

樂施毅行者 OXFAM TRAILWALKER 2016

贊助表格 SPONSORSHIP FORM

www.oxfam.org.hk

f OxfamHongKong | 2520 2525



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捐款

1. 專用籌款網頁

每支隊伍均可在樂施毅行者網站www.oxfamtrailwalker.org.hk啟動一個籌款網頁，透過簡單步驟，你的親友便可在網上捐款及留言支持。網上捐款快捷簡易，亦可免除填寫及寄交籌款表格的程序，捐款者更可即時自行列印香港*退稅收據，節省樂施會行政開支。

* 樂施會所發出的退稅收據，只適用於香港。如需要海外扣稅收據，請把捐款遞交至海外樂施會，詳情請參閱樂施毅行者網站。

2. 銀行存款

除網上捐款外，籌得款項亦可存入以下樂施會之銀行戶口：

	匯豐銀行	中國銀行	恒生銀行
銀行櫃位 (請告知櫃位職員閣下之隊號)	不適用		
自動櫃員機及 網上轉賬#	001-537000-005	012-874-0-013039-1	284-401080-010

請將附有隊號的銀行存款收據正本或網上轉賬「確認指示」列印本，連同填妥之贊助表格郵寄或遞交至樂施會。

3. 支票捐款

如以支票捐款，抬頭請寫「樂施會」，並於支票背面寫上「樂施毅行者2016」、閣下之隊伍編號及英文姓名。

請注意

- 現金捐款恕不受理。
- 所有款項及贊助人名單，必須於2016年12月20日或以前收集及遞交予樂施會。逾期遞交或會令到贊助入錯過本財政年度的扣稅機會。
- 請將附有隊號的銀行存款收據正本、支票或列印的網上轉賬「確認指示」列印本，連同填妥的贊助表格（藍色正本及粉紅色副本）於2016年12月20日交回樂施會辦事處。信封面請註明「樂施毅行者2016」。請務必保留贊助表格黃色副本，並影印所有銀行存款收據、支票、轉賬「確認指示」或其他存款證明以作記錄，直至取得捐款收據並核對無誤後才可銷毀。
- 由於樂施會只能發出本港退稅收據，如欲索取海外退稅收據，請根據樂施毅行者網站（捐款>領取海外退稅收據須知）內的指引收集捐款。
- 捐款港幣100元或以上的贊助入方可獲發退稅收據。
- 退稅收據將直接寄予贊助表格上註明的參加者或機構統籌。如郵遞地址與登記時提供不符，請盡早通知樂施會。
- 籌款達港幣3萬2千元或以上的隊伍均可參加抽獎，有機會獲得亞洲萬里通里數或大昌食品市場購物券。有意參加抽獎的隊伍必須於限期（2016年12月20日）或以前遞交所有捐款證明予樂施會，日期以郵戳為準。逾期遞交捐款證明（包括於限期或之前將捐款存入銀行或支票日期為限期或之前，但樂施會於限期後才收到有關捐款證明），將作自動放棄抽獎論。
- 必須審慎處理贊助表格，有關詳情載於《樂施毅行者手冊》「捐款」部分。

查詢及聯絡 Enquiries & Contact Information

查詢電郵 Enquiry Email: otwinfo@oxfam.org.hk
電話 Tel: 2520 2525
傳真 Fax: 2527 6213
網址 Website: www.oxfamtrailwalker.org.hk
www.oxfam.org.hk
地址 Address: 香港北角馬寶道28號華匯中心17樓
17/F, China United Centre, 28 Marble Road,
North Point, Hong Kong.
辦公時間 Office Hours: 星期一至五上午9時至下午1時及下午2時至6時
9 am-1 pm and 2 pm-6 pm, Monday to Friday

DONATION

1. Fundraising Team Page

Each team can create a Fundraising Team Page on the Oxfam Trailwalker website: www.oxfamtrailwalker.org.hk. Your family and friends can donate online and leave encouraging messages for your team; this makes it easier for your sponsors to make donations and greatly reduces our administrative costs. Your sponsors can print out a tax-deductible receipt* immediately. So there is no need to record donations on sponsorship forms and send them back!

* For Hong Kong tax payers only. If you or your sponsors require receipts for tax deduction overseas, you may send the sponsorship to our overseas Oxfam office. For details, please refer to the Oxfam Trailwalker website.

