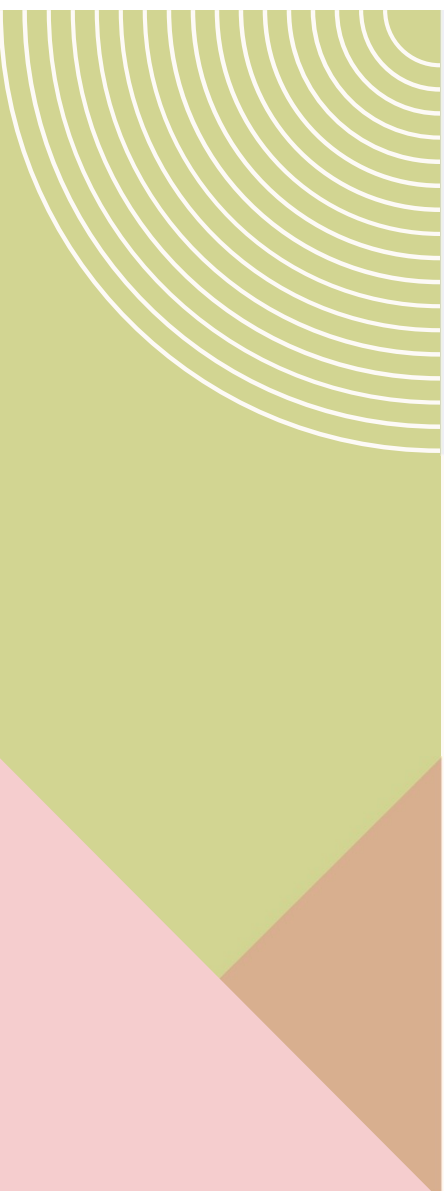




Catholic Diocese of Hong Kong

**Guidelines of Online Submission of
Annual Report**

**Parish/Chapel Annual Report
01/09/2025 - 31/08/2026**

Step 1: Preparation

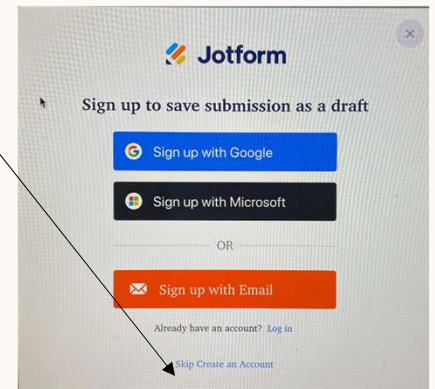
- ★ Ensure your device is connected to a stable internet connection.
- ★ Prepare all necessary information, such as the list of parish pastoral council officers and numbers of catechists, catechumens, etc.
- ★ You can either fill in the information directly online, or print out a blank form in advance, 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 September 2026 issued by the Chancery Office).
Click the button , and the name of the Parish / organization will be displayed.

Step 3: Fill Out the Form

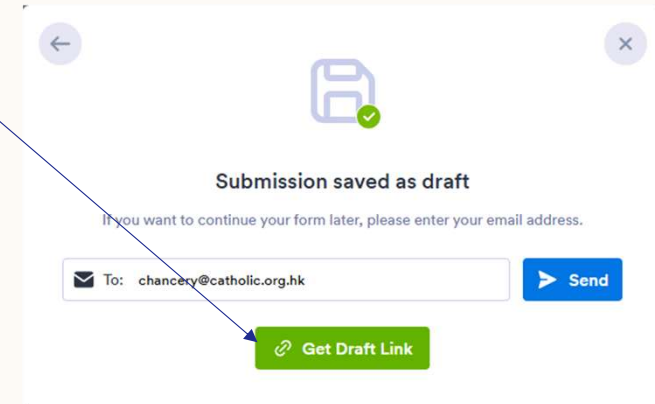
- ★ Fill in each section and ensure all information is accurate.
- ★ Pay attention to those fields marked with an asterisk (*) as they are mandatory.
- ★ The reporting period covers: September 1, 2025 – August 31, 2026.
- ➡ If the form cannot be completed in one attempt, it may be saved first by clicking the **SAVE** at the bottom of the page.
- ➡ In the pop-up message, scroll to the bottom and select "Skip Create an Account".
- ➡ Enter your email address.
- ➡ Then click **SEND**



Step 3: Fill Out the Form

- ★ The confirmation email for the 'Saved Form' will be sent from Jotform (noreply@jotform.com). To open the 'Saved Form,' please click the 'Continue Form' button in that confirmation email, until you have completed it. **OR**
- ★ After clicking , enter the email address and click  (as shown in the picture), to obtain the Jotform link
(e.g. <https://www.jotform.com/draft/019f462c481870008632787f52b093674fed>)

Please keep a copy of the link for record purposes. The saved form can be reopened at any time using this link to continue completing the form until submission.



Step 4: Upload Documents

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

1. Click the “template” button 大事紀的範本 (MS word format) on the screen
2. Fill in the “template” with the major events of the parish over the past year, and include any relevant photos (if any) in the document
3. Upon completion, please convert the document into PDF file
4. Click “File Upload”

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 on or before **October 31st**.

Step 6: Confirmation Received *100*

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

Thank you for your cooperation

Chancery Office

 25232487



chancery@catholic.org.hk

September 2026