



城市睦福有限公司
Urban Peacemaker Limited

DONATION FORM 捐款表格

If you would like to donate to us, please complete this donation form and send it together with the **crossed cheque** or **original bank-in slip** to "Urban Peacemaker Limited (Attn.Finance), Unit 119-134, G/F, Blk. 3, Kwai Shing West Estate, N.T." 如希望支持我們，請將填妥的此捐款表格連同劃線支票或銀行入數紙正本寄交「新界葵盛西邨第3座地下119-134室 城市睦福有限公司 財務部收」

Please tick ✓ in the box ☐ 請在方格 ☐ 內加上剔✓號

Fields marked * are required 必須填寫標有星號*的欄位

* Please delete as appropriate 請刪去不適用者

* Donation 捐款

I / We would like to 本人 / 機構願意 * ☐ **Donate on a monthly basis** 每月定期捐助 -or- ☐ **Make a one-off donation** 作一次性捐款

With the following amount 捐贈款額為：

* ☐ HKD 港幣\$5,000 ☐ HKD 港幣\$3,000 ☐ HKD 港幣\$1,000 ☐ HKD 港幣\$500 ☐ HKD 港幣\$100 ☐ HKD 港幣\$_____

Note: **Please don't send cash** via mail. Official receipt for tax purpose will be issued for donations over HK\$100.

註：請勿郵寄現金，捐款滿港幣\$100元可獲發正式收據，憑收據可向香港稅務局申索稅務扣除。

* Donation by 捐款方法

Monthly 月捐 ☐ By Autopay, please send the Direct Debit Authorization Form 自動轉帳，請寄發自動轉帳授權書

One-off 單次 ☐ **Crossed cheque** make payable to "Urban Peacemaker Limited" 劃線支票，抬頭請填寫「城市睦福有限公司」

Cheque No. 支票號碼：_____

☐ **Bank Deposit/Transfer** 存入本會戶口 (HSBC 匯豐銀行：497-111955-001; BOC(HK) 中國銀行(香港)：012-361-0-004879-7)

* Donation Purpose 捐款用途

I am / We are pleased to support the Urban Peacemaker Limited, of its 本人 / 機構樂意捐款支持城市睦福有限公司的

☐ **Various self-financing services and daily operating costs** [Recommended] 各項自資服務及日常營運支出 [建議選填]

☐ Charity Services 慈善服務 ☐ Community Integrated Services 社區綜合服務 ☐ Children & Youth Services 青少年服務 ☐ Ethnic Minority Ministry 少數族裔事工

☐ Others, please specify (e.g. Flag Day Donation) 其他，請註明(如：賣旗捐款) _____

And that if the donated sum is not fully utilized in the designated purpose during the financial year, the remaining sum should be transferred to the general fund and should be used in the coming years at the service area where it is needed most. 而若該筆捐款在該財政年度內未在所指定的用途內用畢，餘下之款額得撥入普通經費帳(general fund)內結算並須於未來年度中使用在最有需要的服務範疇之內。

* Donor's Information 捐款者資料

☐ **Donation in Personal Name** Name* (^ Mr/Ms/Others: _____) _____ (Eng)

以個人名義捐款

姓名* (^ 先生/女士/其他: _____) _____ (中文)

☐ **Donation in Organization Name** Name of Contact Person* (^ Mr/Ms/Others: _____) _____ (Eng)

以機構名義捐款

聯絡人姓名* (^ 先生/女士/其他: _____) _____ (中文)

Name of Donor Organization 捐款機構名稱* _____

Contact No. 聯絡電話* _____ Email Address 電郵地址* _____

Postal Address 郵寄地址* _____

* Donation Receipt 捐款收據 (For monthly donations, an official receipt will be issued annually. 每月捐款的正式收據將會總結年度總數一併發出。)

☐ Please issue donation receipt 請發出捐款收據 Name on receipt 捐款收據芳名：_____
(If different from donor's name 如與捐款者不同)

☐ No donation receipt is required 我不需要捐款收據

* Acknowledgement in Annual Report 年報鳴謝

For cumulative donation of HK\$10,000 or above within the financial year, Urban Peacemaker Limited will arrange acknowledgement in annual report by the Name of Donor/Organization. 凡年度累積捐款港幣\$10,000元或以上，本機構將於年報刊印捐助者/機構芳名，以茲鳴謝。

If acknowledgement is not required, please indicate by putting a tick "✓" in the box. 如捐助者不需要安排鳴謝，請在方格加上「✓」號。 ☐

How do you know about Urban Peacemaker Limited (UPL) 如何認識城市睦福有限公司(睦福)

☐ Social Media 社交媒體 ☐ Article/Advertisement on newspaper/magazine 報章雜誌報導/廣告 ☐ Partner of UPL(e.g. NGO/church) 睦福合作夥伴(如機構/教會)

