Social Enterprise Business Centre

Listing on Social Enterprise Directory

Application Form

Social Enterprise Business Centre updates and produces “Social Enterprise Directory” (“SE Directory”) annually. The Directory lists out the information of social enterprises in Hong Kong for public access.

For any organization / company who would like be included in SE Directory or update their social enterprise information, please complete the form and attach it by e-mail to [sebc@hkcss.org.hk](mailto:sebc@hkcss.org.hk) or fax to 2876 2496. Approved information will be published on the Directory, and uploaded onto the database of search engine and mobile applications.

Eligibility

1. Mode of organization

To be eligible, the applicants should be registered in Hong Kong in the following modes:[[1]](#footnote-2)

* Society registered under Societies Ordinance (Cap. 151)
* Co-operative Society registered under Co-operative Societies Ordinance (Cap. 33)
* Company (private or public) limited by guarantee registered under the Companies Ordinance (Cap. 32)
* Unlimited Company registered under the Companies Ordinance (Cap. 32)
* Company (private or public) limited by shares[[2]](#footnote-3) registered under the Companies Ordinance (Cap. 32)
* Charitable institutions and trust of a public character, which are exempted from tax registered under s. 88 of the Inland Revenue Ordinance (Cap. 112)

1. Social Objectives

To be eligible, the applicants should fulfill at least one of the following social missions:

* Work Integrated Social Enterprise – Job creation
* Advocate fair trading
* Promote sustainable development
* Poverty alleviation
* Promote social inclusion
* Support and empower disadvantaged and marginalized groups
* Serve unmet social needs
* Other social missions (Please specify)

