|  |  |
| --- | --- |
| **Reference No.:**  **檔案編號:** |  |
| **Received Date:**  **收件日期:** |  |
| **Handled by:**  **經手人:** |  |

**For Leading Organiser’s use 籌辦機構專用**



**Hong Kong ICT Awards 2024**: **Smart Business Award**

**2024香港資訊及通訊科技獎：商業方案獎**

**Application Form**

**申請表格**

**Deadline for Enrolment: 12 July 2024, 12:00 noon**

**截止報名: 二零二四年七月十二日，正午十二時**

|  |
| --- |
| 1. Entry Form Submission: The entry deadline will be strictly enforced. Entry application will only be accepted when submitted in hard copy of the completed official application form along with written testimonies from customers (if necessary), and scanned softcopies of entry application documents in USB or CD to HKCS Secretariat on/before the entry deadline. For submission by post, the entry application will only be accepted according to the postmarked/stamped date (on/before the entry deadline) by the Hong Kong Post Office.   遞交申請表格: 申請截止日期將嚴格執行，申請表格遞交時必須為正本及完全填妥，並且連同客戶書面證明和申請表格拷貝的USB或光碟，於截止日期前交至香港電腦學會秘書處。倘若郵寄申請，截止日期將按郵政局的郵印日期為準 (截止日期當日或以前)。   1. Acknowledgement of Receipt of Entry Application: An acknowledgement email will be sent to the contact person of the entry application through email within 5 working days after submission of entry application. If you do not receive the entry acknowledgement, you are advised to check with the HKCS Secretariat immediately.   遞交申請表格之確認通知: 確認電郵將於遞交申請報名表後5個工作天內以電郵給聯絡人。如果你未能收到確認電郵，請立即聯絡香港電腦學會秘書處。   1. Submission Format: All submitted information should be in typewriting and provided in Chinese or English.   提交格式: 參加表格必須以中文或英文電腦打稿填寫。 |

**To:** Hong Kong Computer Society, Room 1801, 18/F, Times Tower, 928-930 Cheung Sha Wan Road, Kowloon, Hong Kong (Attn: Ms Aimee Ng)

香港九龍長沙灣道928-930號時代中心18樓1801室

香港電腦學會（伍小姐收）

**Section 1 第一部分**

Please select the award category to be considered 請選擇申請獎項類別

Hong Kong ICT Awards 2024: Smart Business (Emerging Technologies) Award

2024香港資訊及通訊科技獎: 最佳商業方案(新興技術)獎

Hong Kong ICT Awards 2024: Smart Business (Solution for Business and Public Sector Enterprise) Award

2024香港資訊及通訊科技獎: 最佳商業方案(商業及公營機構)獎

Hong Kong ICT Awards 2024: Smart Business (Solution for SME) Award

2024香港資訊及通訊科技獎: 最佳商業方案(中小企業)獎

Please select the business domain of your application/ product (you can select more than one option)

請選擇參賽項目的行業範疇 (可選擇多於一項)

Financial Services金融服務  Industrial Support工業支援

Information Security資訊保安  Learning學習／培訓

Logistics物流  Open Source Solution開放源碼解決方案

Retail零售  SME Support中小企支援

Trading Services貿易服務  Tourism Services 旅遊服務

Others, please specify 其他, 請註明: \_\_ Please fill in [both English and Chinese] \_\_\_\_\_\_\_\_\_\_\_\_\_

**General Information 一般資料**

|  |  |
| --- | --- |
| Company Name  機構名稱: | Please fill in [both English and Chinese] |
| Address  地址: | Please fill in |
| Telephone  電話: | Please fill in |
| Website  網址: | Please fill in |
| Name of Chief Executive Officer  行政總裁姓名: | Please fill in (Mr / Mrs / Miss / Ms / Dr / Prof / Ir / Others: please specify) |
| Date of Incorporation  機構註冊日期: | Please fill in |
| Business Registration No.  商業登記號碼: | Please fill in |
| Nature of Business  業務性質: | Please fill in |
| No. of Employees  聘用員工人數: | Please fill in |
| Name of Holding Company  (if applicable) 控股公司名稱 (如適用): | Please fill in [both English and Chinese] |

**Section 2 第二部分**

(Applicable for entry to **all streams of Hong Kong ICT Awards 2024: Smart Business Award**)

(適用於 **2024 香港資訊及通訊科技獎：商業方案獎所有類別**)

* The product/application is developed and copyrighted by Hong Kong registered companies.

