

政府產業署
GOVERNMENT PROPERTY AGENCY

本署檔號：
Our Ref.：

申請列入政府產業署「關愛社會的租務安排」通知名單的表格
APPLICATION FORM FOR INCLUSION
IN THE GPA NOTIFICATION LIST UNDER
THE SOCIALLY CARING LEASING ARRANGEMENT

請詳細填寫本申請書及以下列其中一種方式交回：

This form should be completed in FULL and returned by one of the following means to :-

郵寄至

九龍油麻地海庭道十一號
西九龍政府合署南座九樓
政府產業署租賃及商業用途部

By post to

Government Property Agency - Leasing and Commercialisation Division
9/F, South Tower, West Kowloon Government Offices,
11 Hoi Ting Road, Yau Ma Tei, Kowloon

傳真至

By fax to

2877 8993

透過香港政府一站通以電子形式遞交 (<https://eform.cefs.gov.hk/form/gpa009/tc/>)

Submission electronically through GovHK (<https://eform.cefs.gov.hk/form/gpa009/en/>)

第一部 — 非政府機構 / 社會企業資料

PART I - DETAILS OF THE NON-GOVERNMENT ORGANISATION / SOCIAL ENTERPRISE

1.	非政府機構/社會企業名稱： Name of non-government organisation / social enterprise：														
2.	(a) 地址: Address : (b) 電話號碼： Tel. No.: 圖文傳真號碼： Fax No.: 電郵地址： E-mail Address:														
3.	業務種類： Nature of business:														
4.	聯絡人 Contact Persons: <table border="1"> <thead> <tr> <th>姓名 Name(s)</th> <th>職位 Official Capacity</th> <th>電話號碼 Tel. No.</th> <th>圖文傳真號碼 Fax No.</th> <th>電子郵件 E-mail</th> </tr> </thead> <tbody> <tr> <td colspan="5"> </td> </tr> </tbody> </table>					姓名 Name(s)	職位 Official Capacity	電話號碼 Tel. No.	圖文傳真號碼 Fax No.	電子郵件 E-mail					
姓名 Name(s)	職位 Official Capacity	電話號碼 Tel. No.	圖文傳真號碼 Fax No.	電子郵件 E-mail											
5.	本非政府機構/社會企業所屬類別： Our non-government organisation / social enterprise belongs to the following categories: <input type="checkbox"/> 參與「創業展才能」計劃並享有在《稅務條例》（第112章）第88條下獲豁免繳稅身份的非政府機構 Non-governmental organization having tax exemption status under Section 88 of the Inland Revenue Ordinance (Cap. 112) and participating in the “Enhancing Employment of People with Disability through Small Enterprise” Project <input type="checkbox"/> 獲民政事務總署「伙伴倡自強社區協作計劃」資助並享有在《稅務條例》（第112章）第88條下獲豁免繳稅身份的社會企業 Social enterprise having tax exemption status under Section 88 of the Inland Revenue Ordinance (Cap. 112) and funded under the Enhancing Self-Reliance Through District Partnership Programme of the Home Affairs Department <input type="checkbox"/> 香港社會服務聯會《社企指南》內享有在《稅務條例》（第112章）第88條下獲豁免繳稅身份的社會企業 Social enterprise having tax exemption status under Section 88 of the Inland Revenue Ordinance (Cap. 112) and under the Social Enterprise Directory of the Hong Kong Council of Social Services <input type="checkbox"/> 其他（請說明）Others (please specify)														

第二部 — 證明 PART II - CERTIFICATION

本人謹代表上述非政府機構/社會企業*，申請列入為政府產業署「關愛社會的租務安排」通知名單。

I apply on behalf of the non-government organisation / social enterprise * for inclusion in the GPA Notification List under the Socially Caring Leasing Arrangement.

簽署：

Signature _____

姓名（正楷）：

Name in BLOCK Letters _____

職銜：

Designation _____

電話號碼：

Tel. No. _____

圖文傳真號碼：

Fax No. _____

日期：

Date _____

（非政府機構/社會企業印鑑）
(Space for non-government
organisation / social enterprise
chop)

*刪掉不適用者

*Delete as appropriate

資料用途

Purpose of Collection

政府產業署會將貴非政府機構/社會企業在本表格內提供的個人資料用於：

- (a) 進行與貴非政府機構/社會企業申請列入成為政府產業署「關愛社會的租務安排」通知名單的有關的工作；及
- (b) 協助本署與貴非政府機構/社會企業溝通。

如果你不提供充分的資料，本署可能無法處理貴非政府機構/社會企業的申請。

The personal data provided by means of this form will be used by the Government Property Agency for the following purposes:

- (a) carrying out activities relating to applications for inclusion in the GPA Notification List under the Socially Caring Leasing Arrangement; and
- (b) facilitating communication between the Government Property Agency and yourself.

