



公益行善「折」食日
Skip Lunch Day 2018

捐款記錄表
Donation Record Form

機構名稱
Name of Organisation: _____

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次序 No.	捐款者/贊助者姓名 Name of Donor / Sponsor	參加者姓名 Name of Participant	捐款/贊助金額 Amount
1			
2			
3			
4			
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11			
12			
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17			
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20			
善款總數 Total:			

交付善款方法 Payment Method:

- 將善款存入公益金設於恒生銀行之賬戶：280-157553-001。
Deposit the cash in The Community Chest's bank account at Hang Seng Bank: 280-157553-001.
- 劃線支票抬頭請書寫「香港公益金」。
Send a crossed cheque made payable to "The Community Chest of Hong Kong".
- 請於公益行善「折」食日舉行後一個月內，把入數紙正本或支票連同捐款記錄表，寄回公益金辦事處：香港灣仔告士打道39號夏慤大廈18樓1805室。
Please send the original pay-in slip(s) or cheque(s) and donation record form(s) to the Chest office within one month of the event at Unit 1805, 18/F, Harcourt House, 39 Gloucester Road, Wanchai, Hong Kong.

- 註 Note:
- 捐款滿一百元或以上之捐款人，可獲發正式收據。正式收據會郵寄至貴機構，請代為分派。
Official receipts will be issued to donors who contribute HK\$100 or above and will be mailed to your office for distribution.
 - 如表格不足，可自行影印。
If extra forms are required, please feel free to make photocopies.