### Donation Request Form

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Record input date:** | | | | **[Please fill in date]** | | | |
| **Name of Subsidiary Company:** | | | | **[Please fill in BU name]** | | | |
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| **(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:** | | | | | | |
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|  | **Beneficiary region:** | | | | | | |
|  | Hong Kong | | Mainland China | | | | Others, please specify: |
|  |  | | | | | | |
|  | **Category:** | | | | | | |
|  | **Environmental Protection** | |  | |  | | |
|  | **Health** | **Education** | | | | **Community** | |
|  | Emergency Relief | Sports | | | | Arts & Cultural | |
|  |  |  | | | | Labour Needs | |
|  |  |  | | | |  | |
|  | Others, please specify | | | | | | |
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|  | **Project time frame:** | | | | | | |
|  | One-off | | | | | | |
|  | For a specific duration: for \_\_ year / years; from | | | | | | |
|  | Others, please specify: | | | | | | |
|  |  | | | | | | |
|  | **Payment** | | | | | | |
|  | One off | | | | | | |
|  | Instalment, please specify: | | | | | | |
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| **(II)** | **RATIONALE FOR SUPPORT** | | | | | | |
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| **(III)** | **PREVIOUS DONATION/SPONSORSHIP RECORD** | | | | | | |
|  | *(Please kindly provide supporting documents as appropriate)* | | | | | | |
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| **(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:** |
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|  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
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|  | **Approved date:** |  |
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|  | **Checked by:** |  |
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|  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | **Malina Ngai, JP** | **Date** |
|  | **Group CEO**  **AS Watson Group** | |
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| **(VI)** | **CKHH DIRECTORS’ APPROVAL** | |
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|  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | **Dominic Lai** |  |
|  | **Chairman**  **AS Watson Group** | **Date** |
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