**Part 1: Social Enterprise Basic Information:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Social Enterprise / Brand | (Chi)：  (Eng)： | | | | |
| Name of the Organization / Company | (Chi)：  (Eng)： | | | | |
| Business Address | (Chi)：  (Eng)： | | | | |
| Telephone Number |  | | | | |
| Fax Number |  | | | | |
| E-mail |  | | | | |
| Official Website |  | | | | |
| Selling Platform |  | | | | |
| Establishment Year of the Social Enterprise / Brand |  | | | | |
| Is the organization or social enterprise registered as a charitable organization? | 🞏 Yes 🞏 No  (Any charitable institution or trust of a public character, which is exempt from tax under section 88 of the Inland Revenue Ordinance) | | | | |
| Company Registration  (Can choose more than one option) | * Society registered under Societies Ordinance (Cap. 151) * Co-operative Society registered under the Co-operative Societies Ordinance (Cap. 33) * Company (private or public) limited by guarantee registered under the Companies Ordinance (Cap. 32) * Unlimited Company registered under the Companies Ordinance (Cap. 32) * Company (private or public) limited by shares[[3]](#footnote-4) registered under the Companies Ordinance (Cap. 32) * Charitable institutions and trust of a public character, which are exempted from tax registered under s. 88 of the Inland Revenue Ordinance (Cap. 112) * Others (Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) | | | | |
| Funding Source  (Can choose more than one option) | * "Enhancing Employment of People with Disabilities Through Small Enterprise" Project * The Enhancing Self-Reliance Through District Partnership Programm * Community Investment and Inclusion Fund * Social Innovation and Entrepreneurship Development Fund * Funded by mother organization * Asset injection from business field * Others (Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) | | | | |
| Social Targets  (Can choose more than one choice) | 🞏 Work Integrated Social Enterprise – Job creation  🞏 Provide vocational training to the disadvantaged  🞏 Poverty Alleviation  🞏 Advocate fair trading  🞏 Promote sustainable sustainability  🞏 Promote social inclusion  🞏 Support and empower disadvantaged and marginalized groups  🞏 Serve unmet social needs  🞏 Others (Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) | | | | |
| Nature of business or service | **Services** | | | | |
| **Art and Culture** | | | | |
| 🞏 Design and Production | | 🞏 Entertainment and Performance | | |
| 🞏 Event Management | |  | | |
| 🞏 Others (Please specify)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| **Care Service** | | |  | |
| 🞏 Elderly Care | | | 🞏 Nursing Service | |
| 🞏 Patient Escort Service | | | 🞏 Post-natal Care | |
| 🞏 Others (Please specify)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| **Corporate Service and Business Support** | | | | |
| 🞏 Administrative and Clerical Support | | | 🞏 Information Technology Support | |
| 🞏 Job Matching and Vocational Training | | | 🞏 Laundry | |
| 🞏 Logistics | | | 🞏 Marketing Solution | |
| 🞏 Market Research | | | 🞏 Office & Building Cleaning | |
| 🞏 Translation Service | | | 🞏 Webpage and Mobile Application | |
| **Eco Living** | | | | |
| 🞏 Eco Workshop | | | 🞏 Foodwaste Management | |
| 🞏 Green Product | | | 🞏 Organic Farm | |
| 🞏 Recycling & Upcycling | | |  | |
| 🞏 Others (Please specify)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| **Education and Training** | | | | |
| 🞏 Public Education | | | 🞏 Vocational Training | |
| 🞏 Others (Please specify)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| **Food and Beverage** | | | | |
| 🞏 Catering Service | | | 🞏 Kiosk | |
| 🞏 Healthy and Organic Food | | | 🞏 Restaurant | |
| **Health Care and Fitness** | | | | |
| 🞏 Elderly Product | | | 🞏 Fitness and Health | |
| 🞏 Massage, Treatment and Acupuncture | | | 🞏 Mental Healthiness | |
| 🞏 Medical Service | | | 🞏 Palliative Care and Bereavement Services | |
| 🞏 Rehabilitation Product and Service | | |  | |
| 🞏 Other (Please specify)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |  | |
| **Home** | | |  | |
| 🞏 Domestic Cleaning | | | 🞏 Interior Design | |
| 🞏 Renovation and Maintenance | | |  | |
| 🞏 Others (Please specify)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| **Lifestyle** | | | | |
| 🞏 Clothing and Accessories | | | 🞏 Convenience Store and Retail Store | |
| 🞏 Handicraft | | | 🞏 Lifestyle Product | |
| 🞏 Travel and Guided Tour | | |  | |
| 🞏 Others (Please specify)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
|  | **Personal Care** | | | | |
|  | 🞏 Hair Styling | | | 🞏 Make Up and Beauty | |
|  | **Transportation** | | | | |
|  | 🞏 Auto Cleaning and Beauty | | | 🞏 Moving and Relocation Service | |
|  | 🞏 Transportation Service | | |  | |
|  | 🞏 Others (Please specify)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| Service District  (Can choose more than one choice) | 🞏Territory-wide | 🞏 Sham Shui Po | | | 🞏 Sha Tin |
| 🞏 Central and Western | 🞏 Yau Tsim Mong | | | 🞏 North District |
| 🞏 Wan Chai | 🞏 Kowloon City | | | 🞏 Kwai Tsing |
| 🞏 Southern | 🞏 Sai Kung | | | 🞏 Tai Po |
| 🞏 Eastern District | 🞏 Yuen Long | | | 🞏 Island |
| 🞏 Kwun Tong | 🞏 Tuen Mun | | |  |
| 🞏 Wong Tai Sin | 🞏 Tsuen Wan | | |  |

|  |  |
| --- | --- |
| Introduction of Social Enterprise  (please write on additional sheet or attach supplementary document(s) when necessary) | Chinese：  English： |
| Introduction of products and services  (please write on additional sheet or attach supplementary document(s) and photo(s) when necessary) | Chinese：  English： |

**Part 2: Social Impact of the Social Enterprise**

|  |  |
| --- | --- |
| Number of Employees |  |
| Number of disadvantaged employees | ( ) % of total no. of staff |
| Number of disadvantaged staff in each category  (Can choose more than one option) | ( ) Disabled staff  ( ) Visually impaired or hearing impaired  ( ) Unemployed or low income groups  ( ) Early retired people with low education levels and skills  ( ) Elderly or retired community  ( ) Teenagers with low education levels and skills  ( ) New Arrivals  ( ) Ethic minority groups  ( ) Ex-offenders  ( ) Others (Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |
| Average Salary of disadvantaged staff  (Hourly Rate) | $\_\_\_\_\_ / hour |
| Average Training Hours of disadvantaged staff | \_\_\_\_\_\_ / hour average per staff |
| Type of training offered to disadvantaged staff | 🞏 Administration  🞏 Customer service  🞏 Marketing skills  🞏 IT  🞏 Vocational training  🞏 Communication skills  🞏 Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Re-employment Status of the disadvantaged staff | No. of Disadvantaged Staff that has being re-employed in the market  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| No. of Volunteers in the SE |  |

