

Recognition Scheme for Provision of Pro Bono Legal Services
義務法律服務表揚計劃

Company Award Nomination Form
公司組獎項提名表格

A. Information on the Nominated Company 獲提名公司資料

The name of the awarded company in Chinese and English will be printed onto the award according to the information provided. 得獎公司中英名稱將根據所提供的資料印製於獎項上。

Awardees will be informed by email. Please ensure the accuracy of contact information provided. 本署會以電郵通知得獎者。請確保聯絡資料的準確性。

Name in English 英文名稱			
Name in Chinese 中文名稱			
Categories of Company 公司類別	Chambers 大律師辦事處	Law firm 律師行	
<i>Please tick the appropriate box. 請剔選合適空格。</i>			
Address 地址			
Contact Person and Post Title 聯絡人及其職位			
Email 電郵			
Office Tel 辦公室電話		Mobile 手提電話	
Chop of the Company and Authorised Signature 公司蓋章連獲授權人簽名			

B. Brief Description of the Pro Bono Legal Services Provided by the Nominated Company

獲提名公司義務法律服務簡介

Please use separate sheets for more entries and attach the supporting documents as appropriate.

如有需要，請在另頁填寫，並可附上相關的證明文件。

Date 日期	Brief description of pro bono legal services 義務法律服務工作簡述	Organiser(s) 主辦者	Number of hours 時數
Total number of hours 總時數			
Total number of legal professionals of the company 公司法律專業人士總數			

C. Policies and Measures in Promoting Pro Bono Legal Services adopted by the Nominated Company 獲提名公司推動義務法律服務的政策及措施

--

D. Nominator's Information 提名人資料

Not applicable to self-nominations 此部分不適用於自我提名者

Name 姓名			
Organisation 所屬機構			
Post Title 職位			
Address 地址			
Email 電郵			
Office Tel 辦公室電話		Mobile 手提電話	
Chop of the Company or Signature of the Nominator 公司蓋章或提名人簽署			

Points to Note 注意事項

- i. The data collected by means of this form will be used for the purpose of processing the nomination. The data will not be transferred to other parties apart from the staff of the Government of the Hong Kong Special Administrative Region and the contractor of the Scheme. Nominators and nominees have the right to request access to and update the data provided in this form. The Administration Wing of the Chief Secretary for Administration's Office and the contractor of the Scheme reserve the right to verify the supporting documents of nominees and the eligibility of nominees from relevant Government departments or organisations without prior notice.
此表格收集的資料將用以審核提名申請。除香港特別行政區政府及計劃承辦商職員外，以上資料不會轉交他人。提名人及獲提名人有權要求查閱及更新以上資料。政務司司長辦公室轄下行政署及計劃承辦商有權向相關政府部門或機構查證獲提名人士的證明文件，以及獲提名人士的資格，而不作另行通知。
- ii. Please ensure all the information provided in this form is accurate. Nominations may not be processed if the information provided is unclear or incomplete.
請確保本表格內所填報的資料均屬正確無誤。若提供的資料不清楚或不齊全，提名可能不獲處理。
- iii. Pro bono legal services performed covering the period from 1 January 2023 to 31 December 2024 are recognised under the Scheme. Nomination deadline will be 28 January 2025.
計劃表揚的義務法律服務須在二零二三年一月一日至二零二四年十二月三十一日內進行。截止提名日期為二零二五年一月二十八日。
- iv. Please submit this form to the Administration Wing of the Chief Secretary for Administration's Office by email or by post:
請以電郵或郵寄方式提交表格至政務司司長辦公室轄下行政署:

By Email 電郵	recognition@csso.gov.hk
By Post 郵寄	Room 1921, 19/F, Administration Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong (Please mark on the envelope "Nomination for Recognition Scheme for Provision of Pro Bono Legal Services") 香港添馬添美道2號政府總部行政署19樓1921室 (請在信封上註明「義務法律服務表揚計劃提名」)

- v. The Administration Wing of the Chief Secretary for Administration's Office will review all the nominations and reserve the final decision.
政務司司長辦公室轄下行政署會審核所有提名並保留最終決定權。