



公益綠識日

The Community Chest Green Day

為公益金資助之「醫療及保健服務」籌款

To benefit "Medical and Health Services" supported by The Community Chest

回條 Reply Form

- 本機構將參加 2016年6月19日及20日舉行的公益綠識日。
YES, we will participate in The Community Chest Green Day to be held on 19 & 20 June 2016.
 海報 No. of poster _____ 張 pcs 電子版海報 Soft copy of the poster
- 本機構將捐款港幣 _____ 元支持公益綠識日，但不需要紀念車票。
YES, we will support The Community Chest Green Day by making a donation of HK\$ _____ but we DO NOT NEED any 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: Mr/Ms/Mrs _____ Position: _____

活動聯絡人 職銜
Event Co-ordinator: Mr/Ms/Mrs _____ Position: _____

電話 圖文傳真 電郵地址
Telephone: _____ Facsimile: _____ E-mail Address: _____

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**2016年5月31日(星期二)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 number of Commemorative MTR Tickets **on or before Tuesday, 31 May 2016** 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/傳真確認收妥 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書寫「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10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 / fax 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 10 June.

請將填妥之回條電郵、傳真或寄回公益金辦事處
陳安婷小姐 / 梁佩鈺小姐
電話: 2599 6112 / 2599 6151 傳真: 2506 1201
電郵地址: green@commchest.org

Please return the completed form to the Chest office by email, fax or mail
Ms Mandi Chan / Ms Mandy Leung
Telephone: 2599 6112 / 2599 6151 Fax: 2506 1201
Email: green@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.