







Request Form for Health Educational Materials on Organ Donation

索取器官捐贈宣傳品申請表

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

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

Postal and Email Addresses of Collection Office 領取教材辦事處地址及電郵		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
Description 介紹		Language 語言	Requested Quantity 所需數量
<i>Note: Full version of the corresponding materials can be viewed on the thematic website of the Department of Health at http://www.organdonation.gov.hk/</i> 註： 相關海報及單張的內容可在衛生署的器官捐贈專題網頁（ http://www.organdonation.gov.hk/ ）瀏覽。			
Poster 海報			
支持器官捐贈 立即上網登記 (2023 年版) Support Organ Donation Register Online Now (2023 edition) (A2 /A3 size 大小)		 <i>Bilingual 雙語</i>	A2 size 大小 <i>Copies/張</i>
			A3 size 大小 <i>Copies/張</i>
支持器官捐贈 立即上網登記! Support Organ Donation Register Online now! (2019 edition 年版) (A2 /A3 size 大小)		 <i>Bilingual 雙語</i>	A2 size 大小 <i>Copies/張</i>
			A3 size 大小 <i>Copies/張</i>
How to make your family respect your wish to donate organs? 如何令家人尊重你捐贈器官的意願? (A4 size 大小)		 <i>English 英文</i>	<i>Copies/張</i>
		 <i>Chinese 中文</i>	<i>Copies/張</i>
Grasp the chance and tell your family about your wish 把握時機 告訴家人 (A4 size 大小)		 <i>English 英文</i>	<i>Copies/張</i>
		 <i>Chinese 中文</i>	<i>Copies/張</i>

Organ Donation Procedures 器官捐贈流程 (A4 size 大小)		English 英文	Copies/張
		Chinese 中文	Copies/張
Pamphlet 單張			
Light up Lives Support Organ Donation (with registration form for the Centralised Organ Donation Register) 生命因你再現姿彩 請支持器官捐贈 (連中央器官捐贈登記名冊登記表格)		English 英文	Copies/張
		Chinese 中文	Copies/張
Educational Materials 教材 (For Organ Donation Promotion Charter Signatories or Organisation Supporter(s) on Organ Donation only) (只供「器官捐贈推廣約章簽署機構」或「器官捐贈支持機構」索取)			
Support Organ Donation Ball Pen 支持器官捐贈原子筆		Bilingual 雙語	Pieces/支
Support Organ Donation Screen Cleaning Cloth 支持器官捐贈屏幕抹布		Bilingual 雙語	Pieces/塊
Support Organ Donation Zipper Bag (Green, 24cm x 18cm) 支持器官捐贈拉鏈袋 (綠, 24 厘米 x 18 厘米)		Bilingual 雙語	Pieces/個
Support Organ Donation A5 Folder 支持器官捐贈 A5 膠文件套		Bilingual 雙語	Pieces/個

☐ 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。
 (Please fill in the promotional activity on organ donation form 請填寫器官捐贈推廣活動表格
https://www.organdonation.gov.hk/resources/promotional_activities_on_organ_donation.docx)

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

Contact person

聯絡人

Telephone No.

電話號碼

Signature 簽署

Name of Organisation

機構名稱

Fax No.

傳真號碼

Email address

電郵地址

Date

日期
(DD-MM-YYYY)

Notes to Applicants 申請者須知：

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. The Department of Health reserves the right to decide on the quantity of materials provided.
衛生署保留決定所提供教材數量的權利。
4. 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。
5. All applied materials can only be used for non-profit making, health education and promotion purposes.
所有索取所得的教材只可作非牟利、健康教育和推廣之用。
6. Should you have any enquiries, please contact staff of the respective collection offices.
如有查詢，請與領取教材辦事處職員聯絡。

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。