



工業貿易署

Trade and Industry Department

中小企業支援與諮詢中心
Support and Consultation Centre for SMEs



2016/18 中小企業「營商友導」計劃申請表格

2016/18 SME Mentorship Programme - Application Form

本署專用 For Official Use

編號 No.

請填寫本表格內各項。Please fill in all sections of this form.

1. 申請人資料 Applicant's Information

中文姓名：_____ 先生 / 女士 / 小姐*

Name in English : Mr / Mrs / Miss* _____

請填寫香港身份證或護照上的姓名。

Please fill in name as appeared on Hong Kong Identity Card or Passport.

請註明溝通語言：(請在適當的空格內加上"✓"號)

Please specify your language preference:

(Please tick "✓" as appropriate)

粵語 Cantonese

普通話 Putonghua

英語 English

職位 Position : _____

聯絡電話 Telephone : _____ 傳真 Fax : _____

電郵地址 E-mail Address : _____

工業貿易署中小企業支援與諮詢中心(簡稱SUCCESS)主要會透過電郵和你聯絡。

The Support and Consultation Centre for SMEs (SUCCESS) of the Trade and Industry Department will mainly communicate with you through e-mail.

2. 公司資料 Company Information

公司名稱 Company Name

中文 : _____

English : _____

地址 Address

中文 : _____

English : _____

公司電話 Telephone : _____ 傳真 Fax : _____

公司網址(如有的話)

Company Website (if any) : _____

公司成立日期

Date of Establishment : _____

商業登記號碼

Business Registration No. : _____

僱員人數

No. of Employees : 香港 Hong Kong _____

內地(如有的話)

Mainland (if any) _____

海外(如有的話)

Overseas(if any) _____

*請刪去不適用者 Please delete as appropriate

3. 業務性質 Nature of Business

請在適當的空格內加上"✓"號(可選擇多項):

Please tick "✓" as appropriate (can choose more than one):

- | | | |
|---|--|--|
| <input type="checkbox"/> 出入口
Import / Export | <input type="checkbox"/> 批發及零售
Wholesale and Retail | <input type="checkbox"/> 金融及保險
Financing and Insurance |
| <input type="checkbox"/> 製造業
Manufacturing | <input type="checkbox"/> 資訊及通訊
Information and Communications | <input type="checkbox"/> 專業及商用服務
Professional and Business Services |
| <input type="checkbox"/> 建造業
Construction | <input type="checkbox"/> 飲食
Restaurants and Catering | <input type="checkbox"/> 社會及個人服務業
Social and Personal Services |
| <input type="checkbox"/> 旅遊
Tourism | <input type="checkbox"/> 物流業
Logistics | |
| <input type="checkbox"/> 其他(請註明)
Others (Please specify) _____ | | |

請簡介貴公司及其產品或服務，並請提供貴公司的業務資料刊物(如有)。

Please briefly introduce your company, and products/services. Please also provide a company brochure, if available.

4. 諮詢事項 Advice Sought

(a) 請從下列範疇選擇三項:

Please select three from the following categories:

- | | | |
|---|--|--|
| <input type="checkbox"/> 企業策略
Corporate Strategy | <input type="checkbox"/> 市場策略
Marketing Strategy | <input type="checkbox"/> 中國商貿
China Trade |
| <input type="checkbox"/> 顧客關係
Customer Relations | <input type="checkbox"/> 財務 / 出口信貸管理
Financial / Export Credit Management | <input type="checkbox"/> 人力資源管理
Human Resource Management |
| <input type="checkbox"/> 資訊科技應用
Information Technology Application | <input type="checkbox"/> 電子商貿
E-Commerce | <input type="checkbox"/> 供應鏈管理
Supply Chain Management |
| <input type="checkbox"/> 產品及服務創新
Product and Service Innovation | <input type="checkbox"/> 品牌事務
Branding Matters | <input type="checkbox"/> 品質保證
Quality Assurance |
| <input type="checkbox"/> 特許經營
Franchising | <input type="checkbox"/> 生產技術
Production Technology | |
| <input type="checkbox"/> 其他(請註明)
Others (Please specify) _____ | | |

(b) 請排列(a)欄所選範疇的優先次序，並詳述貴公司現時於有關範疇所遇到的問題。
Please prioritise the categories selected in (a) and elaborate on the problems currently encountered by your company in relation to these categories.

