

無煙健康講座更改時間或取消申請表格
Change or Cancellation Form for Smoke-free Health Talk

表格編號：
Form No.: COSH 02-HT/01/18

請填妥下列資料並傳真至 2575 3966 或電郵至 eng@cosh.org.hk (必須以正楷填寫)
Please fill in the form and submit by fax (2575 3966) or email (eng@cosh.org.hk) (IN BLOCK LETTERS)

已申請學校 / 機構資料 Particulars of applied school / organization

學校 / 機構名稱(中文) : _____

Name of school / organization: _____
(In English) _____

申請編號 Reference Code: _____ (必須填寫 Mandatory Field)

聯絡人資料 Particulars of contact person

*如聯絡資料沒有變更，則無須填寫此部份。
It is not necessary to fill in this session if there is no change in the contact method.

姓名(中文) : _____ 先生/女士**

Name (In English): Mr./Ms.** _____

電話：(辦事處) _____ (手提) _____ 傳真號碼： _____
Tel.: (Office) (Mobile) Fax:

電郵地址： _____
Email:

已申請之講座資料 Details of the confirmed health talk

講座日期： _____年____月____日 時間： _____ 上午/下午**
Date of health talk: Y M D Time: am / pm**

本人現欲 **取消/更改**** 上列之講座/講座資料。
I would like to **cancel/change**** the above talk / scheduled time.

欲更改之講座申請 Change in health talk application

*如欲更改已確認之講座資料，請填寫此部份。
If you wish to change the scheduled time for the health talk, please fill in this session.

舉辦講座日期： (第一選擇) _____年____月____日 時間： _____ 上午/下午**
Date of health talk: (1st choice) Y M D Time: am / pm**

(第二選擇) _____年____月____日 時間： _____ 上午/下午**
(2nd choice) Y M D Time: am / pm**

(第三選擇) _____年____月____日 時間： _____ 上午/下午**
(3rd choice) Y M D Time: am / pm**

**請刪去不適用者。 Please delete as appropriate.

備註： _____
Remark:

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參加人數： _____
No. of participants:

對象： _____
Target group:

負責人簽名： _____
Signature of person in charge:

學校 / 機構蓋章： _____
School / organization chop:

負責人姓名： _____
Name of person in charge: 正楷(IN BLOCK LETTERS)

日期： _____
Date:

注意事項 Points to note

1. 申請學校/機構所提供的資料，本會用作安排健康講座。如資料不齊全，本會將不會處理此項申請。
The information provided will be used for arranging health talk for the school/organization concerned.
Application will not be processed if required information is missing.
2. 每節參加人數最少 20 人。
At least 20 participants are required for each session.
3. 請於擬舉辦講座日期前最少四個星期遞交申請，以便安排。
Application should be made at least 4 weeks prior to the proposed date of health talk.
4. 本會將於收到申請表格後約十個工作天，以傳真或電郵形式發出**確認信**通知學校/機構。所有申請以收到**確認信**為準，如未有收到確認信，請致電 2185 6388 與本會職員聯絡。
Successful application will be notified by confirmation letter via facsimile or email in around 10 working days upon receipt of application. If school/organization does not receive any confirmation, please contact our staff at 2185 6388.
5. 每節學校講座約 45 分鐘，而機構健康講座約 1 小時，若 貴校/機構未能安排足夠時間，請先通知本會職員以便另作安排。
Each session lasts for around 45 minutes and around 1 hour for school and organization respectively. Prior notice should be given for special arrangement if allocated time is less than 45 minutes for school and an hour for organization.
6. 貴校/機構需提供場地及電腦設備以配合健康講座。若 貴校/機構未能提供相關設備，請先通知本會職員以便另作安排。
School/Organization should provide venues, computers and other equipment required for the health talk. Prior notice should be given for special arrangement if computer equipment cannot be provided.
7. 請於講座舉行日期前的最少五個工作天填妥此表格，並傳真至 2575 3966 或電郵至 enq@cosh.org.hk，以便本會作出安排。
Please fill in and submit the completed form by fax (2575 3966) or email (enq@cosh.org.hk) at least 5 working days prior to the previously confirmed health talk session for further arrangement.
8. 委員會保留健康講座申請之最終決定權。
COSH reserves the rights for final decision of the application for health talk.