

Organiser

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**World Green Organisation –
Green Office Awards Labelling Scheme and Eco-Healthy Workplace
Award Labelling Scheme (GOALS)**

世界綠色組織 - 綠色辦公室獎勵計劃 及 健康工作間獎勵計劃

Application Form 參加表格

☐ **New application 新申請** ☐ **Renewal 續期**

Please fill in with BLOCK LETTERS 請用正楷填寫

Part A: Organisation / Company Profile 公司 / 機構資料

Name 名稱 : (English 英文)

(Chinese 中文)

Address 地址 :
(in English 請用英文)

General Line 電話 :

Fax 傳真 :

Email 電郵 :

Website 網站 :

No. of Employees in Participating Office:
在港僱員人數 :

Small or Medium-Sized Enterprise (SME)¹?
貴機構是否中小型企業/機構¹? ☐ Yes 是 ☐ No 否

Name of Parent Company, if applicable (English 英文)
母公司名稱 (如適用) : (Chinese 中文)

Exact Name to be Shown on Trophy (in English only)
獎項上顯示的名稱 (只限英文) :

Industry Type 行業類型 Please tick the appropriate box 請在適當方格內填上「✓」:

<input type="checkbox"/> Construction 建造業	<input type="checkbox"/> Financial, Legal and Consulting Services 金融、法律及顧問服務
<input type="checkbox"/> Hotels and Recreational Clubs 酒店及康樂會所	<input type="checkbox"/> Import and Export Trades 進出口貿易業
<input type="checkbox"/> Manufacturing 製造業	<input type="checkbox"/> Non-governmental Organisations 非政府機構
<input type="checkbox"/> Property Management 物業管理	<input type="checkbox"/> Public Organisations 公營機構
<input type="checkbox"/> Catering 餐飲業	<input type="checkbox"/> Transport and Logistics 交通及物流業
<input type="checkbox"/> Utilities 公用事業	<input type="checkbox"/> Wholesalers and Retailers 批發及零售業
<input type="checkbox"/> Other, please specify 其他, 請註明:	

Any affiliated/subsidiary organisation(s) that may be interested in GOALS:

本公司有相連 / 子公司欲了解本計劃詳情, 其名為:

Part B: Contact Person 聯絡人

Name of Contact Person (Mr / Mrs / Ms): (English 英文)
聯絡人名稱 : (先生 / 女士) (Chinese 中文)

Position 職位 :

Email 電郵 :

Direct Line 直線電話 :

Fax 傳真 :

¹ SMEs are defined as non-manufacturing business/organisation which employs fewer than 50 persons in Hong Kong; or manufacturing business/organization which employs fewer than 100 persons in Hong Kong.

中小型企業是從事製造業而僱用少於 100 人的企業/機構; 或從事非製造業而僱用少於 50 人的企業/機構。

Part C: How did you learn about GOALS programme

貴機構從下列哪些途徑認識綠色辦公室及健康工作間獎勵計劃？

Please tick the appropriate box 請在適當方格內填上「✓」

<input type="checkbox"/>	World Green Organisation Website 世界綠色組織網站	<input type="checkbox"/>	Promotion Materials from partners 合作伙伴的宣傳資料
<input type="checkbox"/>	WGO's E-flyer 世界綠色組織電子傳單	<input type="checkbox"/>	Seminar, please indicate 研討會，請註明：
<input type="checkbox"/>	Advertising 廣告	<input type="checkbox"/>	Other, please specify 其他，請註明：

Part D: Application Submission 提交申請

Please submit the following documents to World Green Organisation

請郵寄以下文件給本會：

1. GOALS Application Form
已填妥綠色辦公室及健康工作間獎勵計劃的申請表；
2. A crossed cheque payable to
“World Green Organisation” 抬頭寫「世界綠色組織」劃線支票乙張
SMEs/中小企: HK\$5,500 大企業/Corporations: HK\$9,800
(Inclusive of Application fee, Participation fee & Training fee
包括申請費、參加培訓費)
Fees are non-refundable and to be settled in one single installment.
所有費用不能退回，並須以一筆過全數支付。