該產品/應用由香港註冊公司開發及擁有版權。

* The product/application can either be (i) a software product that can be distributed and licensed to the customers for use, or (ii) in the form of an online service that can be subscribed by its users.

產品/應用以是(i) 軟件產品，可以以組件形式分散及授權給客戶，或(ii) 以在線服務的形式，讓用戶可訂閱。

* A letter of proof from at least one customer of the product must be supplied with the application.

申請必須提供至少一個該產品客戶書面證明。

* Detailed description of the product must be provided by either (i) printed product leaflets, brochures, or (ii) a link to a website where such information can be viewed or downloaded.

詳細產品說明必須以(i) 印刷產品的傳單、小冊子，或(ii) 網站連結提供相關資料瀏覽或下載。

* The first 10 pages of the product usage guide must be supplied with the application (user manual, technical manual, installation manual, or other relevant manuals, depending on the nature of the product).

申請必須提供首10頁的產品使用指南（用戶手冊、技術手冊、安裝手冊，或其他的相關手冊，視乎產品性質而定）。

**Entry Information 參賽項目資料**

|  |  |
| --- | --- |
| Name of Application  應用名稱: | Please fill in [both English and Chinese] |
| Operating Platform  運作平台: | Please fill in |
| Development Tools  發展工具: | Please fill in |
| Special Equipment Used  所採用的特別器材: | Please fill in |
| Target Customer  客戶對象: | Please fill in |
| No. of Installations  安裝數目: | Please fill in |
| Pricing  定價: | Please fill in |
| No. of Users  用戶數目: | Please fill in |

Please state special features of the Application with respect to the following judging criteria where appropriate. (Please use additional sheets if necessary)

請根據下列評審標準，詳列有關應用的特徵。(如有需要請另加頁填寫)

|  |
| --- |
| 1. Innovation and Creativity in ICT資訊及通訊科技創新及創意 |
| Please fill in [both English and Chinese] |

|  |
| --- |
| 1. Functionality功能 |
| Please fill in [both English and Chinese] |

|  |
| --- |
| 1. Market Potential / Performance, Internal User Buy-in or Public Acceptance市場潛力/表現，內部或公眾接受程度 |
| Please fill in [both English and Chinese] |
| 1. Benefits and Impact 裨益及影響 |
| Please fill in [both English and Chinese] |
| 1. Quality質量 |
| Please fill in [both English and Chinese] |

Please list the members of the project team involved in the development of the Application

請列出參與發展有關應用系統的人士的姓名

|  |  |  |
| --- | --- | --- |
| Name(s)  姓名 | Role / Responsibility  角色/職責 | HKSAR Resident: Yes / No  香港特區居民: 是 / 否 |
| Please fill in with salutation | Please fill in | Yes  No |
| Please fill in with salutation | Please fill in | Yes  No |
| Please fill in with salutation | Please fill in | Yes  No |
| Please fill in with salutation | Please fill in | Yes  No |
| Please fill in with salutation | Please fill in | Yes  No |
| Please fill in with salutation | Please fill in | Yes  No |

**Section 3 第三部分**

**Declaration聲明**

1. I/We hereby declare that the above entry is submitted ONLY to the Smart Business Award category in the entire Hong Kong ICT Awards 2024. I/We understand that if the above entry is found to be joining in other award categories or other award streams of this award category, all related entries will be disqualified and any award/certificate granted would also be withdrawn. In addition, below is the complete list of other entries from our company which have been submitted to the Hong Kong ICT Awards 2024:

本人/我們謹此聲明上述參賽項目只申請參加「2024香港資訊及通訊科技獎：商業方案獎」。本人我們明白如上述參賽項目被發現於其他獎項類別或此獎項類別中之其他組別同時參加，所有有關的參賽項目將被取消資格，所有已獲頒發的獎項/證書亦將被取消。此外，以下為本公司於「2024香港資訊及通訊科技獎」中已經提交的其他參賽項目：

|  |  |  |
| --- | --- | --- |
| Award Category獎項類別 | Award Stream獎項組別 | Entry name參賽項目 |
| Please fill in | Please fill in | Please fill in |
| Please fill in | Please fill in | Please fill in |
| Please fill in | Please fill in | Please fill in |

1. Please 🗹 if appropriate 以下如適用，請🗹:

I/We declare that the submitting entry for Hong Kong ICT Awards 2024 has won the Hong Kong ICT Awards in previous years and the winning information is given below.