**Part 3: Needs of Social Enterprise**

|  |  |
| --- | --- |
| Common operational obstacles encountered by your social enterprise (can choose up to 3 options) | 🞏 High rental cost  🞏 Lack of managerial staff  🞏 High production cost  🞏 Difficulty in managing disadvantaged staff  🞏 Small niche market  🞏 Low public awareness  🞏 Lack of financing channels  🞏 Others (Please specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |
| Measures that can assist your operation (can choose up to 3 options) | 🞏 Establish a clear definition for social enterprises  🞏 A social enterprise certification system  🞏 Increase financing channels  🞏 Provide more training opportunities for SE staff  🞏 Organizations and corporation adopt ‘responsible procurement’ policy  🞏 Enhance public education  🞏 Others(Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |

**Part 4: Operation Status of the Social Enterprise**

|  |  |  |
| --- | --- | --- |
| Total Sales Turnover of Last Year | $\_\_\_\_\_\_\_\_\_\_\_ | |
| Profit / Deficit of Last Year | Profit $ \_\_\_\_\_\_\_\_\_\_\_\_ Deficit $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Distribution of Expenditure  (With reference to Last Year’s Operation) | Rent  Salary  Cost  Utility Expenses & Ratings  Promotion and Marketing Costs  Others (Please Specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) | \_\_\_\_%  \_\_\_\_%  \_\_\_\_%  \_\_\_\_%  \_\_\_\_%  \_\_\_\_% |
| Distribution of Income  (With reference to last year’s operation) | Sales income from product and service  Subsidy from the government or affiliated organizations  Donations  Others  (Please Specify: e.g. Investment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) | \_\_\_\_%  \_\_\_\_%  \_\_\_\_%  \_\_\_\_% |
| Distribution of Profit  (With reference to last year’s operation) | Dividend or profit sharing for shareholders and staff  Re-investment  Support afilliated organization Invest in other social enterprises Others (Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) | \_\_\_\_%  \_\_\_\_%  \_\_\_\_%  \_\_\_\_%  \_\_\_\_% |

**Part 5: General Information about the Social Enterprise**

|  |  |
| --- | --- |
| Contact Person |  |
| Telephone: |  |
| Fax: |  |
| Email: |  |
| Postal Address: |  |

Remarks

* Once the application has been approved, information in part 1 and 5 will be published on “Social Enterprise Directory” and uploaded onto the database of search engines and mobile applications. Other information in parts 2, 3 and 4 will be used solely for analysis in the Hong Kong Social Enterprise Landscape Study; the financial information and social benefits of individual social enterprises will not be disclosed.
* It is the responsibility of the applicants to provide information fully, truthfully and accurately to Social Enterprise Business Centre in relation to this application and attach all supporting documents as required. Inaccurate and incomplete information may affect the consideration and processing of the applications. Any misrepresentation, willful concealment or omission of information will be considered falsification, which will form grounds for denial of your application and possible legal proceedings against the entity.
* SEBC reserves the absolute right at all times to decline the application or require the applicant to submit additional documentary proof to substantiate its application, if necessary.

|  |  |  |
| --- | --- | --- |
| Signature  Title  Date | | Stamp of the Org. / Co. |
| **For official use only**  Signature by Unit in-charge  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: | * Approved * Approved, with supplementary information   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   * Declined   [Reason(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_] | |

1. Applicant is required to provide business & company registration document(s) [↑](#footnote-ref-2)
2. Applicant is required to disclose the profit distribution information, and provide proofing document(s) on its asset lock measurement. Otherwise, applicant is required to download and sign the declaration statement. [↑](#footnote-ref-3)
3. Applicant is required to disclose the profit distribution information, and provide proofing document(s) on its asset lock measurement. Otherwise, applicant is required to download and sign the declaration statement. [↑](#footnote-ref-4)