香港青年協會
the hongkong federation of youth groups

e·Giving
giving.hkfyg.org.hk

Donation / Sponsorship Form 捐款表格

Please tick (✓) boxes as appropriate 請於合適選項格內，加上「✓」:

I am / My organization is interested in donating 本人／本機構 願意捐助

☐ **HK$10,000** ☐ **HK$5,000** ☐ **HK$2,000** ☐ **HK$1,000** ☐ **HK$800** ☐ **HK$500** ☐ **HK$200** ☐ **Other 其他 HK$_____**

Receipts will be issued for all donations over HK$100 and are tax-deductible. 所有港幣 100 元或以上捐款，將獲發收據作申請扣稅之用。

Cheque 支票

☐ Cheque Number 支票號碼 _____

Crossed cheques should be made payable to : **The Hong Kong Federation of Youth Groups**
劃線支票抬頭祈付： **香港青年協會**

Direct Transfer 銀行轉賬

☐ Direct transfer to the **Hang Seng Bank, account number:**
存款予本會**恒生銀行賬戶：**
773-027743-001

☐ Internet Banking "**Bill Payment**" or "**Charity Donation**" Services
本地銀行網上理財「繳費」或「慈善捐款」

Date of Payment 轉賬日期

Please use your contact number as the bill account number (if applicable). If you need a receipt, please send us the bank's receipt / transaction record together with this form. 請以您的電話號碼作為賬單／賬戶號碼（如適用），並將存款證明／交易紀錄連同本表格交回。

☐ **Monthly direct debit** (We will send you the Authorization Form.)
每月自動轉賬 （授權書將另函寄上。）

PPS Payment 繳費靈

☐ PPS Payment (The merchant code for The Hong Kong Federation of Youth Groups is **9345.** Please use your contact number as the bill account number.)
繳費靈（本會登記商戶編號：**9345**；請以您的電話號碼作為賬單／賬戶號碼）
Date of Payment 轉賬日期

_____

Credit Card 信用卡

☐ ☐ VISA ☐ MasterCard
☐ One-off Donation 單次捐款 ☐ Regular Monthly Donation 每月捐款

Card Number 信用卡號碼	Expiry Date / 有效期至 (MM 月/YY 年)	Signature of Card Holder 持卡人簽署
Name of Card Holder 持卡人姓名	HK 港幣 $	

Donor Information 捐款者資料

Name of Donor / Organization 捐款人／機構

Name of Contact Person (if applicable) 聯絡人姓名（如適用）

Telephone / Mobile 電話	Fax 傳真	Email 電郵
Do you need a receipt? 是否需要捐款收據？ ☐ Yes 是 ☐ No 否	Name for Receipt 收據抬頭	

Address 郵寄地址

☐ I / My organization wish(es) to remain anonymous. 青協毋須就是項捐款於任何電子平台或印刷品鳴謝本人／本機構。

The Hong Kong Federation of Youth Groups (the Federation) respects the privacy of individuals. We do our best to ensure the collection, use, storage, transfer and disclosure of your personal data comply with the Personal Data (Privacy) Ordinance.
You have the right to access and correct your personal data and request a copy of the said data. You can make your request to personaldata@hkfyg.org.hk. Your request will be answered in 40 days. A fee may be charged for processing a data access request.
Your personal data may be used for purposes related to participation in various programmes and activities, issuing of receipts, collection of user feedback, conduct of analysis, and any other initiatives related to the aims and objectives of the Federation. Please indicate below if you agree to being contacted for these purposes. Should you wish to stop receiving news and information from the Federation and its service units, please contact us at unsubscribe@hkfyg.org.hk.

香港青年協會（青協）非常重視個人私隱，並確保轄下之服務於任何情況下收集、使用、儲存、轉移及查閱個人資料之程序均符合香港的《個人資料（私隱）條例》的要求。您有權要求查閱和改正所提供的個人資料及索取有關資料的複本。
如需查詢或改正個人資料，可電郵至 personaldata@hkfyg.org.hk。在收到您提出的要求後，本會將在 40 天內給予回覆，並將可能就此收取合理的費用。
您提供之個人資料將用作參與活動的相關用途、簽發收據、收集意見、資料分析，及其他配合本會宗旨及使命的事項。請在下面的方格上填上剔號，表示您是否願意收到本會通訊。如需取消接收青協及有關單位的資訊，請電郵至 unsubscribe@hkfyg.org.hk 與青協職員聯絡。

I / We do not wish to receive communication through the channels below *:
本人／本機構 不希望從以下渠道接收通訊 *:
☐ Email 電郵 ☐ Mail 郵寄 ☐ Phone 電話

Please send this form with your crossed cheque / the bank's receipt to :
捐款表格、劃線支票／銀行存款證明，敬請寄回：

Partnership and Resource Development Office
The Hong Kong Federation of Youth Groups
21/F, The Hong Kong Federation of Youth Groups Building
21 Pak Fuk Road, North Point, Hong Kong

香港北角百福道 21 號
香港青年協會大廈 21 樓
香港青年協會「伙伴及資源拓展組」

Tel 電話：3755 7103
Fax 傳真：3755 7155
Email 電郵：partnership@hkfyg.org.hk
Online Donation Platform 網上捐款平台 eGiving：giving.hkfyg.org.hk