本人/我們謹此聲明此2024香港資訊及通訊科技獎的參賽項目曾經在過去「香港資訊及通訊科技獎」中得獎，並在以下表格中列出得獎資料。

|  |  |  |
| --- | --- | --- |
| Award Year 獎項年份 | Award Category 獎項類別 | Entry name 參賽項目 |
| Please fill in | Please fill in | Please fill in |
| Please fill in | Please fill in | Please fill in |
| Please fill in | Please fill in | Please fill in |

I/We declare that if the submitting entry for Hong Kong ICT Awards 2024 had won the Hong Kong ICT Awards in previous years, it has significant improvement and new elements as below, in which adjudication will be performed with focus on the part with significant change

本人/我們謹此聲明此2024香港資訊及通訊科技獎的參賽項目曾經於「香港資訊及通訊科技獎」中得獎，並有如下的顯著改變及新元素，而評審將會集中於其顯著改變及新元素。

|  |
| --- |
| Brief description of significant improvement and new elements  此2024香港資訊及通訊科技獎參賽項目改變及新元素之簡介 |
| Please fill in |

1. Please 🗹 either one 請🗹其中一項：

The submitting entry does not have any AI Generated Content (AIGC).

此參賽項目沒有任何人工智能生成的內容。

The submitting entry has AIGC. Its use is in compliance with all applicable laws and does not infringe any intellectual property rights. Description of AIGC related information for the submitting entry (for reference only):

此參賽項目具有人工智能生成的內容，其使用符合所有適用法例，並且沒有違反任何知識產權。此參賽項目使用人工智能生成的內容資料如下（只供參考）:

|  |  |
| --- | --- |
| AI tools used 所使用的人工智能工具 | Please fill in |
| Details of content (e.g. art, code, sound, etc.) generated with the help of AI tools in the development and execution of the entry  請列明在此參賽項目的開發和執行過程中，以人工智能工具的幫助生成的內容詳情（例如美術、程式碼、聲音等） | Please fill in |

1. Please 🗹 either one請🗹其中一項：

The submitting entry has not been applied for any patent.

此參賽項目沒有申請任何專利。

Declaration on patent related information for the submitting entry:

此參賽項目之專利資料列明如下：

|  |  |
| --- | --- |
| Patent Number or Application Number (if pending)  專利編號或申請編號（如申請中） | Please fill in |
| Patent Grant Title or Title  批予專利名稱或發明名稱 | Please fill in |
| Proprietor or Inventor  專利所有人或發明人 | Please fill in |
| Country  國家 | Please fill in |
| Filing Date  提交日期 | Please fill in |
| Status  狀況 | Please fill in |

1. Please 🗹 either one: 請🗹其中一項：

I/We declare that there is no dispute in any place over the world over intellectual property right about the submitting entry.

本人/我們謹此聲明此參賽項目在世界任何地方沒有任何知識產權爭議。

I/We declare that there are/were below dispute(s) over intellectual property right about the submitting entry and I/we have obligation to disclose the corresponding information for the Judging Panel to consider the eligibility of the submitting entry.

本人/我們謹此聲明此參賽項目有或曾經有以下知識產權爭議，本人/我們須披露有關資料予評審委員會考慮此參賽項目的參賽資格。

|  |
| --- |
| Details of intellectual property right dispute(s) 有關知識產權爭議的詳情 |
| Please fill in |

I/We shall inform the Leading Organiser of above status of any dispute(s) in any place over the world over intellectual property right about the submitting entry once there is any updates before the Awards announcement.

在獎項公布之前，如此參賽項目在世界任何地方有任何知識產權爭議的更新，本人/我們會立即通知籌辦機構。

1. Please 🗹 either one請🗹其中一項：

I/We declare that there is no legal claim and/or lawsuit in any place over the world over the submitting entry.

