

**HSBC Living Business Awards 2009 – Project Awards
Outstanding Community Project Award and Outstanding Green Project Award
Project Report Form**

Please return the completed project report form by email to livingbusiness@bec.org.hk or mail to: HSBC Living Business Awards 2009, c/o Business Environment Council, Room 201, Jockey Club Environmental Building, 77 Tat Chee Avenue, Kowloon, Hong Kong. You may also fax the form to (852) 2784 6699.

For enquiries, please call (852) 2784 3936 or email to livingbusiness@bec.org.hk.

All information submitted will be used solely for the purpose of the HSBC Living Business Awards 2009.

Please complete a separate project report form for each project entry and in typing.

Please **tick** the box next to the award category which your project belongs to. (Please tick one box only)

- Outstanding Community Project Award
 Outstanding Green Project Award

Name of the project

_____ (Chinese)
 _____ (English)

Project period

Start day _____ (mm/yyyy) End day _____ (mm/yyyy)

Contact person for project details

Name of contact person _____
 Company _____
 Position _____
 Telephone _____ Fax _____
 Email _____

Project details

Please provide information limited to a **maximum of 250 words for each of the items** below.

<p>1. Describe the nature and extent of the project.</p>
<p>2. State clearly the objectives and targets set for the project.</p>

3. Describe the practical aspects of running the project, including inputs such as time, people, money and other resources used.

4. Describe the key achievements of the project (Quantifiable data should be provided as far as possible).

5. Describe the most significant change(s) brought about by the project.

6. Describe any difficulties faced by your company during the project and how they were overcome.

Declaration

I declare that the information submitted above is accurate to the best of my knowledge and agree that the decisions made by the organiser and the judging panel are final and binding in all aspects relating to the HSBC Living Business Awards 2009.

Name of signatory _____

Position _____ Date _____

Signature with company chop

X _____

2009 年滙豐營商新動力獎勵計劃 — 個別項目獎
最傑出社區項目獎 / 最傑出環保項目獎
項目報告表格

請將填妥的項目報告表格寄回：香港九龍達之路 77 號賽馬會環保樓 201 室商界環保協會，並在信封面寫上：
「2009 年滙豐營商新動力獎勵計劃」或傳真至 (852) 2784 6699 或電郵至 livingbusiness@bec.org.hk。

如有查詢，請致電 (852) 2784 3936 或電郵至 livingbusiness@bec.org.hk。

參賽公司提交的所有資料只作 2009 年「滙豐營商新動力獎勵計劃」評審用途。

每份表格只限填報一個參賽項目，並請以電腦或打字機將資料填在項目報告表格上。

請於下列參賽項目所屬的類別加上「✓」號。(只限在一個空格中加上「✓」號)

- 最傑出社區項目獎
 最傑出環保項目獎

項目名稱

_____ (中文)
_____ (英文)

項目推行時間

開始日期 _____ (月/年) 完結日期 _____ (月/年)

項目聯絡人資料

聯絡人姓名 _____
公司名稱 _____
職位 _____
電話 _____ 傳真 _____
電郵 _____

項目資料

請以不多於 250 字就參賽項目提供下列相關範疇的資料。

1. 請描述參賽項目的性質及範圍。

2. 請簡述參賽項目的目的及目標。

3. 請列出推行及運作參賽項目所需投放的資源，如時間、人力、金錢及其他資源。

4. 請列出參賽項目的成績，並盡量提供量化數據以作參考。

5. 請列出參賽項目帶來的最大裨益。

6. 請列出貴公司在推行有關項目時遇到的困難及相應的解決方法。

聲明

本人特此聲明，就本人所知，此項目報告表格所載資料均真確無誤，並承諾遵從 2009 年「滙豐營商新動力獎勵計劃」主辦機構及評審團的最終決定。

簽署人姓名 _____

職銜 _____ 日期 _____

簽署及公司蓋章

X _____