Change is never easy; to change for the better is even harder. Throughout the years though, countless participants of the Oxfam Trailwalker (OTW) have stepped up to the challenge and proved that it is possible through their perseverance. Many have even been inspired by the event to transform their lives. To finish the 100 km trail in 48 hours, for instance, walkers have been doing everything from improving their physique through training to changing their diet.

Now that you are a part of this event, you too are a ‘changemaker’. You are not just making changes in your own life, but through your participation, you are changing the lives of those in poor communities for the better!

To make the OTW a success and make it even better every year, it takes great teamwork. Last year, we were happy to have the support of 5,000 walkers, 3,000 volunteers, over 35,000 donors, more than 5,000 support team members and 19 sponsors. Since 1986, Hong Kong has seen over 100,000 people participate in the OTW and raise over HK$572 million. What started as a city-wide event has also become an international one, with 15 other regions taking part this year, including Korea, Australia, India, Spain, Belgium, the United Kingdom, France and New Zealand.

We at Oxfam believe inequality breeds poverty; to tackle the structural causes of poverty, we need a bolder and more innovative approach. With the ‘trailwalking spirit’ of perseverance, we will fight poverty with our partners around the world through our anti-poverty, advocacy, humanitarian and education programmes to achieve our goal of creating a world without poverty. As an OTW participant, you are crucial to the fight against poverty, so thank you for your support!

See you at the starting and finishing lines on 16-18 November!

Trini Leung
Director General
Oxfam Hong Kong
“PUSHING MY LIMITS, WHY WOULD I DO THAT?”

The harder I work, the better I’ll feel. That’s my why.

# What'sYourWhy

David Beckham
AIA Global Ambassador

If you have the why, we can help with the how.
whatsyourwhy.aia.com Hotline: 2232 8282

AIA Vitality
AIA is proud to be the Principal Sponsor of Oxfam Trailwalker in the name of ‘AIA Vitality’ for the fourth year in a row. By supporting this event, we hope to motivate more members of our community to embark on their health journey, while also raising funds for Oxfam’s efforts in poverty alleviation and disaster relief.

Oxfam Trailwalker is Hong Kong’s largest fundraising hiking event. Walkers must commit to a long-term, rigorous training regimen in order to complete this challenge which requires determination and vigour. AIA believes that a healthy and energetic community is an essential cornerstone for the sustainable development of Hong Kong. In realising this, we are dedicated to inspiring people to adopt healthy lifestyle habits which also echoes the spirit of this event.

‘Oxfam Trailwalker: Transforming Lives’ is the theme of Oxfam Trailwalker 2018. The pursuit of a healthy lifestyle has become a popular trend. By exercising together, we can stay fit and healthy. We hope this event will help each participant change and embrace a vibrant and healthy lifestyle.

AIA has fielded the largest corporate team at the event for the past three consecutive years, and this year is no different. A great number of our staff and financial planners will take part and support this charitable cause. In addition, we will also bring a team of volunteers to provide support along the trail by encouraging and cheering on the participants. This year, the ‘AIA Vitality - Dare to Challenge Award’ will be included again to encourage and recognise teams participating in Oxfam Trailwalker for the first time. We hope to encourage the spirit of generosity and well-being through this event, so as to help people live healthier, longer, better lives.

Peter Crewe
Chief Executive Officer
AIA Hong Kong & Macau
Go Beyond
with Asia Miles

Push yourself to the limit, work as part of a team – and at the same raise funds to help others less fortunate. Asia Miles provides members with rewarding life experiences that not only enrich one’s own life, but bring joy to others, too.

asiamiles.com
Delivering Reliability
**Introduction**

Welcome to Oxfam Trailwalker 2018! The Oxfam Trailwalker is a challenging team event. Participants form a team of four to complete 100 km along most of the MacLehose Trail and a connected route within a 48-hour time limit.

This booklet will give you all the necessary information about the event, and we ask for your cooperation in making Oxfam Trailwalker 2018 a success.

