



香港唐氏綜合症協會

The Hong Kong Down Syndrome Association

地址Address：香港柴灣興華（二）邨安興樓天台Rooftop, On Hing House, Hing Wah (II) Estate, Chai Wan, Hong Kong
電話Tel.：2697 5391 傳真Fax：2692 4955 電郵Email：hkdsa@hk-dsa.org.hk 網址Website：www.hk-dsa.org.hk

擺放捐款箱申請表 Donation Box Placement Application Form

請參閱第二頁的「捐款箱使用須知」，並於填妥以下表格後，電郵至angela.chan@hk-dsa.org.hk或傳真至2692 4955跟進辦理。如有查詢，請致電3590 2565與本會職員聯絡，謝謝。

1. 機構資料 Organization Information

機構名稱 Name of Organization : _____

聯絡人 Contact person : _____

電話 Contact number : _____

電郵 Email Address : _____

地址 Address : _____

2. 捐款箱擺放地點（如適用，請列出全部地點）

Donation Box Placement Location (Please Specify All Locations)

位置 Location : _____

營業時間 Opening Hour : _____

3. 擺放捐款箱日期 Donation Box Placement Period

長期擺放至另行通知 Long-term placement until further notice

由 From _____ 至 To _____

簽署: _____ 日期: _____



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捐款箱使用須知

Notes for Donation Box Placement

1. 本會將於收到「擺放捐款箱申請表」後聯絡機構負責人安排交收捐款箱。負責人須簽收確認信函，並於文件上蓋機構印章，以完成有關擺放捐款箱手續。未經本會同意，請不要在捐款箱上書寫或張貼其他資訊。
After receiving the completed “Donation Box Placement Application Form”, we will reach the contact person shortly to arrange for the delivery of the donation box(es). Please sign and stamp the organization chop on the confirmation letter. Please kindly do not write or attach any other information on the donation box(es) without permission from the Hong Kong Down Syndrome Association in advance.
2. 請務必妥善保管捐款箱，並以提供的保險鋼絲緊繫於固定地點。如捐款箱有遺失、損壞或被盜竊，請立即通知本會及警方。
The organization should take a good care of the donation box(es). They must be affixed tightly to an immobile object using the chain provided. In case of any loss or damage, please inform the Hong Kong Down Syndrome Association immediately and report to the police accordingly.
3. 若有以下情況，包括捐款箱快將放滿、擺放日期屆滿、機構搬遷或結業等，請機構親自將捐款箱送回本會辦公室，或預先通知本會職員，以安排收取捐款箱。
If the donation box(es) is/are about to be full, upon expiry of the collection period or when the organization will be relocated or closed, the organization should return the donation box(es) to the Hong Kong Down Syndrome Association in person or contact our staff in advance, in order to collect the donation box(es).
4. 捐款箱經點算後，機構將收到由本會發出的感謝信函，以表謝意。
After finished collecting and counting the amount in the donation box(es), the Hong Kong Down Syndrome Association will send a thank you letter in order to show our appreciation to the organization which help to place the donation box(es).
5. 如有查詢，請致電3590 2565與本會職員聯絡。
Should you have any enquiries, please contact 3590 2565 for more information.