



QUALITY KEY TO ENDURING SUCCESS

## HKMA QUALITY AWARD / SPECIAL AWARD FOR SMEs APPLICATION FORM

\* For **Quality Award applicants**, please return this application form and initial submission by Monday, 25 March 2024 to the HKMA Quality Award Secretariat at *The Hong Kong Management Association, 16/F Tower B Southmark, 11 Yip Hing Street, Wong Chuk Hang, HONG KONG*. For guidelines on Initial Submission, please refer to section II(4) of the Quality Award Brochure.

\* For the **Special Award for SMEs applicants**, please return this application form by Monday, 25 March 2024 to the above address. For guidelines on SME Written Submission, please refer to section III(5) of the Quality Award Brochure.

A private workshop on the Baldrige Framework and the Award Programme will be arranged for your organization once you have submitted the application form. You are therefore encouraged to submit the application form at your earliest convenience. The initial submission can be submitted separately.

1. Name of organization: (English) \_\_\_\_\_  
(Chinese) \_\_\_\_\_

2. Business address: \_\_\_\_\_  
\_\_\_\_\_

3. Name of contact person: \_\_\_\_\_

4. Position: \_\_\_\_\_

5. Tel (Office): \_\_\_\_\_ Tel (Direct): \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_ Website: \_\_\_\_\_

6. Description of business (in less than 100 words)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

7. Number of employees in Hong Kong in the past two years  
Last year: \_\_\_\_\_ This year: \_\_\_\_\_

8. Total number of years of business operation in Hong Kong \_\_\_\_\_

9. What quality qualification, certification or award has the company obtained? When were they obtained?

Year: \_\_\_\_\_ Award: \_\_\_\_\_

Awarded by: \_\_\_\_\_

Year: \_\_\_\_\_ Award: \_\_\_\_\_

Awarded by: \_\_\_\_\_

(Please use additional sheet(s) if necessary)

10. Is the company a subunit of a larger organization?

(Please refer to the Quality Award website [www.hkma.org.hk/qa](http://www.hkma.org.hk/qa) for the eligibility policy of subunits.)

Yes (Please contact the Award Secretariat for a subunit checklist.)

No

11. Are there any disputes which are current or known to be pending, in relation to your organization? Including:

- Litigation or Arbitration proceedings
- Prosecution
- Investigation or Inquiry by a governmental or official body

No

Yes, please provide details.

### APPLICATION FEE (ACQ-42419-2024-1-NL)

Please choose one:

Quality Award (Main Category)

(HK\$11,000, covering 5 seats at the Quality Award Seminar<sup>1</sup> and a 90-minute private workshop<sup>2</sup> on the Baldrige Framework)

Special Award for SMEs

(HK\$2,800, covering 3 seats at the Quality Award Seminar<sup>1</sup> and a 60-minute private workshop<sup>2</sup> on the Baldrige Framework)

Special Award for Established and Medium Enterprises  
(for participants who employ 51 to 300 persons in Hong Kong)

Special Award for Small Enterprises and Start-ups  
(for participants who employ less than 50 persons in Hong Kong)

1. The Quality Award Seminar will be arranged after the Award Presentation Ceremony.

2. The private workshop on the Baldrige Framework will be arranged after submission of application form.

### PAYMENT

I enclose a crossed cheque (payable to The Hong Kong Management Association) for HK\$ \_\_\_\_\_ being payment for the application fee(s).

I will send the cheque to the Award Secretariat at a later date.

### AFFIRMATION

- We declare that all information given is accurate to the best of our knowledge.
- In the event that our company is given an award for the 2024 HKMA Quality Award, we agree to attend all functions conducted by the Award Secretariat in relation to the experience sharing of our company's quality journey. This includes the Quality Award Seminar, as well as interviews conducted by the invited media.

Name of Top Executive: \_\_\_\_\_

Position: \_\_\_\_\_

### DECLARATION

I authorize the HKMA to use my data to keep me informed of any direct marketing information including training and education programmes, awards and competitions, membership, alumni, promotional activities and other services and activities that it may arrange.

I consent.

I do not consent.

\_\_\_\_\_  
Signature (with company stamp)

\_\_\_\_\_  
Date

### CONFIDENTIALITY

- All information and documents supplied by Award entrants including entrant identities and commentaries developed during the review of entries are kept confidential and will be used only for the judging of the Award.
- All Judges and Examiners are required to declare in advance to the Award Secretariat any cases or situations which may create any apparent or potential conflict of interest. The Judge or Examiner in question would be barred from reviewing the entries concerned or handling in any manner the materials submitted by the Award entrant involved.

### ENQUIRIES

Dr Victoria Lo Ms Ellis Yeung  
Tel: 2774 8528 Tel: 9274 7518 (WhatsApp is preferred)

Ms Rebecca Luk Email: [qualityaward@hkma.org.hk](mailto:qualityaward@hkma.org.hk)  
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