In 2017, 4,948 people braved the challenge of The Oxfam Trailwalker, and more than 87 per cent of teams completed the entire 100 km trail. We raised over HK$34 million, which is being used to support Oxfam’s development projects and emergency relief programmes around the world.

For further enquiries, please contact us and quote your team number. Our contact details are listed on P.51.

**Date, Time and Location**

Oxfam Trailwalker 2018 will be held from Friday, 16 November, to Sunday, 18 November. The Start Point is Pak Tam Chung in Sai Kung and the Finish Point is Po Leung Kuk Jockey Club Tai Tong Holiday Camp in Yuen Long.

Start times and team numbers this year are as below:

<table>
<thead>
<tr>
<th>Team Category</th>
<th>Team Number</th>
<th>Registration Time (16 Nov)</th>
<th>Start Time (16 Nov)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elite Team</td>
<td>8001-8180</td>
<td>07:00-07:45</td>
<td>08:00</td>
</tr>
<tr>
<td>Special Team</td>
<td>0001-0300</td>
<td>07:30-09:00</td>
<td>09:30</td>
</tr>
<tr>
<td>a. Special Team</td>
<td>0301-0580</td>
<td>09:30-10:30</td>
<td>11:00</td>
</tr>
<tr>
<td>b. Pledge Team</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Sponsors / Supporting Org. Team</td>
<td>0581-0850</td>
<td>11:00-12:00</td>
<td>12:30</td>
</tr>
<tr>
<td></td>
<td>0851-1120</td>
<td>12:30-13:30</td>
<td>14:00</td>
</tr>
</tbody>
</table>

1. All teams MUST start at the designated times listed above according to their respective team numbers and register at the Start Point at least 30 minutes before starting. No team is allowed to change its registration and start time without the prior approval of the Organiser.

2. The Organiser reserves the right to change the routes or cancel the event in consideration of adverse weather conditions and/or other unpredictable factors.
<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8-24 May</td>
<td>Open Team Application</td>
</tr>
<tr>
<td>5 June</td>
<td>Open Team Ballot Results</td>
</tr>
<tr>
<td>6 June - 4 July</td>
<td>Team Registration</td>
</tr>
<tr>
<td>29 June</td>
<td>Elite Team Briefing</td>
</tr>
<tr>
<td>15 July</td>
<td>Elite Team Training</td>
</tr>
<tr>
<td>11 August</td>
<td>Cantonese Briefing</td>
</tr>
<tr>
<td>18 August</td>
<td>English Briefing (AM) and Putonghua Online Briefing (PM)</td>
</tr>
<tr>
<td>27 August</td>
<td>Deadline for Team Withdrawal</td>
</tr>
<tr>
<td>On or before 25 October</td>
<td>Submission of Confirmed Team Members Information</td>
</tr>
<tr>
<td>26 October - 13 November</td>
<td>Late Change of Team Members (HK$200 for each new member)</td>
</tr>
<tr>
<td>16-18 November</td>
<td>Event Dates</td>
</tr>
<tr>
<td>18 December</td>
<td>Deadline for Submitting Sponsorship</td>
</tr>
<tr>
<td>February 2019 (Date to be confirmed)</td>
<td>Prize Presentation Ceremony (Awardees will be invited separately)</td>
</tr>
<tr>
<td>During Easter Holiday in April 2019 (TBC)</td>
<td>Supporters’ Trip (See P.13 for details)</td>
</tr>
</tbody>
</table>
TESTED TOUGH
FROM ROAD TO TRAIL

Columbia
montrail

Variant X.S.R.

Pearl Foam™

創新緩衝中底技術
卓越回彈緩震 瞬間提昇表現

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Cityplaza II 大古城中心二期・Times Square 時代廣場・Sogo 崇光百貨 Causeway Bay 銅鑼灣・Leighton Center 禮頓中心
Pacific Place II 太古廣場二期・Man Yee Building 萬宜大廈商業・Shun Tak Centre 信德中心・K11・Langham Place 龍皇坊・Festival Walk 又一城・Plaza Hollywood 葡里活廣場・Telford Plaza I 佛羅廣場一期・apm・East Point City 東港城
New Town Plaza I 新城市廣場一期・Metropolis Plaza 上水新都廣場・Citywalk I 城市天地一期・Tai Po Mega Mall 大埔超級城・Metroplaza 萊坊新都會廣場・Yuen Long Plaza 元朗廣場・Tuen Mun Town Plaza I 屯門市廣場一期・Shoppes Cotai Central 澳門金沙城
Grand Canal Street, Shoppes at Venetian at Macao-Resort Hotel 澳門威尼斯人購物中心大運河街

facebook.com/columbia.sportswear.HK
First-time walkers and support team members are strongly advised to attend the briefings which cover important and useful information.