Address: GOALS Application, World Green Organisation, Green House, 4th Floor, 483 D-E, Castle Peak Road, Lai Chi Kok, Hong Kong

地址: 香港九龍荔枝角青山道 483 號 D-E 四樓綠閣世界綠色組織 GOALS Application

Part E: Declaration of Application 申請聲明

1. The applicant hereby applies for World Green Organisation's (WGO) Green Office and Eco-Healthy Workplace Awards Labelling Scheme (GOALS). The applicant acknowledges that all information provided is correct, accurate and complete. The applicant agrees to the inclusion of all information provided in WGO's database and agrees to the use of this information by WGO in the GOALS application and operational process, promotion of GOALS activities, internal statistics and any other matters directly related to GOALS.
茲申請世界綠色組織之綠色辦公室及健康工作間獎勵計劃。本公司確認提供的資料均為完整無誤。本公司同意上述資料將會儲存於貴會之資料庫內，作為申請及處理、推廣、內部統計及其他與此計劃相關用途。
2. The applicant accepts that the granting of GOALS labels are subject to the final decision of WGO's GOALS Steering Committee.
本公司同意綠色辦公室及健康工作間獎勵計劃之標誌授予權，乃根據此計劃之指導委員會的批核為最終決定。
3. Should the applicant successfully meet the GOALS requirements and be awarded the GOALS labels, the applicant agrees to grant WGO the usage rights of their company's official logo in any promotional items relating to GOALS, including but not limited to WGO's website, leaflets, newsletters and flyers. The applicant agrees to inform WGO should there be any change in their company's official logo.
成功申請綠色辦公室及健康工作間獎勵計劃及獲授予標誌後，本公司同意讓世界綠色組織使用本公司之商標於此計劃的宣傳資料上，包括(但不限於)網頁、宣傳單張、通訊等形式。如本公司的商標有任何更改，將會通知貴會。
4. The applicant accepts that WGO bears no responsibility for any error or omission in the use of any of the information provided.
本公司同意世界綠色組織無需為使用本公司提供的錯誤或遺漏資料負上任何責任。
5. The applicant accepts that wilful provision of any false information, withholding any material information in this application form, or failure to notify WGO of any subsequent change of information provided will render the applicant liable to disqualification from GOALS if already approved by WGO.
本公司同意如於此參加表格內蓄意提供不正確資料、隱瞞事實或未有向世界綠色組織更新相關資料，本公司之綠色辦公室及健康工作間獎勵計劃會員申請將有可能被取消。
6. This Application Form has been translated into Chinese. If there is any inconsistency or ambiguity between the English version and the Chinese version, the English version shall prevail.
此中文參加表格為英文版本譯本，如中、英文兩個版本有任何抵觸或不相符之處，以英文版本為準。

Part F: Privacy Policy Statement 私隱政策聲明 Please tick the appropriate box 請在適當方格內填上「✓」

If you find such use of your privacy information is not acceptable, please remove the “✓” from the box(es) below.
如閣下不同意以下私隱資料的使用，請移除下面方格內的「✓」號。

A. Intellectual Property 知識產權

Applicant can use the GOALS content from WGO for their company's internal purposes only. Each applicant agrees that it shall not copy or reproduce any information, text, databases from GOALS for the purpose of re-selling or re-distributing and mass mailing the GOALS content to operate a business that competes with WGO. Systematic retrieval of GOALS content from WGO to create or compile, directly or indirectly, a collection compilation or database or listing without written permission from WGO is prohibited.

