|  |
| --- |
| **For internal use:** |
| **Reference No.:** |  | **2022 - 2023 Awardee:** | **□ Yes □ No** |
| **Received on:** |  | **2022 - 2023 App. No.:** |  |
| **ICT** | **□ Yes □ No** | **ICT Client No.:** |  |
| **Assessment Declaration □ Yes □ No** |

**Digital Accessibility Recognition Scheme 2024 - 2025**

**Application Form**

**Mobile App Stream**

**IMPORTANT NOTE**

|  |
| --- |
| 1. All local enterprises and organisations are invited to nominate their mobile apps to enter into the Digital Accessibility Recognition Scheme 2024 - 2025 (the Scheme).
2. Read the Guide to Application (the Application Guide) carefully before completing this application form (the Application Form) available at: [www.digital-accessibility.hk/en/application/](http://www.digital-accessibility.hk/en/application/).
3. Fill in all the required entries in this application form. All sections are mandatory except for those marked as “optional”. Incomplete application will not be accepted.
 |

**SECTION 1 – APPLICANT INFORMATION**

|  |  |
| --- | --- |
| Organisation name: (in English)  |  |
|  (in Chinese) |  |
| Address: |  |
|  |  |
| Business Sector: *(Please select the most relevant sector)*  |

|  |  |
| --- | --- |
| **Commercial Sectors** | **Non-commercial Sectors** |
| [ ]  01 | Conglomerate | [ ]  10 | Education Institutions |
| [ ]  02 | Banking and Finance Service | [ ]  11 | Legislative Council / District Council Members |
| [ ]  03 | Media and Information  | [ ]  12 | NGOs (Government subvented) |
| [ ]  04 | Information Technology | [ ]  13 | NGOs (Non-government subvented) |
| [ ]  05 | Logistic | [ ]  14 | Public / Government-related Organisations |
| [ ]  06 | Real Estate Services  | [ ]  15 | Social Enterprise |
| [ ]  07 | Retail, Food and Leisure | [ ]  16 | Utilities |
| [ ]  08 | Transport Services  | [ ]  17 | Others (please specify): |
| [ ]  09 | Others (please specify): |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How did you know about the Scheme? **(Optional)**

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | Invitation by: |  |  |
| [ ]  | Newsletter / marketing email by: |  |  |
| [ ]  | Seminar, held on: |  |  |
| [ ]  | Internet via website: |  |  |
| [ ]  | Newspaper / magazine:  |  |  |
| [ ]  | Referral by people / organisation: |  |  |
| [ ]  | Past awardee, year: |  |  |
| [ ]  | Others, please specify:  |  |

**SECTION 2 – COORDINATORS**

Please nominate two representatives as coordinators. One of them must be an employee of the applying organisation. They will be responsible for communicating with HKIRC (the Organiser) or its service contractor on matters related to the Scheme.

|  |  |  |
| --- | --- | --- |
| **Primary coordinator** |  | **Secondary coordinator** |
| Name: (Mr/Ms/Miss/Dr\*) |  |  | Name: (Mr/Ms/Miss/Dr\*) | ( |
| Position: |  |  | Position: |  |
| Organisation: |  |  | Organisation: |  |
| Telephone no.: |  |  | Telephone no.: |  |
| Email address: |  |  | Email address: |  |

 **\****Please delete as appropriate*

**SECTION 3 – MOBILE APP INFORMATION**

Please provide the information of the enrolled mobile app to the Scheme.

|  |  |
| --- | --- |
| **Name of mobile app:** |  |
| **Language version for assessment:** | [ ]  Traditional Chinese [ ]  Simplified Chinese [ ]  English*(Please select one only. The assessment will be conducted on the screens of the selected language.)* |
| **Type:** | [ ]  Native App [ ]  Hybrid App**Native App** is a downloadable software application which is platform specific. It can be used offline in most cases. Users typically download these apps from application market places. **Hybrid App** combines both the native and web apps. It is built using open web standards such as HTML5, CSS and JavaScript. Like native apps, hybrid apps are required to be downloaded and installed on the devices. |
| **Available platform(s):** | [ ]  AndroidVersion: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Last update date (dd/mm/yyyy): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**[ ]  iOSVersion: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Last update date (dd/mm/yyyy): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**[ ]  Others (please specify) : **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Version: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Last update date (dd/mm/yyyy): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Target award level:\*** | [ ]  Gold Award [ ]  Silver Award [ ]  Bronze Award [ ]  Friendly Mobile App Recognition*(Please select one only. Refer to Annex B of the Application Guide for the judging criteria of different award levels.)*[ ]  Elderly-friendly Award *(You may apply both Gold/Silver/Bronze Award/Friendly Recognition and Elderly-friendly Award if appropriate)* |
| *\*If the app design has addressed the accessibility needs of persons with disabilities, you are recommended to target the “Gold Award” or “Silver Award”. If not, you are recommended to target the “Friendly Mobile App Recognition”.* |

