



香港中小型企業總商會  
The Hong Kong General Chamber of Small and Medium Business

敬啟者：

## 誠邀 貴司參加 2020【中小企業最佳拍檔獎】選舉

為表揚一直支持香港中小型企業的機構或企業，藉以彰顯他們對香港中小型企業的業務營運和發展，給予大力支持和配合。本會創辦之【中小企業最佳拍檔獎】選舉，現已接受報名，藉此公開表揚及嘉許獲獎單位，給予本地中小型企業的支持及所作出的貢獻。

回顧過去，候選及獲獎企業數目每年不斷增加，可見獎項認受性日益遞增，並得到廣泛人士認識。本會會透過不同渠道宣揚獲獎企業予各界人士，當中包括：Capital、經濟一週、大公報、經濟日報、星島日報及新城電台等等，利用其廣大的市場網絡，讓不同界別人士認識及了解獲獎企業的優勝之處。另外，本會每年亦會參與不同的博覽會，包括：香港貿發局舉辦之「創智營商博覽」、「創業日」、廣州政府舉辦之「中博會」等等，希望藉此加強各界對獲獎企業的認識，提升中小企業的形象。

素聞 貴司或企業一直以來對本地中小企業都給予大力支持和配合，更對社會作出不同的貢獻。同時，更感謝 貴司過去一直支持及參與此獎項，讓活動得以成功舉辦。現誠邀 貴司參加本會舉辦之2020【中小企業最佳拍檔獎】選舉，競逐該獎項的殊榮。

有關詳情，請參閱隨函附上的宣傳單張或瀏覽本會網站[www.hkgcsmb.org.hk](http://www.hkgcsmb.org.hk)。該獎項能成功舉辦，實有賴各界人士的熱心參與及支持。祈望 貴司踴躍參與是次選舉。如有任何查詢，歡迎與本會李小姐(Iris)或黎小姐(Hetty)【電話：2325 9189】聯絡。

最後，再次感謝 貴司或企業對本獎項多年來的支持，並熱切期待 貴司或企業的參與！

## 截止日期：5月25日，請即報名參加！

香港中小型企業總商會



巢國明  
會長



黎卓斌  
「中小企獎」籌委會主席

聯啟

2020年4月1日

秘書處：香港九龍紅磡民裕街41號凱旋工商中心1期11樓D室  
Secretariat : Flat D, 11/F., Kaiser Est., Phase I, 41 Man Yue Street, Hung Hom, Kowloon. Hong Kong  
Tel : 2325 9189 Fax : 2329 3749 Email : [info@hkgcsmb.org.hk](mailto:info@hkgcsmb.org.hk) Website: [www.hkgcsmb.org.hk](http://www.hkgcsmb.org.hk)



主辦機構



香港中小型企業總商會  
The Hong Kong General Chamber of  
Small and Medium Business



中小企業最佳拍檔獎

Best SME's Partner Award

2020

申請須知

Application Guidelines



香港中小型企業向來是香港工商業的重要支柱之一，佔香港所有註冊企業的98%，在私營企業中僱用了超過60%的就業人口，其重要性不言而喻。

SMEs have always been one of the pillars of Hong Kong's economy. Accounting for 98% of all registered companies in Hong Kong and employing more than 60% of the working population in the private sector, their importance is self-evident.

為推動香港中小企的持續發展，本會於2006年創辦「最佳中小企業獎」及「中小企業最佳拍檔獎」，藉此公開嘉許及表揚獲獎中小企業的企業精神及曾經給予中小企業大力支持的拍檔企業。

To promote sustainable development of Hong Kong's SMEs, the Chamber established the "Best SME's Award" and "Best SME's Partner Award" in 2006 to publicly recognize and commend the entrepreneurial spirit of winning SMEs and partner organizations that have provided great support to local SMEs.

同時，為鼓勵青年創意創業精神及表揚其獨創營銷意念，本會於2014年得到「鵬程慈善基金」的支持，創辦了「鵬程中小企青年創意創業獎」，以肯定及加強他們的創意理念及持續發展。

Furthermore, to encourage young creative entrepreneurship and praise their original marketing ideas, with the supported of the "Bright Future Charitable Foundation", the Chamber in 2014 established the "Bright Future SME's Youth Creative Entrepreneurship Award", thereby affirming and strengthening their innovation drive and continuous development.

