

Pro Bono and Community Work Recognition Programme 2016

Nomination Form for Distinguished Awards (Please tick where appropriate):

- ☐ The Law Society of Hong Kong Distinguished Pro Bono Service Award (Please complete sections A and B)
- ☐ The Law Society of Hong Kong Distinguished Community Service Award (Please complete sections A and B)
- ☐ The Law Society of Hong Kong Distinguished Pro Bono Law Firm Award (please complete sections A and C)

Section A. Nominator's Details

Nominator's Name _____ Nominator's Organisation _____

Position Title _____ Address _____

Tel _____ Mobile _____

Email _____ Fax _____

Signature of the Nominator _____

Section B. Nominee's Details

Nominee's Name* _____ Nominee's Organisation* _____

Position Title _____ Address _____

Tel _____ Mobile _____

Email _____ Fax _____

Personal review of performing pro bono & community services/ Share of thoughts for being awarded (maximum 50 words)^: _____

Signature of the Nominee _____

Section C. Nominated Firm's Details

Nominated Firm Name* _____ Address _____

Contact Person _____

Tel _____ Mobile _____

Email _____ Fax _____

Review of performing pro bono & community services/ Share of thoughts for being awarded (maximum 50 words)^: _____

Authorised Signature and Company Chop: _____

Remarks

1. Please submit this form and enclose letters of support and narrative by nominator (max. 1,000 words) in which you explain why the nominee or nominated firm should receive an Award.
2. Nominee or nominated law firm should submit a narrative to describe his/her/the firm's outstanding achievements and significant contribution in pro bono and community work. The narrative should be limited to 500 words. Nominee of Distinguished Pro Bono Service Award and Distinguished Community Service Award should indicate how he/she has mobilised and motivated others to participate in pro bono and community services. Nominee of Distinguished Community Service Award should also provide a detailed description of how he/she has applied his/her innovative ideas in volunteering in community services.
3. Nominated Firm should state the total number of pro bono hours performed by all your legal staff in the narrative.
4. Closing date for nominations is **7 October 2016**. Please mail to the Law Society of Hong Kong at 3rd Floor, 71 Des Voeux Road Central, Hong Kong and mark on the envelope: "The Law Society of Hong Kong Pro Bono and Community Work Recognition Programme".
5. All nominations will be checked by the Committee and reviewed by the Judging Panel. Award recipients will be notified in **November 2016**.
6. All information provided will be kept strictly confidential except for the purposes of evaluation by the Judging Panel and the publication of the selected information about the awardees.
7. Information in the field(s) marked with "*" and "^" in the above form will be published in the special booklet as an acknowledgement to winners of the Distinguished individual and law firm awards. Nominee and nominated firm should submit a photo and a company logo respectively, and only that of the awardees and awarded law firms will be published.

Personal Information Collection Statement

The personal data collected in this Application ("the data") will be used by the Law Society of Hong Kong ("the Society") for the purpose of processing your application to participate in the Pro Bono and Community Work Recognition Programme 2016 ("the Programme") organised by the Society and related matters.

The data may be provided to such persons within the Society whose proper business it is to have access to and assist in the processing of this Application and related matters. The data may also be provided to the Judging Panel for the Programme, relevant committee members and to such other persons who may help the Society in attaining the purposes above mentioned.

You have the right to request access to and correction of the data. Any such request should be addressed to the Secretary General, the Law Society of Hong Kong, 3/F, Wing On House, 71 Des Voeux Road Central, Hong Kong.

The Privacy Policy Statement of the Society is available on its website at www.hklawsoc.org.hk