



2010 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, 18 December 2009 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, 14 January 2010 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)

APPLICATION FEE

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

- for the **2010 Quality Award**
(HK\$9,900, covering a complimentary table for 12 at the Quality Award Dinner and 3 seats at the Quality Award Seminar)
- for the **2010 Special Award for SMEs**
(HK\$4,800, covering 3 complimentary seats at the Quality Award Dinner and the Quality Award Seminar)
- I enclose a crossed cheque for HK\$9,900/HK\$4,800 (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 2010 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 Asia Television Ltd, Hong Kong Economic Times, South China Morning Post, Paper Communication Publications Ltd.

Name of Top Executive: _____

Position: _____

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

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Ms Victoria Lo
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