

TABLE FOR TWO HONG KONG Program Outline

In implementing the TABLE FOR TWO HONG KONG (“TFT”) program, we ask your company or organization to:

1. Design a selection of healthier meals that adhere to suggested TFT healthy meal guidelines
2. Collect and remit donations

Please read the following guidelines prior to consultation with your chef and/or catering company.

1) TFT Healthy Meal Guidelines

TFT-branded healthy meals should be designed in accordance with the guidelines below. It is up to your company or organization whether you wish to create a new menu or tailor an existing menu to meet TFT requirements. The guidelines consist of caloric requirements, balanced meal recommendations, and TFT logo usage:

Calories – TFT suggests a daily caloric intake of 2200-2900* kcal per day, or 2550 on average. Consequently, TFT’s single meal suggestion is one-third of the daily intake, or up to 950 kcal on average.

Balance – TFT recommends that a meal be balanced, consisting primarily of whole grains, vegetables and fruits. It is particularly important to avoid partially hydrogenated oils, processed meats, and to limit sodium, sugar, and refined carbohydrates**.

Logo Usage – All TFT-branded healthy meals must be clearly identified. The TFT logo must be prominently displayed so as to aid in differentiation. Complete logo usage instructions and verbiage for use in signs, email, and other announcements are detailed in the “TABLE FOR TWO Logo Usage” details in this document.

*(Based on the recommended dietary allowances set forth by the USDA and other national and international organizations)

** (For further reading and a revised food pyramid, please consult Walter Willett’s [Eat, Drink, and Be Healthy: The Harvard Medical School Guide to Healthy Eating](#))

2) Collect and Remit Donations

Donation collection mechanism:

1. Company System: Participating companies/establishments tabulate on a monthly or quarterly basis the total number of TFT meals sold, and transfer the donation for that period to TFT.
2. Company Upfront Commitment: Participating companies/establishments commit to a certain amount to be donated on a monthly or quarterly basis and transfer the donation for that period to TFT.

Matching System: Participating companies/establishments that select option 1 or 2 are also encouraged to match the total donation raised by customers. Please consider this option as part of your CSR activities.

The standard donation is HK\$2.00 per meal, which is roughly the cost of a school meal in China and countries in Africa such as Rwanda, Uganda, Ethiopia and South Africa, etc.

How to handle donations:

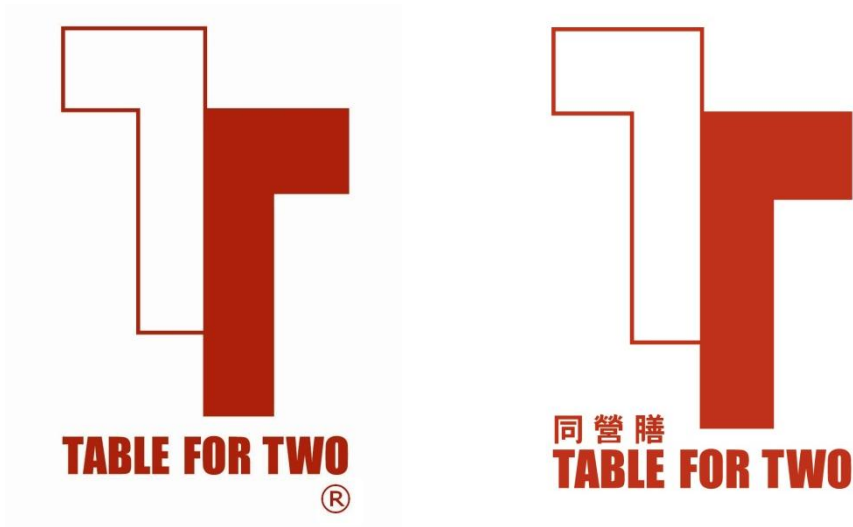
Please keep donations separate from food sales. At the end of each month or mutually agreed-upon cycle, please total all donations and then deposit the sum in a bank account designated by TFT. Further details to be provided then.

