



To: Octopus Cards Limited

**Corporate Social Responsibility Project  
Request for Support**

**1. Particulars of the applicant organisation**

Registered name of the organisation: \_\_\_\_\_

Head of the organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

**2. Whether the applicant organisation 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 organisation is registered under the following ordinance:**

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

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

*(Please attach a name list of the board of directors, an organisation chart, audited accounts of the organisation 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. Programme 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.			
		<b>Total:</b>	

**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](mailto:mediahotline@octopus.com.hk)

Enquiries : (852) 2266 2226