|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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**

**Website Stream**

**IMPORTANT NOTE**

|  |
| --- |
| 1. All local enterprises and organisations are invited to nominate their websites 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 the 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 – WEBSITE INFORMATION**

Please provide the information of the enrolled website to the Scheme.

|  |  |  |
| --- | --- | --- |
| **Name of website:** |  | |
| **Website URL:** |  | |
| **Language version for assessment:** | | Traditional Chinese  Simplified Chinese  English  *(Please select one only. The assessment will be conducted on the webpages of the selected language.)* |
| **Responsive design website:** | | Yes  No |

**Target award level:\***   Gold Award  Silver Award  Bronze Award

Friendly Website Recognition

*(Please select one only. Refer to Annex A 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 website was developed with reference to the Web Content Accessibility Guidelines version 2 (WCAG 2) or above, you are recommended to target the “Gold Award” or “Silver Award”. If not, you are recommended to target the “Friendly Website Recognition”.*

Has the website 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 website 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 Page **(2)** All 1st Level Page(s), **(3)** Contact Us / What’s New (if applicable), **(4)** 1st Core Business, **(5)** 2nd Core Business and **(6)** 3rd Core Business. The Applicant should nominate the three core business functions for evaluation.

Please note the Organiser may select other core businesses of the website for 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 page headings or URLs in the following table

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Type of webpage** | **Heading or URL** | **Contain video(s) uploaded within the past 2 years? (Yes / No)** |
| (1) | Main Page |  |  |
| (2) | All 1st Level Page(s) |  |  |
| (3) | Contact Us / What’s New |  |  |
| (4) | 1st Core Business |  |  |
| (5) | 2nd Core Business |  |  |
| (6) | 3rd Core Business |  |  |

**Example**

Webpage 00

Restaurant Homepage

Webpage 11

Online Food Order

Webpage 21

Members’ Corner

Webpage 31

Latest Promotion

Webpage 12

Food Selection

Webpage 13

Delivery & Payment

Webpage 14

Confirmation

Webpage 22

Join Us Registration

Webpage 23

Confirmation

Webpage 32

Promotion Dishes Details

Webpage 41

Shop Location

Webpage 42

Shop List

Webpage 43

Shop Address

Webpage 51

Contact Us and What’s New

- Scope of assessment

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Type of webpage** | **Heading or URL** | **Contain video(s) uploaded in the recent 2 years?  (Yes / No)** |
| (1) | Main Page | Webpage 00 | No |
| (2) | All 1st Level Page(s) | Webpage 11, Webpage 21, Webpage 31, Webpage 41, Webpage 51 | No |
| (3) | Contact Us / What’s New | Webpage 51 | No |
| (4) | 1st Core Business | Webpage 11 | **Yes** |
| (5) | 2nd Core Business | Webpage 21 | No |
| (6) | 3rd Core Business | Webpage 31 | No |

**PART B**

**IMPORTANT NOTE**

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

*\*For website 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 on the website since the assessment in the Web Accessibility Recognition Scheme 2022 - 2023.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Type of webpage** | **Heading or URL of webpage that  has been added or modified  since the last assessment** | **Contain video(s) uploaded after the last assessment?**  **(Yes / No)** |
| (1) | Main Page |  |  |
| (2) | All 1st Level Page(s) |  |  |
| (3) | Contact Us / What’s New |  |  |
| (4) | 1st Core Business |  |  |
| (5) | 2nd Core Business |  |  |
| (6) | 3rd Core Business |  |  |

We declare that the web 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 – WEBSITE DEVELOPER INFORMATION**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| You are advised to include the details of the website developer, which the Organiser may contact with regards to the application.  This website 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 website nominated in this application.

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

|  |
| --- |
| If the enrolled website has **NOT** been assessed 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 website 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. The submission of assessment results and/or testing report(s) would facilitate our assessment procedure.

