



香港中小型企业總商會  
The Hong Kong General Chamber of Small & Medium Business  
(Non-Profit Organization)



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# **Introduction**

## **Background and Membership**

The Hong Kong General Chamber of Small and Medium Business was founded in March 1996 as a non-profit organization. The Chamber aims to serve owners of small and medium-sized businesses, professional practices as well as academics engaging in small business research activities in Hong Kong. Any person who is interested in small and medium trade, profession or business in Hong Kong can also apply for associate membership of the Chamber. Small and medium enterprises (SME) are defined by the number of staff employed. Manufacturing enterprises with fewer than 100 employees and non-manufacturing enterprises with fewer than 50 employees are regarded as small and medium enterprises (SMEs) in Hong Kong.

## **Objectives**

The Chamber represents and protects the interests of SMEs in Hong Kong. We aim at unifying owners of SMEs for promoting a better business environment. We also strive to broaden local and international network for exploring business opportunities. Besides, we are dedicated to developing new knowledge, enhancing business skills and productivity to strengthen our competitiveness.

## **Vision & Mission Statement**

We strive to achieve excellence in facilitating the continuous growth and prosperity of the Small and Medium Business (SMB) Sector in Hong Kong as a non-governmental association.

We, representing owners of Small and Medium Businesses in Hong Kong, are committed to:

- Reflect concerns and opinions to policy makers for the best interest of the Small and Medium Business Sector;
- Collect, analyze and disseminate up-to-date information about the business opportunities and challenges for enabling (SMB) to take responsive and proactive strategic actions;
- Update business knowledge, management and technical skills through educational and training activities;
- Build up network with local and overseas organizations for business collaboration;
- Help projecting a professional image of the Chamber and its members for enhancing goodwill with global business communities;
- Create and maintain harmonious social relationships amongst SME owners/managers in Hong Kong.

## **Activities**

In order to achieve the above objectives, the Chamber organizes various activities to satisfy the needs of our members, including reflection of opinions to the government, organizing academic seminars, business talks, overseas visits and trade delegations, holding recreational and fellowship programs and publishing newsletters, etc.

## **Members' Rights**

All members are eligible to participate in activities organized or co-organized by the Chamber. Through active participation, members can achieve the following:

- Reflect our concerns and interests to public policy makers for promoting a better business environment;
- Share business experience and build up connections with owners of various sectors, local and overseas, for promoting fellowship and exploring business opportunities;
- Gain business knowledge, modern management skills, and business & market intelligence for enhancing one's competitiveness.

The Chamber cordially invites all SME owners to join us, as we believe that the unity of all SMEs would magnify our strengths for the betterment of the Hong Kong community. Please do not hesitate to contact us.

# **Application Requirements**

## **1. Member Category**

### **A. Life-time Corporate Member / Corporate Member :**

Any small and medium-sized enterprise incorporated in Hong Kong and holding a valid Business Registration issued by the Companies Registry is eligible to apply, and enjoy the following benefits and rights:

- In AGM, the representative is entitled to voting rights by the Proxy;
- Employees of the corporate can participate in activities organized by the Chamber and are entitled to privileges and members' benefits;
- Participate in committee business and activities;
- Has the right to vote and stand for election as Council member; and
- Raise comments on the Chamber's operation and affairs.

#### **Required Documents:**

- I) Membership Application Form (with Photo of Company Representative, Signature and Corporate Chop);
- II) A valid Business Registration(BR), Certificate of Incorporation(CI), business card and HKID of Company Representative; and
- III) Application Fee (Point 3).

### **B. Life-time Individual Member / Individual Member :**

Proprietors of small and medium enterprises and those providing professional services, who hold a valid Business Registration issued by Companies Registry are eligible.

- Have voting rights in AGM;
- Be entitled to privileges and membership benefits when participating in activities organized by the Chamber;
- Participate in committee business and activities;
- Right to vote and stand for election as Council member; and
- Raise comments on the Chamber's operation and affairs.

#### **Required Documents:**

- I) Membership Application Form (with applicant's photo and signature);
- II) A valid Business Registration(BR), Certificate of Incorporation(CI), applicant's business card & HKID card; and
- III) Application Fee (Point 3).

### **C. Life-time Group Member / Group Member :**

Any organization incorporated in Hong Kong (including: associations, chambers, foundations, etc.), and holding a valid Business Registration issued by the Companies Registry is eligible.