☐ Referred by a friend 親友介紹 ☐ Referred by a Director/Staff of the UPL 經睦福董事/同工介紹 ☐ Had taken part in volunteer work of UPL 曾參與睦福的義務工作

Personal Information Collection Statement 收集個人資料聲明

(Please turn over. 請見背頁。)

Besides, we would like to keep you updated with our organization's latest news, service promotions, appeals for donations, invitations to activities/trainings/voluntary work, etc. Therefore, we intended to use your contact information held by us to furnish such information to you. However, we cannot so use your personal data without your consent. If you do not agree to our using of your personal data for these service promotion purposes, please indicate your objection to receiving direct marketing materials by putting a ✓ mark (check mark) on the relevant part of the form.
此外，本機構擬向閣下提供有關本機構的動向、服務推廣、呼籲捐款、作活動/訓練/義務工作邀請等資訊，屆時將需要使用閣下存於本機構之聯絡資料與閣下通訊。但除非已得到閣下同意，否則本機構不可如此使用閣下的個人資料。倘若閣下不同意本機構使用閣下的個人資料作相關的服務推廣用途，請在表格內的有關部分加上✓號(剔號)，以表示反對收取直接促銷資料。

Please sign at the end of this statement to indicate your agreement to such use. Should you find such use of your personal data not acceptable, please indicate your objection before signing by ticking the box below.
請在本文最後部份表示你同意如此使用你的個人資料。如你不同意，請在以下空格加上「✓」號，然後簽署。

☐ The donor named objects to the proposed use of his/her personal data in direct marketing.
本人(姓名如上所示)反對使用個人資料於擬作出的直接促銷。

Signature 簽署*：_____

Date 日期*：_____ (dd 日/mm 月/yyyy 年)

Personal Information Collection Statement

"Personal Data" in this statement has the same meaning as "personal data" in the Personal Data (Privacy) Ordinance ("PDPO"), Cap. 486, which includes your name, contact information, address and bank account information, etc.

Your Personal Data will be used to process your making donations to us, as well as for our contacting you, provide information about us, issuance of donation receipts and other matters. The provision of Personal Data in the form is voluntary, except those items clearly marked as mandatory. If you do not provide the said Personal Data, we may not be able to process your donation to us and the corresponding follow up works. To achieve the above purposes, your Personal Data will be transferred to any agent, contractor or third party service provider that provides administrative, telecommunications, computer, collection/payment or other data processing services in connection with the company's business operations. Urban Peacemaker Limited will transfer your Personal Data if we are legally obligated to do so or at the request of law enforcement agencies or regulatory authorities.

Personal Data collected through this form will be retained for record-keeping, verification and notification purposes for as long as necessary to achieve the above-stated purposes or any directly related purposes.

You have the right to request access to and/or correction and/or delete your Personal Data in accordance with the provisions of the PDPO and other applicable data protection laws. Any such request for access to, correction and/or deletion of personal data, and requests to withdraw consent (if applicable), must be made in writing through one of the following channels:

By mail to: Urban Peacemaker Limited, Unit 119-134, Block 3, Kwai Shing West Estate, Kwai Chung, New Territories. (Attn. Data Privacy Officer)

- or -

Email to: personaldataprivacy@peacemaker.org.hk

(Note: For inquiries or modification requests related to the making of donations or issuance of donation receipts, please contact the Finance Department of the Urban Peacemaker Limited.)

收集個人資料聲明

本聲明中所指的「個人資料」相等於《個人資料（私隱）條例》（第 486 章）（私隱條例）的「個人資料」，當中包括閣下的姓名、聯絡資料、地址及銀行帳戶資料等。

閣下所提供的個人資料會用以處理閣下向我們作出捐助，及我們與閣下聯絡、提供本機構資訊、並發出捐款收據等各項事宜。閣下是自願向本機構提供上述的個人資料，但若註明是必須填寫的項目則屬例外。倘若閣下並無提供上述個人資料，我們可能無法處理閣下向我們作出的捐款與及後續跟進等事宜。為達致上述目的，閣下的個人資料會被轉移給任何提供與本機構業務運作有關的行政、電訊、電腦、收/付款或其他資料處理服務的代理人、承包商或第三者服務供應人。若法律規定或應執法機關或監管部門的要求，城市睦福有限公司會轉移閣下的個人資料。

於此表格被收集的個人資料將會為達致上述資料用途或任何直接相關用途所需的時間內被保存作記錄、查證及通知用途。閣下有權根據私隱條例及其他適用的資料保障法律，查閱、更正及／或刪除相關的個人資料。任何有關查閱、更正及／或刪除個人資料的要求，以及撤銷同意的要求（如適用），均須以書面方式透過以下其中一種途徑提出：

郵寄至：葵涌葵盛西邨 3 座地下 119-134 室 城市睦福有限公司 資料私隱主任收 - 或 -

電郵至： personaldataprivacy@peacemaker.org.hk

(註：如果是與捐款或收據等安排的查詢或改動要求，請聯絡城市睦福有限公司 財務部。)