|  |  |  |
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| To : | Subventions Section | (by fax to 2575 5632 and email to suenq@swd.gov.hk) |
|  | Social Welfare Department |  |

**Significant Incident Report**

【*When it comes to the attention of a non-governmental organisation (NGO) on any significant incident involving public interest, such as governance crisis, financial management problems or other issues that may have impact on service or manpower deployment, the NGO concerned must report to the Social Welfare Department as soon as possible and take appropriate actions to inform the public.*】

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| --- | --- | --- | --- |
| ***Reporting Unit*** | | | |
| Name of NGO | | : |  |
| Name of service unit  (if applicable) | | : |  |
| Name of responsible staff | | : |  |
| Contact telephone no. | | : |  |
|  | |  |  |
| ***Significant Incident***  (🗹 as appropriate) | | | |
|  | Nature of incident | : |  |
| Problem related to corporate governance   |  | | --- | |  |   Problem related to financial management   |  | | --- | |  |   Other problems (e.g. loss of massive personal data)   |  | | --- | |  | | | | |
| ***Follow-up Actions*** | | | | |
|  | Informed relevant persons (such as service user(s) / staff / the public / others) | | | |
| Yes  *(persons informed : )*  *(date of notification* : *)*  *(channel of notification : )*  No *(Remarks : )* | | | | |
| 1. Follow-up plan | | | | |
|  |  | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of Contact person | : |  |  | Endorsed by | : |  |
| Post | : |  |  | \*Chairperson/ Head of NGO | : |  |
| Telephone no. | : |  |  | Telephone no. | : |  |
| Email Address | : |  |  | Date | : |  |

(\* delete as appropriate)