How your donation is used (areas and countries in which school meals will be delivered):

TFT is entrusted with the selection of countries and schools to which school meals will be delivered, unless stated otherwise. The Millennium Villages Project, operated by Millennium Promise (a US-based NGO), is another example and focuses on villages in politically-stable areas suffering from chronic poverty, with villages based in 10 countries: Ethiopia, Ghana, Kenya, Malawi, Mali, Nigeria, Rwanda, Senegal, Tanzania and Uganda.

TABLE FOR TWO Logo Usage

In signing this document, your organization agrees to use the TABLE FOR TWO logos (see below) as follows:



1. You will not use the logos for any activity other than those outlined in this document without prior written permission from TABLE FOR TWO.
2. You will not use the logos for social contribution activities, campaign finance, commodity, service and PR that is not related to TABLE FOR TWO, or to give any false impressions to a third party.
3. You will not change or modify the TABLE FOR TWO logos.
4. You will send TABLE FOR TWO all samples of signage, webpages, emails, or any other media that incorporates the TABLE FOR TWO logos.
5. All media and materials that display the logos must be circulated free of charge, unless prior written permission is obtained from TABLE FOR TWO.
6. You will assume all responsibility for damage caused in association with misuse of the logos.
7. You will immediately cease all logo usage that TABLE FOR TWO deems inappropriate.
8. These guidelines extend to any external vendor or third party responsible for creating media or other printed material that contains the logos.

TABLE FOR TWO Program Application Form

Participant Information:

Company / Establishment Name	
Address	
Venues	① Venues where TFT Program will be implemented:
	② Dining Operator (in-house or outsourced; if outsourced please state company name)
Expected date of program commencement	From _____ For ____ Months (a minimum of 6 months is required) <i>Month Day Year</i>
How donations will be collected	<p>Please tick either one or both boxes (please refer to program outline)</p> <p><input type="checkbox"/> 1. 'Company System' (fixed amount per TFT dish/item)</p> <p><input type="checkbox"/> 2. 'Company Upfront Commitment' (fixed amount per month)</p> <p>For Options "1" or "2", please tick if applicable (please refer to program outline)</p> <p><input type="checkbox"/> Matching System (company matches the donation collected)</p>
Donations will be remitted	<p>Please tick if applicable</p> <p><input type="checkbox"/> Monthly <input type="checkbox"/> Other: _____</p> <p><input type="checkbox"/> Quarterly</p> <p style="text-align: right;">To: Table for Two (Hong Kong) Limited HSBC 848-210100-838</p>

Signatory Information:

Name	
Position	
Contact Information	TEL () Work
	TEL () Cell phone
	FAX ()
Email	

In becoming a Participant with TABLE FOR TWO HONG KONG ("TFT"), we agree to uphold the terms and conditions noted below.

Date: _____ Signature: _____

- TFT Healthy Meals must follow the TFT Healthy Meal guidelines set by TFT.
- Whenever one TFT Healthy Meal is purchased, a donation of HK\$2.00 / meal or a monthly/quarterly equivalent total commitment will be deducted from the total price of the meals sold . Each Participant (company, organization, establishment, etc.) is obliged to manage the collection of these donations. Each Participant must separate donations from other food sales and, at the end of each month or quarter, must calculate the total donation. This donation will then be mailed or transferred to TFT by the end day of the following month (or agreed upon cycle). Where corporate matching of donations occurs and/or where donation-boxes are distributed, each Participant will transfer these monies together with the TFT Healthy Meal donations. Where dining operations are outsourced, each Participant is fully responsible for overseeing operations and ensuring that donations are collected and transferred to TFT in the correct manner.
- The use of TFT's name, brand and other intellectual property shall be used only in relation to the TFT Program and not for any other, third party purposes.
- TFT has the right to disclose the names of each Participant to the media and to publish Participant names on the TFT website.
- TFT requests that each Participant provide TFT with all relevant logistical information regarding their TFT Healthy Meals Program accurately and promptly.