

申請關愛基金捐款正式收據

Request for Official Receipt for Donations to the Community Care Fund

捐款詳情 **Donation details**

滙豐銀行戶口號碼 HSBC account number 004-848-027256-001

中國銀行(香港)戶口號碼 Bank of China (Hong Kong) account number 012-875-00451480

捐款 Donation 港幣 Hong Kong Dollars _____ 元

於銀行轉帳或存入現金／支票 **Cash/ cheque deposit or transfer at banks**

寄交支票 **Sending a cheque** - 銀行 Bank: _____ 支票號碼 Cheque number : _____

轉帳 **Transfer** - 請說明方式 (例如自動櫃員機／網上轉帳): _____

Please specify (e.g. ATM / Internet): _____

收據抬頭人／團體名稱 # Name of the addressee of the receipt #	郵寄地址 Postal address

如收據抬頭人／團體多於一個，請另加附頁列明。

If there is more than one addressee, please list the details in separate sheet.

基金會公布捐款者和籌得的善款總額，但不會透露個別捐款者的捐款額。如果捐款者表示不願意公開其身份，基金亦會予以尊重。不願意公開身份的捐款者，請在方格上劃上“✓”號。

The Fund will publicise the total amount of donation and the names of the donors without disclosing the donation amounts of individual donors. The Fund will also respect the wish of those donors who prefer to remain anonymous. For donors who prefer to remain anonymous, please put a “✓” in the box provided.

聯絡人資料 **Contact information**

姓名 Name : (先生／小姐／女士) _____
(Mr / Miss / Ms) _____

電話 Telephone number : (日間 Daytime) _____
(其他 Others) _____

地址 Address : _____

請填妥本表格，把表格連同銀行存款單正本、自動櫃員機收據正本或網上轉帳交易記錄*，寄交關愛基金秘書處（地址：香港灣仔軒尼詩道 130 號修頓中心 4 樓）。

Please send the completed form, together with the original bank pay-in-slip, the original ATM receipt or Internet transfer record to the Secretariat, Community Care Fund (Address: 4/F, Southorn Centre, 130 Hennessy Road, Wanchai, Hong Kong).

註 **Notes**

(1) 捐款人所提供的資料，將用作處理發出關愛基金捐款正式收據及其他相關事宜的用途。這些資料可能會向各局局長、部門首長及／或獲指派處理發出關愛基金捐款正式收據及有關事宜的人員披露。

The information provided by donors will be used for processing issuance of official receipts for donations to the Community Care Fund and other related purposes. It may be disclosed to Heads of Bureau/Department and/or their designated officer(s) who are required to handle issuance of official receipts for donations to the Community Care Fund and other related matters.

(2) 如捐款人未能提供一切所需的資料，負責人員將無法處理此申請。

This application will not be processed if the donor fails to provide all the information requested.

* 如寄交支票至關愛基金秘書處，則無需寄交相關存款單、收據或轉帳交易記錄。

Pay-in slip, ATM receipt or transfer record is not required in case of sending cheques to the Secretariat, Community Care Fund.