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(請填妥以下表格，連同商業登記證副本及將會擺放捐款箱之位置照片一併遞交。)
(Please submit the completed application form with **company BR copy** and **photos of where the donation box(es) will be placed**)

放置無國界醫生捐款箱申請表

Médecins Sans Frontières Donation Box Placement Application Form

傳真 Fax : 2337 5442

電郵 Email : fundraising@hongkong.msf.org

細捐款箱 個
Small Donation Box _____ pcs
6" x 4.75" x 11"

大捐款箱 個
Large Donation Box _____ pcs
8" x 8" x 9"

籌辦單位資料 Organization Information

籌辦單位名稱 Name of Organization

業務性質 Nature of Business : _____

地址 Address : _____

聯絡人 Contact person : _____

電話 Contact number : _____ 傳真 Fax : _____

電郵 Email Address : _____

公司網站 Company Website : _____

捐款箱放置地點 (如多於一個，請列出全部地點)

Donation box placement location (Please specify all locations if more than one)

位置 Location : _____

營業時間 Opening Hour : _____

日期 Period

長期擺放直至另行通知 Long-term placement until further notice

由 From : _____ 至 To : _____

無國界醫生捐款箱使用守則

Conditions of MSF Donation Box Placement

- 1) 無國界醫生辦事處收到此表格後，會與聯絡人安排交收捐款箱，負責人須簽收確認借箱，並於文件上蓋上機構印章。如未得本會同意，請勿於捐款箱上書寫或張貼任何其他字句或資訊。
Upon receipt of the completed form, we will liaise with the contact person to arrange the delivery of the donation box(es). Please sign and stamp the company chop on the acknowledgement form to confirm the receipt. Please do not write or attach any information on the donation box(es) without prior permission from us.
- 2) 捐款箱必須妥善保管捐款箱，並以所提供的鎖鏈緊緊於固定地點，只容許顧客作捐款給無國界醫生之用。如有遺失、損壞或被盜竊，請即時通知本辦事處及警方。無國界醫生有權利要求公司賠償。
The Company agrees to take custody of the above item until it is returned to MSF-HK. The donation box(es) must be affixed to an immobile object using the chain provided and that the item will be displayed only in its own premise(s) for people who have access to the premise(s) to make donations to MSF-HK. In case of loss or damage, please inform us and report to the police immediately. MSF-HK shall be entitled to claim for any damage or loss of the donation box.
- 3) 當捐款箱將被放滿、擺放日期屆滿、搬遷或結業，本公司將把捐款箱送回無國界醫生辦公室籌款部，或預先通知無國界醫生安排收箱。
The Company shall return the donation box(es) to the Fundraising Department at the MSF office or contact MSF-HK in advance to come and collect the donation, when the donation box(es) is/are about to be full, upon expiry of the collection period or when the company will be relocated or closed.
- 4) 收回籌款箱及經點算後，本辦事處將發感謝信鳴謝貴公司，並通知善款總額。
After the donation have been collected and counted, we will send an official thank you letter specifying the amount of donations to you.

如有任何查詢，請致電 2959 4229 與無國界醫生職員聯絡。
If you have any questions, please contact us at 2959 4229.

本人／團體同意遵字以上守則
The above conditions are accepted
& agreed to be observed by :-

簽署及蓋章 Authorized signatory & chop

日期 Date : _____