




**Form for the Loaning Out of Exhibition Board for Organ Donation**  
**器官捐贈展板借用表格**

Type of Exhibition Board 展板類型	Design of Exhibition Board 展板樣式	Description 描述
1. “生命因你再現姿彩” (纖維展板)(中/英雙語)  “Light up Lives” board (Fibre exhibition board) (Bilingual English/Chinese)		展板尺寸： 50.8cm x 76.2cm 一套共 9 塊展板 (附手提袋) 展板內容：為何要支持器官捐贈、如何登記、常見錯誤觀念等。 詳情請瀏覽專題網頁 <a href="http://www.organdonation.gov.hk/resources/OD_exhibition_board_2016.pdf">http://www.organdonation.gov.hk/resources/OD_exhibition_board_2016.pdf</a>  Size of each exhibition board: 50.8cm x 76.2cm A set of 9 exhibition boards (with portable container bag) Content: why support organ donation, how to register, common myths etc. For details, please visit thematic website: <a href="http://www.organdonation.gov.hk/resources/OD_exhibition_board_2016.pdf">http://www.organdonation.gov.hk/resources/OD_exhibition_board_2016.pdf</a>
2. “生命因你再現姿彩” (易拉架展板)(中/英雙語)  “Light up Lives” board (Easy roll exhibition banners)(Bilingual English/Chinese)		易拉架尺寸： 85cm x 200cm 一套共 8 個易拉架 (附手提袋) 展板內容：為何要支持器官捐贈、如何登記、常見錯誤觀念等。 詳情請瀏覽專題網頁 <a href="http://www.organdonation.gov.hk/resources/OD_exhibition_board_2016.pdf">http://www.organdonation.gov.hk/resources/OD_exhibition_board_2016.pdf</a>  Size of each banner: 85cm x 200cm A set of 8 easy roll exhibition banners (with portable container bag) Content: why support organ donation, how to register, common myths etc. For details, please visit thematic website: <a href="http://www.organdonation.gov.hk/resources/OD_exhibition_board_2016.pdf">http://www.organdonation.gov.hk/resources/OD_exhibition_board_2016.pdf</a>
3. “全城響應器官捐贈” (易拉架展板) (繁體中文)  Say Yes to Organ Donation (Easy roll exhibition banners) (Traditional Chinese)		易拉架尺寸: 85cm x 200cm 一套共 10 個易拉架 (附手提袋) 展板內容：什麼是器官捐贈、如何登記、器官捐贈 3S、器官捐贈推廣 委員會、器官捐贈推廣約章、常見問題等。 詳情請瀏覽專題網頁 <a href="http://www.organdonation.gov.hk/resources/say_yes_to_od_exhibition_board_s_tc.pdf">http://www.organdonation.gov.hk/resources/say_yes_to_od_exhibition_board_s_tc.pdf</a>  Size of each banner: 85cm x 200cm A set of 10 easy roll banners (with portable container bag) Content: what is organ donation, how to register, organ donation 3S, committee on promotion of organ donation, organ donation promotion charter, frequently asked questions etc. For details, please visit thematic website: <a href="http://www.organdonation.gov.hk/resources/say_yes_to_od_exhibition_board_s_tc.pdf">http://www.organdonation.gov.hk/resources/say_yes_to_od_exhibition_board_s_tc.pdf</a>

Type of loaning Exhibition Board 借用展板類型	Loan Period 借用期間	Quantity 數量	Brief introduction of the activity which the Exhibition Board 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
	-	套 set					
	-	套 set					

Please put a tick 「✓」 in the appropriate box to indicate your choice of office for collecting the Exhibition Board and return the completed form by post, fax or email to the collection office chosen. 請在適當空格內加上「✓」以選擇領取展板的辦事處，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"/> Central Health Education Unit Wanchai Office, Department of Health 7/F, Southorn Centre, 130 Hennessy Road, Wanchai, HK 香港灣仔軒尼詩道130號修頓中心7樓 衛生署中央健康教育組灣仔辦事處 health_cheuweb@dh.gov.hk	2572 1476	2591 6127
<input type="checkbox"/> Central Health Education Unit 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 衛生署中央健康教育組荃灣辦事處 health_cheuweb@dh.gov.hk	2417 6505	2498 3520

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

Name of Organisation: \_\_\_\_\_ Organisation Chop  
機構名稱： \_\_\_\_\_ 機構印鑑： \_\_\_\_\_

Contact Person \_\_\_\_\_ Post \_\_\_\_\_ Phone No.  
聯絡人： \_\_\_\_\_ 職位： \_\_\_\_\_ 電話號碼： \_\_\_\_\_

Address  
機構地址： \_\_\_\_\_

Email Address \_\_\_\_\_ Fax No.  
電郵地址： \_\_\_\_\_ 傳真號碼： \_\_\_\_\_

Date of Application  
申請日期： \_\_\_\_\_

**Notes to Borrower** 借用者須知：

- Only application within 3 months will be accepted.  
只接受 3 個月內的申請。
- 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。
- 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。
- Do not put any tape or adhesive materials on the back of the exhibition boards.  
請勿在展板背面貼上任何膠紙或其他黏貼的物料。
- 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。
- 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。
- 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。
- 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。
- 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:

Name

姓名：\_\_\_\_\_

Signature

簽署：\_\_\_\_\_

Date

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 only be used for 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), Central Health Education Unit, 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，可用書面向衛生署中央健康教育組高級行政主任〔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。