本人/我們謹此聲明，此參賽項目在世界任何地方均沒有任何法律申索及/或訴訟。

I/We declare that there are/were below legal claim(s) and/or lawsuit(s) over the submitting entry that may affect the credibility of the Awards or the reputation as an applicant/winner and I/we have the obligation to disclose the corresponding information for the Leading Organiser/Judging Panel to consider the eligibility of the submitting entry.

本人/我們謹此聲明，此參賽項目有或曾經有以下法律申索及/或訴訟，並可能會影響獎項的公信力或作為申請人/獲獎者的聲譽，因而本人/我們須披露有關資料予籌辦機構/評審委員會考慮此參賽項目的參賽資格。

|  |
| --- |
| Details of the legal claim(s) and/or lawsuit(s) 有關法律申索及/或訴訟的詳情 |
| Please fill in |

I/We shall inform the Leading Organiser of above status of any legal claim(s) and/or lawsuit(s) in any place over the world about the submitting entry once there is any updates before the Awards announcement.

在獎項公布之前，如此參賽項目在世界任何地方有任何法律申索及/或訴訟的更新，本人/我們會立即通知籌辦機構。

1. Please 🗹 either one請🗹其中一項：

I/We declare that the submitting entry has not solicited any funding from any crowdfunding platforms.

本人/我們謹此聲明此參賽項目沒有向任何眾籌平台募集資金。

I/We declare that the submitting entry has solicited funding from crowdfunding platform(s) and I/We shall provide a way for the Leading Organiser to review comments of backers on such platform(s).

本人/我們謹此聲明此參賽項目曾經向眾籌平台募集資金，並將會向籌辦機構提供方法，以審核在此類眾籌平台上支持者的評論。

1. I/We declare that the submitting entry has fulfilled the requirements of local products/services.

本人/我們聲明提交的參賽項目已經滿足了本地產品/服務的要求。

|  |
| --- |
| Please describe how the product/service has fulfilled the requirements of local products/services (e.g. the submitting entry was developed in Hong Kong by a company registered in Hong Kong), and ensure the availability of required documentary proof for submission as needed  參賽項目已符合本地產品/服務的要求，原因如下（例如：提交作品是由香港註冊的公司在香港研發的成果），所需證明文件亦已備齊及可提供 |
| Please fill in |

1. I/We declare that the application is submitted by locally registered entities or residents in Hong Kong.

本人/我們聲明參賽單位為香港註冊公司、機構或香港居民。

|  |
| --- |
| Please provide supporting documentary proof such as business registration certificate or other document as appropriate:  請提供證明文件，例如商業登記證或其他適當的文件： |
| Please fill in |

1. I/We declare that the submitting entry has fulfilled the requirements of being available in the market for at least three months or in live operation for at least three months.

本人/我們聲明提交的參賽項目已經滿足了提交作品必須在截止報名日期前已經在市場上公開發售最少三個月/或開放予下載應用或已經投入運作最少三個月的要求。

|  |
| --- |
| Please provide relevant information and ensure the availability of documentary proof for submission as needed regarding the claim that the submitted product/service has been available in the market or in live operation for three months or more (e.g. delivery note to customer, invoice, public announcement, advertisement, internal announcement, etc.).  參賽項目已符合必須在截止報名日期前已經在市場上公開發售最少三個月/或開放予下載應用或已經投入運作最少三個月的要求，原因如下及附上證明文件（例如: 給客戶的送貨單、發票、外發公告、廣告、内部通告等），所需證明文件亦已備齊及可提供 |
| Please fill in |

1. I/We confirm to use the selected presentation language\* below during adjudication (including Grand Judging Panel if being shortlisted) (please 🗹 either one):

本人/我們確認會於評審中（如若入圍，亦包括最終評審）使用以下語言\* 介紹參賽項目及回答問題（請🗹其中一項）：

English英語

Cantonese廣東話

Putonghua普通話

\* The chosen presentation language shall be used during adjudication.

於評審中介紹參賽項目及回答問題時應使用在本表格所選擇的語言。

1. I/We agree to join post event promotion activities of Hong Kong ICT Awards and other promotion activities organised by the Office of the Government Chief Information Officer if selected as award winners of Hong Kong ICT Awards 2024.

