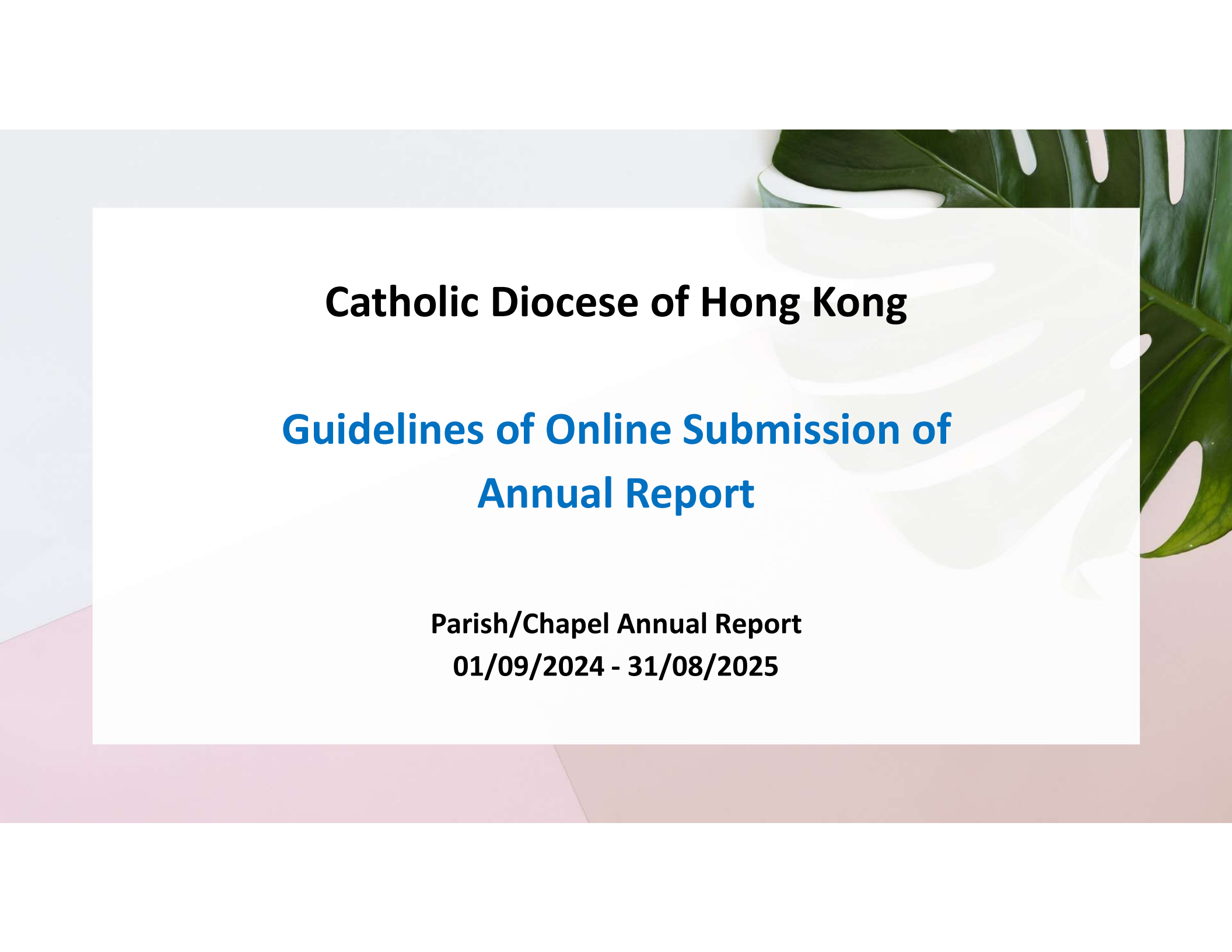




Catholic Diocese of Hong Kong

**Guidelines of Online Submission of
Annual Report**

**Parish/Chapel Annual Report
01/09/2024 - 31/08/2025**

Step 1: Preparation

- Ensure your device is connected to a stable internet connection.
- Prepare all necessary information, such as the list of parish pastoral council officers and numbers of catechists, catechumens, etc.
- You can either fill in the information directly online, or print out a blank form in advance, complete it and then enter the details online afterwards.

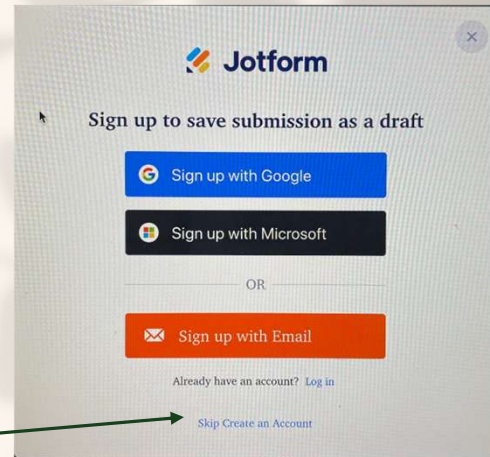
Step 2: Log In

- ➕ Go to the designated link and open the Annual Report form.
- ➕ Enter your unique ID (your Parish/Chapel's ID was stated in the letter of 1 August 2025 issued by the Chancery Office).