Cantonese Briefing and Physiotherapy Advice
14:00 – 18:00, 11 August (Sat)
6/F, AIA Hong Kong Tower, 734 King’s Road, North Point, Hong Kong (near Quarry Bay MTR Exit C)

English Briefing and Physiotherapy Advice
10:00 – 14:00, 18 August (Sat)
17/F, China United Centre, 28 Marble Road, North Point, Hong Kong (North Point MTR Exit A4)

Putonghua Online Briefing
16:00 – 18:00, 18 August (Sat)

Remarks:
Casual wear is recommended for the physiotherapy session.
Oxfam Trailwalker is one of the largest fundraising hiking events in Hong Kong. Since 1986, more than 100,000 participants have raised over HK$572 million to support Oxfam’s various poverty alleviation and emergency relief programmes all around the world, including Hong Kong, mainland China, other parts of Asia and Africa. However, there are still countless people living in poverty, and they really need your support.

Please use your Team Page on the official website or the Sponsorship Form to solicit sponsorship. Remember: the more you raise, the more people you can help!

Over 90 per cent of Oxfam Hong Kong’s income is from the public’s donations. We are committed to using every dollar to support long-term poverty alleviation and emergency relief projects in Asia (including Hong Kong, Macau and mainland China) and Africa.
Those joining us on the Supporters’ Trip will be able to speak with project participants and better understand the donations raised through Oxfam Trailwalker will be used by Oxfam in poor communities to fight poverty through an integrated approach.

**OXFAM TRAILWALKER SUPPORTERS’ TRIP**

<table>
<thead>
<tr>
<th>Date:</th>
<th>April, 2019 (TBC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination:</td>
<td>Mainland China</td>
</tr>
<tr>
<td>Trip Fee:</td>
<td>Around HK$5,000 - $7,000 (including airfare, transport, accommodation and meals; at cost, with balance to be returned or claimed)</td>
</tr>
<tr>
<td>Quota:</td>
<td>Max. 12</td>
</tr>
<tr>
<td>Eligibility:</td>
<td>Participant, sponsor or supporter of Oxfam Trailwalker</td>
</tr>
<tr>
<td>How to apply:</td>
<td>Application details to be announced in December 2018</td>
</tr>
</tbody>
</table>

In May this year, Oxfam Trailwalker participants took part in a food rescue programme organised by Oxfam’s partner. They categorised and screened the food they had rescued, and distributed them to people in need in Shek Kip Mei.
回饋社會 服務社群

電訊盈科及其集團成員香港電訊多年來為市民及商界提供優質服務的同時，亦致力將企業公民責任理念融入業務及規劃之中。

公司的管理層帶領義工隊積極參與社區活動，我們的努力屢獲表揚，除獲香港社會服務聯會頒發「商界展關懷」標誌超過十數年外，多年來亦獲社會福利署頒發最高服務時數獎。

我們積極履行企業社會責任：
弱勢社群：透過長期義工服務及其他單次活動服務弱勢社群
長者服務：多項長者服務計劃為他們帶來關懷和溫暖
環保服務：積極參與及推動環保活動，宣揚環保意識
青年服務：推動香港青少年科技知識交流
1. Oxfam Trailwalker participants must be aged 18 or above on the event day (16 November 2018).

2. Participants must form teams of four. Each team should submit a registration fee of HK$1,400 between 6 June and 4 July, 2018, and submit team members’ particulars by 25 October 2018, in order to complete the registration process. Late submissions will not be entertained and the team slot will be forfeited.

