



CONSTRUCTION INDUSTRY COUNCIL  
建造業議會

## SPONSORSHIP APPLICATION FORM

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**IMPORTANT:**

Please read the Construction Industry Council (CIC) Sponsorship Policy carefully before completing this form.

Please complete all sections in BLOCK LETTERS and in BLACK or BLUE INK. You may provide supplementary information by attaching the materials to this form upon submission. Insufficient information may result in rejection of an application.

CIC reserves the right for final decision to either provide full amount of cash/ sponsorship in kind as requested in the application, grant a lesser amount of cash/ sponsorship in kind than requested, or decline the application.

Application should be made either by post, email, fax or in person to the CIC Corporate Communications Department at the following address:

Corporate Communications Department  
Construction Industry Council Headquarters  
38/F, COS Centre  
56 Tsun Yip Street  
Kwun Tong, Kowloon

For enquiry, please contact the CIC Secretariat at (852) 2100 9000 or email to [enquiry@cic.hk](mailto:enquiry@cic.hk).

**(For Official Use)**

Organisation	
Date of Receipt	
Reference No.	
Notification to applicant given on	

## PART A – PARTICULARS OF THE APPLICANT

### 1. Particulars

Name of Organisation (Eng.) \_\_\_\_\_

(Chi.) \_\_\_\_\_

Address \_\_\_\_\_

Tel. No. \_\_\_\_\_

Fax. No. \_\_\_\_\_

Email Address \_\_\_\_\_

Website \_\_\_\_\_

### 2. Nature of Organisation

Non-profit Organisation

Charity<sup>1</sup>

Educational Institute

Learned Society

Trade Association

Others (please specify): \_\_\_\_\_

### 3. Project Coordinator

The applicant shall appoint a staff member from its organisation for overseeing the implementation of the Project and monitoring the proper use of the sponsorship from CIC.

Title  Mr.  Ms.  Miss  Prof.  Dr.  Ir. (Please tick as appropriate)

Name (Surname) \_\_\_\_\_ (First Name) \_\_\_\_\_

(Chi) \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

Tel. No. \_\_\_\_\_

Fax. No. \_\_\_\_\_

Email Address \_\_\_\_\_

Project Website \_\_\_\_\_

## PART B – PROPOSED PROJECT

Project Title (Eng.) \_\_\_\_\_

(Chi.) \_\_\_\_\_

### 1. Types of activities

Award Scheme

Competition

Conference or Seminar

Workshop

Exhibition

Survey

Promotional Campaign

Training

Supporting Services or Facilities to the Construction Industry

Others (please specify): \_\_\_\_\_

### 2. Category of sponsorship

"Industry Excellence" Event

"CIC Theme of the Year" Event

<sup>1</sup> In General, charity must be established for public benefit purposes, such as advancement of education, relief of poverty or other purposes of a charitable nature beneficial to the community

**3. Target beneficiaries**

- Construction Industry    Professional Body    Youth  
 General Public    Group with specific needs (please specify) :  
 Others (please specify) : \_\_\_\_\_

**4. Estimated number of participants**

- below 100    101-300    301-500    501-800    801-1000    over 1000

**5. Project Schedule**

Promotion Commencement Date	
Expected Completion Date	
Event Date	
Event Duration	
Venue (if applicable)	

**6. Has CIC sponsored the event before?**

- No    Yes (please specify the details) : \_\_\_\_\_

**PART C – DETAILS OF SPONSORSHIP**

**1. What sort of sponsorship / support are you applying for? (Can tick more than one)**

1.1 Financial Support

- Cash donation (please specify the requested amount): HK \$ \_\_\_\_\_

1.2 Non-Financial Support

- Space Provisions

Location: \_\_\_\_\_ Period: \_\_\_\_\_

- Technical Assistance

(please specify): \_\_\_\_\_

- Marketing opportunities in the CIC's promotional materials

- Use of the CIC's logo and name in the project's promotional materials

- Website    Social media    Exhibition booth    Banner    Backdrop

- Printed advertising (please specify)

- Others support (please specify)

- Other support (please specify):

**2. Are you applying for other sponsorships other than the CIC?**

<input type="checkbox"/> No, CIC is the ONLY sponsor for this Activity / Project.	
<input type="checkbox"/> Yes ;others Sponsor(s) include:	

**3. Is this application a re-submission of a previously rejected application?**

<input type="checkbox"/> No	<input type="checkbox"/> Yes (please specify project name):	
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**4. What roles are the CIC to play?**

- As Co-organiser  As Supporting Organisation  
 Other (please specify): \_\_\_\_\_

**PART D – PROJECT PROPOSAL**

Please provide clear and concise descriptions (in bullet points and no more than 250 English/Chinese words for each answer).

**1. Project Objective(s)**

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**2. Background**

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**3. Implementation Plan and Timeline**

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**4. Estimated Cost and Justifications** (applicable to financial support application only)

Estimated cost for the project: HK\$ \_\_\_\_\_

- Manpower (please specify) : \_\_\_\_\_
- Equipment / Materials (please specify) : \_\_\_\_\_
- Administrative Overheads (please specify): \_\_\_\_\_
- Others (please specify): \_\_\_\_\_

**5. Recognition Plan for CIC** (please tick as appropriate)

- Exposure of the CIC's logo or name on the promotional materials of the project
- Advertising Opportunities for the CIC
- Marketing materials distribution during the event
- Exhibition booth/ table for the CIC to display its promotional materials
- Complimentary entry passes of the sponsored event (No. of passes : \_\_\_\_\_)
- Complimentary entry passes of the sponsored event
- Speaking opportunity for the CIC's representative (s)

**PART E – DECLARATION**

1. I understand that if I wilfully give any false information or withhold any material information in this application form, or fail to notify the CIC any subsequent change of the information provided, it will render my application for sponsorship being rejected or withdrawn if already approved by the CIC.
2. I consent to the CIC making any necessary enquiries for purposes relating to the application with the organizations applied for sponsorship and for the verification of the information given above. I authorize such organizations or agencies to release any record or information as may be required for these enquiries.
3. I understand and accept that the information given above will only be used for the purposes relating to the assessment of the application for sponsorship.
4. I declare that the information given in this form is true and correct to the best of my knowledge and belief. I hereby make an application to the CIC for the sponsorship.

*Personal Data (Privacy) Ordinance - All information provided in this form will only be used by the CIC for purposes relating to the performance of the CIC's administration function under the CIC Sponsorship Policy. The provision of personal data by means of this Form is voluntary. Data collected is accessible to committees or persons processing the sponsorship matters. Under the Personal Data (Privacy) Ordinance, you have a right to request access to, and to request correction of, your personal data in relation to your application. If you wish to exercise these rights, please send your request in writing with information providing your personal identity and forward it to the CIC Secretariat for follow-up. It is our policy to retain the personal data of unsuccessful applicants for future sponsorship/ audit purpose for a period of two years.*

\_\_\_\_\_  
Authorised Signature (with company chop)

\_\_\_\_\_  
Name of the Applicant Organisation

\_\_\_\_\_  
Name of the Signatory

\_\_\_\_\_  
Date