2. Bank Deposit/Transfer

You can also submit the sponsorship you have raised into Oxfam Hong Kong's account as below:

	HSBC	Bank of China	Hang Seng Bank
Deposit at a branch (Please inform the teller of your team number)	Not applicable		
Direct transfer through ATM or e-Banking#	001-537000-005	012-874-0-013039-1	284-401080-010

Please write your team number on the original copy of the deposit slip or the printed copy of the online transfer Acknowledgement Note, and submit it together with your sponsorship form by post or by hand to Oxfam.

3. By Cheque

Cheques should be made payable to 'Oxfam Hong Kong'. Please write 'Oxfam Trailwalker 2016', your team number and your full name in English on the back of all cheques.

NOTE

- Cash will not be accepted.
- Sponsorship money and sponsorship forms should be collected as soon as possible after the event and submitted to Oxfam by 20 December, 2016. Late submissions may cause your sponsors to not be able to receive a tax deduction for the current financial year.
- Please send the original blue copy and pink copy of the completed forms together with the original deposit slips, cheques or the printed copies of the online transfer Acknowledgement Notes to Oxfam by 20 December, 2016. You MUST keep the yellow copy of your sponsorship form and photocopies of your deposit slips, cheques, online transfer Acknowledgement Notes or other documents (such as bank statements) as a record. DO NOT destroy them until you have received all receipts.
- Donation tax receipts issued by Oxfam Hong Kong are applicable for Hong Kong tax payers only. If you require receipts for tax deduction overseas, please visit our website to find out how to do this [Donations > Receipts for tax deduction overseas].
- Receipts for tax deduction purposes will only be issued upon request to sponsors who donate HK\$100 or more.
- Receipts for tax deduction purposes will be sent to the team member specified on the form or the corporate coordinator. If your mailing address is different from that which you provided during the registration period, please contact Oxfam.
- Teams that raise HK\$32,000 or more will be eligible to enter a lucky draw to win Asia Miles or DCH Food Mart coupon. The right to enter the lucky draw will be forfeited if a team cannot submit all proof of their donations to Oxfam on or before 20 December, 2016 (dated according to the postmark). Late submissions, including those who have submitted their sponsorship money or cheques on or before 20 December, 2016, but have not sent in proof of their donation to Oxfam by 20 December, 2016, will not be considered for the lucky draw.
- Please check carefully before you submit the sponsorship form(s). For more information, please refer to the 'Sponsorship' section of the Information Booklet.

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Principal Sponsor

AIA Vitality
健康程式

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- 請以英文正楷填寫你報稅用的姓名。
- 為節省行政開支，捐款港幣100元或以上的贊助人方可要求印發退稅收據。
- 如需收據作報稅之用，請在「收據」一欄加上✓號。
- 捐款港幣100元以下不會獲發退稅收據。
- 退稅收據將直接寄予贊助表格上註明的參加者或機構統籌。如郵遞地址與登記時提供不符，請盡早通知樂施會。

- Please provide the name you use for tax deduction claims in BLOCK LETTERS.
- To minimise administrative costs, receipts for tax deductions will only be issued to sponsors donating HK\$100 or above and upon request.
- If you need a receipt for tax deduction purposes, please put a ✓ in the 'Receipt' box.
- Tax-deductible receipts WILL NOT be issued for donations of less than HK\$100.
- Receipts for tax deduction purposes will be sent to the team members marked on the form or the corporate coordinator. If your mailing address is different from the one provided during the registration period, please contact Oxfam.

隊伍編號 Team No.: _____ 聯絡電話 Tel.: _____

參加者姓名 Team Member's Name: _____ * 隊員 Member (A / B / C / D)

* 請圈出適當者
Please circle the appropriate one

贊助人姓名(英文正楷) Sponsor's Name (in BLOCK LETTERS)		贊助金額 Sponsorship (HK\$)			收據 Receipt (✓)	已付 Paid (✓)
		定額 Fixed Amount (A)	完成獎勵 Finish Bonus (B)	合共贊助額 Sub-Total (A)+(B)		
CHAN SIU MING		\$1,000	\$800	\$1,800	✓	✓
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					定額 Fixed Amount (A)	完成獎勵 Finish Bonus (B)	合共贊助額 Sub-Total (A)+(B)		
CHAN SIU MING					\$1,000	\$800	\$1,800	✓	✓
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