



UN Sustainable Development Goals Digital Economy Summit  
联合国可持续发展目标数字经济峰会

## 簽約流程

### SIGNING PROCESS

28 – 30 November 2026 | Hong Kong SAR | Hosted by WGSC & SICA & HKDP

#### 01 資質審核 Pre-Signing Qualification Review

All prospective partners must submit relevant institutional credentials before formal engagement. The Organising Committee will conduct a comprehensive review of each applicant's corporate standing, industry background, and compliance record.

Upon approval, the Organising Committee will provide written notification of all fees, rights, responsibilities, and refund policies in advance, retaining the partner's written confirmation before proceeding to the next stage.

所有意向合作方在正式簽約前，須提交相關機構資質材料。組委會將對申請方主體資質、行業背景及合規情況進行全面審核。

審核通過後，組委會將提前以書面形式向合作方明確告知合作費用、權責劃分及退款規則，並留存合作方書面確認記錄，方可進入後續簽約環節。

#### 02 方案洽談與權益確認 Negotiation & Benefits Confirmation

A dedicated Liaison Officer will be assigned to each partner to oversee benefits fulfilment, logistics, and communications. Both parties shall confirm in writing the partnership tier, benefits, customised requirements, and payment schedule.

All partnership benefits are formalised in a legally binding agreement co-sealed by WGSC and HKDP.

The standard contract template must be used; any modifications require internal approval and a supplementary agreement. Verbal commitments outside the contract are strictly prohibited — all variations must be documented in writing.

組委會為每位合作方委派專屬聯絡官，全程跟進權益落地、行程安排及溝通協調事宜。雙方就合作層級、權益內容、定制需求及付款節點逐項進行書面確認。

所有合作權益均以正式合作協議為準，由WGSC與HKDP聯合蓋章，具有法律效力。統一使用組委會標準合同模板，如需修改或增項，必須走內部審批流程，並簽訂補充協議。禁止以口頭形式承諾任何合同外權

益，所有變更及額外約定均須落實為書面文件。

### 03 合同簽署 Contract Execution

The contract must cover all core terms including partnership tier, benefits schedule, fees, payment terms, mutual obligations, confidentiality clauses, and liability provisions. A designated internal reviewer must complete a final review before execution to ensure accuracy and completeness.

Corporate partners must affix their official company seal or contract-specific seal with perforation seals as required. The number of copies and custodianship must be clearly stated; internal copies are to be retained and registered upon completion.

合同內容須涵蓋合作層級、權益清單、費用金額、付款方式與節點、雙方權利義務、保密條款及違約責任等核心條款。合同正式簽署前，須由內部指定人員完成終審，確保條款完整、表述準確。

企業合作方須加蓋公章或合同專用章，並按要求加蓋騎縫章。

明確合同份數與各方保管責任，簽署完成後內部留存副本並做好登記備案。

### 04 費用支付 Investment Payment

All payments must be made via corporate bank transfer to the Organising Committee's designated account. Personal payments and private cash transactions are strictly prohibited. Services commence only upon confirmed receipt of funds; pre-service arrangements pending contract completion are not permitted.

Partners must provide a bank transfer receipt upon completion. The Organising Committee will issue an official payment confirmation once funds are verified. Full receipt of payment constitutes formal activation of the partnership, at which point benefit fulfilment commences immediately.

嚴格執行對公收款，款項須匯入組委會指定對公帳戶，嚴禁任何形式的私人收款及私下現金交易。款項到帳後方可正式啟動服務，嚴禁先服務後補合同。

合作方完成轉帳後須提供銀行回單，組委會確認款項到帳後出具正式收款憑證。

款項全額到帳視為合作正式生效，組委會隨即啟動權益落地流程。

### 05 權益啟動與執行 Benefits Activation & Delivery

Once payment is confirmed, the dedicated Liaison Officer initiates all benefit fulfilment activities and monitors the progress and delivery of each service. Any adjustments to scope or content during execution require written confirmation from both parties and may not be made unilaterally.

All partner communications and promotional activities must comply with applicable local laws and regulations. The Organising Committee reserves the right to withdraw non-compliant content or activities.

款項確認到帳後，專屬聯絡官啟動全部權益落地工作，全程跟進各項服務的推進與交付。服務執行過程中如需調整服務內容或範圍，須經雙方書面確認後方可執行，不得單方面變更。

合作方所有傳播及推廣活動須符合所在地法律法規，如存在違規內容，組委會保留撤銷相關活動的權利。

## 06 文件存檔與全程留痕 Documentation & Record Keeping

All materials including original contracts, payment receipts, correspondence, and benefits delivery confirmations must be archived in both physical and electronic formats with a complete audit trail.

Archives are managed by a designated custodian. Partners may request access by contacting their dedicated Liaison Officer.

合同正本、付款憑證、往來郵件及溝通記錄、權益交付確認函等全部材料，執行紙本與電子雙歸檔，全程留痕備查。

檔案由指定專人保管，合作方如需查閱，可向專屬聯絡官提出申請。

## 备注 通用要求 General Requirements

Always use the latest version of all documents; previous versions are immediately void and must not be used or distributed.

Any exceptions or special arrangements must go through dedicated approval and be filed separately; no individual may act unilaterally.

All steps must be documented for audit purposes to ensure full traceability of information and verifiability of process.

統一使用最新版文件，舊版本即時作廢，不得繼續使用或對外發送。

特殊情況及破例約定必須經專項審批並單獨備案，個人不得擅自決定。

所有環節均須留痕備查，確保資訊可追溯、流程可核查。

## 聯絡方式 CONTACT

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