



樂捐公益謝嘉賓
Souvenirs for the Chest
回條 Reply Form

銘謝狀印製數量
No. of Certificate(s): _____

捐款金額
Donation Amount: _____

捐款者/學校/機構資料 Details of Donor/School/Organisation

捐款者/學校/機構名稱 (中文) _____
Name of Donor/School/
Organisation (English) _____
聯絡人姓名 _____ 職位 _____
Contact Person _____ Position _____
電話 _____ 傳真 _____
Telephone _____ Fax _____
地址 _____
Address _____
電郵地址 _____
Email Address _____
收據抬頭 _____
Name on Receipt _____

銘謝狀資料 Information of Certificate

活動名稱 _____ 活動日期 _____
Name of Event _____ Date of Event _____
主禮嘉賓姓名 _____
Name of the Officiating Guest _____
主禮嘉賓職銜 _____
Title of the Officiating Guest _____
致送機構代表 _____
Presenter of Organisation _____
致送機構代表職銜 _____
Title of the Presenter _____

捐款方法 Donation Methods

1. 以劃線支票捐款，抬頭請寫「香港公益金」。
All crossed cheque should be made payable to "The Community Chest of Hong Kong".
2. 捐款亦可存入以下公益金銀行帳戶。請自行影印銀行存款收據作副本，以便核對。
Donations can be deposited into the following Chest bank accounts. Please keep the photocopies of all bank-in slips for reference.

中國銀行(香港) Bank of China (Hong Kong)	026-709-0-0081335
東亞銀行 The Bank of East Asia, Limited	015-514-40-14184-4
恒生銀行 Hang Seng Bank	280-157-553-001

備註 Remarks

1. 請填妥此參加表格，電郵、傳真或郵寄至公益金辦事處，稍後將有專人與貴學校/機構聯絡。公益金祈望每張銘謝狀可籌得港幣三百元或以上。
Please complete the Reply Form and return it to the Chest office by Email, Fax or Post. Chest office will contact your school/organisation for follow up. Donation of HK\$300 or above per certificate is much appreciated.
2. 凡捐款港幣一百元或以上，可獲發正式收據。
Official receipt will be issued for donation of HK\$100 or above.
3. 銘謝狀印製需時十個工作天，由公益金收到參加表格當日起計算。
The preparation and printing of the certificate(s) takes around 10 working days upon receipt of the reply form.
4. 貴學校/機構須帶同劃線支票或銀行存款單據正本到公益金辦事處領取銘謝狀。
Please forward crossed cheques or original bank-in slips to Chest office when collecting certificate(s) from the Chest.

香港公益金辦事處：香港灣仔告士打道三十九號夏慤大廈十八樓一八零五室
The Community Chest office: Unit 1805, 18/F, Harcourt House, 39 Gloucester Road, Wanchai, Hong Kong
電話 Telephone: 2599 6111 傳真 Fax: 2506 1201
網頁 Website: <http://www.commchest.org> 電子郵件 E-mail: Souvenirs@commchest.org