



香港大學畢業同學會教育基金

Hong Kong University Graduates Association Education Foundation

香港黃竹坑南風道9號 9 Nam Fung Road, Wong Chuk Hang, Hong Kong
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DONATION FORM 捐款表格

To : Hong Kong University Graduates Association Education Foundation

致：香港大學畢業同學會教育基金

(Please ✓ where appropriate 請在適當方格內加上 ✓ 號)

I / Our organization would like to support your Foundation by donating a sum of HK\$ _____.
本人/本機構樂意支持貴基金，並捐款港幣_____元。

I / Our organization would like my/our donation to be used for the following purpose:
本人/本機構希望捐款作以下用途：

- HKUGA Primary School 港大同學會小學
- HKUGA College 港大同學會書院
- Future development of your Foundation 貴基金的未來發展

Donation method 捐款方法

Please send the duly completed donation form together with a crossed cheque payable to “**Hong Kong University Graduates Association Education Foundation**” or “**香港大學畢業同學會教育基金**” by post or by hand to the HKUGAEF Secretariat Office at 9 Nam Fung Road, Wong Chuk Hang, Hong Kong.
請填妥捐款表格，連同劃線支票郵寄或交回香港黃竹坑南風道9號香港大學畢業同學會教育基金秘書處收，支票抬頭為「香港大學畢業同學會教育基金」或“Hong Kong University Graduates Association Education Foundation”。

Contact Information 聯絡資料

Please fill in this form in BLOCK LETTERS. All data will be treated in strict confidence and for internal use only. Please note that it is mandatory for you to provide personal data marked with asterisks. In the event that you do not provide such personal data, we may not be able to handle your donation efficiently. 請以正楷填寫。所有資料絕對保密，僅供內部使用。您必須在註明(*)的欄目，提供所需的個人資料。如您未能提供，我們未能有效地處理您的捐款。

Donor 捐款人/ Organization 捐款機構：

The donation is made in the following name 以下列身份捐款

The donation is to remain anonymous 以無名氏身份捐款

*Name in English 英文姓名: (Mr/Mrs/Ms/Miss/Dr/Prof) _____
(As on HKID Card, Surname first) (必須與香港身份證上的姓名相同，先填寫姓氏)

*Name in Chinese 中文姓名: _____

Name of Organization 機構名稱: _____

*Contact Address 聯絡地址: _____

*Telephone 電話 (Home)住宅: _____ (Mobile)流動電話: _____

*E-mail 電郵: _____ Fax 傳真: _____

Please issue the official receipt in the name of 請以下列名稱發出捐款收條:

Donation receipt will be issued for donation of HK\$100 or above which is tax-deductible. The donation receipt will be issued to the name of individual or organization provided above unless otherwise specified.
捐款港幣一百元或以上可獲收據作扣稅之用。除非另有說明，否則收據將向上面提供的個人或組織的名義發出。

Personal Information Collection Statement 個人資料收集聲明

Hong Kong University Graduates Association Education Foundation (“the Foundation”) shall comply with the Personal Data (Privacy) Ordinance in handling and keeping your personal data. The Foundation will not sell and/or provide your personal data to any third party. The personal data collected will be treated as strictly confidential and will be used by the Foundation for the purpose of correspondences and communications. The Foundation may use your contact information (name, telephone, email and address) for the purpose of future communications, events, seminars, EF eNews, other related information and survey administration. If you do not agree to the use of your personal data for the above purposes, please indicate by putting a tick in the box.

I object to the use of my personal data by the Foundation for the above purposes.

香港大學畢業同學會教育基金（「基金」）會按照《個人資料（私隱）條例》的規定處理及儲存您的個人資料，而絕不會向第三方出售及/或提供您的個人資料。您所提供的資料將保密處理，資料只會被基金用作會員通訊之用。基金將會透過您提供的聯絡方法（包括姓名、電話、電郵及郵寄地址），為您提供日後聯絡、活動、講座、基金電子報及其他相關資訊，以及用作收集意見之用途。如您不同意，請在以下方格加上✓號。

本人反對香港大學畢業同學會教育基金使用我的個人資料作上述用途

Under the Personal Data (Privacy) Ordinance, you have the rights of access and correction with respect to your personal data held by the Foundation. If you want to enquire on your personal data, or do not wish to receive any promotional materials from the Foundation, please contact our Secretariat at 2240 6913 or by email: info@hkuga-ef.edu.hk.

根據《個人資料（私隱）條例》，您有權隨時查閱和更改基金持有關於您的個人資料。如果您欲查詢您的個人資料，或日後欲停止收到基金的推廣資訊，請致電 2240 6913 或電郵至 info@hkuga-ef.edu.hk 與我們的秘書處聯絡。

I have read, understood and accepted the statement regarding the collection, use and provision of personal data by the Foundation.

本人已閱讀、了解及接納基金有關收集、使用及提供個人資料的通知。

Signature 簽名: _____ Date 日期: _____

Hong Kong University Graduates Association Education Foundation Donation Policy

Hong Kong University Graduates Association Education Foundation (“the Foundation”) is a charitable organization under Section 88 of the Inland Revenue Ordinance, Cap. 112 of the laws of Hong Kong, and donations to the Foundation are tax-deductible.

Definition of Donations

The term “donors” means all types of benefactors including individuals, corporations and organizations that make donations to any programmes, projects or activities of the Foundation. The term “donations” covers all forms of gifts, endowments and sponsorships, in money or in kind, given to the Foundation outright, for which the donors receive no financial benefits in return. The types of donation covered by this policy may include, inter alia:

- (a) to support the future development of the Foundation;
- (b) to support learning and teaching, facilities and equipment, and overall development of the HKUGA Primary School or HKUGA College.

Key Principles in Considering whether a Donation will be Accepted (OR Donation Acceptance Principles)

1. In considering an intended donation pledge, the Foundation will consider, among other things, whether the donor and his/her/its affiliates (including, without limitation, the business of the donor and his/her/its affiliates) or the donation will be compatible with the purposes, goals, objectives, reputation, affiliation, ethos and mission of the Foundation.
2. The Foundation will not accept donations that require it to provide any favourable consideration to the donor or anyone designated by the donor, such as admission of student(s) to the HKUGA Primary School or HKUGA College, employment in the Foundation or procurement of goods or services for the Foundation.
3. Donation which could damage the Foundation’s reputation will not be accepted by the Foundation. The Foundation may decline a donation at its discretion with or without explanation to the donor.
4. The donor shall agree that unless with prior written consent of the Foundation, he/she/it shall not publicize the donation to the Foundation.

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