

The Law Society of Hong Kong

Pro Bono and Community Work Recognition Programme 2016

Declaration Form (Law Firm Awards)

Form B

I hereby declare that my firm has undertaken the following Work from **1 July 2015 to 30 June 2016**.

Date of Work	Brief Description of Work	Organiser(s)	No. of Service Hours for Pro Bono Work	No. of Service Hours for Community Work
Total No. of Hours				

Total Number of Legal Staff: _____ Total Number of Legal Staff Who Performed More Than 10 Hours of Pro Bono Work: _____

Contact Person: _____ Firm*: _____

Tel/Mobile: _____ Email: _____

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

Signature: _____ Date: _____

Remarks

1. Closing date for submission is **7 October 2016**. Please submit your forms to the Law Society of Hong Kong at 3rd Floor, 71 Des Voeux Road Central, Hong Kong by post and mark on the envelope: "The Law Society of Hong Kong Pro Bono and Community Work Recognition Programme". Please use separate sheet(s) for more Work entries. Documentary evidence need not be submitted but they must be available for random checking upon request by the Committee. Award recipients will be notified in **November 2016**.

2. All information provided will be kept strictly confidential except for the purposes of evaluation by the Committee, the Judging Panel and the publication of the selected information about the awardees.

3. Information marked in the field(s) with "*" in the above will be published in the special booklet as an acknowledgement to winners of the law firm awards.

4. Information marked in the field(s) with "^" in the above will be published in the special booklet as an acknowledgement to winners of the Gold Law Firm Awards only.

5. All participating firms should submit a company logo and only logo of the awarded law firms will be published. All logos should be sent to **ms_asst@hklawsoc.org.hk** on or before **7 October 2016** in TIFF or JPEG format (Resolution: original size with 300 dpi or above, Colour mode: RGB/CMYK). Please indicate the name of the firm in the email subject.

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.