Regardless of the third-party assessment, the Applicant should still conduct self-assessment on the website and complete the checklist on Page 9.

|  |  |  |
| --- | --- | --- |
|  | After January 2023, the website has either been (1) assessed by a third-party against the judging criteria of the Digital Accessibility Recognition Scheme 2024 - 2025 or WCAG 2 or above **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 W01 - W10. For the Applicant targeting the Silver Award, please complete items W01-W17. For Applicant targeting the Gold Award, please complete items W01-W27. For the Applicant targeting the Elderly-friendly Award, please complete 13 items, details please refer to the application guidelines.

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Judging Criteria Description** | **Conformance**  **(Y/N)** | **Workaround applied**  **(if any)** |
| W01 | Provide meaningful text alternative for non-text contents |  |  |
| W02 | Allow to perform all operations through a keyboard interface |  |  |
| W03 | Make website content easy to be used with assistive technologies |  |  |
| W04 | Provide an accessibility statement with contact points for the website |  |  |
| W05 | Provide means to close popup or overlay windows |  |  |
| W06 | Provide accurate and appropriate headings/labels |  |  |
| W07 | Make website structure in a consistent navigation mechanism |  |  |
| W08 | Text can be resized up to 200 percent without loss of content |  |  |
| W09 | Provide alternative means for users to operate the function by complex gesture |  |  |
| W10 | Compatible with screen readers |  |  |
| W11 | Provide accessible animated contents or allow to skip |  |  |
| W12 | Easy to turn off background sound or set as user-initiated only |  |  |
| W13 | Provide clear and informative links |  |  |
| W14 | Make website content in meaningful sequence |  |  |
| W15 | Provide input assistance such as proper labels for user input and error identification and description etc. |  |  |
| W16 | Provide transcript, captions or sign language for 30% of pre-recorded videos published in the recent 2 years |  |  |
| W17 | Provide sufficient time for users to read the content and operate the function |  |  |
| W18 | Provide accessible PDFs within scope of assessment published in the recent 2 years |  |  |
| W19 | Build webpages with predictable operations |  |  |
| W20 | Able to skip repetitive blocks |  |  |
| W21 | Provide multiple ways to retrieve content |  |  |
| W22 | Build webpages with user-initiated auto-updating |  |  |
| W23 | Provide sufficient colour contrast |  |  |
| W24 | Ensure correct syntax of webpages for compatibility with browsers and assistive technologies |  |  |
| W25 | Provide meaningful title, summary or description for table header as well as data |  |  |
| W26 | Provide error prevention for transactions |  |  |
| W27 | Able to abort or undo the function operated by single pointer |  |  |
| W28 | Simplify layout and use flat design |  |  |
| W29 | Use colour for differentiation on the basis of clear structure |  |  |
| W30 | Provide quick link to Elderly-friendly version |  |  |

**SECTION 6 – PLEDGES**

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.

**PLEDGES**

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 – Free SME In-depth Website Security Scan Services (OPTIONAL)**

As part of the Hong Kong community, we understand how cyber security is important to you. HKIRC is now offering a free website security scan to domain owners. HKIRC will help to identify major security issues of your website, provide a website security scan report and a consultation session, plus introduce cyber security solutions.

For more details about this service, please visit our website:

<https://www.hkdnr.hk/wp-content/uploads/sme-security-scan-intro.pdf>

|  |  |
| --- | --- |
|  | I want to participate the website security scan programme |

This is an optional free service provided by HKIRC and is independent from the Digital Accessibility Recognition Scheme (DARS) 2024 - 2025. Your decision to participate will have no effect on your DARS application.

**SECTION 8 – 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 website belongs to our company/organisation.
3. We hereby declare that our company/organisation possesses the intellectual property right of the website submitted for assessment.
4. We agree that it is strictly our responsibility for carrying out the development, modification and testing of the nominated website.
5. We agree that the Organiser may conduct assessment on the nominated website 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 website 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 website has been awarded, it is our responsibility to maintain the website 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 webpages of the nominated website for assessments other than the nominated URLs for the sets of core business functions in Section 3.
10. We note that it is strictly our responsibility to ensure that the nominated website, 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) |  |

Organiser: Co-organiser: Independent Advisor:

|  |  |  |
| --- | --- | --- |
|  |  |  |