



香港兒童基金會  
HONG KONG CHILDREN  
FOUNDATION  
香港註冊慈善團體(稅務豁免編號:91/15882)

## 香港兒童基金會捐款箱借用表格

### Hong Kong Children Foundation Donation Collection Box Booking Form

致 To: 香港兒童基金會 Hong Kong Children Foundation

傳真 Fax: (852) 2858 2654

電郵 Email: info@hkcf.org.hk

電話 Tel: 2907 6888

地址 Address: 香港上環 永樂街93-103 協成行中心4樓406室

Room 406, 4/F, OfficePlus@SheungWan, 93-103 Wing Lok Street, Sheung Wan, HK

我們希望借用捐款箱\_\_\_\_\_個，香港兒童基金會籌款，惠及基層兒童。

We wish to help Hong Kong Children Foundation for grassroots children. We

would like to borrow\_\_\_\_\_pcs Hong Kong Children Foundation 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:	
機構名稱 Organization:	
機構印章 Chop:	
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，作為香港兒童基金會籌款之用。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。

Hong Kong Children Foundation 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 acknowledgment to confirm the delivery/collection. Please do not write or attach any information on the donation box without prior permission from Hong Kong Children Foundation.

3. 為保安起見，籌款箱必須以所提供的鏈條和掛鎖於固定地點。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。

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.