- In AGM, the representative is entitled to voting rights by the Proxy;
- Employees of the corporate can participate in activities organized by the Chamber and are entitled to privileges and members' benefits;
- Participate in committee business and activities;
- Has the right to vote and stand for election as Council member; and
- Raise comments on the Chamber's operation and affairs.

#### **Required Documents:**

- I) Membership Application Form (with Photo of Company Representative, Signature and Corporate Chop);
- II) A valid Business Registration (BR), Certificate of Incorporation (CI) or Society Registration (SR);
- III) Records/minutes of resolution of Council/Committee meeting are joining the Chamber as Group Member (please refer to Appendix); and
- IV) Application Fee (Point 3).

### **D. Life-time Professional & Associate Member / Professional & Associate Member:**

Proprietors of SME, professional services providers and those engaged in business management research and training of personnel (including: academics, teachers, researchers, etc.) and holding a Hong Kong Identity Card are eligible to apply for membership under this category.

- Be entitled to privileges and membership benefits when participating in activities organized by the Chamber;

- Participate in committee business and activities; and
- Raise comments on the Chamber's operation and affairs; but
- Have no voting right and can't stand for election as Council member.

#### **Required Documents:**

- I) Membership Application Form (with Photo and Signature of applicant);
- II) A valid HKID card; and applicant's business card of Company Representative;
- III) Application Fee (Point 3)

**REMARKS : All applications are subject to review and decision by the Chamber's Council.**

## **2. Members' Obligations**

- Comply with Chamber's Articles;
- Assist the Chamber in preparing and promoting its various activities;
- Pay membership fees as required by the Chamber's Articles;
- Promote and introduce interested or dedicated parties to join the Chamber.

## **3. Applications procedure**

Applicant should complete the application form and send it along with a cheque for application fee and membership payment to the Chamber's Secretariat. The cheque should be made payable to **"The Hong Kong General Chamber of Small and Medium Business Limited"**.

The application fee and membership fee for regular and group membership are the same. Application fee is HK\$300 and annual fee for different categories of membership are shown below:

Member Category	Admin. Fee	Annual Membership Fee		Permanent Application Fee
		Commencement date during 01 Jan – 30 Jun (for the current year ending 31 Dec)	Commencement date during 01 July – 31 Dec (paid up to the 31 Dec of the following year)	
Corporate Member	HK\$ 300	HK\$ 800	HK\$ 1,200	HK\$ 3,000
Individual Member		HK\$ 500	HK\$ 750	HK\$ 1,500
Group Member		HK\$ 1,000	HK\$ 1,500	HK\$ 5,000
Professional		HK\$ 500	HK\$ 750	HK\$ 1,500
Associate Member		HK\$ 500	HK\$ 750	HK\$ 1,500

**\* All applications are reviewed and subject to approval by the Chamber's Council. In case application is not accepted, fees shall be refunded after deduction of the Administration Fee.**

## **4. "Personal Data (Privacy) Ordinance"**

Personal data provided by applicants are confidential. The Chamber will not disclose any information to third parties unrelated to membership matters.

- (I) Name of Applicant / Corporation
- (II) Individual / Corporate Contact Information
- (III) HKID / BR Copy
- (IV) Business Information

**\* The Chamber may revise and update the content of this application form from time to time based on circumstances and needs without notice to members.**

## **5. Terms & Conditions**

- (I) The application fees are subject to review periodically. The joining fee(s) payable will be the fee(s) implemented at the time of your successful enrolment.
- (II) The Chamber reserves the right to reject any application for enrolment without giving any reason. Application fee will be refunded if paid.
- (III) The Chamber reserves the right to change the terms and conditions of membership application without giving any reason.