3. Each team must have four members when they begin the walk. Please arrive on time for registration to avoid delays. No team is allowed to change its registration and start time without the prior approval of the Organiser.

4. All participants will be required to submit a signed disclaimer at the Start Point to agree not to hold the Organiser or any sponsor / supporting organisation responsible for circumstances of, but not limited to, death, injury or damage to or loss of personal property. Please refer to the full version of the disclaimer on P.50.

5. All teams (including those teams which are absent / withdraw on the event day) must raise a minimum sponsorship of HK$7,600, except for Pledge Teams, which must raise at least HK$72,000. The Organiser reserves the right not to accept applications for future Oxfam Trailwalker events from any member of a team which has failed to raise the minimum amount.

6. Registered teams wishing to withdraw from the event must give written notice to the Organiser before 27 August 2018. This will allow wait-listed teams to take up the vacated places. Please note the following for withdrawal:

- Withdrawal with written notice on or before 27 August: Sponsorship not required
- Withdrawal with written notice: 28 August – 13 November: HK$3,800 [Pledge Team], HK$36,000 (Pledge Team)
- Withdrawal after 14 November or absent on the event day: HK$7,600 [Pledge Team], HK$72,000 (Pledge Team)

7. There are nine Checkpoints (CPs) along the trail. All team members must stay together between CPs and register together at each CP. You may not leave a CP until all your team members have registered. CP staff reserve the right to refuse to register incomplete teams or teams with members who are unaccounted for.

8. A timing chip is attached to your number bib. All walkers must wear their number bibs and wristlets throughout the event for identification purposes.

9. Teams found to have taken shortcuts will be disqualified. Control Points will be set up between CPs. Only teams that have passed through all Control Points and have completed the 100 km course on the designated route are eligible for ranking or prizes.

10. All teams must register at a CP at or before its closing time in order to be allowed to proceed. Kindly refrain from loitering near CPs’ closing times. Please refer to P.30-33 for the closing times of CPs. The Organiser reserves the right to suspend the registration process of any walker whose condition is deemed unfit to continue.

11. The trail could get quite crowded, particularly in the early stages of the event. Please give way to teams that walk faster.

12. Teams’ finishing times will be recorded based on when the last member of their team reports to the Organiser at the Finish Point. Since Oxfam Trailwalker is a team event, no individual finishing times will be recorded.

13. Teams representing a company / organisation must provide the name of the company / organisation to the Organiser.

14. For Veteran I teams, all four members must be aged 55 or above on the event day (16 November 2018) in order to qualify. For Veteran II teams, all four team members must be aged 65 or above on the event day (16 November 2018) in order to qualify.
Sickness or Injury

1. Take good care of your health. In case of sickness, please inform your teammates immediately.

2. Under no circumstances should any person be left unattended. Any member who is injured or suffering from exhaustion must be brought to the nearest CP by his / her teammates for assistance.

3. If a team member becomes seriously injured and cannot move, you must call the emergency phone number immediately (printed on the bracelet) to inform the Organiser and specify your location. Teammates must accompany the injured person until the rescue team arrives.

4. The MacLehose Trail is marked by numbered distance posts (M001 - M174) every 500 metres. Numbered sign posts (OTW175 - OTW198) are placed in the continuous route leading to the Finish Point every 500 metres. Please take note of the location of these distance posts and sign posts during your training and the event. In case of an emergency, quote the number on the nearest distance post or sign post to describe your position.
Withdrawal

1. If you want to withdraw during the event, you must first report to the nearest CP. The working personnel at that CP will record the withdrawal and confirm the status of the whole team. Remaining team members are not allowed to continue with the event until the withdrawal is reported and a Drop-out Certificate is issued. The Certificate should be kept by the remaining team members and will be checked at each subsequent CP.

2. Anyone who withdraws during the event must inform the Organiser. If for any reason you need to leave during the event, you must call the emergency phone number to notify the Organiser as soon as possible. You must also pass your number bib to the remaining team members for the completion of the drop-out procedure at the next CP.

