

捐獻表

我願意每月或單次奉獻支持香港浸會大學校牧處之事工。

I would like to support the Chaplaincy Ministries of HKBU by Monthly or One-off donation.

奉獻者資料 Donor's Information (請用英文大楷填寫 Please complete in BLOCK LETTERS)

奉獻者姓名: _____ 小姐 / 女士 / 先生 / 牧師 / 博士 / 教授

Name of donor: Rev./ Prof./ Dr./ Mr./ Miss/ Ms. _____

Telephone: _____ 電郵地址 Email Address: _____

英文通訊地址 Correspondence Address: _____

畢業年份及學系 (校友填寫) Year of Graduation and Department (For alumni): _____

每月奉獻 Monthly Donation

每月奉獻港幣 _____ 元 x _____ 年 Monthly donation of HK\$ _____ x _____ No. of year(s)

定期每月奉獻港幣 _____ 元 Regular monthly donation of HK\$ _____

- 奉獻方法 Donation Methods
- 方法 1 直接付款授權書 Direct Debit Authorization (只適用於每月捐款 For Monthly Donation Only)
- 方法 2 信用卡 Credit Card (適用於每月奉獻 / 單次奉獻 For Monthly Donation / One-off Donation)

持卡人姓名 Cardholder's name _____ 有效日期 (月/年) Expiry date(mm/yy) _____ / _____

信用卡號碼 Credit Card no. _____ - _____ - _____ () 信用卡背面簽名欄旁未 3 位數字 Three-digit number on the signature panel at the back of the credit card

持卡人簽署 Cardholder's signature _____ Visa Master Card

單次奉獻 One-off Donation

奉獻 Donate HK\$ _____

- 奉獻方法 Donation Methods
- 方法 1 信用卡 Credit Card 請填寫上方信用卡資料作單次奉獻 Please fill in the above section for Credit Card One-off donation
- 方法 2 支票 Cheque 劃線支票，抬頭請寫「香港浸會大學」，背後請註明：「校牧處」 A crossed cheque payable to "Hong Kong Baptist University" and endorse on the back: Chaplain's Office
- Bank: _____ Cheque no: _____
- 方法 3 銀行入帳 / 銀行櫃員 Original copy of Bank-in slip / Advice of ATM 直接存入香港浸會大學校牧處恆生銀行戶口：(024) 283-338366-017 然後將正本存款收據寄回 Direct debit to Chaplain's Office, Hong Kong Baptist University Hang Seng Bank account (024) 283-338366-017 and send back the Original copy to us.

捐款人簽署 Donor's Signature: _____ 日期 Date: _____

請將填妥之表格連同信用卡資料、劃線支票、銀行入數紙正本、銀行櫃員機通知書正本之捐款資料或直接付款授權書資料寄回香港浸會大學校牧處。如有查詢，請致電 (+852) 3411 7312 或電郵至 chap@hkbu.edu.hk 聯絡陳夢珊小姐。捐款港幣壹佰元或以上可憑大學收據申請扣稅。

Please complete this form and send it together with credit card information, a crossed cheque, original copy of bank-in slip, original copy of ATM Advice or information of direct debit authorization to the Chaplain's Office, HKBU. For enquiries, please contact Ms. Amber Chan at (+852) 3411 7312 or email to chap@hkbu.edu.hk. Donation of HK\$100 or above is tax deductible with a receipt.

此表格上之個人資料只供香港浸會大學使用於有關捐款及聯絡奉獻者事宜。校牧處將對您的個人資料保密。但會在有需要時把相關資料提供予大學有關人員，及為大學或校牧處提供服務的其他人員及機構。在個人資料 (私穩) 條例下，您有權查閱及更改本處持有您的個人資料。如有需要查閱及更改，可透過電子郵件：chap@hkbu.edu.hk 或致函本處提出。

The information in this form will only be used for donation and donor communication purposes. Your personal data held by the Chaplain's Office (CHAP) will be kept confidential but may be shared with appropriate parties and personnel of the University, and other parties that provide services to the University or CHAP. Under the Personal Data (Privacy) Ordinance, you have the right to request for access to and correction of your personal data held by CHAP. Such request can be made to CHAP in writing via email chap@hkbu.edu.hk or by post.

直接付款授權書 DIRECT DEBIT AUTHORISATION

只適用於每月捐款 For Monthly Donation only

為節省行政資源，建議捐款額為港幣一百元或以上。

To reduce the administration resources, donation amount is suggested to be HK\$100 or above.

