2026 HKMA QUALITY AWARD –
BEST MANAGED ORGANIZATIONS AWARD

APPLICATION FORM

Please submit the completed application form to qualityaward@hkma.org.hk by 8 April 2026.

A private meeting on the Award assessment procedures and details, as well as the Baldrige Framework, will be arranged for your organization once you have submitted the application form. You are therefore encouraged to submit your application at your earliest convenience.

The information you provide in the application form is essential for our examiners to fully understand your organization and its context for a thorough assessment. If you encounter any difficulties while completing the application form, please reach out to the award secretariat at 2774 8504 or via email at qualityaward@hkma.org.hk We are here to assist.

Part A) Organization Background Information

1. Name of organization: (English)_____

   (Chinese)_____

2. Business address:_____

3. Name of contact person:_____

4. Position:_____

5. Tel (Office/Direct):_____

6. Email:_____

7. Website:_____

8. Description of your business and Organizational Profile:

The information requested in this section will provide context to help the Award Examiners have sufficient understanding of your organization and unique environment business. The details you provided in this section may be used for your written submission if you see appropriate. *(Please use additional sheet(s) if necessary)*

8.1 What are your organization's key products, services, and/or programmes?

Less than 200 words

8.2 What are your organization's Mission, Vision, and Values or guiding principles?

Less than 200 words

8.3 What is your organization's overall organizational leadership and governance structure?

Less than 200 words

8.4 What is your organization's workforce profile, including the makeup/important characteristics of your workforce? (For example, segments, demographics, the environment (centralized/dispersed, in-office/virtual)

Less than 200 words

8.5 What are your organization's key market segments and/or customer groups? What percentage of business volume/revenue does each comprise?

Less than 200 words

8.6 What roles do suppliers, partners, and collaborators perform in producing and delivering your organization's key products, services, and/or programmes?

Less than 200 words

8.7 What types of competitors does your organization have, and what differentiates your organization from others?

Less than 200 words

8.8 What are the key communities (geographic/professional/industrial) for your organization? What role do these relationships play in supporting your organization and your key communities?

Less than 200 words

8.9 What are your organization's key applicable regulations, as well as accreditation, certification, or registration requirements?

Less than 200 words

8.10 Is there anything you consider unusual about your organization's environment or business model that would aid in understanding your organization?

Less than 200 words

9. Number of employees in the past two years:

   Last year:_____ This year:_____

10. Total number of years of business operation and its location(s):_____

    _____

11. Is your organization a subunit of a larger organization? (Please refer to the Quality Award website www.hkma.org.hk/qa for the eligibility policy of subunits.)
    - ☐ Yes (Please contact the Award Secretariat for a subunit checklist.)
    - ☐ No

12. 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.

Part B) Best Managed Organizations Award - Entering Categories (ACQ-42419-2026-1-NL)

Please indicate the entering category of your organization. You can choose to enter the Special Awards under this "Best Managed Organizations Award". Please tick the appropriate box(es).

Entering Categories	Eligibilities
☐ Business/Non-profit Organizations (NPOs)	employ more than 100 persons
☐ SMEs	employ no more than 100 persons
☐ Start-ups	established for up to 5 years, non-listed, and received less than US$15 million in funding by the application date
☐ Non-governmental Organizations (NGOs)	☐ Large: tax-exempt under Section 88 of the Inland Revenue Ordinance, and employ more than 100 persons
	☐ Small: tax-exempt under Section 88 of the Inland Revenue Ordinance, and employ no more than 100 persons
☐ Government Departments	☐ Large: included in the list of HKSAR departments, and employ more than 1,000 persons
	☐ Small: included in the list of HKSAR departments, and employ no more than 1,000 persons
☐ Statutory Bodies	☐ Large: included in the government's list of statutory bodies, and employ more than 100 persons
	☐ Small: included in the government's list of statutory bodies, and employ no more than 100 persons
Special Awards will also be given to entrants who demonstrate outstanding achievements in specific assessment criteria. My organizations would also like to compete for the following Special Award(s): ☐ Excellence in Leadership and Governance ☐ Excellence in Operations ☐ Excellence in Workforce ☐ Excellence in Customers and Markets ☐ Excellence in Strategy ☐ Excellence in Organizational Learning ☐ Excellence in Community Relationships ☐ We would not enter any of these Special Awards competition	

For **overseas organizations** that do not have branch offices or primary operations in Hong Kong, please refer to Appendix 1 regarding the nomination process.

Part C) Application Fees (ACQ-42419-2026-1-NL)

Large organizations: • Business/NPOs • NGOs (large) • Government Departments (large) • Statutory Bodies (large)	Application fee: ☐ HKMA Member: **HK$12,000** ☐ Non-HKMA Member: **HK$13,500** Including: • A 90-minute private meeting on the Baldrige Excellence Framework • 5 seats at the Quality Award Seminar Quality Award Seminar where winners will showcase their best practices • A detailed feedback report from the Examiners
Small organizations: • SMEs • Start-ups • NGOs (small) • Government Departments (small) • Statutory Bodies (small)	Application fee: ☐ HKMA Member: **HK$2,800** ☐ Non-HKMA Member: **HK$3,500** Including: • A 60-minute private meeting on the Baldrige Excellence Framework • 5 seats at the Quality Award Seminar Quality Award Seminar where winners will showcase their best practices • A detailed feedback report from the examiners
Special Awards	Application fee: **HK$800** each

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.

Part D) Affirmation and Declaration

Affirmation

- We declare that all the information given is accurate to the best of our knowledge.
- In the event that our organization is given an award for the 2026 HKMA Quality Award, we agree to attend all functions conducted by the Award Secretariat in relation to the experience sharing of our organization'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 our 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.

☐ We consent.
☐ We do not consent.

_____ _____

Signature (with organization 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

Mr Jericho Lee Tel: 2774 8504
Dr Victoria Lo Tel: 2774 8528
Email: qualityaward@hkma.org.hk

Appendix 1:

Nomination Form for Non-Hong Kong Organization

For non-Hong Kong applicants, please secure a nomination from one of the qualified nominators listed below when submitting the application.

Qualified Nominators:

- Members of the HKMA Quality Award Organizing Committee
- HKMA Council Members
- Chairpersons of HKMA Programme Advisory Committees
- Chairpersons of Statutory Bodies
- Government Officials
- Consul-General/ Trade Commissioners
- Senior executives of recognized quality organizations
- Senior executives of recognized professional bodies
- Senior executives of current and former winners of the HKMA Quality Award
- Senior executives of current and former Malcolm Baldrige Award recipients
- Senior executives of reputable banks
- Senior executives of reputable accounting firms (not currently engaged by the entrant)
- Senior executives of reputable consultancy firms (not currently engaged by the entrant)
- Other community leaders and highly respected individuals deemed appropriate by the HKMA Quality Award Organizing Committee

If you have another reputable organization that would like to be your nominator, please consult with the Award Secretariat.

Nominator Declaration:

I, [Nominator's Name]_____, hereby declare that I am eligible to nominate [Entrant's Name]_____ for the HKMA Quality Awards. I confirm that my nomination is based on my knowledge of the entrant's commitment to excellence in quality management.

Name of Nominator:_____

Signature of Nominator:_____

Position:_____

Organization:_____

Date:_____