

捐款表格 Donation Form

捐款者資料 Donor's Information (請用正楷書寫 Please write in block letters)

\*捐款者姓名 Name of Donor: (\*先生/小姐)(\*Mr./Ms.) \_\_\_\_\_

地址 Address: \_\_\_\_\_

聯絡電話 Tel No.: \_\_\_\_\_ (\*住宅 Home / 辦公室 Office) \_\_\_\_\_ (手機 Mobile)

傳真號碼 Fax No.: \_\_\_\_\_ 電郵地址 E-mail: \_\_\_\_\_

(\*請刪去不適用者 Please delete whichever is not appropriate)

本人願意 I would like to

- 一次過捐款** make a one-off donation  
○ HK\$300    ○ HK\$500    ○ HK\$1,000    ○ 其他金額(Any amount)HK\$ \_\_\_\_\_
- 每月定額捐助** donate on a monthly basis  
○ HK\$100    ○ HK\$300    ○ HK\$500    ○ 其他金額(Any amount)HK\$ \_\_\_\_\_

用以支持下列事工 For the following purposes:

- 一般捐款     抗疫工作     青少年精神健康     靈基營運及發展     基督教教育發展     總部大樓重建
- 如有特定，請註明： \_\_\_\_\_

捐款方法 Payment Method

- 劃線支票(號碼: \_\_\_\_\_) (抬頭請寫「香港神託會」)#  
Crossed cheque no. \_\_\_\_\_ (Please make cheque payable to "Stewards")#
- 直接存款至「香港神託會」戶口，匯豐銀行號碼為 172-205353-006 或中國銀行(香港) 012-751-1-009443-8 #  
Direct deposit to account of "Stewards", HSBC account no. 172-205353-006 or  
BOC account no.012-751-1-009443-8#
- 透過東亞銀行/恆生銀行/匯豐銀行/中國銀行網上銀行服務繳付賬單功能捐款予香港神託會。\*  
Make a donation via online payment service offered by The Bank of East Asia/Hang Seng Bank/HSBC/Bank of China. \*
- 自動轉賬 (只適合每月定期捐款，請填寫本表格及直接付款授權書)  
Autopay (For regular donors only. Please complete this form and the direct debit authorization form.)
- 信用卡捐款 Credit Card Donation  
持卡人姓名  
Credit Card Holder : \_\_\_\_\_  
信用卡類別  
Card Type :     Visa     萬事達卡 Master    信用卡號碼  
Credit Card No : \_\_\_\_\_  
發卡銀行  
Issuing Bank : \_\_\_\_\_    有效期至  
Card Expiry Date : \_\_\_\_\_  
信用卡持有人簽署  
Signature of Cardholder : \_\_\_\_\_    (簽署必須與上述信用卡戶口簽名樣式相同  
Signature should correspond to specimen  
signature of above specified credit card account)
- 如已有 Paypal 戶口可使用 Paypal 捐款\*，If registered, you can donate via Paypal\*:<http://www.paypal.me/stewardsHK>

#請將支票/入數紙/捐款紀錄連同此表格寄回 九龍觀塘康寧道 145 號一樓 香港神託會 收，以便發出收據。

Please send cheque / deposit slip / donation record together with this completed form to "Stewards , 1/F, 145 Hong Ning Road, Kwun Tong, Kowloon"for issuing receipts.

\*請將捐款紀錄連同此表格電郵至 account@stewards.hk，以便發出收據。Please email donation record together with this completed form to account@stewards.hk.

註 Remark:

1. 凡捐款港幣 100 或以上，可獲發捐款收據。An official receipt will be issued for donation of HK\$100 or above.