## 宗旨 Purposes

- 表揚參選機構 / 企業對香港中小企業的支持及配合  
Recognize the support and cooperation that participating organizations/companies have provided to SMEs operating in Hong Kong;
- 增強社會各界對獲獎機構 / 企業的認識  
Enhance community awareness and understanding of the award-winning organizations/companies;
- 持續及增強香港中小企業之競爭力  
Enhance and sustain the competitiveness of Hong Kong's SMEs;
- 鼓勵參選機構 / 企業繼續支持香港中小企業的業務營運和發展  
Encourage the participating organizations/companies to continue support the business operation and development of Hong Kong's SMEs.

## 參選資格 Eligibility

1. 參選機構 / 企業必須為香港註冊公司，並且以香港為主要的營運基地。  
Participating organizations/companies ('candidates') must be registered in Hong Kong, and using Hong Kong as their main operating base.
2. 參選機構 / 企業在過去對香港中小型企業的業務營運和發展，曾經給予支持和配合，並得到顯著的成效和貢獻。  
Candidates have worked closely with Hong Kong's SMEs in the past, providing support to their business operations and development, achieving remarkable results and making major contributions.
3. 參選機構 / 企業必須在香港註冊超過三年或以上。  
Candidates must have registered in Hong Kong for three years or more.

## 評審標準 Judging Criteria

參照以下五個標準作出評分：

Scores are assigned according to participating organizations'/companies' performance/achievement/ contribution in the following five areas:

- a. 機構/企業所提供之產品或服務對中小型企業的重要性？  
How important are the products/services offered by the organization/enterprise to SMEs?
- b. 機構/企業設有甚麼機制，能使之不斷地為中小企業客戶提供合適的產品和服務？  
What mechanism does the organization/enterprise have established to enable it to continue provide SME customers with suitable products and services?
- c. 機構/企業為中小企業所提供之產品或服務，為中小型企業的發展作出怎樣的具體貢獻？  
What specific contribution the organization/enterprise has provided to SMEs for their development?
- d. 機構/企業為了服務中小企業客戶，營造了一個怎樣的機構文化，及如何重視中小企業客戶？  
What kind of organizational culture the organization/enterprise has nurtured to serve SME customers and how does it treasure its SME customers?
- e. 機構/企業設有甚麼合作和溝通機制，維持與中小企業客戶的和諧關係及進一步促進彼此之間的瞭解？  
What cooperation and communication mechanism has the institution/enterprise installed to maintain a harmonious relationship with SME customers and further promote mutual understanding?

參選機構/企業可根據以上五個標準，提供公司之企業簡介(如產品類別或服務對象、發展歷史及內地業務等)和值得甄選及評審委員會揀選的原因，撰寫報告並以簡報(PowerPoint)形式遞交。評審在遞交的文件中，綜合考慮參選機構/企業提供的資料決定獲獎名單。

With reference to the above five criteria, participating organizations/companies may furnish a corporate profile (covering areas such as product type, service targets, development history and their Mainland business, etc.), highlight reasons why the judging panel should elect them, and submit a report, supplemented with PowerPoint presentation files as appropriate. All submitted documentation would be thoroughly examined in confidence to arrive at a final winner list.

## 參選得益及回報 Benefits and Rewards

- 彰顯獲獎機構/企業給予中小企業的支持及貢獻  
Highlight the support and contributions that the award-winning institutions/enterprises have provided to SMEs;
- 提升獲獎機構/企業的形象  
Enhance the image of the award-winning institutions/companies;
- 提升獲獎機構/企業在其所屬行業的知名度及專業認受性  
Raise the level of recognition and professional acceptance of the award-winning institutions/enterprises in their respective industries; and
- 肯定獲獎機構/企業在社會的成就  
Acknowledge the achievements of the award-winning institutions/enterprises in society.

此外，大會更會透過傳媒對獲獎機構 / 企業作廣泛報導，包括在香港與內地有關中小企業的展覽會中宣傳，務求令社會各界得知獲獎機構 / 企業是香港中小型企業的典範，獲獎機構 / 企業除獲邀出席主辦單位香港中小型企業總商會所舉辦的頒獎典禮暨晚宴外，在提升知名度的同時，日後可在其宣傳資料及廣告內，使用【中小企業最佳拍檔獎】的標誌，於進行市場推廣時，宣傳獲獎的卓越成就。

The Chamber will also widely publicize the organizations'/companies' award winning through the media, including publicity in local and Mainland SME-related trade fairs, to enable the community and trades to be well aware of the award-winning institutions/companies as good role models of Hong Kong's SMEs. In addition to being invited to attend the Award Ceremony and Dinner hosted by the Hong Kong General Chamber of Small and Medium Business, winners can incorporate the Best SME Partner Award logo in their future promotional materials and advertisements, leveraging on the honor and glory they have gained in recognition of their achievements.