Click the button , and the name of the parish/organization will be displayed.

Step 3: Fill Out the Form

- ⊕ Fill in each section and ensure all information is accurate.
- ⊕ Pay attention to those fields marked with an asterisk (*) as they are mandatory.
- ⊕ The reporting period covers: September 1, 2024 – August 31, 2025.
- ➡ If you are unable to complete the form in one attempt, you may save first and at the bottom of the page, click SAVE .
- ➡ in the pop-up message, scroll to the bottom and select "Skip Create an Account".
- ➡ Enter your email address.
- ➡ Then click SEND

A screenshot of a Jotform sign-up modal. At the top is the Jotform logo. Below it is the text "Sign up to save submission as a draft". There are three buttons: "Sign up with Google" (blue), "Sign up with Microsoft" (dark grey), and "Sign up with Email" (orange). Below these buttons is the text "OR". At the bottom, there is a link "Already have an account? Log in" and a link "Skip Create an Account". A green arrow points from the text "Skip Create an Account" in the instructions to this link in the modal.

Step 4: Upload Documents

(if applicable to major events of your parish in the past year) 

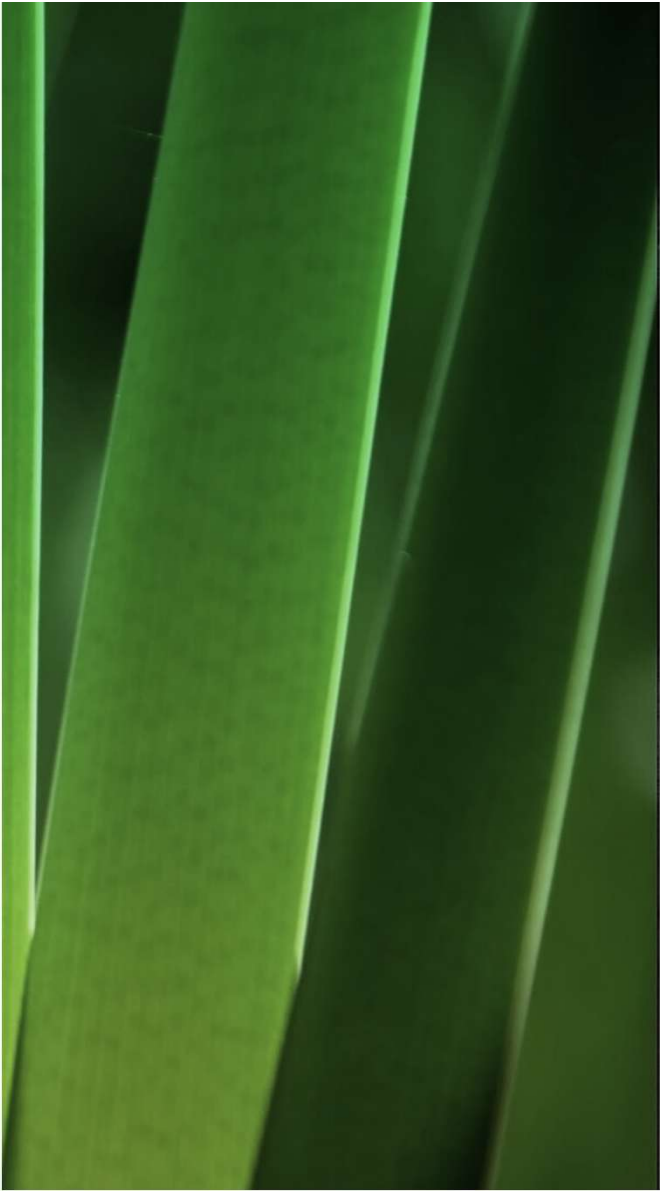
- ➕ Follow instructions to upload required documents.
- ➕ Please ensure that the uploaded file size does not exceed the maximum upload limit.

Step 5: Review and Submit

-  Click the "Review Answer" button.
-  All entered information can be reviewed online, or the "Print" button can be used to print a preview copy for final checking. Do not click the "Submit" button at this stage.
-  After verification, click the "Back to Form" button, make corrections if necessary.
-  Once all information is confirmed to be correct, select "Yes" in the "Confirm Completed Information" section. A signature field will appear for the Parish Priest / Person in charge to complete the e-signature.
-  Click the "Review Answers" button again, followed by the "Submit" button to submit the Annual Report.
-  Please complete and submit the online Annual Report by **October 1st**.

Step 6: Confirmation Received 100

- After submission of Annual Report, the system will display a confirmation message.



Thank you for
your
cooperation

Chancery Office

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 chancery@catholic.org.hk

August 2025