

Enhancing Self-Reliance Through District Partnership (ESR) Programme
Application for Reimbursement of Auditors' Remuneration
「伙伴倡自強」社區協作計劃申請發還審計師費用表格

Name of organization : 受資助機構名稱			
Project name : 計劃名稱		Project No. : 計劃編號	ESR
Total grant approved: 計劃撥款額		Date of approval : 計劃批准日期	

Audit Period (Year) 審計期(年度) e.g. 1 st	Maximum Annual Auditor's Remuneration Payable ^(Note 1) 每年可發還審計師費用上限 ^(備註1) (HK\$)	Auditor's Remuneration to be claimed this time 是次申請發還審計師費用金額 (HK\$)	Receipt No. ^(Note 2) 單據編號 ^(備註2)

Note 備註

- (1) Auditors' remuneration payable related to the approved project (not as part of the grant for the project) can be claimed on a reimbursement basis according to the following scale –

與獲批計劃有關的審計師費用(核准計劃的撥款並不包括的審計師酬金)可以先墊後付的方式申請發還，數額如下

Size of the Grant 資助額 (HK\$)	Maximum Annual Auditors' Remuneration Payable 每年可發還的審計師費用上限 (HK\$)
Less than 1 million 100 萬以下	6,000
1 million to 3 million 100 萬至 300 萬	12,000

- (2) All supporting receipts for payments met by funding of ESR Programme and the relevant Records of Quotations should be submitted and certified as being correct.

所有由「伙伴倡自強」社區協作計劃支付的支出，必須有單據及相關報價記錄及招標文件，並經機構查證無誤及印上機構的蓋章後連同本表格一同遞交或寄回。

Certification by organization 機構聲明

I certify that 本人茲證明：

- the information provided above is correct and without any omission;
上述資料均準確無誤及並無缺漏；
- All the services detailed were considered reasonable and necessary to the project, and all expenditures are in compliance with the terms and conditions as stated in the project agreement;
所有購買的服務均屬合理及有必要，並且均遵照計劃協議內的條款辦事；
- procurement procedures of all services of the project are in compliance with the terms and conditions as stated in the project agreement; the prices quoted and accepted for purchases of services in the project are considered reasonable compared with the market prices;
為計劃購入的服務，已遵照計劃協議內的採購程序辦事，其報價及價格與市場水平比較均屬合理；
- the expenditure listed is solely incurred for the use of the above mentioned project.
所有支出項目均只用於被核准的計劃。

Official Chop 機構蓋章

Name of responsible officer*:

負責人姓名* _____

Signature :

簽署 _____

Post :

職位 _____

Date :

日期 _____

*必須為「伙伴倡自強」社區協作計劃撥款協議中附表1所列獲授權核證開支及動用指定銀行帳戶的人士。

Person(s) authorized to certify expenditure and operate the designated bank account as stipulated in Schedule I of the agreement in respect of grant under the Enhancing Self-Reliance Through District Partnership Programme.