If you do not provide sufficient information, we may not be able to process your application.

資料轉介

Transfer of Data

本署可能會向其他政府部門或非政府機構披露你填報在此表格內的個人資料。

The personal data you provided by means of this form may be disclosed to other government departments or non-government organisations.

索閱個人資料

Access of Personal Data

You have the right of access and correction with respect to personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

根據《個人資料（私隱）條例》第18條、第22條及附表1的第6原則，你有權索閱或修訂個人資料，包括索取此表格內填報的資料的副本。

重新評審非政府機構/社會企業的資格

Review of Organisation / Social Enterprise's Status

政府有權因應任何可能影響貴非政府機構/社會企業資格的新資料，對貴非政府機構/社會企業作為本署通知名單上的非政府機構/社會企業作出評審。此外，政府可隨時將貴非政府機構/社會企業從本署的通知名單刪除，而事前無須作出通知和賠償。

The Government reserves the right to review the status of your non-government organisation / social enterprise on the GPA Notification List in the light of any new information that may affect such status and remove your non-government organization / social enterprise from the GPA Notification List at any time without prior notice and without compensation.

免責聲明**Disclaimer**

- (a) Only non-government organisations / social enterprises (“Non-Government Organisations / Social Enterprises”) included in the Notification List under the Socially Caring Leasing Arrangement (“Notification List”) maintained by the Government Property Agency (GPA) are eligible for submission of bid for renting certain Government properties. None of the Notification List or GPA’s notifications of tender/quotation invitation under the Socially Caring Leasing Arrangement (“Notifications”) shall give rise to any right or expectation on the part of the Non-Government Organisations / Social Enterprises on the Notification List or any obligation on the part of the Government of the Hong Kong Special Administrative Region (“Government”). The Government makes no statement, representation or warranty (express or implied) to the Non-Government Organizations / Social Enterprises that the Notifications or any of them will be uninterrupted, timely, secure, or error free. The Non-Government Organisations / Social Enterprises should read the tender/ quotation notices published on the website of GPA from time to time for the latest information.

只有被納入政府產業署（產業署）備存的「關愛社會的租務安排」通知名單（“名單”）的非政府機構/社會企業（「非政府機構/社會企業」）才可參與入標承租個別政府物業。該名單或產業署就「關愛社會的租務安排」發出的招標/報價邀請通知（通知）並不賦予名單上的非政府機構/社會企業任何權利或期望，也不令致香港特別行政區政府（政府）須負上任何責任。政府不會向非政府機構/社會企業作出任何陳述、申述或保證（明示或默示），指該等通知或其中任何通知不受干擾、及時提供、安全可靠或不會出錯。非政府機構/社會企業應不時瀏覽載於產業署網站的招標/邀請報價通告，以取得最新消息。

- (b) The Government shall not in any event be liable to any Non-Government Organisations / Social Enterprises for any loss or damage whatsoever arising out of or in relation to any failure or delay in receiving any Notifications (whether transmitted by electronic means or otherwise) or removal of any Non-Government Organisations / Social Enterprises from the Notification List at any point of time, including but not limited to direct, indirect, special, incidental or consequential damages, damages for loss of profits, business interruption, loss of business information, or other pecuniary loss, even if GPA has been advised of the possibility of such loss or damage, whether in contract or tort, or on any other legal or equitable grounds.

不論在任何情況下，政府均無須因為非政府機構/社會企業未能或延遲接收任何以電子或其他方式傳送的通知，或任何非政府機構/社會企業在任何時間從任何名單上除名所引致或與此有關的任何損失或損害（包括但不限於直接、間接、特殊、附帶或衍生的損失、利潤損失、業務中斷、商業資料損失或其他金錢損失）而對任何非政府機構/社會企業負上法律責任，即使產業署已得知可能有該等損失或損害，不論是因為合約或侵權法，或任何其他法律或衡平法引致。

- (c) Any Notifications or other communications from GPA to the Non-Government Organisations / Social Enterprises shall be deemed to be received (i) if sent by post, the next business day in Hong Kong immediately after the date of despatch (Hong Kong time); and (ii) if sent by fax or email, when despatched, regardless of whether the Non-Government Organisations / Social Enterprises have actually received such Notifications or communications (as the case may be).

產業署發給非政府機構/社會企業的任何通知或其他通訊，不論非政府機構/社會企業實際上是否收到，(i)如以郵遞發出，均當作於發送日期（香港時間）的下一個香港營業日收到；(ii)如以傳真或電郵發出，均當作於發出時收到。

- (d) In the event of any inconsistency between the English version and the Chinese version of this Disclaimer, the English version shall prevail.

本免責聲明中英文本如有差異，以英文本為準。