



Community Involvement Program 2024

Complimentary Tickets for Charitable Non-profit Organizations

Application Guidelines

Step 1

- Fill out and submit the online application form at <https://forms.office.com/r/YTAxKWUh8x>
- For enquiries, please contact Corporate Citizenship at 3550-2638.

Step 2

- Send a copy of **your certificate of registration as a charity exempt from tax issued by the Hong Kong Inland Revenue Department (IRO-88)** by email to Corporate.Citizenship.HKDL@disney.com.
- Please follow this format for the email subject line: CIP2024 – Organization Full Name (English)

Step 3

- You will be notified of your application result (including the approved ticket quantity and visit date) by email.

Step 4

- A separate email for ticket collection will be sent with a "Sponsorship/ Donation Confirmation and Collection Form" attached.
- Please complete and affix your organization's official stamp on the form.

Step 5

- Bring the completed "Sponsorship / Donation Confirmation and Collection Form" to Hong Kong Disneyland Resort for ticket collection.
- The completed "Attendance list" should be submitted five days prior to the visit day.

Step 6 (If applicable)

- Return all unused tickets to Corporate Citizenship, Communications & Public Affairs, Team Disney Two, Hong Kong Disneyland Resort within seven days after the park visit.

Notice to Applicants

I. Application

1. **Each eligible organization may only apply for complimentary tickets once per visit year and the application must be submitted by the organization's headquarters. Applicants have to complete the relevant application form(s) and provide the following information:**
 - a. Background of the organization (including the certificate of registration as a charity exempt from tax issued by the Hong Kong Inland Revenue Department (IRO-88))
 - b. Preferred visit date (the organization is required to select three preferred visit dates in order of preference, with at least two weekdays included. The selected date must be marked as "accepting application" on the calendar within the application form. Upon approval of the application, Hong Kong Disneyland will arrange for the organization to visit for one to three days, based on the number of tickets approved and park operation days.)
 - c. Total number of tickets requested for the beneficiaries and volunteers, respectively.
 - d. Profile of beneficiaries (e.g. single-parent families, ethnic minorities, low-income families, patients/recovered, disabled)
 - e. Number of wheelchairs that will be brought to the visit (*Note: Organizations must make their own arrangements for wheelchairs. Due to operational constraints, no more than 15 wheelchairs per visit can be accommodated.*)
 - f. Previous events and applications made by the organization (if any)
 - g. Information of the organization's board of directors (including name(s), position(s) and the affiliated government organization(s) of all government officials either on organization's board of directors or directly involved with the activity, event or project.)
2. The organization should ensure that it has obtained all consents from all relevant individuals (or their parent or legal guardian) for the collection and use of his/her personal data in accordance with the Personal Information Collection Statement set out below.

3. Please submit your application within the designated period for the intended visit date(s):

Visit Date	Application Period	Result Announcement
Dec 1, 2023 – Apr 30, 2024 (with blackout dates*)	Aug 31, 2023 – Sep 28, 2023	Starting from early November
May 1, 2024 – Sep 30, 2024 (with blackout dates*)	Dec 15, 2023 – Jan 15, 2024	Starting from early Mar

*** Please consult the calendar in the application form for blackout dates.**

4. Tickets and applications are not first-come, first-served. We reserve the right to make final decision on the approval and conditions of approval of applications, the quantity, validity, types or other features of tickets, request hereunder and all other matters in connection with this program. No explanation will be provided for applications not approved.

II. Attendee list

1. The attendee list should include the following information:
 - a. Name of beneficiaries
 - b. Age group of beneficiaries
 - c. Profile of beneficiaries
 - d. Name of the organization's contact person
 - e. Title of the organization's contact person
2. The completed "Attendance list" should be submitted five days prior to the visit day. Hong Kong Disneyland reserves the right to conduct random checks on the visit date to confirm its accuracy.

III. Ticket Collection

1. Representatives from the organization should return a completed "Sponsorship/Donation Confirmation and Collection Form" signed by an authorized signatory of the organization and affixed with the organization's official stamp.
2. Tickets are available for collection in person at the Security Booth, Team Disney Building, Hong Kong Disneyland Resort (after exiting the MTR Disneyland Resort station, pass through the green welcome arch, turn right and follow the pathway

that leads to the Security Booth). Please ask our security cast member to contact Communications & Public Affairs at 3550-2638.

IV. Ticket Usage and Ticket Return

1. Tickets are day-stamped and beneficiaries are required to visit on the assigned day.
2. Holders of complimentary tickets must enter HKDL in a group. Individual latecomers will not be entertained.
3. Guests must present their ticket and such other personal identification as we may require upon park admission.
4. The organization should return all unused tickets by post to Corporate Citizenship, Communications & Public Affairs within seven days after the park visit.
5. Tickets are non-transferable, non-exchangeable, non-refundable and void if altered. Tickets must be used by the same person on the assigned visit date and are not valid for special or other events that require a separate admission charge.
6. Tickets received from us should not be re-sold or used for marketing, publicity, commercial, business or any other purposes or by any person not approved by us.
7. Before the park visit, please carefully review the terms and conditions applicable to the tickets and park admission and ensure the organization takes all steps necessary to ensure it and the attendees comply with the terms and conditions, including without limitation:
 - a. the Community Involvement Program Terms and Conditions
 - b. the "General Terms and Conditions" set out at www.hongkongdisneyland.com/ticket-general-terms-conditions/
 - c. the Rules and Regulations of the Park which are available at www.hongkongdisneyland.com, the park's mobile app and Guest Relations
 - d. other requirements, restrictions and changes notified by us before and during the park visit.
8. Tickets not used in accordance with the applicable terms and conditions will be void without notice, compensation or exchange.

