



綠色低碳日 Green Low Carbon Day

為公益金資助之「環保相關項目」籌款
To benefit "Green Related Projects" supported by The Community Chest

回條 Reply Form

- 本機構將參加於2020年6月28至29日(星期日至一)舉行的「綠色低碳日」，請提供以下物資作宣傳：
YES, we will participate in Green Low Carbon Day to be held on **28 and 29 June 2020 (Sunday and Monday)**.
Please provide the following materials for our internal promotion of the event:
- 海報 No. of poster _____ 張 pcs (電子版海報於五月上旬網站啟用後可供下載。e-poster would be available for download in early May at our event website.)
- 本機構將捐款港幣 _____ 元支持「綠色低碳日」，但不需要紀念車票。
YES, we will support Green Low Carbon Day by making a donation of HK\$ _____ but we **DO NOT NEED** any commemorative tickets.

請用正楷填寫 Please complete in **BLOCK LETTERS**. Thank you!

機構資料 Organisation's Information

機構名稱 (中文)
Name of Organisation (Chinese): _____

(英文)
(English): _____

地址
Address: _____

機構/部門負責人 職銜
Head of Organisation/Dept: _____ Position: _____

活動聯絡人 職銜
Event Co-ordinator: _____ Position: _____

聯絡電話 傳真 電郵
Contact Telephone: _____ Fax: _____ E-mail: _____

僱員人數 估計參加人數 估計善款總數
No. of Employees: _____ Estimated No. of Participants: _____ Estimated Donation Amount: _____

估計所需紀念車票數量 *確實所需紀念車票數量
Estimated Quantity of Tickets: _____ 張 pcs *Confirmed Quantity of Tickets: _____ 張 pcs

備註 Remarks:

- 請於**2020年6月4日或之前**遞交回條並落實所需紀念車票數量。紀念車票數量有限，**以先到先得方式處理，送完即止**。
Please confirm the required quantity of Commemorative MTR Tickets **on or before 4 June 2020** by returning the Reply Form. Tickets will be distributed on a **first-come, first-served** basis while stock lasts.
- 公益金將以電郵/電話確認收妥 貴機構的回條，**請於收到公益金的確認後，方可把善款存入公益金之戶口或把抬頭寫上「香港公益金」的劃線支票寄回公益金辦事處**。公益金將於6月16日或之前通知各機構有關領取紀念車票之安排。
The Chest office will send a confirmation to the participating organisations by email / telephone upon receiving the Reply Form. **After receiving confirmation from the Chest, you can deposit your donation into the Chest's account or make cheque payable to "The Community Chest of Hong Kong" and send it to the Chest office.** The Chest office will notify the participating organisations on the collection of Tickets on or before 16 June.

請將填妥之回條電郵或傳真至公益金辦事處 Please return the completed form to the Chest office by email or by fax

電話 Tel: 2599 6127 / 2599 6104

傳真 Fax: 2506 1201

地址: 香港灣仔告士打道39號夏慤大廈18樓1805室

電郵 Email: green@commchest.org

Address: Unit 1805, 18/F, Harcourt House, 39 Gloucester Road, Wanchai, Hong Kong

網址 Website: www.commchest.org

公益金將會用上述資料與 貴機構/團體保持聯絡，定期介紹公益金的各項籌款活動、宣傳及推廣事宜、定期通訊、義工服務、意見收集、鳴謝及發出捐款收據之用。如 貴機構/團體不願意繼續收到公益金的活動資料，請致電或以電郵方式通知公益金辦事處。Data collected will be used to keep your Company/Organisation updated with The Community Chest's fund-raising events, marketing & promotional activities, newsletters, volunteer services, surveys to collect donor opinions, donor acknowledgement and receipt issuance. If your Company/Organisation does not wish to receive information on the Chest's future activities, please contact the Chest office by phone or email.