3. The remaining team members have to hand in the Drop-out Certificate to the working personnel at the Finish Point.

4. For the safety of all walkers, if two members of a team have withdrawn, the remaining two members will not be allowed to continue until they are joined by another team at a CP.

5. The Organiser will not provide transport for walkers who withdraw during the event. Please note that CP1, CP5, CP6, CP7 and CP9 cannot be accessed by public transport. The Organiser will NOT provide a shuttle service for walkers who leave at these CPs. Walkers should only choose to leave at places which are accessible by public transport. Otherwise please be prepared to walk farther and make sure you have sufficient food and water with you.

6. You are strongly advised not to continue on the trail after withdrawing. If you do continue, you do so entirely at your own risk.

A team photo will be taken by the Organiser at the Start Point for Police’s rescue action use (if necessary).
Hong Kong’s Energy And Mobility Infrastructure Specialist

Founded in 1963, Kum Shing Group is the only private enterprise providing comprehensive engineering solutions to the entire electricity supply system from power generation, transmission, distribution to utilization, assisting the local utilities in achieving a world-class supply reliability of over 99.999%. With a team of over 2,000 associates led and managed by professionals, Kum Shing has developed a solid reputation for consistently delivering outstanding performance in project, safety and quality management.
1. Only teams which have completed the whole trail on the designated route and in compliance with the Organiser’s instructions are eligible for ranking or prizes.

2. The Organiser will cancel both the Speed and Fundraising Awards if there are fewer than three organisations eligible for them. This does not apply to Individual Teams.

3. The Organiser’s decisions regarding the rankings and prizes are final and shall not be contested.

4. The Organiser has the right to request all winning teams in the Speed Award and Fundraising Award categories to provide documentation (such as staff cards, corporate sponsorship letters, relevant identification, etc.) to prove that at least TWO of the team members are eligible for this category. Any team which fails to do so will not be considered for the award.

5. Certificates will be printed for participants after they have reached the Finish Point. We have invited guests to award walkers with their certificates. However, please note that there will be a lot of teams arriving at the Finish Point on Saturday, 17 November, so you may need to wait for more than 45 minutes for your certificate. We kindly ask for your understanding and patience. The finishing times and rankings announced during the event are subject to verification, and will be announced on the Oxfam Trailwalker website after the event. Should any team notice any discrepancies on their certificates, please contact the Organiser for clarification and a reprint, if necessary.

6. The winners of various awards will be invited to the Oxfam Trailwalker 2018 Prize Presentation ceremony, which will be held in February 2019 [date to be confirmed]. On the day of the ceremony, a Thank You Advertisement will be placed in Chinese and English newspapers to acknowledge Oxfam Trailwalker 2018 supporters. The names of all fundraising award winners and the teams / organisations that have raised HK$72,000 or above will also be published.
It is not easy to complete the Oxfam Trailwalker 100 km challenge. You have to be committed to attending countless training sessions, and to building up extraordinary stamina and willpower. The establishment of the ‘AIA Vitality - Dare to Challenge Award’ aims to encourage people to take charge of their health; it will reward a first-time Oxfam Trailwalker team that demonstrates the highest motivation and determination to complete the event. The winning team will receive a HK$5,000 cash reward. Meanwhile, AIA will donate HK$50,000 to Oxfam to support its poverty alleviation programmes and emergency relief work around the world. The winning team will also earn a priority spot for next year’s Oxfam Trailwalker.

To qualify, all four team members must be new to Oxfam Trailwalker. They must then register for the event by 25 October and upload their own team story about how they have been preparing for the Oxfam Trailwalker to Facebook. Suggested content includes training, change of lifestyle, diet, physical improvement, team building, etc. The team must also complete the entire 100 km trail during the event. The Organiser will decide on a winner in January 2019. More information about the ‘AIA Vitality - Dare to Challenge Award’ will be available on the event website.

