



公益行善「折」食日  
**Skip Lunch Day 2020**

捐款記錄表  
**Donation Record Form**

機構名稱  
Name of Organisation: \_\_\_\_\_

頁  
Page \_\_\_\_\_

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			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
<b>善款總數</b> <b>Total:</b>			

**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:
- 每張「折」食日愛心券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。若每張捐款不足一百元者無需填寫此表格。**  
Official receipts will be issued to donors who contribute HK\$100 or above per Skip Lunch Day Coupon and will be mailed to your office for distribution. Donors who contribute less than HK\$100 per coupon are not required to fill in this form.
  - 如表格不足，可自行影印。  
If extra forms are required, please feel free to make photocopies.