Explanatory Notes for the 2026 LOM Efficiency Program

The Junior Chamber International Hong Kong, China (JCIHK) LOM Efficiency Program is designed to motivate LOMs to monitor effectiveness in Chapter management and development as well as to assist LOMs to achieve the objectives of JCIHK. JCIHK will recognize those LOMs that have achieved outstanding performance by presenting awards or certificates of merit.

GENERAL GUIDELINES

1. The number of members present at any of the activities prescribed in the program will include only those members who have paid up the required registration fee for that activity and should include Individual Members, Prospective Members and Senior Members but excluding 2026 NOM Board Members. National Directors and/or Commission Chairpersons in their capacity as Immediate Past President in their LOMs will be counted.

2. Number of registrations is defined as all classes of Members' registration only. Any reference to percentage on total members will be based on the declaration of the number of full members confirmed in the immediate past Joint Board Meeting before the date of event.

ADMINISTRATION

3. The LOMs' Efficiency Index relating to the submission of Board Meeting minutes will commence from December 2025. The adopted Board Meeting minutes for each month should be emailed to Chamber Office Staff (info@jcihk.org) and c.c. to the National Records and Recognition ("NRR") Team (nrr2026@jcihk.org) before the end of next month. Please note that a copy of November and December 2025 Board Meeting minutes must be submitted by 23:59 on 31 December 2025 and 31 January 2026 respectively. Thus, the maximum score for the year will be twelve (12) points if all Board Meeting minutes are submitted on time.

4. LOMs do not need to submit hard copies of the 2024 Audit Report, 2025 Annual Return and 2026 ND2A form (the "CR Filing Documents") to the Chamber Office. To enhance the efficiency of the LOMs, LOMs must submit CR Filing Documents to Companies Registry on or before the deadlines mentioned in the E.I. guidelines. The NRR Team will conduct a company search to check if the CR Filing Documents are submitted on or before the deadlines on the website of the Companies Registry. For ease of checking, please send the submission receipt and screenshot OR related proof (status of "Available/ Pending") of the CR website that shows the date of submission to the NRR Team (nrr2026@jcihk.org) before the deadlines.

5. The most up-to-date Memorandum & Articles of Association ("M&AA") of LOMs should be emailed to Chamber Office Staff (info@jcihk.org) and c.c. to the NRR Team (nrr2026@jcihk.org) and 2026 National General Legal Counsel Priscilla Tso (Priscilla.tso@jcihk.org) by 23:59 on 31 December 2025.

   Please note that even if there are no amendments in M&AA, LOMs should still submit the most up-to-date version to respective parties before the deadline.

6. Membership updates should be declared monthly via JCIHK Membership System by LOMs on 15th – 20th of each month. The cut-off time is 23:59 on the 20th of each month.

7. The Chamber office will issue debit notes according to the membership figures reported by LOM Presidents during Joint Board Meetings. Membership dues must be settled within 30 days upon issuance of a debit note from Chamber Office Staff. The cut-off time is 23:59 on that day.

JCI Hong Kong, China

Explanatory Notes for the 2026 LOM Efficiency Program

8. LOMs should clear all "Update Requests" by amending respective members' personal details or contact details with correct information in the membership system before the deadlines listed in E.I. guidelines. The cut-off time is 23:59 on that day.

9. NOM Mid-Year Feedback Form will be emailed by 2026 National Secretary General Hei Leung to LOM Presidents in around May 2026. LOMs are required to submit the completed Mid-Year Feedback Form by 23:59 on 20 May 2026.

10. LOMs are required to submit a minimum of two articles for Harbour Lights by 23:59 on 1 April 2026 and 14 August 2026 respectively. Each article should be between 500 and 600 words and include 5 to 10 photos. The 2026 National Digital Marketing and Publication Team will provide additional specifications as necessary.

11. LOMs are required to submit two projects, each accompanied by two key photos, by uploading them to the JVC system (jvc.jci.cc) and email screenshots of the upload confirmation to the NRR Team (nrr2026@jcihk.org) by 23:59 on 2 October 2026.

12. LOMs should have achieved at least 75% Membership Registration in the JVC system (jvc.jci.cc) for all members including Full Members ("FM"), Senior Members ("SM") and Prospective Members ("PM") by 23:59 on 31 July 2026. The percentage of LOM members will be calculated based on the total membership figures of all members (FM, SM, PM) declared during the JCIHK Joint Board Meeting ("JBM") 3 on 11 July 2026. All members should have registered their JVC account with the email address declared in the JCIHK Membership System. For new updates or changes regarding this matter, the NRR team or related parties will update LOMs accordingly.

13. LOMs should submit the Impact & Sustainability Report to NOM by 23:59 on 30 November 2026. 2026 Admin team will provide you with the other required specifications as appropriate.