# 香港中小企業總商會

## The Hong Kong General Chamber of Small and Medium Business

I / My Corporate / My Group would like to apply for joining HKGCSMB as :				<b>PHOTO</b>	
<input type="checkbox"/> Corporate Member <input type="checkbox"/> Life-time Corporate Member		<input type="checkbox"/> Individual Member <input type="checkbox"/> Life-time Individual Member			
<input type="checkbox"/> Group Member <input type="checkbox"/> Life-time Group Member		<input type="checkbox"/> Professional / Associate Member <input type="checkbox"/> Life-time Professional / Associate Member			
<b>Name of Member (Representative)</b>	(Chinese Name) _____ (Chinese Title) _____				
	(English Name) _____ (English Title) _____				
Identity of Member Representative in the Corporate: <input type="checkbox"/> Employer <input type="checkbox"/> Partner <input type="checkbox"/> Shareholder <input type="checkbox"/> Director <input type="checkbox"/> Other					
Member Representative's HKID No. (Accompanied by a copy of ID Card): _____					
Academic background of Member Representative : (For Professional / Associate Member) <input type="checkbox"/> Primary School <input type="checkbox"/> High School <input type="checkbox"/> University <input type="checkbox"/> Other : _____					
<b>Name of Corporate</b>	(Chinese) _____				
	(English) _____				
<b>Corporate Registered Address</b>	(Chinese) _____				
	(English) _____				
Contact Tel No :			Fax No :		
Office Tel No :			Mobile :		
Email :			Website :		
<b>Business Registration No : (Accompanied by a copy of BR)</b>		<b>Date of Establishment of Corporate : (Accompanied by a copy of CI)</b>	/ /		
			Date	Month	Year
Nature of Principal Business : <input type="checkbox"/> Manufacturing <input type="checkbox"/> Wholesale <input type="checkbox"/> Services <input type="checkbox"/> Trading <input type="checkbox"/> Retail <input type="checkbox"/> Other (Please specify: _____)		Business Nature (details) :			
Corporate Form : <input type="checkbox"/> Limited Corporate <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship		No of Employees :   Hong Kong _____ Mainland China _____ Other Country (ies) _____			
Through which channel to know HKGCSMB? <input type="checkbox"/> Referral : _____ <input type="checkbox"/> Exhibition <input type="checkbox"/> HKGCSMB's activities : _____					

### Your personal information and "Personal Data (Privacy) Ordinance":

Your personal information provided in the membership application form will only be used to process your membership application and for the Chamber's membership-related purposes, such as preparing the membership directory, verifying the membership identity, sending messages or notifications on events having direct relationship with the member. Individual and business information provided by members will be treated confidentially. According to the provisions of "the Personal Data (Privacy) Ordinance", members have the right of access and correction of personal data held by the Chamber. If members wish to access or correct their personal information, or do not wish the information contained in this form be used by the Chamber or collaborating persons and organizations for co-promotion purposes, please notify the Chamber's secretariat via e-mail [info@hkgcsmb.org.hk](mailto:info@hkgcsmb.org.hk), or fax no. 2329-3749.



# 香港中小企業總商會

## The Hong Kong General Chamber of Small and Medium Business

### **HKGCSMB's Member Services Committee and General Committee adopt the following guidelines to serve as the Code of Conduct of its members (Group Members, Corporate Members, Individual Members and Professional / Associate Members):**

- 1、Members shall abide by all the provisions stipulated in the "M&A" and "Rules and Laws". All members will receive the relevant documentation upon admission to the Chamber.
- 2、Each member of the Chamber is expected to uphold high standards of business ethics. In dealing with government officials, the public, businesses, and in communicating with other companies, entities or agencies in commercial transactions, or which may lead to commercial transactions, members should also remain loyal and reliable.
- 3、We expect all members as registered legitimate business entities, should operate in full compliance with all laws, rules and regulations of the HKSAR.
- 4、Members should avoid involving or leading to any corporate involvement in illegal activities. Thus, each member should be aware of all applicable legal standards and restrictions governing enterprises registered in Hong Kong.
- 5、The Chamber expects all members are in agreement with the goal of promoting, representing and safeguarding the interests of the business sector, become the Chamber's reputable representatives, and will not undermine in any way the credibility of the Chamber.
- 6、Any member acting in ways contrary to the purposes and interests of the Chamber, or causing harm to the Chamber's activities or collective interests, may risk its membership being forfeited by resolution of the Chamber's Council.

### **Statements by Membership Applicant(s) :**

- 1、I/My Corporate hereby apply to join HKGCSMB and agree that the Chamber has the right to accept or reject my/our application without giving any reason.
- 2、I/My Corporate have carefully read and agree to abide by the HKGCSMB constitution, regulations and membership application procedures
- 3、The above information is provided by me/us voluntarily. I/We confirm that its contents is correct. If there are any inaccuracies it would have nothing to do with Chamber and I/we would accept and assume all responsibilities for any disciplinary action imposed by the Chamber.

Name of Member Representative : _____  Signature : _____  Date of Application : _____	Corporate Chop (For Corporate Member and Group Member) : _____
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Address : Flat D, 11/F, Kaiser Estate, Phase 1, 41 Man Yue Street, Kln, HK

Email: info@hkgcsmb.org.hk

(For Chamber use only)

Verified by Membership Department : _____	Application approved by Chairman of the committee : _____
Date of Admission : _____	Membership No : _____

\*\*Photocopied Application Form is acceptable

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