

**放置生命熱線捐款箱申請表**  
**SPS Donation Box Placement**  
**Application Form**

致 To: 生命熱線籌募及傳訊部 Fundraising and Communications Department, SPS  
電郵 Email : fundraising@sps.org.hk 電話 Tel : 2378-6440

**聯絡資料 Contact Information**

機構 Organization \_\_\_\_\_

聯絡人 Contact Person \_\_\_\_\_

職銜 Position \_\_\_\_\_

電話 Contact Number \_\_\_\_\_ 傳真 Fax \_\_\_\_\_

電郵 Email Address \_\_\_\_\_

地址 Address \_\_\_\_\_

本人 I hereby

同意 /  不同意 收到生命熱線日後寄發的服務和活動資訊。

agree /  do not agree to receive information on SPS' services and activities.

**擺放資料 Placement Information**

所需捐款箱 Donation box required \_\_\_\_\_ 個 pcs

位置 Location \_\_\_\_\_

\* 如多於一個，請另用紙張列出全部地點 If more than one, please specify all locations in a separate sheet

放置日期 Placement Period

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

由 From \_\_\_\_\_ 至 To \_\_\_\_\_

簽署及蓋章 Signature & company chop

日期 Date

## 生命熱線捐款箱使用須知 Notes for SPS Donation Box

1. 本會收到表格後，會與聯絡人安排交收捐款箱，負責人須簽署「捐款箱簽收表格」之文件並蓋上機構印章。如未得本會同意，請勿於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 receipt. Please do not write or attach any information on the donation box(es) without prior permission from us.
2. 為保安起見，捐款箱必須以所提供的鐵練和掛鎖緊緊繫於固定地點。如有遺失、損壞或被盜竊，請即時通知本會及警方。  
For security reasons, each donation box must be affixed to an immobile object using the chain and padlock provided. In case of loss or damage, please inform us and report to the police immediately.
3. 當捐款箱被放滿或擺放日期屆滿，請通知本會派專人收回捐款箱，點算捐款後，本會將發感謝信鳴謝貴機構，並通知善款總額。  
When the donation box is full or upon expiry of the placement period, please contact us for donation box(es) pick up arrangement. After the donation have been counted, we will send an official thank you letter specifying the amount of donations to you.
4. 如在公眾地方籌款，本會將先向社署申請「公開籌款許可證」，詳情請向本會查詢。  
If placing donation box(es) in public areas, Public Subscription Permit issued by the Social Welfare Department is required. Please contact us for details.