申請者僅使用世界綠色組織之綠色辦公室及健康工作間獎勵計劃於公司內部用途。申請者同意不得複製綠色辦公室及健康工作間獎勵計劃提供的任何信息，文字，數據，以轉售或轉發綠色辦公室及健康工作間獎勵計劃之內容、以及營運與世界綠色組織競爭的業務。未經世界綠色組織書面許可，禁止使用任何世界綠色組織綠色辦公室及健康工作間獎勵計劃的內容直接或間接用於創建或整理數據資料庫或目錄。

- ☐ The applicant agrees the GOALS content from WGO for their company's internal purposes only. Systematic retrieval of GOALS content from WGO to create or compile, directly or indirectly, a collection compilation or database or listing without written permission from WGO is prohibited.
本人同意世界綠色組織之綠色辦公室及健康工作間獎勵計劃於公司內部用途。未經世界綠色組織書面許可，禁止使用任何世界綠色組織綠色辦公室及健康工作間獎勵計劃的內容直接或間接用於創建或整理數據資料庫或目錄。

B. GOALS Audit 綠色辦公室及健康工作間獎勵計劃審計

Information provided by the applicant will be kept strictly confidential and used by WGO for purposes directly related to GOALS. World Green Organization (WGO) may, upon the applicant's approval, authorize WGO's staff to access, audit and examine all information provided by the applicant that relates to, and is reasonably necessary to the completion of the assessment of the Green Office and Eco-Healthy Workplace Awards Labelling Scheme (GOALS). The information includes green office assessment checklist, eco-healthy workplace assessment checklist, assessment checklist summary sheet, office electricity consumption survey and assessment presentation submitted from applicant.

申請者提供的資料會被絕對保密，並被用於和世界綠色組織之綠色辦公室及健康工作間獎勵計劃直接有關的工作。如申請者同意，世界綠色組織會授權其員工取得、進行審計、並評估申請者提交有關和合理地需要的資料，以完成綠色辦公室及健康工作間獎勵計劃的評審工作。資料包括由申請者遞交的綠色辦

公室評估清單，健康工作間評估清單，評估清單摘要表，辦公室用電量問卷調查以及評估簡報。

- ☐ The applicant agrees WGO to conduct GOALS audit, access and use of applicant's information in WGO database in the operational process and any other matters directly relating to GOALS.
本人同意世界綠色組織進行審計工作及取得和使用本公司存於貴會資料庫內的資料用作處理綠色辦公室及健康工作間獎勵計劃評估工作和其他有關綠色辦公室及健康工作間獎勵計劃事宜。
- ☐ The applicant agrees WGO's **third party service provider** to conduct GOALS audit, access and use of applicant's information in WGO database in the operational process and any other matters directly relating to GOALS.
本人同意世界綠色組織委任之**第三方服務供應商**進行審計工作及取得和使用本公司存於世界綠色組織資料庫內的資料用作處理綠色辦公室及健康工作間獎勵計劃評估工作和其他有關綠色辦公室及健康工作間獎勵計劃事宜。

C. WGO's activities promotion 世界綠色組織活動推廣

WGO intends to use the personal data (including your name, phone number, correspondence address and email address) that you have provided to promote not related to GOALS information including the latest development and activities of WGO.

世界綠色組織擬使用您所提供的個人資料（包括姓名、聯絡電話、傳真號碼、通訊地址和電郵地址）向您推介與綠色辦公室及健康工作間獎勵計劃沒有直接關係的其他資訊，包括本會的最新發展及活動。

- ☐ The applicant agrees to receive materials not directly related to GOALS from WGO.
本人同意收到世界綠色組織綠色辦公室及健康工作間獎勵計劃以外的推廣活動。
- ☐ The applicant objects to receive materials not directly related to GOALS from WGO.
本人反對世界綠色組織綠色辦公室及健康工作間獎勵計劃以外的推廣活動。

Company Stamp & Authorised Signature 公司印鑑及負責人簽名

Company Stamp & Authorised Signature
公司印鑑及負責人簽名

DD / MM / YY
日 / 月 / 年

Name
姓名

Position
職銜