



致 To: 香港盲人體育總會 Hong Kong Blind Sports Federation (HKBSF)

傳真 Fax: (852) 2789 3113 電郵 Email: donation@hkbsf.org.hk 電話 Tel: 2789 3383

地址 Address: 新界葵涌葵樂街 2 至 28 號裕林工業中心 A 座 10 樓 A3 室
A3, 10/F., Block A, Yee Lim Industrial Centre, 2-28 Kwai Lok Stret, Kwai Chung, N.T.

我們希望借用香港盲人體育總會捐款箱 _____ 個，協助香港盲人體育總會籌款，惠及視障人士。
We wish to help Hong Kong Blind Sports Federation to raise funds for the visually impaired people. We would like to borrow _____ pcs HKBSF 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: _____

借用日期 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 Organization: _____

地址 Address: _____

電郵 E-mail: _____ 電話 Tel. No.: _____

聯絡人簽署: _____

日期: _____ 公司印鑑: _____

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，作為香港盲人體育總會籌款之用。
Hong Kong Blind Sports Federation donation boxes can be borrowed and placed at shops, offices, schools or any private premises to collect donations.
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 acknowledgement to confirm the delivery/collection. Please do not write or attach any information on the donation box without prior permission from Hong Kong Blind Sports Federation.
3. 為保安起見，籌款箱必須緊緊於固定地點。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. 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，點算捐款後，本會將發函鳴謝貴機構，並通知善款總額。
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. An official thank you letter specifying the amount of donations collected will be issued to you.