻，被提名之員工將被邀出席典禮接受嘉許證書。

Employees are the most valuable asset for long-term development of social enterprise. This scheme aims at recognizing the contribution of employees, nominated employees will be invited to attend the presentation ceremony.

被提名資格 Nomination Criteria :

- 1) 需於該社企工作滿 1 年或以上
Serving at the existing social enterprise for 1 or more years
- 2) 未曾於這計劃中獲提名
Had not been nominated in this Scheme

注意事項 Important Notes :

- 1) 每個社企項目只限提名一位員工參與本計劃。
Each social enterprise project is allowed to nominate 1 employee.
- 2) 請以正楷填寫被提名人的中英文姓名、所屬社企項目的中英文名稱。資料將用以印製證書。
Please fill in the name of the nominee and the SE project served in BLOCK LETTERS. Information will be printed on the certificate.
- 3) 請✓選適用之項目。Please tick the appropriate box (es).

第一部份 Part 1: 被提名人資料 Particulars of Nominee

尊稱 Title: <input type="checkbox"/> 先生 Mr / <input type="checkbox"/> 女士 Ms	
中文姓名 Chinese Name :	英文姓名 English Name :
社企項目(中文) Name of SE Project (Chinese):	
社企項目(英文) Name of SE Project (English):	
職位 Position:	電話 Tel.:
於上述社企工作年期 Service Year in above SE Project :	
過去兩年曾於其他本地或海外嘉許計劃/比賽中獲獎 Being nominated in other recognition scheme or competition in Hong Kong or overseas 如有，請註明年份及獎項 If yes, please specific the awarded year and title : _____	是 Yes <input type="checkbox"/> 否 No <input type="checkbox"/>
<u>願意</u> 接受傳媒訪問及/或參與宣傳活動 <u>Willing</u> to be interviewed by press and/or participate in promotional activities	是 Yes <input type="checkbox"/> 否 No <input type="checkbox"/>
<u>願意</u> 出席香港社企員工嘉許典禮 <u>Willing</u> to attend the recognition ceremony 日期及時間 Date & Time: 9/11/2018 (Fri) 11am – 1:30pm 地點 Venue: 北角海逸酒店海逸軒 Hoi Yat Heen, Hotel Harbour Plaza North Point (免費自助午餐 Free lunch buffet)	是 Yes <input type="checkbox"/> 否 No <input type="checkbox"/>

由於座位有限，獲提名員工未必可攜同陪同者出席，本會將因應實際情況盡量作出安排，並將優先考慮殘疾員工的陪同者，其次為會員。首位陪同者可免費享用自助午餐，如尚餘座位，本會可因應情況安排第二位陪同者出席，此位陪同者需付港幣 \$338 自助午餐之費用。

Due to the limited seat, the awardee may not bring a companion to the ceremony, we will try to arrange according to the actual attendance, and give first priority to carer of disabled awardee, then to HKGCSE members. The first companion can enjoy the lunch buffet free of charge, while the second one has to pay HKD\$338 for the lunch buffet, the seat of the second companion will be arranged only when there is vacancy.

有陪同者出席香港社企員工嘉許典禮 With companion(s) to attend the ceremony

陪同者姓名
Name of Companion: _____

聯絡電話
Contact no.: _____

電郵
Email: _____

陪同者身份 Relationship

提名人 nominator 家屬 Family 同事 Colleague 朋友 Friend 其他 Other _____

陪同者有需要照顧獲提名員工嗎？

Does the companion need to take care of the nominee? 有 Yes 沒有 No

第二部份 Part 2: 被提名人簡介及提名原因 Introduction of the nominee and justification

請以 150-200 字描述(中或英文皆可) Please provide 150-200 words description (Either Chinese or English)

第三部份 Part 3: 提名人資料 Particulars of Nominator

尊稱 Title: 先生 Mr / 女士 Ms

中文姓名 Chinese Name:

英文姓名 English Name:

社企項目(中文) Name of SE Project (Chinese):

社企項目(英文) Name of SE Project (English):

職位 Position:

電郵 Email:

電話 Tel.:

傳真 Fax:

通訊地址 Mailing Address:

願意接受傳媒訪問及/或參與宣傳活動

Willing to be interviewed by press and/or participate in promotional activities

是 Yes 否 No

第四部份 Part 4 : 收集個人資料聲明 Personal Information Collection Statement

「DBS x 香港社會企業總會」香港社企員工嘉許計劃 2018(「本計劃」)由香港社會企業總會(「社企總會」)主辦·星展銀行(香港)有限公司(「星展香港」)冠名贊助。社企總會及星展香港遵守《個人資料(私穩)條例》的規定·保護個人資料私隱·並依例處理一切個人資料。

本提名表格所收集的個人資料將用於：(1)社企總會提供有關本計劃的最新消息；提供本會資訊；處理查詢、意見、服務/活動/場地申請、進行內部統計研究及分析；(2)星展香港以電郵形式提供有關社企/社會創新活動的推廣資訊。提名人需要提供有關個人資料以參加本計劃·除非資料當事人事前同意及/或任何法例下容許或規定·否則社企總會及星展香港不會將持有的個人資料披露予其他人士。

“DBS x HKGCSE” Hong Kong Social Enterprise Employee Recognition Scheme 2018 (this “Scheme”) is organised by Hong Kong General Chamber of Social Enterprises Limited (“HKGCSE”) and sponsored by DBS Bank (Hong Kong) Limited (“DBS”). HKGCSE and DBS follow the standards of protection in the security and confidentiality of personal data, as stipulated in the requirements of the Personal Data (Privacy) Ordinance.

The personal data collected in this form are for the purposes of (1) by HKGCSE to provide update to you related to this Scheme, HKGCSE news, handle enquiries, feedbacks, applications of services/events/facilities and conduct internal research and analysis; (2) by DBS to provide update to you related to social entrepreneurship/social innovation projects via email. You are required to supply the data if you wish to participate in the Scheme. All data provided to HKGCSE and DBS will be treated as strictly confidential and HKGCSE and DBS will not disclose any personal information to any third party unless we have obtained your consent or we are required to disclose under applicable legal or regulatory requirements.

使用閣下個人資料發出推廣資訊 Use of your personal data for sending you marketing materials :

社企總會及星展香港擬將閣下的個人資料(如姓名、電話號碼、電郵地址、傳真號碼及郵寄地址)用於發出推廣資訊·惟必須先獲得你的同意。如閣下不欲社企總會及星展香港將你的個人資料用於發出推廣資訊或不欲收到經若干途徑發出的推廣資訊·須於以下適當方格加上剔號：

HKGCSE and DBS intend to use your contact information (e.g. Name, telephone number, email address, fax number and mailing address) to send you marketing materials and we cannot do so unless we obtain your consent. You can indicate your objection to receive market materials from HKGCSE and/or DBS by ticking the box(es) below:

- 本人不願意收取社會總會的推廣資訊
I do not wish to receive marketing materials from HKGCSE in future
- 本人不願意收取星展香港有關社企/社會創新活動的推廣資訊
I do not wish to receive marketing materials of social entrepreneurship/social innovation projects from DBS in future

查閱及改正閣下的個人資料 Access and Correction of your Personal Data :

你有權要求查閱及改正由社會總會及星展香港就閣下持有的個人資料。倘閣下有意查閱或改正個人資料·請以下述方式提交有關要求：

You have the right to request access to and correction of your personal data held by the HKGCSE and DBS. You should make your data access request by:

社會總會：以書面方式將有關要求送交：香港九龍觀塘鴻圖道 16 號志成工業大廈 12 樓 1205 室
星展香港：以書面方式將有關要求送交：香港港島東華蘭路 18 號港島東中心 10 樓 星展銀行有限公司香港分行 / 星展銀行(香港)有限公司資料保護主任收 或 傳真到 2167 8564

HKGCSE: Sending request to: Rm1205, 12/F, Houtex Industrial Building, 16 Hung To Road, Kwun Tong, Kowloon, H.K.
DBS: Sending request to: The Data Protection Officer DBS Bank Ltd., Hong Kong Branch / DBS Bank (Hong Kong) Limited 10/F One Island East 18 Westlands Road Island East Hong Kong Facsimile: 2167 8564

第五部份 Part 5：提名人簽署及蓋章 Signature and Chop of the Nominator

提名人簽署 Signature of Nominator	蓋章 Company Chop
日期 Date	

聯絡資料 Contact Information

香港社會企業總會 | Hong Kong General Chamber of Social Enterprises Ltd

☎: (852) 3616 6951 | ☎: (852) 3565 4753 | URL: www.Se chamber.hk

📍: 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