## 獲獎效益 Award-winning Benefits

各獲獎企業均獲得以下獲獎及宣傳效益，內容包括：

Each award-winning enterprise will receive the following prizes and publicity benefits, including:

1. 「中小企業最佳拍檔獎」獎盃一座  
"Best SME's Partner Award" trophy
2. 得獎證書一張  
Award certificate
3. 得獎錦旗一幅  
Award pennant
4. 頒獎典禮宴席兩位  
Award ceremony banquet seats for two
5. 頒獎典禮場刊之公司介紹一版  
One page introducing your enterprise in the Award presentation ceremony souvenir program brochure
6. 得獎感受 (於晚宴酒會時段、Facebook及Youtube平台播放)  
Award winner's testimonials (to be played during the banquet cocktail reception, and on Facebook & YouTube)
7. 《中小企攻略》錄影訪問節目  
To appear on the video interview program "Small and Medium Enterprises Strategy" (to be shown to public at HKTDC Smartbiz Expo booth, and on Facebook & YouTube)
8. 刊登報章 (經濟日報、星島日報及大公報)  
Publishing the name and logo of your enterprise on local newspapers (HKET, Sing Tao Daily & Ta Kung Pao)
9. 財經月刊 (資本雜誌)  
Publishing the name and logo of your enterprise on the Capital Magazine, the financial monthly

## 報名須提交之文件及相關費用 Documentation and Fees

參選企業須於2020年5月25日或以前，提交以下資料

Participating organizations need to submit the following documentation on or before May 25, 2020:

1. 已簽署的參加表格正本  
Signed original participation form;
2. 商業登記(BR)副本及公司註冊處證書(CI)副本  
Copy of Business Registration (BR) and Company Registry Certificate (CI)
3. 最近一年並擁有會計師核準的財務報告副本  
(若 貴司擁有內地業務，可提供相關資料及財務報告)  
Copy of audited financial report of the one year. If your company has business operation in the Mainland, please further provide relevant information and financial reports;
4. 100字的企業簡介 (以Word 檔遞交)  
An organization profile of no more than 100 words (in Word file format);
5. PowerPoint簡介 (供最後評審之用)  
A PowerPoint presentation file describing your organization (for the judging panel's final review)
6. 企業商標 (AI格式)  
Organization logo (in AI format)
7. 曾獲獎之證明副本 (如有)  
Copy of certification of award(s) that your organization has won before (if any)
8. 參選費用【支票抬頭請寫：香港中小型企業總商會有限公司】  
Participation fee (Cheques should be made payable to the "Hong Kong General Chamber of Small and Medium Business Ltd.")

**報名費、評審費及行政費**      HK\$5,000 (將不獲退回)  
Registration fee, assessment fee and administration fee totaling HK\$5,000 (non-refundable).

**宣傳及製作費**      HK\$43,000 (若未能通過評審，有關費用可獲退回)  
Promotion and production fees: HK\$43,000 (fees will be refunded if not elected).

參選企業可將以上文件及費用，於截止日期前以郵寄或送遞方式交至香港中小型企業總商會。

【地址：香港九龍紅磡民裕街41號凱旋工商中心一期11樓D室】

Participating organizations should submit the above documents and fees to the Hong Kong General Chamber of Small and Medium Business by mail or courier service before the deadline. [Address: Room D, 11th Floor, Kaiser Estate, Phase 1, No.41, Man Yue Street, Hung Hom, Kowloon, Hong Kong.]

## 標誌使用 Logo Use

【中小企業最佳拍檔獎】之獲獎機構/企業，將獲得該年份之標誌，並可於卡片、宣傳資料及廣告內永久使用。

Winners of the "Best SME's Partner Award" will be conferred an award logo of the year that they can permanently replicate on their organizations' business cards, publications and all publicity materials.

## 獎項 Awards

分別設有「中小企業最佳拍檔獎」及「中小企業最佳拍檔金獎」。

There are two partnership awards, namely, "Best SME's Partner Award" and "Best SME's Partner Gold Award".