Has the mobile app attained an award in the Web Accessibility Recognition Scheme 2022 - 2023?

|  |  |
| --- | --- |
| [ ]  | Yes **(Go to Part B below)** |
| [ ]  | No  **(Go to Part A below)** |

**PART A**

**IMPORTANT NOTE**

***Part A*** is applicable to the mobile app that(1) **did not attain** an award in the Web Accessibility Recognition Scheme 2022 – 2023 **OR** (2) has been fully revamped after attaining an award in the Web Accessibility Recognition Scheme 2022 - 2023.

The assessment will cover **(1)** Main Screen, **(2)** All 1st Level Screen(s), **(3)** One-Time Setup Wizard / Welcome Screen, **(4)** Settings, **(5)** About Us, **(6)** 1st Core Business, **(7)** 2nd Core Business and **(8)** 3rd Core Business. The Applicant should nominate the three core business functions.

Please note that the Organiser may select other core functions of the mobile app for the assessment, instead of the functions nominated by the Applicant at the discretion of the Organiser. The Organiser reserves the rights of the final decision.

Please provide the core business functions in the following table:

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Type of screen** | **Function**(e.g. a core business function can be an online food menu in a mobile app owned by a fast food shop) | **Contain video(s) uploaded within the past 2 years?****(Yes / No)** |
| (1) | Main Screen |  |  |
| (2) | 1st Level Screens |  |
| (3) | One-Time Setup Wizard / Welcome Screen |  |
| (4) | Settings |  |
| (5) | About Us |  |
| (6) | 1st Core Business  |  |  |
| (7) | 2nd Core Business |  |  |
| (8) | 3rd Core Business |  |  |

**Example**



Assume that “Online Food Menu”, “Members’ Corner” and “Latest Promotion” are the three core business functions while the subpage of “Online Food Menu” (Screen 11) - “Category Selection” (Screen 12) contains a video uploaded in the recent 2 years, the Applicant should declare “Yes” in the corresponding column and fill out the table as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Type of screen** | **Function**(e.g. a core business function can be an online food menu in a mobile app owned by a fast food shop) | **Contain video(s) uploaded within the past 2 years?****(Yes / No)** |
| (1) | Main Screen |  | No |
| (2) | 1st Level Screens | No |
| (3) | One-time Setup Wizard / Welcome Screen | No |
| (4) | Settings | No |
| (5) | About Us | No |
| (6) | 1st Core Business  | Online Food Menu | **Yes** |
| (7) | 2nd Core Business | Members’ Corner | No |
| (8) | 3rd Core Business | Latest Promotion | No |

**PART B**

**IMPORTANT NOTE**

***PART B*** is applicable to the mobile app that **attained** an award in the Web Accessibility Recognition Scheme 2022 - 2023.

*\*For mobile app that has been fully revamped after attaining an award in the Web Accessibility Recognition Scheme 2022 - 2023, the Applicant should fill in* ***Part A.***

If applicable, the Applicant should **declare changes\*** that have been made in the mobile app since the assessment in the Web Accessibility Recognition Scheme 2022 - 2023.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Type of screen** | **Heading or function that has been added or modified since the last assessment** | **Contain video(s) uploaded after the last assessment?****(Yes / No)** |
| (1) | Main Screen |  |  |
| (2) | 1st Level Screens |  |  |
| (3) | One-time Setup Wizard / Welcome Screen |  |  |
| (4) | Settings |  |  |
| (5) | About Us |  |  |
| (6) | 1st Core Business |  |  |
| (7) | 2nd Core Business |  |  |
| (8) | 3rd Core Business |  |  |

[ ]  We declare that the mobile app accessibility requirements have been addressed when making the above changes. (If you are unsure about what changes should be declared, please contact the Organiser for more information.)

