



Donation Methods

Donations should be collected immediately after the event and submitted to Oxfam by 18 December 2018 (according to the postmark).

Fundraising Team Page	Donors print out tax-deductible receipts themselves
Bank Account	Submit original deposit slips and sponsorship form to Oxfam
Remittance	Submit original deposit slips and sponsorship form to Oxfam
Cheque	Made payable to 'Oxfam Hong Kong'; submit sponsorship form to Oxfam

1. Fundraising Team Page (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:

	Bank of China	Hang Seng Bank
Deposit at a branch	012-874-0-013039-1	284-401080-010
Direct transfer through ATM or e-Banking		

*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

Banker Name	Hang Seng Bank Limited
Banker Address	83 Des Voeux Road Central, HK
Bank Swift Code	HASEHKHH
CHIPS No.	010522
Account Name	Oxfam Hong Kong
Account No.	284-401080-010
Currency	HKD

Banker Name	Bank of China (HK) Limited, HK
Banker Address	608 Nathan Road, Mongkok, HK
Bank Swift Code	BKC HHK HH XXX
Account Name	Oxfam Hong Kong
Account No.	012-874-0-0130391
Currency	HKD

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.



捐款方法

請於活動完畢後盡快收集捐款，並於2018年12月18日前（以郵戳計算）把捐款遞交樂施會。

籌款網頁捐款	毋須填寫及寄交籌款表格，可自行列印扣稅收據
現金或銀行轉賬	存入樂施會銀行戶口；郵寄或親身遞交收據及贊助表格
海外匯款	存入樂施會銀行戶口；郵寄或親身遞交收據及贊助表格
支票	抬頭請寫「樂施會」；郵寄或親身遞交收據及贊助表格

1. 籌款網頁捐款 (www.oxfamtrailwalker.org.hk)

每支隊伍均可在樂施毅行者網站啟動一個專用籌款網頁，方便親友捐款及留言打氣。網上捐款快捷簡易，更可免除填寫及寄交籌款表格的程序，捐款者更可選擇即時自行列印*香港扣稅收據，節省樂施會行政開支。

* 樂施會所發出的扣稅收據，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. 銀行轉賬捐款

你可將籌得款項以下列方式存入樂施會之銀行戶口：

	中國銀行	恒生銀行
銀行櫃位		
自動櫃員機及網上轉賬	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的「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。信封封面請註明「樂施毅行者2018」及隊伍編號。

3. 海外匯款

代收銀行名稱	恒生銀行有限公司
代收銀行地址	香港德輔道中83號
銀行代號	HASEHKHH
CHIPS代號	010522
收款人名稱	樂施會
收款人賬號	284-401080-010
戶口貨幣類別	港幣

代收銀行名稱	中國銀行(香港)有限公司
代收銀行地址	香港旺角彌敦道608號
銀行代號	BKC HHK HH XXX
收款人名稱	樂施會
收款人賬號	012-874-0-0130391
戶口貨幣類別	港幣

請於匯款通知書填上正確隊號，並連同填妥之贊助表格郵寄或遞交至樂施會。

備註：若款項由美國匯出，閣下除須要提供樂施會戶口號碼、恒生銀行有限公司之SWIFT代號（即：HASEHKHH）等資料，還須提供銀行的CHIPS No. 010522。

4. 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2018」、閣下之隊號及英文姓名，現金恕不受理。

請注意，籌款總額將影響你和隊友日後參加「樂施毅行者」的機會。
為確保籌得款項能正確無誤地撥歸貴隊名下，請遵照上述指引遞交捐款。



遞交程序及領取收據

1. 請將贊助表格藍色正本及粉紅色副本撕下，連同附有隊號的銀行存款收據正本、支票或網上轉賬「確認指示」列印本，寄交樂施會；請保留贊助表格的黃色副本作為記錄。
2. 必須在贊助表格上填寫正確隊號，避免因資料有誤，導致籌得數額撥歸別隊。
3. 請提供贊助人報稅用的姓名（以正楷填寫），並於12月18日或之前繳交捐款，否則贊助人或會錯過本財政年度的扣稅機會。
4. 如表格不敷應用，請在樂施毅行者網站下載或向樂施會索取。
5. 假如你和其他隊伍共同籌得一筆贊助款項（特別是公司隊伍），請在贊助表格上清楚註明有關詳情、隊號及涉及金額。如需把贊助款項平均分配予各指定隊伍，請於遞交贊助表格時表明。
6. 請保留贊助表格的黃色副本、所有銀行存款收據、網上轉賬「確認指示」、支票或其他存款證明副本以作記錄（切記取得捐款收據並核對無誤後方才銷毀），倘若正本在郵遞過程中遺失，可作為憑據。
7. 為節省行政開支，捐款港幣100元或以上方可獲發收據。樂施會將於收到捐款及贊助表格後約10星期後把收據直接寄給隊長或各隊員。如郵遞地址與登記時提供有異，請盡早通知樂施會。如屬公司/團體組別，並以機構統籌為聯絡人，捐款收據將寄交機構統籌。