1. 【中小企業最佳拍檔獎】頒授予對香港中小型企業的業務營運和發展給予支持和配合的機構/企業，並得到顯著的成效和貢獻。

The "Best SME's Partner Award" is for recognizing organizations/companies that support and coordinate business operations and development of Hong Kong SMEs, making remarkable contributions and achieving significant results.

2. 「中小企業最佳拍檔金獎」頒授予已連續十年或以上成功獲獎之企業。

The "Best SME's Partner Gold Award" is presented to organizations/companies that have successfully won awards for 10 consecutive years or more.

獲獎名額由評審團視乎各參選企業的背景及資格來決定。各獲獎企業均獲頒發獎座及錦旗。

The number of winners will be determined by the judging panel depending on the background and qualifications of the candidates. Award-winning organizations will each be presented a trophy and a banner.

## 截止、甄選及評審日期 Deadline, Review and Selection Dates

截止日期：2020年5月25日

Application Deadline: 25 May, 2020

初步甄選通知：2020年6月初

Notification Date of Initial Selection Results: Beginning of June, 2020

最後評審結果：2020年6月下旬

Final Results Announcement: End of Jun, 2020

## 頒獎典禮暨晚宴 Award Ceremony and Celebration Dinner

2020年8月下旬

End of Aug, 2020

## 其他事項 Miscellaneous Matters

1. 參選企業提供的所有資料及評審委員在評審過程中發表的評論，主辦機構及評審委員將予以絕對保密。未能獲選的名單，將不會向外公開或公佈，以示尊重。

All the information provided by participating organizations/enterprises and the comments made by judging panel members during the review process will be kept strictly confidential by the organizer and panel members. Names of candidates that have not been selected will not be disclosed or published to show due respect to the respective institutions/companies.

2. 若參選企業與甄選/評審委員有利益衝突，該甄選/評審委員將不會參與有關參選企業之評審工作及不能以任何方式接觸該參選企業提交的資料。

If there is a conflict of interest (potential or real) between the participating organization/enterprise and individual judging panel members, the member(s) concerned will not participate in the evaluation of the participating company and will be barred from access to all the submitted information of this candidate.

3. 主辦機構對有關獎項一切事宜有最終決定權，其決定均具約束力。

The organizer has the final say on all matters relating to the award and its decisions are binding.

## 2019年評審委員會名單 2019 Name lists of the Judging Panel

〈最佳中小企業獎〉及〈中小企業最佳拍檔獎〉 (排名不分先後)

“Best SME’s Award” and “Best SME’s Partner Award” (in no particular order)

**主席：**商務及經濟發展局常任秘書長(工商及旅遊科) 利敏貞女士, JP

**Chairman：**Miss LEE Man Ching, Eliza, JP, Permanent Secy for Commerce & Econ Dev (Commerce, Industry & Tourism)

商務及經濟發展局副秘書長(工商) 吳麗敏女士, JP

Miss NG Lai Man, Erica, JP, Dep Secy for Commerce & Econ Dev (Commerce & Industry)

**委員：**立法會功能界別 - 工業界 (第二) 吳永嘉議員, JP

**Committee：**Hon Jimmy Ng Wing Ka, BBS, JP, Legco Member (Functional Constituency - Industrial (Second))

香港生產力促進局總裁 畢堅文先生

Mr. Mohamed D. Butt, Ex Dir of Hong Kong Productivity Council

職業訓練局執行幹事 尤曾家麗女士, GBS, JP

Mrs. Yau Tsang Ka Lai, Carrie, GBS, JP, Ex Dir of Vocational Training Council

香港工業總會主席 郭振華先生, BBS, MH, JP

Mr. Jimmy Kwok Chun-wah, SBS, MH, JP, The Federation of Hong Kong Industries

香港工業專業評審局創會主席 陸地博士, JP

Dr. Lewis Luk, Founding president of The Professional Validation Council of Hong Kong Industries

香港中小型企業總商會永遠榮譽會長 陳國威先生, MH, JP

Mr. Chan Kwok Wai, MH, JP,

Life Honorable President and Executive Consultant of The Hong Kong General Chamber of Small and Medium Business Ltd.