Winner of the 2017 ‘AIA Vitality – Dare to Challenge Award’: On Call 32

Although it was not easy, the four medical students that make up On Call 32 decided to take time out of their busy schedules last year to give the Oxfam Trailwalker a try for the first time. While they were training, they made sure they were eating right and well equipped. Besides becoming healthier, they also better understood the ‘Trailwalking spirit’. They explained saying that regardless of how tough a challenge is, as long as you try hard and have the support of those around you, you can accomplish the impossible. With this spirit, they were able to finish the trail within 32 hours!
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PROTREK has been supporting Oxfam Trailwalker for 17 years. We go with you in our 30 years plus outdoor experience.

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Join us to support social responsibility, protect natural environment and help reducing poverty by adjusting your shopping behaviour!

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Admiralty 2662 1122
Causeway Bay 2576 0833
Kowloon Bay 2629 5022
Tsuen Wan 2413 9922
Sheung Wan 2850 7900
Quarry Bay 2885 3566
Mong Kok 2316 7177

Online & Offline Outdoor and Travel Gear Shopping Platform
www.protrek.com.hk
1. Thank you for supporting Oxfam Trailwalker. All teams (including those that withdraw without written notice / are absent / withdraw on the day of the event) must raise a minimum of HK$7,600 in sponsorship, except for Pledge Teams, which must raise a minimum of HK$72,000. The Organiser reserves the right not to accept applications for future Oxfam Trailwalker events from any member of a team who has failed to raise the specified minimum sponsorship.

2. Teams raising HK$36,000 or above for Oxfam Trailwalker 2018 will have priority in registering for Oxfam Trailwalker 2019 as Special Teams. Teams or organisations that raise over HK$72,000 will be acknowledged in the Oxfam Trailwalker 2018 Thank You Advertisement, which will be published in newspapers. Teams which raise over HK$100,000 will each receive an ‘Oxfam Trailwalker Outstanding Fundraiser Award’.

3. All money raised from Oxfam Trailwalker must be donated in full to Oxfam. You should not use your participation in Oxfam Trailwalker to raise funds for other organisations.

4. The fundraising amount of each team will be uploaded onto the Oxfam Trailwalker website on 18 December and will be updated regularly.

---

Beating poverty in Tanzania

Suzanne Jinyange, 54, lives with her six children in Kishapu District, a poor area in the northern part of Tanzania. She used to wake up at 5 every morning to work in her field. She would then go home briefly at 1 pm to prepare lunch, and work again in her field until 6 pm. Despite her best efforts though, she produced a meagre harvest and income.

In 2013, Suzanne joined Oxfam’s project and bought a sisal processing machine using microcredit, which has gradually improved her income and life. With the hectare of land she recently bought along with the 10 tons of sisal fibre and other crops she sells each year, she is now able to earn HK$35,000 a year.

With a wide grin, Suzanne told us, ‘I now have money to take my sick daughter to the hospital for treatment and send her to school. I hope this will help her lead a better life in the future!’
Donations should be collected immediately after the event and submitted to Oxfam by 18 December 2018 (according to the postmark).

### Donation Methods

<table>
<thead>
<tr>
<th>Method</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fundraising Team Page</strong></td>
<td>Donors print out tax-deductible receipts themselves</td>
</tr>
<tr>
<td><strong>Bank Account</strong></td>
<td>Submit original deposit slips and sponsorship form to Oxfam</td>
</tr>
<tr>
<td><strong>Remittance</strong></td>
<td>Submit original deposit slips and sponsorship form to Oxfam</td>
</tr>
<tr>
<td><strong>Cheque</strong></td>
<td>Made payable to ‘Oxfam Hong Kong’; submit sponsorship form to Oxfam</td>
</tr>
</tbody>
</table>

1. **Fundraising Team Page** ([www.oxfamtrailwalker.org.hk](http://www.oxfamtrailwalker.org.hk))
   
   Each team can activate a Fundraising Team Page on the Oxfam Trailwalker website. Your family and friends can donate online and leave encouraging messages for your team. This page also makes it easier for your sponsors to make donations and greatly reduces our administrative costs. Your sponsors can choose to print out a tax-deductible receipt*, so you do not need to record donations on sponsorship forms and send them back.
   
   *For Hong Kong taxpayers only. If you or your sponsors require receipts for tax deduction overseas, you may send the sponsorship to our overseas Oxfam offices. For details, please refer to the Oxfam Trailwalker website.