本人/我們確認如獲得「2024香港資訊及通訊科技獎」的獎項將會參與「香港資訊及通訊科技獎」的宣傳活動或其他由政府資訊科技總監辦公室舉辦的宣傳活動。

1. I/We declare that the information and particulars provided on this application form are accurate and complete, and the submitting entry conforms to all general eligibility requirements and rules and regulations. I/We agree the submitting entry will be disqualified and any award/certificate granted will be withdrawn if it is found otherwise. Upon request by the Leading Organiser, I/we shall provide relevant information and documentary proof (such as records of company registration, delivery of product, patent, etc.).

本人/我們謹此聲明於此申請表格內所提供的資料及細節均準確無誤及為事實之全部，而此參賽項目亦符合所有參賽資格及規則，如有不符，本人/我們同意此參賽項目將被取消資格，而所有已獲頒發的獎項/證書亦將被撤回。因應籌辦機構的要求，本人/我們同意提供相關的所需資料和證明文件（如公司註冊，出貨單據，專利註冊等）。

1. I/We understand that violation to any eligibility criteria will result in entry disqualification, even if it has already been announced to be a winning entry. The Leading Organiser shall have the right to take below actions against the offending applicants at various stages:

本人/我們明白於比賽的任何階段，甚至是公布得獎結果後，如參賽項目被發現違反任何參賽資格，該項目將被取消資格。於比賽的不同階段，籌辦機構有權對違規參賽單位作以下行動：

|  |  |
| --- | --- |
| **Stage 比賽階段** | **Action 籌辦機構跟進行動** |
| Eligibility check  參賽資格審核 | Reject entry, with notification to applicant stating the reasons.  拒絕其參賽項目、通知參賽單位及說明原因 |
| Adjudication - Assessment, Category Judging, and Grand Judging  評審 - 包括：初審、獎項類別評審及大獎評審 | Disqualification, with notification to applicant stating the reasons.  取消其已獲頒發的獎項或證書、要求參賽單位交回獎座或證書、通知參賽單位說明原因。如已向外公布獎項得主，籌辦機構將公布獎項撤回。 |
| Award granted  獎項頒發 | Withdrawal of award and demand return of award/certificate, with notification to applicant stating the reasons.  If award has been announced, publicise the withdrawal case.  取消其已獲頒發的獎項或證書、要求參賽單位交回獎座或證書、通知參賽單位說明原因。如已向外公布獎項得主，籌辦機構將公布獎項撤回。 |

**Personal Information Collection Statement 收集個人資料聲明**

Purpose of Collection 收集目的

* 1. The personal data provided by the applicant will only be used for the following purposes:

參賽者所提供的一切個人資料，只供作以下用途：

1. registration of entry and verification of the eligibility of the applicant;

登記參賽項目及核實參賽者的參賽資格；

1. correspondence with the applicants;

與參賽者通訊；

1. announcement of the results and award of the prizes of the Hong Kong ICT Awards;

公布比賽結果及頒發獎項；

1. publishing, printing, promotion, display and exhibition of the entry;

在出版、刊印、宣傳及展覽參賽作品事宜上辨認參賽者；

1. other purposes related to the Hong Kong ICT Awards

與比賽有關的其他用途。

* 1. It is obligatory for the applicant to provide the personal data required by this application form.

參賽者必須根據參加表格的要求提供個人資料。

Transfer of Personal Data個人資料移轉

* 1. The following data provided in this form will be transferred to and maintained by the Government for nomination to other awards and winner promotion purpose:

以下由參賽者在本參加表格内提供的資料會向香港特別行政區政府披露及儲存，以便提名參加其他獎項和宣傳得獎者：

1. Organisation Name機構名稱
2. Name of contact person聯絡人姓名
3. Contact telephone number聯絡電話
4. Email address電郵地址
5. Entry description參賽項目簡介

If you do **NOT** agree to the transfer of data as stated in 3(i)-(v), please tick:

如你不同意以上的3(i)-(v)資料移轉，請勾選：

\* If this is a joint application, please sign the form below individually. If additional forms are required, please request them from the Leading Organiser.

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Please provide the following details of the contact person in your company with whom we can liaise for further information if necessary. 請提供參賽機構聯絡人的資料

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