



協康會捐款箱借用表格
Heep Hong Society Donation Collection Box Booking Form

致 To: 協康會企業發展及傳訊部 Corporate Development and Communications Department, Heep Hong Society
傳真 Fax: (852) 2776 1837 電郵 Email: donations@heephong.org 電話 Tel: 3618 6326
地址 Address: 九龍觀塘海濱道 133 號萬兆豐中心 10 樓 J-L 室
Units J-L, 10/F, MG Tower, 133 Hoi Bun Road, Kwun Tong, Kowloon

我們希望借用捐款箱 _____ 個，協助協康會籌款，惠及有特殊需要的兒童及其家人。
We wish to help Heep Hong Society raise funds for children with special needs and their families. We would like to borrow _____ pcs Heep Hong donation box(es):

捐款箱將會放置於以下地點 (如多於一個，請另用紙列出全部地點):

The donation box will be placed in the following location (If more than one, please specify all locations)

位置 Location:	
地址 Address:	
日期 Period:	由 From: _____ (日/月/年 dd/mm/yy) 至 To: _____ (日/月/年 dd/mm/yy)
聯絡人 Contact person:	
先生/女士 Mr/ Ms:	
職銜 Title:	
機構 Organization:	
地址 Address:	
電郵 E-mail:	
電話 Tel. No.:	
傳真 Fax No.:	

註 Notes :

1. 歡迎借用籌款箱放置在商店、辦公室、學校或私人地方，作為協康會籌款之用。如在商場或公眾地方籌款，本會將先向社署申請「公開籌款許可證申請書」，詳情歡迎向本會查詢。

Heep Hong Society's donation boxes can be borrowed and placed at shops, offices, schools or any private premises to collect donations. For collecting donations in public areas such as shopping malls, a Public Subscription Permit issued by the Social Welfare Department is required. Please contact us for details.

2. 本會收到表格後，會與聯絡人安排交收籌款箱，負責人須簽收確認借箱，並於文件上蓋上機構印章。如未得本會同意，請勿於箱上書寫或張貼任何其他字句或資訊。

Upon receipt of the completed form, we will contact the contact person to arrange delivery of the donation box(es). Please sign and stamp the company chop on the delivery/collection acknowledgement to confirm the delivery/collection. Please do not write or attach any information on the donation box without prior permission from Heep Hong Society.

3. 為保安起見，籌款箱必須以所提供的鋼索或鐵練緊緊繫於固定地點。如有損毀或失竊，請即通知本會。

For security reasons, each donation box must be affixed to an immobile object using the chain and padlock provided. In case of damage or loss of the donation box, please inform us at once.

4. 當籌款箱告滿或擺放日期屆滿，請通知本會派專人收回籌款箱，點算捐款後，本會將發函鳴謝貴機構，並通知善款總額。

When the donation box is full or upon expiry of the collection period, please contact us and we will arrange a staff member to collect the donation box. An official thank you letter specifying the amount of donations collected will be issued to you.