第一選擇：

First preference:

問題：

Problems:

第二選擇：

Second preference:

問題：

Problems:

第三選擇：

Third preference:

問題：

Problems:

(c) 請註明你是否希望你的導師與你從事相同的業務。

Please indicate whether you wish to be matched with a mentor from the same business / industry sector.

是 Yes

否 No

(d) 請簡述(i)你參加中小企業「營商友導」計劃的原因；及(ii)你期望透過本計劃獲得的成果。

Please state (i) your reason(s) for joining the SME Mentorship Programme; and (ii) your expectation(s) of the Programme.

(i) 你參加中小企業「營商友導」計劃的原因

Your reason(s) for joining the SME Mentorship Programme

(ii) 你期望透過本計劃獲得的成果

Your expectation(s) of the Programme

5. 協辦機構 Co-organisers

請選擇為你提供導師的協辦機構。(請從本表格內所載列的協辦機構名單中，選擇其中三個。)

Please indicate your preference of Co-organisers for nominating a mentor for you (Please select three from the list of Co-organisers attached to this form):

第一選擇

First Choice _____

第二選擇

Second Choice _____

第三選擇

Third Choice _____

本署將會盡量依照你的選擇為你配對導師；但如最終未能成功，本署將按照你於4(b)欄的選擇為你配對合適的導師。

The Trade and Industry Department will endeavour to match a mentor for you in accordance with your preferred Co-organisers. If this is not feasible, the Trade and Industry Department will make reference to your preferences as indicated in 4(b) above to identify a suitable mentor for you.

6. 如何得悉本計劃？ How do you know of this programme ?

報章(請註明報章名稱)
Newspaper (Please specify) _____

宣傳單張 / 海報
Leaflet / Poster

電郵通知
E-mail Notification

郵遞資料
Direct Mailing

朋友 / 親屬推介
Referrals by Friends / Relatives

網絡廣告
Online Advertising

SUCCESS 研討會 / 職員推介
SUCCESS Seminar / Staff's Introduction

協辦機構 / 其他機構(請註明機構名稱)
Programme Co-organiser / Other Organisation (Please specify)

工業貿易署(www.tid.gov.hk)/ SUCCESS(www.success.tid.gov.hk)/ 協辦機構或其他機構* 的網頁
Trade and Industry Department Web Portal (www.tid.gov.hk) / SUCCESS Website (www.success.tid.gov.hk) / Websites of Co-organiser or Other Organisation*

其他(請註明)
Others (Please specify) _____

請在適當的空格內加上" ✓ "號。

Please tick " ✓ " as appropriate.

7. 所需文件 Documents Required

請附上下列適用的文件，以便SUCCESS處理閣下之申請：(請在適當的空格內加上" ✓ "號)

To facilitate our processing of your application, please submit the following documents, as appropriate, to SUCCESS : (Please tick " ✓ " as appropriate)

若屬獨資經營

- 貴公司的有效商業登記證副本一份；及
- 商業登記署發出的商業登記冊內貴公司最新的當前資料的電子摘錄(註一)；或商業登記署發出的商業登記冊內貴公司最新資料摘錄(整套)的核證本(註二)一份。!

For Sole Proprietor

- A copy of your company's valid Business Registration Certificate; and
- An electronic extract of your company's latest current information on the Business Register (Note 1); or a certified extract of your company's latest information on the Business Register (in complete set) (Note 2) from the Business Registration Office.

若屬合夥商號

- 貴公司的有效商業登記證副本一份；及
- 商業登記署發出的商業登記冊內貴公司最新的當前資料的電子摘錄(註一)；或商業登記署發出的商業登記冊內貴公司最新資料摘錄(整套)的核證本(註二)一份。

For Partnership Company

- A copy of your company's valid Business Registration Certificate; and
- An electronic extract of your company's latest current information on the Business Register (Note 1); or a certified extract of your company's latest information on the Business Register (in complete set) (Note 2) from the Business Registration Office.

若屬有限公司

- 貴公司的有效商業登記證副本一份；
- 貴公司的公司註冊證明書(2014年3月3日之前稱公司註冊證書)副本一份；及
- 交付公司註冊處登記並顯示貴公司最新股東名單(表格NNC1或NARI及NSC1(如有的話))或最新董事名單(表格NNC1或NARI、ND2A及/或ND2B(如有的話))的存案副本一份。如該副本沒有公司註冊處的「存案」蓋章，請附上公司註冊處發出的有關收據(註三)。

For Limited Company

- A copy of your company's valid Business Registration Certificate;
- A copy of your company's Certificate of Incorporation; and
- A copy or copies of document(s) delivered to the Companies Registry for registration showing the latest shareholders' list of your company (Form NNC1 or NARI and NSC1 (if any)) or the company's latest directors' list (Form NNC1 or NARI, ND2A and/or ND2B (if any)). If the copy/copies does/do not bear the "Filed" chop of the Companies Registry, please attach the relevant receipt(s) issued by the Companies Registry (Note 3).