V. Inclement Weather Arrangement

1. For inclement weather arrangements, please visit Hong Kong Disneyland Resort's official website (www.hongkongdisneyland.com).
2. The organization should carefully consider and decide whether to proceed with, cancel or postpone their park visit according to the inclement weather arrangement guidelines of the organization.
3. If the organization wishes to change the visit date due to inclement weather, please submit the request to Corporate Citizenship, Communications & Public Affairs via email as soon as practicable, and in any event no later than the day immediately following the original assigned visit date. We reserve the right to approve or decline the request.
4. All unused tickets must be returned by post to Corporate Citizenship, Communications & Public Affairs.

VI. Inquiries

1. For information on Hong Kong Disneyland Park, the organization can visit the official website of Hong Kong Disneyland (www.hongkongdisneyland.com) or call 1830-830.
2. For any inquiries regarding this program or the complimentary tickets, please contact Corporate Citizenship, Communications & Public Affairs, Hong Kong Disneyland Resort at:
 - Tel: 3550-2638 (Mon-Fri :10am–4pm, except public holidays)
 - Email: Coporate.Citizenship.HKDL@disney.com
 - Address: Corporate Citizenship, Communications & Public Affairs, Team Disney Two, Hong Kong Disneyland Resort, Lantau Island.

Personal Information Collection Statement

Personal data provided or collected in connection with this program may be used for the processing of applications, requests or enquiries, administering and enforcing the terms of this program, sending administrative materials to you, our internal business and administrative purposes, research and statistical purposes or other directly related purpose, or for legal, safety or security purposes. Provision of personal data for the mandatory fields is necessary. If you do not provide such personal data, we may not be able to process your application, requests or enquiries. Personal data may be transferred to third parties involved in fulfilling the aforesaid purposes, or such other persons as required by law. A list of classes of persons to whom such personal data may be transferred can be found at www.hongkongdisneyland.com/personal-data-transferees. You may request access to, and request correction of, your personal data held by us. Such requests may be made by sending an email to our Personal Data Manager at personaldata@hongkongdisneyland.com.

SAMPLE

Details of the Proposed Event

The more detailed the submission of information, the more help us to approve free tickets

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Name of the proposed event *

"Dream Come True" - Magical Trip to Disney

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Event Details *

Such as event description/ rundown/ schedule

Our coach bus will depart at around 10a.m.
We will have photo taking at the entrance after arrival.
After that the families will be divided into small groups (2-3 families + 1 volunteer per group) and go to different zones.
We will gather again at 7pm and leave by coach bus.

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Promotional methods of the event *

Poster in our center (poster for previous event will be uploaded for your reference)

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List out the methods/processes of selecting beneficiaries *

A detailed plan may help us to approve tickets

The selected participants have long been our beneficiaries. They will register at our center for this trip. The tickets will be distributed to them on coach bus when we are on the way to Hong Kong Disneyland.

Previous Organized Events

Please list one or two charitable events organized by your organization for our reference.

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Name of Event 1 *

Flower arrangement class

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Date of Event 1 *

2/1/2023



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Beneficiaries of Event 1 *

Underprivileged women

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Details of Event 1 *

We invited tutor to open a free flower arrangement class for the underprivileged women to learn a new skill. It also serves as a platform for them to know more friends which promotes social harmony.

Board of Directors and Officers Information

In compliance with our Corporate Compliance Program which helps to uphold our standard of business conduct and ethics, please provide the following information.

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Please provide the Management & Administrative Structure of your organization showing the names of directors and key management positions of your organization *

Please list out the names and positions of the key management in the box below.

Chairman Mickey Mouse
Board Member Donald Duck
Board Member Minnie Mouse

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Are any government officials either on your organization's Board of Directors or directly involved with your organization? *

☒ Yes

☐ No

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Please list the name(s) and position(s) of the official(s), and the affiliated government organization(s) *

Chief Executive

SAMPLE



稅務局
香港灣仔告士打道5號
稅務大樓

INLAND REVENUE DEPARTMENT
REVENUE TOWER
5 GLOUCESTER ROAD, WAN CHAI,
HONG KONG.

網址 Web site: (<http://www.ird.gov.hk>)

來函請寄「香港郵政總局信箱132號稅務局局長收」
ALL CORRESPONDENCE SHOULD BE ADDRESSED TO-
COMMISSIONER OF INLAND REVENUE
G.P.O. BOX 132, HONG KONG.

來函編號:

Your Ref.: M/HT/20013582/HT/CF/stc

來函請註明本局檔案號碼

IN ANY COMMUNICATION PLEASE QUOTE OUR FILE NO.

檔案號碼:

IR File No.: 91/789

Magical Community Center

12 Magic Road

Penny's Bay

Lantau Island

電話 :

Tel.No. : 2594 5300

圖文傳真 :

Faxline No. : 2802 7625

電郵 :

E-mail : taxinfo@ird.gov.hk

先生/小姐:

Dear Sir/Madam,

現 證 實

This is to confirm that

奇妙社區中心

MAGICAL COMMUNITY CENTER

因 屬 公 共 性 質 的 慈 善 機 構 或 信 託 團 體,
being a charitable institution or trust of a public character,

故 可 根 據 稅 務 條 例 第 八 十 八 條 獲 豁 免 繳 稅。
is exempt from tax under Section 88 of the Inland Revenue Ordinance.

稅務局局長

(葉岑燕霞代行)

(Mrs. YIP SHAM Yin-har)

for Commissioner of Inland Revenue

2008年 8月 21日