



世界自然基金會香港分會捐款箱借用表格 WWF-HONG KONG DONATION BOX PLACEMENT APPLICATION FORM

我們希望借用捐款箱，協助世界自然基金會香港分會籌款以支持其環境保育及教育工作！

We wish to help WWF-Hong Kong to raise funds for supporting their conservation and education work. We would like to borrow WWF-Hong Kong donation box(es):

捐款箱 _____ 個

Donation Box _____ pcs

12cm (長 L) x 12cm (闊 W) x 21cm (高 H)*

*本會有機會視乎供應情況提供各種尺寸的捐款箱

Various size boxes may be provided subject to availability



捐款箱將會放置於以下地點 (如多於一個，請用另一張紙列出全部地點):

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

位置

Location: _____

地址

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)

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.: _____

如有任何查詢或填妥表格後請聯絡:

For any query or after filled in this form, please contact:

梁榮軒先生 Mr. Bean Leung

助理主任 - 個人捐助 Assistant Officer, Individual Giving

電話 Tel: 2864 1479

傳真 Fax: 2845 2764

電郵 Email: beanleung@wwf.org.hk



世界自然基金會香港分會捐款箱借用表格 WWF-HONG KONG DONATION BOX PLACEMENT APPLICATION FORM

捐款箱使用守則 Conditions of Donation Box Placement

1. 本會歡迎借用捐款箱放置在商店、辦公室、學校或私人地方，作為世界自然基金會香港分會籌款之用。如在商場或公眾地方籌款，本會將需要先向社署申請「公開籌款許可證申請書」，詳情歡迎向本會查詢。

WWF-Hong Kong'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 WWF-Hong Kong.

3. 為保安起見，捐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。世界自然基金會香港分會保留要求公司賠償的權利。

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. WWF-Hong Kong shall be entitled to claim for any damage or loss of the donation box.

4. 當捐款箱被放滿或擺放日期屆滿，請預先通知本會派專人收回捐款箱，點算捐款後，本會將通知善款總額。

When the donation box is full or upon expiry of the collection period, please contact us in advance and we will arrange a staff member to collect the donation box. The collected donations amount will be informed afterwards.

我/我們已詳細閱覽及同意 貴會之捐款箱使用守則。

I/We have read carefully and agreed the conditions of donation box placement.

聯絡人簽署及機構印章

Signature of contact person with company chop: _____

日期 Date : _____

本會衷心感謝你的支持！

Thank you for supporting us!