



# REWARDING TRANSPARENCY



## Application For **SUSTAINABILITY REPORTING**

Please read the applicants' information flyer and the reverse of this form carefully **prior** to submitting your entry. We regret that entries cannot be accepted without the relevant fully completed application form.

Please use BLOCK CAPITALS throughout.

Name \_\_\_\_\_

Organisation \_\_\_\_\_

Position \_\_\_\_\_

Full postal address \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

### ABOUT YOUR ORGANISATION

1. Does your organisation have fewer than 250 employees?  Yes  No
2. Is this the first time your organisation has publicly reported on its sustainability related impacts?  Yes  No
3. Please note, publishing a sustainability report prior to a merger, acquisition or de-merger is considered reporting. Publishing a sustainability 'review', 'statement' or equivalent in a previous year is also considered reporting.

I would like to enter the following report(s) into the *ACCA Hong Kong Awards for Sustainability Reporting 2009*

### HARDCOPY REPORTS

Please submit **ten** copies of each hardcopy report.

Title of report(s):

1. \_\_\_\_\_

2. \_\_\_\_\_

My report is (also) Web-based and so would like to enter the URL.

### WEB-BASED REPORTS

Title of report(s) and URL(s) – the Web address:

1. \_\_\_\_\_

2. \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Send entries to:

**Lydia Fung, ACCA Hong Kong, Room 1901, 19th Floor World Wide House, 19 Des Voeux Road, Central, Hong Kong**

# **ACCA HONG KONG AWARDS FOR SUSTAINABILITY REPORTING 2009**

## **Applicants' information**

1. The closing date for the submission of entries to the 2009 Awards scheme is **11 September 2009**.
2. Entry is open to all Hong Kong private and public sector entities (including NGOs and SMEs).
3. There are no restrictions on the medium used to transmit the performance data (e.g. annual reports and accounts, stand-alone reports, CD-ROMs, websites, etc).
4. Organisations submitting entries should supply **ten** copies of each of the documents or items which they wish to be considered by the judging panel for the Awards. Internet based entries need only provide the full website address.
5. Organisations will be notified as to whether or not they are to receive an award following the meeting of the judging panel (October 2009).
6. The Ceremony for the *ACCA Hong Kong Awards for Sustainability Reporting 2009* is scheduled to place in November 2009.
7. ACCA is unable to enter into correspondence relating to the merits of individual submissions. The decision of each panel of judges is made in good faith and is final. The views of the panel of judges are expressed in an annual report published after the ceremony.
8. The criteria used by each panel of judges as the basis for their decisions are available on our website ([www.accaglobal.com/sustainability](http://www.accaglobal.com/sustainability)).