|  |
| --- |
| **For Internal use:** |
| **ICT:** | **□ Yes □ No** |
| **ICT App. No.:** |  |

**SECTION 4 – MOBILE APP DEVELOPER INFORMATION**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| You are advised to include the details of the mobile app developer, which the Organiser may contact with regards to the application.This mobile app is developed by:

|  |  |
| --- | --- |
| [ ]  | In-house staff **(Please skip to Section 5)** |
| [ ]  | ICT service provider\* |
| [ ]  | Others, please specify: |  |

*\* Please note that the ICT service provider may be invited to participate in the Designer Award of the Scheme 2024 - 2025.* |
| **Name of the ICT service provider**: |  |
| **Contact information of the ICT service provider** |
| Name: (Mr/Ms/Miss/Dr\*) |  |  | Position: |  |
| Telephone no.: |  |  | Email address: |  |

**\****Please delete as appropriate*

|  |
| --- |
| **Confirmation of service performance:** |

[ ]  We confirm that the ICT service provider has provided satisfactory services for developing the accessibility features of the mobile app nominated in this application.

**SECTION 5 – ASSESSMENT DECELARATION ON THIRD-PARTY ASSESSMENT (OPTIONAL)**

|  |
| --- |
| If the mobile app has **NOT** been assessed or tested by an external party other than your in-house IT staff **excluding the Organiser** (a third-party) with regards to accessibility after January 2023, please skip to **SECTION 6**. |

If the enrolled mobile app has been assessed by a third-party with regards to accessibility after January 2023, you are encouraged to provide us further details to facilitate our assessment procedure by filling out the relevant parts.

It is optional but advisable to submit the assessment results and/or testing report(s) produced by the third-party along with this application, which would facilitate our assessment procedure.

Regardless of the third-party assessment, the Applicant should still conduct self-assessment on the mobile app and complete the checklist on Page 10.

|  |  |
| --- | --- |
| [ ]  | After January 2023, the mobile app has either been (1) assessed by a third-party against the judging criteria of the Digital Accessibility Recognition Scheme 2024 - 2025 **OR** (2) assessed by an organisation that represents persons with disabilities to evaluate its accessibility level.**If the checkbox above is ticked**, please fill in **at least one** of the details of the third-parties.**Details of the Third-party** |
|  | Name of the third-party organisation: |  |
|  | Assessment completion date:(DD-MM-YYYY) |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: (Mr/Ms/Miss/Dr\*) |  |  | Position: |  |
| Telephone no.: |  |  | Email address: |  |

|  |  |
| --- | --- |
|  | **Details of Another Third-party (If Applicable)** |
|  | Name of the third-party organisation: |  |
|  | Assessment completion date:(DD-MM-YYYY) |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: (Mr/Ms/Miss/Dr\*) |  |  | Position: |  |
| Telephone no.: |  |  | Email address: |  |

**\****Please delete as appropriate*

**ASSESSMENT DECLARATION CHECKLIST**

Please complete the checklist below. For the Applicant targeting the Bronze Award, please complete items M01 - M10. For the Applicant targeting the Silver Award, please complete items M01 - M19. For the Applicant targeting the Gold Award, please complete items M01 - M23. For the Applicant targeting the Bronze Award, please complete items M01 - M10. For the Applicant targeting the Elderly-friendly Award, please complete 14 items, details please refer to the application guidelines.

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Judging Criteria Description** | **Conformance****(Y/N)** | **Workaround applied (if any)** |
| M01 | Provide meaningful text alternative for non-text contents |  |  |
| M02 | Make all clickable objects large enough to be tapped |  |  |
| M03 | Compatible with screen readers |  |  |
| M04 | Provide contact points or email feedback as well as an accessibility statement |  |  |
| M05 | Provide clear and simple headings |  |  |
| M06 | Provide consistent and simple user interface structure |  |  |
| M07 | Provide navigation for going backward |  |  |
| M08 | Text resize function or text can be zoomed without loss of content |  |  |
| M09 | Provide means to close popovers |  |  |
| M10 | Provide alternative means for users to operate the function by complex gesture |  |  |
| M11 | Easy to turn off background sound or set as user-initiated only |  |  |
| M12 | Provide meaningful content sequence |  |  |
| M13 | Provide clear and informative links |  |  |
| M14 | Make content easy to be used with assistive technologies |  |  |
| M15 | Provide transcript, captions or sign language for 30% of pre-recorded videos published in the recent 2 years |  |  |
| M16 | Provide alternative means for users to operate the function by moving the device |  |  |
| M17 | Provide sufficient time for users to read the content and operate a function |  |  |
| M18 | Provide accessible animated contents or allow to skip |  |  |
| M19 | Provide input assistance such as proper labels or instructions for user input |  |  |
| M20 | Provide sufficient colour contrast |  |  |
| M21 | Provide alternative means for notification |  |  |
| M22 | Provide error prevention for transactions |  |  |
| M23 | Able to abort or undo the function operated by single pointer |  |  |
| M24 | Simplify layout and use flat design  |  |  |
| M25 | Use colour for differentiation on the basis of clear structure |  |  |
| M26 | Provide quick link to Elderly-friendly version  |  |  |