Explanatory Notes for the 2026 LOM Efficiency Program

PARTICIPATION

14. For the purposes of this program, the presence of the Acting President will be accepted as "President Present" provided that the email notice is served to 2026 National Secretary General Hei Leung (hei.leung@jcihk.org) and c.c. 2025 National General Legal Counsel Priscilla Tso (Priscilla.tso@jcihk.org) 3 days in advance of the meeting. Please note that "Out-of-Town Notice" will not be treated as a formal notice of absence from the meeting. Instead, a separate email with the Acting President's name and position should be sent to NSG 3 days in advance of the meeting. For Joint Board Meeting / Online Joint Board Meeting (if any), attendance will not be counted after 30 minutes of the scheduled event start time.

15. The attendance of the 2026 LOMs' Board of Directors will be counted at 2025 Joint Directors Meeting 2. National Directors and/or Commission Chairpersons in their capacity as Immediate Past President in their LOMs will be counted. The LOMs' Board of Directors should attend both Joint Directors Meeting and Executive Development Program.

    2025 Joint Directors Meeting 2: Any reference to percentage of the 2026 LOMs' Board of Directors will be based on the total number of directors with voting rights. Taking into consideration that some LOMs might not fill up all the posts in December 2025, the calculation of the percentage of LOMs' Board of Directors in JDM 2 (Dec 2025) will be based on LOM contact lists submitted to 2026 National Secretary General Hei Leung before JDM 2 (Dec 2025).

    NOTE: For physical events' attendance taking, sign-in will be required for physical NOM meetings and events, and registration will be closed within 30 minutes of the scheduled event start time. An alternative sign-out system may be implemented for physical Joint Directors Meetings. Any such system will be announced before or during the meeting.

    NOTE: For online meetings and events, screenshots or photos will be taken by the NRR team at designated time slots without any prior notice to serve as evidence of attendance, all attending participants must turn on their cameras to show their faces in real time (i.e. no video looping or static photos of respective persons) clearly at all times. Attendance will not be counted for participants who fail to turn on their cameras or fail to show their faces in real time in a clear manner. Please note that other alternative attendance taking methods may be implemented and any such system will be announced before or during the meeting.

Explanatory Notes for the 2026 LOM Efficiency Program

BONUS

16. Bonus Points will be given to LOMs which will host a NOM Project before 30 November 2026 and submit the Project File to 2025 National Secretary General Hei Leung (hei.leung@jcihk.org) and c.c. the NRR Team (nrr2026@jcihk.org) within 45 days after the event.

17. Bonus Points will be given to LOMs for encouraging members to join the Area Conferences (including the Africa & the Middle East, Americas, European and Senate Golf but excluding ASPAC and World Congress). The National Board of Directors will not be counted for E.I. Please send screenshots of checked out with finished payment on the JVC system and attendance photos to the National International Affairs Team.

18. Bonus Points will be given to LOMs that submit the ASPAC or World Congress payment of registration fees, at all material times and stages, to the National International Affairs Team on or before the deadlines announced by the NOM IA team. LOMs fail to submit any payment on/before the deadlines at any stage and will not be entitled to any points.

19. Bonus Points will be given to LOMs for attending NOM IA official receptions, including but not limited to the receptions for the JCI President, JCI Executive Vice Presidents, and JCI Vice Presidents, for overseas guests. The National Board of Directors will not be counted for E.I.

20. Bonus Points will be given to LOMs for attending NOM IA activities, including but not limited to IA Reception, Country Night, Business Night, **as helpers**. National Board of Directors, National International Affairs Officers, National International Affairs Commission team, National Foreign Affairs Commission team and IA ambassador will not be counted for E.I.

21. Bonus Points will be given to the projects that cooperate with the Government Department/Bureau, District Office, District Council, Rural Committee/Heung Yee Kuk, Youth organizations, NGOs, corporate organizations, etc. The counting will only cover projects that have been carried before 30 November 2026. In this context, “cooperation” refers to the joint project(s) with the Government Bureau/Department, District Office or District Council or Rural Committee/Heung Yee Kuk”, which means a reasonable amount of manpower and time have been contributed to jointly organize a project. Please submit a project report with evidence (e.g. supporting letter, event photo, etc.) to the Youth and Sustainability Development Team.

22. Bonus Points will be given to LOMs to encourage members to join ASPAC or World Congress. The National Board of Directors will not be counted for E.I. “Members” are referred to the total number of Full Member (“FM”), Senior Member (“SM”) AND Prospective Member (“PM”) declared by LOMs at JBM 2 (for ASPAC) and JBM 3 (for World Congress).

23. Bonus Points

24. Bonus Points will be given to LOMs for encouraging members to participate in NBN events. Only accept the members who registered NBN and they physically attend the events. Please submit the photo to the National Business Affairs Team for approval.

