



QUALITY KEY TO ENDURING SUCCESS

## HKMA QUALITY AWARD / SPECIAL AWARD FOR SMEs APPLICATION FORM

\* For **Quality Award applicants**, please return this application form together with your Initial Submission by Friday, 28 December 2018 to the HKMA Quality Award Secretariat at *The Hong Kong Management Association, 16/F Tower B Southmark, 11 Yip Hing Street, Wong Chuk Hang, HONG KONG*. For guidelines on initial submission, please refer to section II(4) of the Quality Award Brochure.

\* For **the Special Award for SMEs applicants**, please return this application form by Thursday, 17 January 2019 to the above address. For guidelines on SME Written Submission, please refer to section III (5) of the Quality Award Brochure.

1. Name of organization: (English) \_\_\_\_\_  
(Chinese) \_\_\_\_\_

2. Business address: \_\_\_\_\_  
\_\_\_\_\_

3. Name of contact person: \_\_\_\_\_

4. Position: \_\_\_\_\_

5. Tel (Office): \_\_\_\_\_ Tel (Direct): \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

6. Description of business (in less than 100 words)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Number of employees in Hong Kong in the past two years  
Last year \_\_\_\_\_ This year \_\_\_\_\_

8. Total number of years of business operation in Hong Kong \_\_\_\_\_

9. What quality qualification, certification or award has the company obtained? When were they obtained?

Year: \_\_\_\_\_ Award: \_\_\_\_\_

Awarded by: \_\_\_\_\_

Year: \_\_\_\_\_ Award: \_\_\_\_\_

Awarded by: \_\_\_\_\_

(Please use additional sheet(s) if necessary)

10. Is the company a subunit of a larger organization?

(Please refer to the Quality Award website [www.hkma.org.hk/qa](http://www.hkma.org.hk/qa) for the eligibility policy of subunits.)

- Yes (The company is also required to fill in a subunit checklist and provide an organization chart, please contact the Award Secretariat)
- No

### APPLICATION FEE (ACQ-42419-2019-1-NL)

As payment of the Application Fee (Please tick as appropriate):

- for the **2019 Quality Award**  
(HK\$11,000, covering 5 seats at the Quality Award Seminar and a 1.5-hour complimentary private workshop on TQM)
- for the **2019 Special Award for SMEs**  
(HK\$3,800, covering 3 seats at Quality Award Seminar, 1 seat at the Award Presentation Ceremony and a 1-hour complimentary private workshop on TQM)
- Special Award for Established and Medium Enterprises  
(for participants who employ 51 to 300 persons in Hong Kong)
- Special Award for Small Enterprises and Start-ups  
(for participants who employ less than 50 persons in Hong Kong)
- I enclose a crossed cheque for HK\$11,000/HK\$3,800 (made payable to The Hong Kong Management Association).
- I will send the cheque to the Award Secretariat at a later date.

### AFFIRMATION

- We declare that all information given is accurate to the best of our knowledge.
- In the event that our company is given an award for the 2019 HKMA Quality Award, we agree to attend all functions conducted by the Award Secretariat in relation to the experience sharing of our company's quality journey. This includes the Quality Award Seminar, as well as interviews conducted by the invited media.

Name of Top Executive: \_\_\_\_\_

Position: \_\_\_\_\_

### DECLARATION

I authorize the HKMA to use my data to keep me informed of any direct marketing information including training and education programmes, awards and competitions, membership, alumni, promotional activities and other services and activities that it may arrange.

- I consent.
- I do not consent.

\_\_\_\_\_  
Signature (with company stamp)

\_\_\_\_\_  
Date

### CONFIDENTIALITY

- All information and documents supplied by Award entrants including entrant identities and commentaries developed during the review of entries are kept confidential and will be used only for the judging of the Award.
- All Judges and Examiners are required to declare in advance to the Award Secretariat any cases or situations which may create any apparent or potential conflict of interest. The Judge or Examiner in question would be barred from reviewing the entries concerned or handling in any manner the materials submitted by the Award entrant involved.

### ENQUIRIES

Ms Victoria Lo      Ms Fion Sze      Email: [qualityaward@hkma.org.hk](mailto:qualityaward@hkma.org.hk)  
Tel: 2774 8528      Tel: 2774 8504      Fax: 2365 1000