



Request Form for Loan of the Organ Donation Easy Roll Banner

器官捐贈易拉架借用表格

Type of Easy Roll Banner 易拉架類型	Design of Easy Roll Banner 易拉架樣式	Dimensions 尺寸
1. 器官捐贈 3S Organ donation 3S		85cm (闊) x 200cm (高) (附手提袋) 85cm (W) x 200cm (H) (With portable container bag)
2. 支持器官捐贈 立即上網登記 Support organ donation Register online!		80cm (闊) x 180cm (高) (附手提袋) 80cm (W) x 180cm (H) (With portable container bag)

Type of loaning Easy Roll Banner 借用易拉架類型	Loan Period 借用期間	Quantity 數量	Brief introduction of the activity which the easy roll will be used 使用展板的活動簡介				
			Event Title 活動名稱	Date and Time 日期及時間	Location 地點	Format 形式	Expected no. of participants 預計參與人數
1. 器官捐贈 3S Organ donation 3S		個 pc					
2. 支持器官捐贈 立即上網登記 Support organ donation Register online!		個 pc					

Please put a tick 「✓」 in the appropriate box to indicate your choice of office for collecting the easy roll banner and return the completed form by post, fax or email to the collection office chosen.

請在適當空格內加上「✓」以選擇領取易拉架的辦事處，並將填妥的表格以郵寄、傳真或電郵方式交回所選的領取辦事處。

Postal and Email Addresses of Collection Office 領取辦事處地址及電郵		Tel No. 電話號碼	Fax No. 傳真號碼
<input type="checkbox"/>	Health Promotion Branch, Department of Health Unit A-D, 8/F, China Overseas Building, 139 Hennessy Road Wanchai, HK 香港灣仔軒尼詩道139號 中國海外大廈八樓 A-D室 衛生署健康促進處 organdonation@dh.gov.hk	3151 7675	2781 2599
<input type="checkbox"/>	Health Promotion Branch Tsuen Wan Office, Department of Health 13/F, Tsuen Wan Government Offices, 38 Sai Lau Kok Road, Tsuen Wan, NT 新界荃灣西樓角路38號荃灣政府合署13樓 衛生署健康促進處荃灣辦事處 organdonation@dh.gov.hk	2417 6505	2498 3520

☐ Our organisation is a signatory of the Organ Donation Promotion Charter.
本機構是「器官捐贈推廣約章」簽署機構。

☐ Our organisation is an Organisation Supporter on Organ Donation.
本機構是「器官捐贈支持機構」。

Borrower/Organisation

借用人/機構：_____

Organisation Chop

機構印鑑：_____

Contact Person

借用負責人：_____

Post

職位：_____

Phone No.

電話號碼：_____

Address

地址：_____

Fax No.

傳真號碼：_____

Date of Application

申請日期：_____

Notes to Borrower 借用者須知：

1. Only application within 3 months will be accepted.
只接受 3 個月內的申請。
2. Staff of the collection office concerned will inform you of the date of collection upon receipt of your application. The application will be processed in 7 working days.
相關領取教材辦事處的職員在收到你的申請後，需 7 個工作天處理，並會通知你領取的日期。
3. All loaned out materials can only be used for non-profit making, health education and promotion purposes.
借用之教材只可用作非牟利用途、健康教育和推廣之用途。
4. Do not put any tape or adhesive materials on the back of the easy roll banner.
請勿在易拉架背面貼上任何膠紙或其他黏貼的物料。
5. No duplication or extraction is allowed for any materials provided without prior consent from the Department of Health.
未經衛生署授權，不可複製或擷取教材內容。
6. The borrower shall be liable for any damage or loss of materials and shall bear all costs and expenses incurred therein.
借用機構須承擔因弄損或弄失教材的所有責任及支付一切有關費用。
7. All items should be returned intact on time unless special arrangement has been made beforehand.
除經特別安排外，借用機構須依時交還原好無缺的教材。
8. Repeated damage to materials may result in a loss of the eligibility for future borrowing.
經常弄損教材者可能會被取消日後借用教材的資格。
9. For suggestions and comments on our loan out service, you are welcome to contact staff of the respective collection offices.
借用機構如對借用教材服務上有任何建議，可與領取教材辦事處職員聯絡。

Material(s) Received By
收件人姓名：_____
Signature
收件人簽署：_____
Material(s) Received By
收件日期：_____

For Official Use 職員專用	Staff Signature 職員專用	Date 日期
Booking 預約		
Issued 發件		
Received 還件		
Remark 備註		

Personal Information Collection Statement 《收集個人資料聲明》：

Please be advised that it is voluntary for you to supply to the Department of Health your personal data. All personal data submitted will be used only for the purposes which are directly related to this application.

請注意，你可自願向衛生署提供你的個人資料。你提供的所有個人資料只會用於與是次申請直接有關的用途。

The personal data provided are mainly for use within the Department of Health but they may also be disclosed to other Government bureaux/departments or relevant parties for the purposes mentioned in the preceding paragraph, if required. Apart from this, the data may only be disclosed to parties where you have given consent to such disclosure or where such disclosure is allowed under the Personal Data (Privacy) Ordinance.

你所提供的個人資料，主要供本署內部使用，但如有需要，也可能為前段所述目的，向其他政府決策局／部門或有關各方披露。此外，只有在你同意作出該項披露或該項披露是《個人資料（私隱）條例》所允許的情況下，本署才會向有關方面披露有關資料。

You have the right to request access to and correction of your personal data held by the Department of Health. Request for access or correction of personal data should be made in writing to Senior Executive Officer (Health Promotion), Health Promotion Branch, Department of Health, 7/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong.

你有權要求查閱及改正本署所持有你的個人資料。查閱或改正該等資料，可用書面向衛生署健康促進處高級行政主任（健康促進）提出，地址為香港灣仔軒尼詩道 130 號修頓中心 7 樓。