25. Bonus Points will be given to LOMs for encouraging LOMs to utilize NOM's promotion channel.

26. Bonus Points will be given to LOMs for encouraging members to participate in the whole 5-Star Training Camp and attend the graduation ceremony in 5-Star Training Camp to receive the certificates.

JCI Hong Kong, China

Explanatory Notes for the 2026 LOM Efficiency Program

27. Bonus Points will be given to LOMs for encouraging members to participate in the Open Class and/or JC Class of the JCI Public Speaking Championship 2026 (JCIHK Selection).

28. Bonus Points will be given to LOMs for encouraging members to participate in the JCI Debate Championship 2026 (JCIHK Selection).

29. Bonus Points will be given to LOMs for hosting or joining the Champion of Championship series with details announced by the National Corporate Communication Team.

30. Bonus Points will be given to LOMs for encouraging members to become IA ambassador. The requirement of IA ambassador is attending the training and being helper at the reception which is held by NOM.

31. Bonus Points will be given to LOMs that submit information on projects related to “SDGs” and “Family Harmony” that will be hosted in 2026.

32. Bonus Points will be given to LOMs for encouraging members to join the Civic Engagement Workshop. Further details will be provided by the National Civic Engagement Team.

33. LOMs should submit the proof (e.g. photo, screenshot, email, etc.) to NOM for reporting the 2025 Financial Report auditing status (either “Audited” or “Being Audited”). Please email the related proof that shows the date of submission to the National Honorary Treasurer Tiffany Leung (Tiffany.leung@jcihk.org) and c.c. the NRR Team (nrr2026@jcihk.org) before the deadlines.

34. Bonus Points will be given to LOMs for encouraging LOMs to nominate contestants to the JCIHK Creative Young Entrepreneur (CYE) Competition.

35. Bonus Points will be given to LOMs for encouraging members to join the JCIHK Partnership Pitching Workshop and Pitching Day. In order to secure the bonus points, at least one LOM representative attends the Pitching Workshop and the Pitching Day respectively. The representatives do not need to be the same member.

36. Bonus Points will be given to LOMs for encouraging members to attend the APYMMF Opening Ceremony. The percentage of the member participation in APYMMF Opening Ceremony will be based on the total number of Full Members reported in JBM 4. Further details will be provided by the Youth and Sustainability Development Team.

37. Bonus Points will be given to LOMs for hosting or co-hosting the JCI Official Courses or recommended training workshops on related topics - Conflict Resolution, Design Thinking, Digital Transformation, Emotional Intelligence, Time Management & Financial Management.

38. Bonus Points will be given to LOMs for encouraging LOMs to organise Mainland trips, inviting oversea delegated from sister chapters, and with detailed trip reports to NOM afterward. Joint Chapters Project (Max.3) is allowed. A detailed trip report with not less than 3 photos is required.

Explanatory Notes for the 2025 LOM Efficiency Program

LOM EFFICIENCY AWARD

Award will be given to LOM(s) that attains 100% efficiency (if any) or the LOM that attains the highest scores if none of the LOMs attain 100% efficiency (at least 90%). Certificate of Merit will be given to the LOM(s) that attains 80% efficiency or above.

IMPORTANT NOTE 1: (Qualification of Bidding Awards in National Convention)

For those LOMs that bid for the “Most Outstanding Chapter President Award”, “Best Chapter of the Area Award” or the “Outstanding Progressive LOM Award”, the LOMs must have achieved at least 80% under the 2025 LOM Efficiency Index in both “Administration” and “Participation”, by 14 August 2026.

IMPORTANT NOTE 2: (Benefits of Bonus E.I.)

Bonus points are used in the JC Miles Reward System ONLY. JC Miles Reward System: 1 Bonus point equals to HKD 8.

Reward items include:

1. Lightbox advertisement (Cost HKD 800)
2. EDM (Cost HKD 500)
3. Room Booking (Cost HKD 150 - HKD 300/hr)
4. JCI Supplies (like scarf, tie, pin, etc.)
5. JCIHK gifts by National Corporate Communication Team
6. Supplementary points – 2 Bonus points equal to 1 Participation point (Max. redemption: 12 Participation points)
7. Supplementary points – 10 Bonus points equal to 1 Administration point (Max. redemption: 6 Administration points)

**All rewards are redeemed in the Joint Board Meetings and the first redemption date is 11 April 2026 (i.e. 2026 Joint Board Meeting 2).

IMPORTANT NOTE 3:

Unless otherwise specified, please send the relevant proof related to the above E.I. to the appropriate area and c.c. to the NRR Team at nrr2026@jcihk.org.

GENERAL TERMS AND CONDITIONS:

JCIHK reserves the right to make changes to the above E.I. guidelines & explanatory notes at any time and the National Records & Recognition Team will notify LOMs of such changes via email. The requirements on obtaining E.I. points will be based on the most updated version of E.I. guidelines & explanatory notes uploaded on the JCIHK website. In case of any dispute, the decision of JCIHK shall be final.