2026 HKMA QUALITY AWARD –
BEST PRACTICES AWARD

APPLICATION FORM

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

Organizations may submit a maximum of 3 entries. Please complete a separate form for each entry. 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. 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 Practices Award Entry (ACQ-42419-2026-1-NL**)**

1. Name of the programme :_____

2. The participating campaign/plan/project focuses on the following TQM dimension(s):
   (You can tick more than one.)

☐ Leadership and Governance
☐ Strategy Management
☐ Operations and Workflow Management
☐ Business Continuity and Risk Management
☐ Workforce Management
☐ Customer and Market Management
☐ Community Engagement

3. The format of showcasing the campaign

☐ 5 pages of written submission
☐ 5 pages of written submission with a 2-minute video

4. Application Fees

☐ HKMA Member: HK$4,000
☐ Non-HKMA Member: HK$5,000

5. 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 C) 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

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