**DIRECT DEBIT AUTHORISATION 直接付款授權書**

Date 日期: \_\_\_\_\_

Note: Please complete and return this form to Stewards Ltd., 1/F, 145 Hong Ning Road, Kwun Tong, Kowloon, Hong Kong  
 注意: 請填寫此授權書並寄回香港九龍觀塘康寧道 145 號 1 樓, 香港神託會收。

Name of Party to be Credited (The Beneficiary) 收款的一方 (受益人): <b>Stewards 香港神託會</b>	Bank No. 銀行號碼 <b>004</b>	Branch No. 分行號碼 <b>172</b>	Account No. 戶口號碼 <b>205353-006</b>
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- I/We hereby authorise my/our below named Bank to effect transfers from my/our account to that of the above named beneficiary in accordance with such instructions as my/our Bank may receive from the beneficiary and/or its banker and/or its banker's correspondent from time to time provided always that the amount of any one such transfer shall not exceed the limit indicated below.  
本人(等)現授權本人(等)的上述銀行, (根據受益人或其往來銀行及/或代理行不時給予本人(等)銀行的指示)自本人(等)的戶口內轉賬予上述受益人, 惟每次轉賬金額不得超過以下指定的限額。
- I/We agree that my/our Bank shall not be obliged to ascertain whether or not notice of any such transfer has been given to me/us. 本人(等)同意本人(等)的銀行毋須證實該等轉賬通知是否已交予本人(等)。
- I/We jointly and severally accept full responsibility for any overdraft (or increase in existing overdraft) on my/our account which may arise as a result of any such transfer(s). 如因該等轉賬而令本人(等)的戶口出現透支(或令現時的透支增加), 本人(等)願共同及個別承擔全部責任。
- I/We agree that should there be insufficient funds in my/our account to meet any transfer hereby authorised, my/our Bank shall be entitled, in its discretion, not to effect such transfer in which event the Bank may make the usual charge and that it may cancel this authorization at any time on one week's written notice. 本人(等)同意如本人(等)的戶口並無足夠款項支付該等授權轉賬, 本人(等)的銀行有權不予轉賬。且銀行可收取慣常的收費, 並可隨時以一星期書面通知取消本授權書。
- This direct debit authorisation shall have effect until further notice or until the expiry date written below (whichever shall first occur). I/We agree that if no transaction is performed on my/our account under such authorisation for a continuous period of 2 years, my/our Bank reserves the right to cancel the direct debit arrangement without prior notice to me/us, even though the authorisation has not expired or there is no expiry date for the authorisation. 本直接付款授權書將繼續生效直至另行通知為止或直至下列到期日為止(以兩者中最早的日期為準)。本人(等)同意如本人(等)已設立的直接付款授權的戶口連續兩年內未有根據本授權而作出過賬的紀錄, 本人(等)的銀行保留權利取消本直接付款安排而毋須另行通知本人(等), 即使本授權書並未到期或未有註明授權到期日。
- I/We agree that any notice of cancellation or variation of this authorization which I/we may give to my/our Bank shall be given at least two working days prior to the date on which such cancellation/variation is to take effect. 本人(等)同意, 本人(等)取消或更改本授權書的任何通知, 須於取消/更改生效日最少兩個工作天之前交予本人(等)的銀行。

My/Our Bank Name and Branch 本人(等)的銀行及分行名稱		Bank No. 銀行號碼	Branch No. 分行號碼	My/Our Account No. 本人(等)的戶口號碼
#My/Our Name(s) as recorded on Statement / Passbook #本人(等)在結單/存摺上所紀錄的名稱				Contact Tel No. 聯絡電話號碼
*+ Limit for Each Payment/ Month *+每次/月付款的限額	+Expiry Date (Day/Month/Year) +到期日(日/月/年)	My/Our Address as recorded on Statement/Passbook 本人(等)在結單/存摺上所紀錄的地址		
#Name of Debtor (if other than Account Holder) #債務人的姓名 (若非戶口持有人)		+My/Our Signature(s) +本人(等)的簽署		
Debtor's Reference (To be filled by Stewards Ltd.) 債務人參考 (由本會填寫)				
For Bank Use Only 銀行專用	Remarks		Authorised Signature with Branch Chop	

\*Please delete whichever is not appropriate \*請刪去不適用者

# Please write in block letters # 請以英文正楷填寫

+Notes +附註:

- If the amount of your payments are likely to vary each time, set the Limit for Each Payment at the maximum amount you would expect to pay at any one time.  
如台端付款的數額每次可能不相同, 則請將最高者定為每次付款的最高限額。
- This Direct Debit Authorisation will be cancelled automatically on the date included in the box marked "Expiry Date". If you wish the Direct Debit Authorisation to have effect indefinitely (or until cancelled by you), please leave box blank.  
本直接付款授權書將於「到期日」一欄中所填寫的日期自動撤銷。如貴戶意欲直接付款授權書無限期有效(或直至貴戶予以撤銷為止), 則請將該欄留空。
- Please ensure that you sign the form in the usual way that you would sign on your Bank Account.  
請保證貴戶在此授權書內的簽署, 與銀行戶口所簽署完全相同。
- If "Limit for Each Payment/Month" is not specified, the debtor's bank will set the limit as "unlimited".  
如「每次/月付款的限額」一欄未有填上, 債務銀行會將轉賬限額設定為「不設上限」。

Remarks 備註: Receipt will usually be issued in April every year. 本會通常會於每年四月份寄發全年之收據。

## 收集個人資料聲明

### Personal Data Collection Statement

1. 收集及保存個人資料之目的：你的個人資料將保密處理，並只會用作處理捐款及發出收據同途。  
Purposes of collecting and keeping personal data: your personal information will be treated as strictly confidential and used solely for handling your donation and issuing receipts.
2. 捐款表格內的個人資料是必須提供的，閣下如未能按要求提供必須的資料，將會有礙我們達到上述有關收集資料之目的。  
The personal data in the donation form is mandatory and necessary to be provided. Failure to supply such obligatory data will prevent us from fulfilling the above-mentioned purposes.
3. 轉移個人資料：本會將就上述收集資料之目的，按需要指提供予本會合適人士。本會在需要時亦只會向下列有關的當事人（或團體）披露已收集的個人資料：
  - a. 與香港神託會共同策劃籌款、教育、宗教、文化、醫療、社會服務或有關活動的任何單位，代理人或其他有關第三者。
  - b. 香港神託會之籌款、教育、宗教、文化、醫療、社會服務及在其他營運工作範圍向本會提供任何行政、電訊、電腦或其他有關服務的代理人、承包商或其他第三方。
  - c. 為遵守適用於香港神託會的法律規定而涉及之任何法定、政府或監管機構。

Transfer of personal data: the personal data collected will be disclosed to our internal members (data handler) and the following parties directly related to the above-mentioned data collection purposes:

- a. Any co-organiser, agent or other third party involved with Stewards in donation, education, religious, cultural, medical service, social services, or related activities;
  - b. Any agent, contractor, bank, or other third party who provides administrative, telecommunication, computer, and other related services in connection with the donation, education, religious, cultural, medical service, social services and operation functions of Stewards;
  - c. Any statutory, governmental or regulatory bodies or institutions for compliance of any statutory requirements or laws that bind Stewards.
4. 查閱並更正個人資料：你有權向本會提出查閱及更改本會所保存有關閣下的個人資料。本會或會就處理查閱資料事宜向閣下收取合理費用。如要求查閱或更正個人資料，請與香港神託會中央行政辦事處聯絡。  
Access and correction of personal data: You have the right of access to, and correction of, personal data kept and used by Stewards in accordance with the provisions of the Personal Data (Privacy) Ordinance. A reasonable fee may be charged for processing data access request. For access or correction requests, please contact Stewards Central Administration Office.

電郵 By Email: cao@stewards.hk

電話 By Tel: 27903891

傳真 By Fax: 27904209

郵寄 By Post: 香港九龍觀塘康寧道 145 號中央行政辦事處

5. 倘資料提供者欲申請停止本會使用有關個人資料作指定用途或希望停止接收本會的資訊，可隨時透過以下途徑與本會聯絡。在未收到任何通知反對前，本會將繼續使用有關個人資料作指定用途，直至本會獲台端另行通知為止。  
Should you wish our organisation not to use the personal data in any specified purpose and choose not to receive any information from our organisation, you may anytime send the request via the following ways:

電郵 By Email: cao@stewards.hk

電話 By Tel: 27903891

傳真 By Fax: 27904209

郵寄 By Post: 香港九龍觀塘康寧道 145 號中央行政辦事處