HSBC 滙豐

DIRECT DEBIT AUTHORISATION(Generic Set-up)
直接付款授權書

Note 注意：
1. Please tick where applicable. 請在適當的地方加上剔號。
2. For HSBC customers, please return the completed form to the Bank or mail to Automatic Payments Centre, Payment Services at P O Box 72677, Kowloon Central Post Office, Kowloon, Hong Kong. You may also set up the direct debit authorisation through HSBC Internet Banking. For non-HSBC customers, please complete and return this form to your banker.如屬滙豐客戶, 請將已填妥的表格交回本行或寄回九龍中央郵政局郵政信箱72677號匯款服務自動轉賬中心。您亦可透過滙豐網上理財設立直接付款授權。如非滙豐客戶，請依次填寫並將此授權書交給貴戶的往來銀行。
3. Your Direct Debit Authorisation set up request will normally be processed within 4 working days (excluding Saturday, Sunday and public holiday) upon receipt of your form. 在一般情況下，本行將在收到您的直接付款授權的設立申請表後四個工作天內（不包括星期六、日及公眾假期）處理您的申請。
4. Please refer to the bank tariff guide for details of the charges. 收費之詳情請參閱銀行服務費用簡介。

Date 日期 D D M M Y Y Y Y

Name of Party to be Credited (The Beneficiary) 收款的一方（收款人）	Bank No. 銀行號碼	Branch No. 分行號碼	Account No. 戶口號碼
The Hong Kong Federation of Youth Groups	004	002	220556001
My/Our Bank Name and Branch 本人(等)的銀行及分行的名稱	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 (in Block Letters) 本人（等）在結單／ 存摺上所紀錄的名稱（請以英文正楷填寫）

Contact Telephone No. 聯絡電話號碼

Maximum Limit for 最高付款限額
Note 注意: If blank the debtor's bank will set as"unlimited".
如無填寫，付款銀行會將轉賬限額設定為「不設上限」。
☐ Each Payment 每次 ☐ Each Month 每月

Expiry Date (day/month/year) 到期日（日／ 月／ 年）
Note 注意: If blank, this authorisation shall have effect until further notice and Expiry Date should be greater than 3 months.
如無填寫，此直接付款授權書將無限期有效直至另行通知及到期日必須大於三個月
D D M M Y Y Y Y

My/Our Address as recorded on Statement/Passbook 本人(等)在結單／ 存摺上所紀錄的地址

Debtor Name (in Block Letters) 付款人名稱（請以英文正楷填寫）
Note 注意: Please specify if other than Account Holder. 如非戶口持有人，請填寫。

Debtor Reference (Compulsory Field) 付款人編號（必填之欄）
(Reference between yourself and the party to be credited 貴賬戶與收款一方的編號)

Declaration (For HSBC Customer Only) 聲明（只適用於滙豐客戶）

1. I/We hereby authorise my/our above 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 above. 本人（等）現授權本人（等）的上述銀行，（根據收款人或其往來銀行及／ 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收款人。惟每次轉賬金額不得超過以上指定的限額。
2. I/We agree that my/our Bank shall not be obliged to ascertain whether or not notice of any such transfer or reversal notice 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或沖銷通知是否已交予本人（等）。
3. 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。
4. I/We understand that I/we must maintain sufficient funds in the account one business day (before the close of branch banking hours) before the transfer date (as specified in the instructions received by my/our Bank from the beneficiary and/or its banker and/or its banker's correspondent from time to time) for the transfer authorised herein. I/We agree that should there be insufficient funds in my/our account to meet any transfer authorised herein, my/our Bank will be entitled, at its absolute discretion, not to effect such a transfer in which event the Bank may levy its usual charges and may cancel this authorisation at any time without notification to me/us. For the avoidance of doubt, the Bank may cancel this authorisation at its sole discretion at any time without prior notice.
本人（等）明白本人（等）須在指定的轉賬日期 [即根據本人（等）的銀行從收款人或其往來銀行及／ 或代理行不時收到的指示] 前一個營業日（分行辦公時間內），在戶口內備有足夠款項以便支付該等授權轉賬。本人（等）並同意如本人（等）的戶口並無足夠款項支付該等授權轉賬，本人（等）的銀行有絕對酌情權不予轉賬，且本人（等）的銀行可收取慣常的收費，並可隨時取消該等授權轉賬且毋須通知本人（等）。為避免疑問，本人（等）的銀行可隨時自行決定取消該等授權轉賬且毋須通知本人（等）。
5. This direct debit authorisation shall have effect until further notice or until the expiry date written above (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 30 months, 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上列到期日為止（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三十個月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。
6. I/We agree that any notice of cancellation or variation of this authorisation 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。
7. The Bank may charge an instruction setup/amendment fee from my/our account stated above in accordance with the rates as specified by the Bank from time to time.
本人（等）的銀行可根據不時規定之收費，向本人(等)的上述戶口收取設立/更改指示之費用。

My/Our Bank Account Signature(s) 本人（等）銀行戶口的簽署

For Bank Use Only 銀行專用	Remarks	Branch Chop

Staff ID

APC126R20-m FW (160616)

>> APC-NSC
The Hongkong and Shanghai Banking Corporation Limited
香港上海滙豐銀行有限公司