收款之一方名稱(收款人) Name of party to be credited (the Beneficiary)	銀行編號 Bank No.	分行編號 Branch No.	收款賬戶之號碼 Account No. to be credited
HONG KONG BAPTIST UNIVERSITY	0 2 4	2 8 3	3 3 8 3 6 6 0 1 2

1) 本人(等)現授權下述之銀行(「該銀行」)，根據收款人不時給予該銀行之指示，自本人(等)下述戶口轉賬予收款人，但每次轉賬金額不得超過以下指定之限額。2) 本人(等)同意該銀行毋須證實該等轉賬是否已通知本人(等)。3) 如因該等轉賬而令本人(等)之下述戶口出現透支(或令現時之透支增加)，本人(等)會共同及各別承擔全部責任。4) 本人(等)確證在本授權書內之簽名，與本人(等)下述戶口於該銀行簽署紀錄完全相同。5) 本人(等)同意如下述戶口並無足夠款項支付有關轉賬，該銀行有權不予辦理且可收取有關之手續費用，該等費用一概由本人(等)支付。6) 本人(等)同意取銷或更改本授權書之任何通知，須於取銷或更改生效日最少兩個工作天之前交予該銀行。7) 本授權書將繼續生效直至另行通知為止或直至下列到期日為止(以兩者中最早之日期為準)。

1) I/We hereby authorise my/our below named bank (the "Bank") to effect transfer from my/our below mentioned account to the above named Beneficiary in accordance with such instructions as the Bank may receive from the Beneficiary from time to time, provided always that the amount of any one such transfer shall not exceed the limit indicated below. 2) I/We agree that the Bank shall not be obliged to ascertain whether or not notice of any such transfer has been given to me/us. 3) I/We jointly and severally accept full responsibility for any overdraft (or increase in existing overdraft) on my/our below mentioned account which may arise as a result of any such transfer(s). 4) I/We confirm that my/our signature(s) on this authorization is/are the same as filed with the Bank for the operation of my/our below mentioned account to be debited for the transfer. 5) I/We agree that should there be insufficient funds in my/our below mentioned account to meet any transfer hereby authorized, the Bank shall be entitled, at its discretion, not to effect such transfer in which event the Bank may make the usual service charge to be paid me/us. 6) I/We agree that any notice of cancellation or variation of this authorization which I/We may give to the Bank shall be given at least two working days prior to the date on which such cancellation or variation is to take effect. 7) This authorisation shall have effect until further notice or until the below given expiry date (which shall first occur).

本人(等)之銀行及分行名稱 My/Our Bank Name and Branch	銀行編號 Bank No.	分行編號 Branch No.	本人(等)之賬戶號碼 My/Our Account No.

本人(等)在結單/存摺上所紀錄之名稱 My/Our Name as record on Statement/Passbook	本人(等)在結單/存摺上所紀錄之地址 My/Our Address as recorded on Statement/Passbook
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每*次/月付款之限額 Limit for each *Payment / Month 港幣(請參閱附註1) HK\$ (See Note 1)	到期日(請參閱附註2) Expiry Date (See Note 2) D D M M Y Y	本人(等)之簽名 My/Our Signature(s)	日期 Date

付款人之姓名(若非賬戶持有人) Name of Debtor (if other than account holder)	以下由香港浸會大學填寫 For HKBU use only 支賬參考(請參閱附註3) Debtor's Reference (See note 3)

以下由銀行填寫 For Bank Use Only	Signature Verified
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附註 NOTES: 1) 如付款之金額每次可能不相同，則請將最高者定為每次付款之最高限額。2) 本直接付款授權書將於到期日一欄中所填寫之日期自動撤銷，如欲使本直接付款授權書無限期有效(或直至予以撤銷為止)，則請將該欄留空，但該銀行將不受此限，並可將超過兩年未有任何過賬紀錄之直接付款授權書宣告失效，及可刪除該授權紀錄而毋須另行通知。3) 在支賬參考欄內，請填上收款人之辨認參考資料，例如學生編號、抵押合約號碼、租約號碼等。

1) If the amount of your payments are likely to vary each time, set the limit for each payment at the maximum amount you would expect to pay at any one time. 2) This Direct Debit Authorisation will be cancelled automatically on the date included in the box marked "Expiry Date". If you wish the Direct Debit Authorisation to have effect indefinitely (or until cancelled by you), please leave box blank. If there is no transaction being recorded under this direct debit authorisation for over two years, the Bank may delete this direct debit authorization without giving any notice. 3) In the box marked "Debtor's Reference" enter the identifying reference between yourself and the party to be credited i.e. student number, mortgage agreement number, rental agreement number, etc.

(英文文本與中文譯本文義如有歧異，概以英文為準。)

*請刪去不適用者 Delete whichever is not appropriate