



NPV 捐款箱申請表 NPV Donation Box Application Form (ARW-002)

本公司 _____ (商舖註冊名稱) 同意在以下經營地點放置 NPV 之捐款箱，而捐款箱的鎖匙將由 NPV 全權保管。本公司承諾會：(1) 負責捐款箱的日常保安工作，及；(2) 將箱內所籌得的款項全數撥捐 NPV 作本會之非牟利活動經費；(3) 遵守香港現行一切有關於私人處所保管捐款箱的法例要求，及並不會將任何捐款箱放置在公眾地方或未經授權處所。 Our company _____ (registered name of the shop) hereby agree to place (a) NPV donation box(es) at the following business location(s). Key(s) to the box(es) will be physically retained and kept by NPV at all times. Our company pledges to: (1) be responsible for the security of the donation box(es) at all times, and; (2) donate all funds raised in the box(es) to NPV for its non-profit making activities, and (3) comply with all legal requirements that may be applied in Hong Kong regarding the safekeeping of donation box(es) in private premises, and will not locate the box(es) in any public and/or unauthorized premises.

請準備以下資料作申請捐款箱之用途 Please provide the following documents / images:

- 商舖咭片 Business card of the shop(s);
- 商舖（外部和內部）照片 Photos (both exterior and interior) of the shop(s); and
- 捐贈箱的放置位置及其周圍環境的照片。Photos of where the donation box is intended to be placed and its surroundings.

1. 本會收到表格後，會與聯絡人安排交收捐款箱，負責人請簽收 NPV 捐款箱回收/放置確認書，並於文件上蓋上機構印章。如未得本會同意，請勿於箱上書寫或張貼任何字句或其他資訊。 Upon receipt of the completed form, we will communicate with the contact person of shop to arrange delivery of the donation box(es). Please sign and stamp the company chop on the delivery/collection acknowledgement to confirm the delivery/collection. Please do not write or attach any information on the donation box without prior permission from NPV.
2. 當捐款箱告滿或擺放日期屆滿，請通知本會派專人收回捐款箱，點算捐款後，本會將發函鳴謝貴機構，並通知善款總額。 When the donation box is full or upon expiry of the collection period, please contact us and we will arrange a staff member to collect the donation box. An official thank you card specifying the amount of donations collected will be issued to you.
3. 為保安起見，我會提供鋼索及鎖以緊緊繫捐款箱於固定位置。如有損毀或失竊，請即通知本會。 For security reasons, it is advised to fix the donation box(es) with the chain and padlock provided. In case of damage or loss of the donation box, please inform us at once.

I. 商舖資料 Information about the Applying Shop

商舖名稱 (中文) Shop Name (Chinese):	
商舖名稱 (英文) Shop Name (English):	
商舖電話 Shop Phone No.:	
商舖電郵 Shop Email Address:	
商舖網站(如有) Shop Website (if any):	
營業時間 Operating Hours:	
商舖地址 Shop Address: *如多於一個,請另紙列出全部地點 Please use additional sheets for more than one location.	



II. 可存放的捐款箱數量 No. of Donation Box(es) Required:

- 中型¹捐款箱 _____ 個 Medium sized box X _____ box(es)
 小型²捐款箱 _____ 個 Small sized box X _____ box(es)

1 中型捐款箱尺寸 Medium sized box measurements: 30CM (長 L) x 22CM (闊 W) x 27CM (高 H)

2 小型捐款箱尺寸 Small sized box measurements: 12CM (長 L) x 10CM (闊 W) x 16CM (高 H)

III. 商舖負責人簽署及公司印章 Signature of person(s) in charge of the shop with company seal

本人代表本公司 _____ (商舖註冊名稱) 已閱讀、清楚明白和同意以上內容，並簽署以茲證明。On behalf of _____ (registered name of the shop), I hereby sign to have read, understood and agree to the content and requirements above.

簽署 Signature

商舖負責人姓名 Full Name

職位 Position

聯絡電話 Contact No.

日期 (DD/MM/YYYY)

如有任何查詢可致電 2393 2134 或電郵至 candy.ngan@npv.org.hk 聯絡顏小姐。For further inquiries, please call 2393 2134 or email to candy.ngan@npv.org.hk and attend to Ms. Ngan.

如本表格的中英文版本有任何不一致或衝突，概以英文版本為準。Should there be any inconsistency or conflict between the English and Chinese versions of the Agreement, the English version shall prevail.