〈鵬程中小企青年創意創業獎〉 (排名不分先後)

“Bright Future SME’s Youth Creative Entrepreneurship Award” (in no particular order)

**主席：**香港科學園主席 查毅超博士, BBS

**Chairman：**Dr. Sunny Chai Ngai Chiu, Chairman of Hong Kong Science and Technology Parks Corporation

**委員：**香港工業總會名譽會長 鍾志平博士, GBS, JP

**Committee：**Dr. Roy Chung Chi Ping, GBS, JP, Formerly Chairman of the Federation of Hong Kong Industries

香港理工大學專業及持續教育學院 副院長(質素保證) 趙之琨博士

Professor Chiu Chi Kwan, Professor and Associate Dean (Quality Assurance) of PolyU SPEED

香港中華廠商聯合會會長 吳宏斌博士, BBS, MH

Dr Ng Wang Pun, BBS, MH, President of The Chinese Manufacturers’ Associations of Hong Kong

香港青年聯會主席 蔡德昇先生

Mr. Choi Tak Shing, Chairman of Hong Kong United Youth Association Ltd.



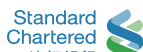
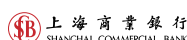
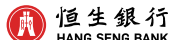
最佳中小企業獎  
Best SME's Award



中小企業最佳拍檔獎  
Best SME's Partner Award

最佳拍檔金獎

最佳拍檔獎



騰程中小企青年創意創業獎  
Bright Future SME's Youth Creative Entrepreneurship Award



\*排名不分先後  
\*(in no particular order)



# 2020申請表格 Application form

截止報名日期：2020年5月25日



所有提交資料將嚴予保密並只供甄選及評審委員會之用，在候選人當選後摘取適當部分公佈。

All information furnished will be kept strictly confidential and will be used by the judging panel for selecting the award winners only, the appropriate information will be published only if an award is granted.

## 參加者資料 Application Information

企業名稱 / 機構 Name of Company

(中文) \_\_\_\_\_

(英文) \_\_\_\_\_

商業登記證號碼 BR. no. \_\_\_\_\_ 行業類別 Type of Business \_\_\_\_\_

公司成立年份 Established Since \_\_\_\_\_ 主要業務性質 Nature of Principal Business \_\_\_\_\_

僱員人員 No. of Employees \_\_\_\_\_ 公司網址 Website \_\_\_\_\_

公司地址 Address \_\_\_\_\_

申請人 Applicant\* \_\_\_\_\_ 職位 Position \_\_\_\_\_

聯絡人 Contact person\* \_\_\_\_\_ 聯絡電話 Telephone. \_\_\_\_\_

電郵地址 E-mail \_\_\_\_\_ 傳真號碼 Fax. \_\_\_\_\_

公司形式 (有限公司 / 獨資 / 合伙) Nature of Company (Limited Company/ Sole Proprietor/ Partnership) #

提名人名 Name of Nominator \_\_\_\_\_

申請者是否本會會員？ Is the applicant a member of the HKGCSMB? (是 Yes / 否 No)#

\* 如聯絡人與申請人不同，請填此項。

# 請刪去不適用者。



## 所需文件 Submit Documents



1. 已簽署的參加表格
2. 商業登記(BR)副本及公司註冊處證書(CI)副本
3. **【最佳中小企業獎】**最近兩年並擁有會計師核準的財務報告副本  
**【中小企業最佳拍檔獎】**最近一年並擁有會計師核準的財務報告副本
4. 100字的企業簡介(以Word檔遞交)
5. PowerPoint簡介 (供最後評審之用)
6. 企業商標(AI格式)
7. 曾獲獎之證明副本(如有)
8. 參選費用 (支票抬頭：香港中小型企業總商會有限公司)
9. 補充資料文件 **【中小企業最佳拍檔獎除外】**  
(請回答以下問題(以Word檔遞交))
  1. 業務性質
  2. 國內是否有業務發展
  3. 營業額(HK\$)
  4. 本年稅後利潤/(虧損)(HK\$)
  5. 淨資產/(負債)(HK\$)
  6. 累計盈餘/(虧損)(HK\$)
  7. 特點/優點(50字以內)
  8. 備註(社會服務、貢獻、其他)(50字以內)

## 參加方法 Application Procedure

### 聲明 Notice

1. 簽署並遞交此表格，表示本公司（或本人）同意遵守所有規則及參賽結果以主辦機構最終決定為準。  
By signing and submitting this application, the applicant company (or individual) agrees to abide by all rules and competition results as finally decided by the organizer.
2. 本公司（或本人）特此聲明，以上資料均真確無誤，並為本公司（或本人）所知的全部。  
I attest to all the facts in this nomination form, and hereby declare that the information is true to the best of my knowledge.

簽署及公司蓋章 Signature of Applicant & Company Chop :

日期 Date :

