



To: Octopus Cards Limited

**Corporate Social Responsibility Project
Request for Support**

1. Particulars of the applicant organization

Registered name of the organization: _____

Head of the organization: _____

Address: _____

Email: _____

Tel: _____ Fax: _____

2. Whether the applicant organization is an approved charitable institution and/or trust of a public character which is exempt from tax under section 88 of the Inland Revenue Ordinance?

- Yes
- No

3. The applicant organization is registered under the following ordinance:

- Companies Ordinance
- Societies Ordinance
- Registered Trustees Incorporation Ordinance
- Other ordinances (please specify):

4. Establishment of the applicant organization, including history, organization, source of funding, core services provided, etc.

(Please attach a name list of the board of directors, an organization chart, audited accounts of the organization of the previous year, etc.)

5. Project proposal

(Please attach separate sheet(s) if necessary.)

Project title: _____

Project objective: _____

Target beneficiaries: _____

Number of target beneficiaries: _____

6. Project content, including service operational details, such as timeline, venue, manpower, administration, monitoring, etc.

Commencement date: _____

Completion date: _____

- New project
- On-going project
- One-off project

7. Program evaluation criteria, including key performance indicators, etc.

8. Expenditure and budget

Item #	Expenditure items	Descriptions	Budget (HK\$)
1			
2			
3			
4			
5			
6			
7			
8			
		Total :	

9. Proposed value of corporate donation:

Cash donation: HK\$ _____

In-kind donation:

10. Other requests:

- Volunteering
- Job provision
- Professional services
- Others (please specify):
- Nil

11. Project coordination

Name of project coordinator: _____

Title of project coordinator: _____

Address: _____

Tel: _____

Mobile: _____

Fax: _____

Email: _____

Signature: _____

Date: _____

Name & title: _____

Please send the completed form to:

Octopus Cards Limited

By post: Corporate Communications Department
Octopus Cards Limited
46/F, Manhattan Place
23 Wang Tai Road, Kowloon Bay
Kowloon, Hong Kong

By fax : (852) 2266 2247

By email : mediahotline@octopus.com.hk

Enquiries : (852) 2266 2226