### Donation Request Form

|  |  |
| --- | --- |
| **Record input date:**  | **[Please fill in date]** |
| **Name of Subsidiary Company:**  | **[Please fill in BU name]** |
|  |
| **(I)** | PROJECT INFORMATION |
|  |  |
|  | **Project Name:**  |
|  | **Project Date/ Period:**  |
|  | **Name of Organisation:** **Year of Collaboration with NGO:** [ ]  1st Year [ ]  2nd Year [ ]  3rd Year [ ]  Others:\_\_\_\_\_\_\_\_**Year of Project Collaboration:** [ ]  1st Year [ ]  2nd Year [ ]  3rd Year [ ]  Others:\_\_\_\_\_\_\_\_ |
|  | **Name of individual & position: [Name of NGO executive in-charge]** |
|  | **Amount requested (equivalent amount if donation is in kind):**  |
|  | **Source of Funding:**

|  |  |  |
| --- | --- | --- |
| **Composition of Contribution** | **Local Currency** | **HKD** |
| **Company Cash**(Please tick the appropriate box)[ ]  Direct cash donation[ ]  Donate certain percentage of customer purchase value * Total income generated from sales: HK$

or[ ]  Net Production costs of special charity item(Please state Income & cost below, and put net cost on the right)Income: HK$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cost:\_HK$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | $  |
| **Customer Spending Related***Suppliers’ 100% matching or Supplier matching a certain percentage donation for customer’s purchase(pls specify mechanics, eg every purchase of product X, company donates $Y)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | $ |
| **Customer Cash Donations***Direct cash donations from customers* |  | $ |
| **In-Kind** *Cost & Retail price equivalent of the products to be donated* | Cost:  | Cost:  |
| Retail Price: | Retail Price: |
| **Levy related, please specify:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | $ |
| **Others, please specify:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | $ |
| **Total Contribution** |  | $  |

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|  | **ESG Impact Assessment:**Number of beneficiary : How the community is benefited :**Outline of project:** |
|  |  |
|  | **Beneficiary region:** |
|  | [ ]  Hong Kong | [ ]  Mainland China | [x]  Others, please specify: |
|  |  |
|  | **Category:**  |
|  | [ ]  **Environmental Protection** |  |  |
|  | [ ]  **Health** | [ ]  **Education** | [ ]  **Community** |
|  | [ ]  Emergency Relief | [ ]  Sports | [ ]  Arts & Cultural |
|  |  |  | [ ]  Labour Needs |
|  |  |  |  |
|  | [ ]  Others, please specify |
|  |  |
|  |  |
|  | **Project time frame:** |
|  | [ ]  One-off  |
|  | [ ]  For a specific duration: for \_\_ year / years; from  |
|  | [ ]  Others, please specify: |
|  |  |
|  | **Payment** |
|  | [ ]  One off |
|  | [ ]  Instalment, please specify: |
|  |  |
| **(II)** | **RATIONALE FOR SUPPORT** |
|  |  |
|  |  |
| **(III)** | **PREVIOUS DONATION/SPONSORSHIP RECORD**  |
|  | *(Please kindly provide supporting documents as appropriate)* |
|  |  |
|  |  |
| **(IV)** | **REFERRED BY (If a middle-man is involved)** |
|  |  |

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| **(V)** | **INFORMATION OF DONOR / SPONSOR** |
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|  |  |
|  | **Name of Subsidiary Company:**  | **Contact person:**  |
|  | **Approved by: (Subsidiary MD)** | **Title:**  |
|  |  | **Contact tel no:**  |
|  |  | **Fax no:**  |
|  |  | **E-mail:**  |
|  |  |  |
|  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
|  |  |  |
|  |  |  |
|  | **Approved date:** |  |
|  |
|  | **Checked by:** |  |
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|  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | **Malina Ngai, JP** | **Date** |
|  | **Group CEO****AS Watson Group** |
|  |  |
| **(VI)** | **CKHH DIRECTORS’ APPROVAL** |
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|  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | **Dominic Lai** |  |
|  | **Chairman****AS Watson Group** | **Date** |
|  |  |  |
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