註一： 電子摘錄可透過互聯網登入香港政府一站通(網址:www.gov.hk/br)訂購。

Note 1 : The electronic extract can be obtained by placing order through the "GovHK" on the internet (website: www.gov.hk/br).

註二：!核證本可透過互聯網登入香港政府一站通(網址:www.gov.hk/br)，或前往灣仔告士打道5號稅務大樓4字樓商業登記署訂購。電話：2594 3143。

Note 2 : The certified extract can be obtained by placing order through the "GovHK" on the internet (website: www.gov.hk/br), or applying in person at the Business Registration Office 4/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong. Telephone: 2594 3143.

註三：!儘管新《公司條例》(第622章)已於2014年3月3日開始實施，如有需要，本署可要求申請人提交根據《舊有公司條例》交付公司註冊處處長存案的文件副本或提交文件存案的證明。

Note 3 : While the New Companies Ordinance (Cap. 622) has come into effect since 3 March 2014, applicants may be required to submit copies of documents filed with the Registrar of Companies pursuant to the former Companies Ordinance or evidence of documents submitted for registration, if deemed necessary.

8. 個人資料 Personal Information

- (a) 工業貿易署會全力執行和遵守《個人資料(私隱)條例》的有關係文。你向工業貿易署提供的個人資料將會被保密處理，並只會被本署、中小企業「營商友導」計劃的協辦機構及其導師用於有關中小企業「營商友導」計劃的服務及活動。

The Trade and Industry Department is committed to fully implementing and complying with the relevant provisions of the Personal Data (Privacy) Ordinance. The personal information provided by you will be kept confidential and be solely used by the Trade and Industry Department, the Co-organisers and the mentors for services and activities in relation to the SME Mentorship Programme.

- (b) 除上文(a)項所指明的有關單位外，本署不會在未得你事先同意的情况下，向任何其他人士披露你在本表格內提供的個人資料。但根據法律規定、准許或香港法庭下令，或因香港的法律程序規定，或因確立、行使或維護法律權利所需要而作的披露則不在此限。

The personal information provided by you in this application form will not be disclosed by the Trade and Industry Department to any party other than those specified in (a) above without your prior consent, unless it is required or authorised by or under law, by court orders, or required in connection with any legal proceedings in Hong Kong or for establishing, exercising or defending legal rights.

- (c) 如需查閱或更改任何已遞交的個人資料，請透過電郵(success@tid.gov.hk)或傳真至2737 2377提出要求。

Request for access to and correction of any personal data submitted can be made to SUCCESS by email to success@tid.gov.hk or fax at 2737 2377.

9. 聲明 Declaration

本人 _____ 現聲明我為上述申請企業的獨資東主 / 合夥人 / 股東 / 董事*並為該企業的主要營運者。在本申請表格內及隨附文件所載一切資料均屬真確，並無遺漏。本人亦謹此聲明，本人已細閱及完全明白本申請表格的內容。

I _____ hereby confirm that I am the sole proprietor / partner / shareholder / director* of and actively run the above-named business. I confirm that all information given in this Application Form and the attached documents are accurate and complete. I also declare that I have read and fully understand the contents of the application form.

申請人簽署 Signature of Applicant

日期 Date

* 請刪去不適用者 Please delete as appropriate

請將填妥的申請表格連同所需文件(於第七欄註明)，親身或以郵遞方式交回SUCCESS。

地址 : 九龍觀塘道388號創紀之城一期渣打中心23樓15至18室

辦公時間 : 星期一至星期五 上午八時四十五分至下午六時

Please return the completed application form and the supporting documents (as specified in Section 7) in person or by mail to SUCCESS.

Address : Units 15-18, 23/F, Standard Chartered Tower, Millennium City 1, 388 Kwun Tong Road, Kowloon

Office hours : Monday to Friday, 8:45 a.m. - 6:00 p.m.

查詢電話 Enquiry Telephone : 2398 5133

網址 Website : www.success.tid.gov.hk