**SECTION 6 – PLEDGE**

The Digital Accessibility Recognition Scheme aims to show appreciation of local enterprises and organisations which have made their websites and mobile apps accessible to everyone. Your support is essential to the success of the Scheme. We therefore sincerely invite your organisation to make a pledge and embrace the concept of accessibility design within your organisation’s values and contribute towards a more inclusive society in Hong Kong.

**PLEDGE**

1. We recognise the importance in ensuring that our website / mobile app is accessible to everyone, with or without disability.
2. We are committed to equipping our staff with the knowledge to handle enquiries relating to accessibility.
3. We are committed to continuously improve accessibility design in our website / mobile app.

**SECTION 7 – DECLARATIONS**

It is in the Applicant’s interest to provide as much relevant information as possible to support the application. Please read the Application Guide for the Digital Accessibility Recognition Scheme 2024 - 2025 available at
[www.digital-accessibility.hk/en/application/](http://www.digital-accessibility.hk/en/application/) before completing and returning your application. Kindly note that documents supplied are non-returnable and will be destroyed by the Organiser subsequent to the conclusion of the Digital Accessibility Recognition Scheme 2024 - 2025.

**DECLARATIONS**

1. We hereby declare that the information given above is correct to the best of our knowledge.
2. We hereby declare that the nominated mobile app belongs to our company/organisation.
3. We hereby declare that our company/organisation possesses the intellectual property right of the mobile app submitted for assessment.
4. We agree that it is strictly our responsibility for carrying out the development, modification and testing of the nominated mobile app.
5. We agree that the Organiser may conduct assessment on the nominated mobile app at any time after application submission.
6. We agree to provide proof or supporting document to substantiate that our company/organisation meets the eligibility requirement upon request by the Organiser.
7. We agree that the nominated mobile app would be publicised at the discretion of the Organiser and to assist the Organiser in the publicity activities in relation to the Scheme.
8. We agree that, in case the mobile app has been awarded, it is our responsibility to maintain the mobile app up to the standard of the award for the next 3 years. At any time if there is any unconformity found, and that we failed to rectify the situation within the time specified by the Organiser, the Organiser reserves the right to cancel our award.
9. We agree that the Organiser may counter-propose other screens of the nominated mobile app for assessments other than the nominated screens for the sets of core business functions in Section 3.
10. We note that it is strictly our responsibility to ensure that the nominated mobile app, including design and all work submitted does not infringe the copyright of any third party rights and the Organiser is not responsible for any such infringements in whatever way. The Applicant found to have committed infringement of any third party rights will be disqualified immediately.
11. We have read the Application Guide carefully and agreed to abide by the procedures, rules and regulations as specified in the Application Guide.
12. We agree that the Organiser has full authority to make final and binding decisions in all matters relating to the Scheme without any obligation to disclose or account the reasons of any decision. We hereby absolutely waive our rights, if any, to apply, appeal or review against any such aforesaid decisions through judicial or administrative proceedings.
13. We hereby make the pledge stated in Section 6 of this document.

Company Chop:

|  |  |
| --- | --- |
| Authorised Signature:  |  |
| Name: (Mr/Ms/Miss/Dr\*) |  |
| Position:  |  |
| Date: (DD-MM-YYYY) |  |

**\****Please delete as appropriate*

Organiser: Co-organiser: Independent Advisor:

|  |  |  |
| --- | --- | --- |
| A logo for a company  Description automatically generated | A close-up of black text  Description automatically generated | A logo with text overlay  Description automatically generated |