



二零一四年公益金便服日

Dress Casual Day 2014

捐款統計表

Donation Summary Form

請用正楷填寫 Please write in BLOCK LETTERS

機構名稱 Name of Organisation: _____

地址 Address: _____

聯絡人 Contact Person: _____

電話 Telephone: _____ 圖文傳真 Fax: _____

捐款資料 Donation Information

| | |
|--|--|
| 實際參加人數 Number of Participants | 機構僱員/會員/學生總人數共 Total Number of Employees/Members/Students |
| 善款總額 Total Amount of Donation HK\$ | 附上捐款記錄表格頁數共 No. of Donation Record Form(s) Attached |

捐款方法 Payment Method

請於適當方格內加上✓號 Please ✓ the appropriate box.

現附上 張支票，捐款額合共港幣 _____ 元。
Attached please find _____ cheque(s) with total donation of HK\$ _____.

現附上 張銀行存款收據，捐款額合共港幣 _____ 元。
Attached please find _____ bank pay-in-slip(s) with total donation of HK\$ _____.

善款處理 Donation Method

- 以劃線支票形式，抬頭請寫「香港公益金」；或
Please send crossed cheque payable to “**The Community Chest of Hong Kong**” to Chest Office, or
- 把善款存入公益金設於中國銀行(香港)之賬戶(賬戶號碼: 012-874-0-008588-4)或恒生銀行之賬戶(賬戶號碼: 280-157553-001)內。
Deposit the donations into Chest's bank accounts [Bank of China (Hong Kong): 012-874-0-008588-4 or Hang Seng Bank: 280-157553-001]
- 請於活動後一個月內，將支票或存款收據**正本**連同本表格及捐款記錄表，交回公益金辦事處。
Please send the cheque(s) or the **original** bank pay-in slip(s) together with this form and Donation Record Form(s) to the Chest Office within one month after the event.
- 信封面請註明「公益金便服日」。請勿郵寄現金。
Please mark “*Dress Casual Day*” on the envelope. **PLEASE DO NOT SEND IN CASH.**
- 公益金地址：香港灣仔告士打道三十九號夏慤大廈十八樓一八零五室
Address: Unit 1805, 18/F Harcourt House, 39 Gloucester Road, Wanchai, Hong Kong.
電話 Telephone：2599 6124 圖文傳真 Fax：2506 1201 / 2506 1267

負責人簽署 Signature

日期 Date