



Hong Kong **Angelman Syndrome** Foundation

香港天使綜合症基金會

## 放置香港天使綜合症基金會捐款箱申請表

### HKASF Donation Box Placement Application Form

我/我們希望借用捐款箱，協助香港天使綜合症基金會籌款。

I/We wish to borrow donation box(es) to help raise fund for HKASF.

細捐款箱 Small Donation box \_\_\_\_\_ 個 pc(s)

15cm (高 H) x 20cm (闊 W) x 10cm (長 L)

大捐款箱 Large Donation box \_\_\_\_\_ 個 pc(s)

20cm (高 H) x 20cm (闊 W) x 15cm (長 L)

### 借用單位/個人資料 Organization/Individual Information

借用個人/單位名稱 Name of Individual/Organization: \_\_\_\_\_

地址 Address: \_\_\_\_\_

聯絡人 Contact person: \_\_\_\_\_

電話 Contact number: \_\_\_\_\_ 電郵 E-mail: \_\_\_\_\_

捐款箱放置地方 (如果多於一個，請另紙列出其他地點)

**Donation box placement location** (If more than one, please specify all locations on a separate sheet)

位置及地址 Location & Address:

\_\_\_\_\_

### 日期 Period:

長期擺放直至另行通知 Long term placement until further notice

由 From: \_\_\_\_\_ (日/月/年 dd/mm/yy) 至 To: \_\_\_\_\_ (日/月/年 dd/mm/yy)

如有任何查詢，請致電 852-5125-8111 與本會聯絡。

For any inquiry please do not hesitate to call 852-5125-8111 for prompt response from HKASF.



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## 香港天使綜合症基金會捐款箱簽收表格

### Hong Kong Angelman Syndrome Foundation (HKASF) Donation Box Receipt Form

我/我們已獲借用以下捐款箱協助香港天使綜合症基金會籌款。

I/We have borrowed the following donation box(es) to help raise fund for Hong Kong Angelman Syndrome Foundation (HKASF).

細捐款箱 Small Donation box \_\_\_\_\_ 個 pcs

15cm (高 H) x 20cm (闊 W) x 10cm (長 L)

大捐款箱 Large Donation box \_\_\_\_\_ 個 pcs

20cm (高 H) x 20cm (闊 W) x 15cm (長 L)

我/我們已詳細閱覽及同意 貴會之捐款箱使用守則，當捐款箱告滿或擺放日期屆滿，我/我們會通知 貴會收回捐款箱。

I/We have read carefully and agreed the principles laid out by the Foundation. When the donation box(es) is/are full or upon expiry of the collection period, I/We will contact the Foundation to collect the donation box(es).

借用單位/個人名稱 Name of Organization/Individual \_\_\_\_\_

聯絡人 Contact person: \_\_\_\_\_

電話 Contact number: \_\_\_\_\_ 傳真 Fax: \_\_\_\_\_

電郵 E-mail: \_\_\_\_\_

聯絡人簽署 Signature of Contact person : \_\_\_\_\_

日期 Date : \_\_\_\_\_



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## 香港天使綜合症基金會捐款箱使用守則

### Principles of Hong Kong Angelman Syndrome Foundation (HKASF) Donation Box Placement

1. 香港天使綜合症基金會之捐款箱歡迎被借用及放置在商店、辦公室、學校或私人地方作為籌款之用。有興趣借用捐款箱之人士或團體填妥以下之借用表格後可交回本會。如在商場或公眾地方籌款，本會將先向社會福利署申請[公眾籌款許可證申請書]，詳情可向本會查詢。

HKASF's donation boxes can be borrowed and placed at shops, offices, schools or any private premises to collect donations. Any party that is interested in borrowing the donation box(es) can fill in the following application form and hand in to HKASF. 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. 本會收到借用表格後，會與聯絡人安排交收捐款箱，負責人須簽收確認借箱，並於文件上蓋上機構印章(如適用)。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 liaise with the contact person to arrange delivery of the donation box(es). Please sign on the delivery/collection acknowledgement and stamp the company chop (if applicable) to confirm the delivery/collection. Please do not write or attach any information on the donation box without prior permission from HKASF.

3. 為保安起見，捐款箱必須以所提供的鎖鏈緊緊繫於固定位置。如遺失捐款箱，或其遭損壞或被盜竊，請盡快通知本會。

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

4. 當捐款箱告滿或擺放日期屆滿，請通知本會，本會將派專人收回捐款箱，稍後會發感謝信予貴機構，並通知善款總額。我們可保證點算善款會由本會兩位獨立人士執行，整個點算過程會被錄影及儲存。

When the donation box is full or upon expiry of the collection period, please contact us and we will arrange an assigned member of HKASF to collect the donation box. An official thank you letter specifying the amount of donations collected will be later issued to you. We can assure you that the counting of donations will be executed by two independent members of HKASF and the proceedings will be video recorded and saved.