2. **Bank account**
   
   You can also submit the donations to Oxfam Hong Kong’s account as below:

<table>
<thead>
<tr>
<th>Bank</th>
<th>Account No.</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank of China</td>
<td>012-874-0-013039-1</td>
<td>HKD</td>
</tr>
<tr>
<td>Hang Seng Bank</td>
<td>284-401080-010</td>
<td>HKD</td>
</tr>
</tbody>
</table>

   *Please write your team number and leader’s name on the original copy of the deposit slip or in the remarks section when making the transfer online, and submit it to Oxfam Hong Kong. Please write ‘Oxfam Trailwalker 2018’ and your team number on the envelope.

3. **Remittance**

<table>
<thead>
<tr>
<th>Bank</th>
<th>Banker Name</th>
<th>Banker Address</th>
<th>Bank Swift Code</th>
<th>Account Name</th>
<th>Account No.</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hang Seng Bank</td>
<td>Hang Seng Bank Limited</td>
<td>83 Des Voeux Road Central, HK</td>
<td>HASEHKHH</td>
<td>Oxfam Hong Kong</td>
<td>284-401080-010</td>
<td>HKD</td>
</tr>
<tr>
<td>Bank of China</td>
<td>Bank of China (HK) Limited, HK</td>
<td>608 Nathan Road, Mongkok, HK</td>
<td>BKC HHH HH XXX</td>
<td>Oxfam Hong Kong</td>
<td>012-874-0-0130391</td>
<td>HKD</td>
</tr>
</tbody>
</table>

   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 with your sponsorship form by post or by hand to Oxfam.

   Note: if you make a remittance from USA, you will need to provide Oxfam’s account number, Hang Seng Bank’s SWIFT code (i.e. HASEHKHH) and the CHIPS number: (i.e. 010522).

4. **Cheque**

   Cheques should be made payable to ‘Oxfam Hong Kong’. Please write ‘Oxfam Trailwalker 2018’, your team number and your full name in English on the back of all cheques. Cash will not be accepted.

Please note that the balance of your team’s sponsorship may affect your qualification for subsequent Oxfam Trailwalker events. Please follow the instructions here so all donations you raise can be accurately accounted for.
Donation receipts and submission of sponsorship money

1. Please detach the original blue and pink copies of each sponsorship form and send them to Oxfam together with the original deposit slips, cheques or the printed copies of the online transfer acknowledgement note. Keep the yellow copy for your own reference.

2. Make sure that you fill in the correct team number on the sponsorship forms. Incorrect numbers printed on the sponsorship form may result in sponsorship money going to the wrong team.

3. Please provide the names of your sponsors for tax deduction purposes and submit the sponsorship money by 18 December. Please hand in donations before the deadline; otherwise your sponsors may not be able to process tax deductions for the current financial year.

4. Please contact Oxfam or download additional sponsorship forms from the Oxfam Trailwalker website if needed.

5. You should notify Oxfam immediately if you decide to share your sponsorship with another team (especially corporate teams). Please clearly indicate the details, team number and amount involved on the sponsorship form.

6. You MUST keep the yellow copy of your sponsorship form and photocopies of your deposit slips, online transfer acknowledgement note, cheques or other documents (such as bank statements) as a record of your donations being transferred to Oxfam Hong Kong’s account. Do NOT destroy them until you have received all receipts.

7. To reduce administrative costs, receipts for tax deductions will only be issued for donations of HK$100 or above. Receipts will be sent to team leader or each team member 10 weeks after donations and forms have been received by Oxfam. Please contact Oxfam if your mailing address is different from the information provided during the registration period. For company / organisation teams with a corporate coordinator as your contact person, receipts will be sent to the corporate coordinator.
YOUR CARBON MANAGEMENT PARTNER

Through our carbon footprint evaluation and advisory services, SGS is committed to assisting organizations in environmental compliance and achieving the goal on carbon reduction. SGS is proud to be the official Green Management Partner of Oxfam Trailwalker since 2009.

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