

健康講座及索取 / 借用物資申請表格
Application Form for Health Talk & Materials Request/Borrowing

表格編號
Form No. **COSH-SFDC-01**

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

申請機構資料 Particulars of organization

機構名稱(中文) : _____

Name of organization : _____
(In English) _____

地址(中文) : _____

Address : _____
(In English) _____

機構類別* : 公營機構 私人機構 其他 : _____
Type of organization* Public Organization Private Organization Others

負責人簽名 : _____ 機構蓋章 : _____
Signature of person in charge Organization chop

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

聯絡人資料 Particulars of contact person

姓名 (中文) : _____ 先生/女士**

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

電話 : (辦事處) _____ (內線) : _____ 傳真號碼 : _____
Tel. (Office) (Ext.) Fax Number

電郵地址 : _____
Email

健康講座詳情 Details of health talk

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**

講座內容* : 吸煙的禍害 戒煙資訊 其他 : _____
Content of health talk* Hazards of Smoking Smoking Cessation Others

參加人數 : _____
No. of participants

備註: *請選擇適當的方格 **請刪去不適用處。
Remarks: *Please tick the appropriate box. **Please delete as appropriate.

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申請詳情 (只適用於索取物資)

Details of Application (For Application of COSH materials ONLY)

活動名稱及舉行日期 Programme name & Inception date	
活動性質及用途 Nature & Purpose of programme	
預計參與活動之人數 Expected number of participants	
對象 Target audience	

索取物資詳情 Details of material requests

請於擬索取／借用項目旁之空格內加上[✓] 號，並填上所需數量，有關申請需視乎物資存貨而定。

Please tick [✓] in the appropriate box(es) and indicate the quantity of materials required. Approval of application will be subject to the availability of our stock.

1. 索取物資 COSH Materials for Application				
刊物 Printed Publications				
類別 Category	編號 Code	項目 Item	數量 Quantity	語言 Language
A. 宣傳海報 Posters	A01	<input type="checkbox"/> 「無煙車樂部」海報 Smoke-free Drivers Club Poster 尺寸 Size: A2		中文 Chinese
		<input type="checkbox"/> 踏出第一步 戒煙你做到! Be Smart, Quit Smoking!		中文 Chinese
		<input type="checkbox"/> 香港吸煙與健康委員會簡介 COSH Booklet		中英對照 Bilingual
B. 單張/ 小冊子 Leaflets/ Booklets	B03	<input type="checkbox"/> 煙害解碼 Smoking Hazards		中文/英文 Chinese/ English

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無煙信息宣傳品 Souvenirs with Smoke-free Messages			
類別 Category	編號 Code	項目 Item	數量 Quantity
宣傳物品 Promotional Materials	D01	<input type="checkbox"/> 「無煙車樂部」汽車太陽擋 Smoke-free Driver foldable car sunshade with a bag 	(Max 20)
	D02	<input type="checkbox"/> 「無煙車樂部」吸盤車貼 Smoke-free Driver plastic car file with suction cup 	(Max 50)
	D03	<input type="checkbox"/> 咪點我摺疊旋轉手機支架 Wise Mike Phone Stand 	(Max 50)

申請詳情 (只適用於借用物資)

Details of Booking (For Borrowing of COSH materials ONLY)

擬借用期間 Proposed borrowing period (最多 7 日) (Maximum for 7 days)	由 From	/	/	至 to	/	/
用途 Purpose of borrowing						
預計參與/觀看人數 Expected number of participants/ spectators						
備註 Remarks						

借用物資 Materials for Borrowing				
種類 Category	資料形式 Format	項目 Items	語言 Language	數量 Quantity
展覽物資 Materials for Display	展板 Exhibition Panels	<input type="checkbox"/> 主題：吸煙與健康資訊面面觀(共 8 塊，雙面) Topic : Information about Smoking and Health (8 pieces in total, double-sided) 尺寸 Size: 40" x 28" (每塊 per panel)	中文 Chinese	

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填表須知 Point to note

1. 申請機構所提供的資料，委員會用作安排健康講座及索取物資之用途。如資料不齊，本會將不會處理此項申請。
The information provided will be used for arranging health talk & material requests for the organization concerned. Application will not be processed if requires information is missing.
2. 委員會將於收到申請表格後的十個工作天內，發出確認信通知機構。以傳真或電郵形式回覆閣下之申請及跟進有關詳情。如申請人未有收到回覆，請致電 2185 6399 或與委員會職員聯絡。
Successful application will be notified by confirmation letter within 10 working days upon receipt of application. If organization does not receive any confirmation letter, please contact our staff at 2185 6399.
3. 機構健康講座大約需時1小時，若 貴機構未能安排足夠時間，請先通知本會職員以便另作安排。
The health talk will last for about 1 hour for organization. Prior notice should be given for special arrangement if allocated time is less than an hour.
4. 貴機構需提供場地及電腦設備以配合健康講座。
Organization should provide venues, computers and other equipment required for the health talk.
5. 如 貴機構因任何事需延期或取消有關健康講座申請，必須於講座舉行前的最少五個工作天 填妥「無煙健康講座更改時間或取消申請表格」(表格編號：COSH-02-HT/02/2024)，並傳真至 2575 3966，以便本會作出安排。
In case that cancellation of application or postponement of health talk is required, please fill out the “Change or Cancellation Form for Smoke-free Health Talk” (Form no.: COSH-02-HT/02/2024) and fax to 2575 3966 at least 5 working days prior to the previously confirmed health talk session for further arrangement.
6. 所有申請索取物資只可用於非牟利用途。而申請機構未經本會同意不得複製有關資料內容。
Materials requested are for non-profit making purpose only. Copyright is reserved for all materials.
7. 索取／借用之物資地點為香港吸煙與健康委員會秘書處 (地址:香港灣仔皇后大道東 183 號合和中心 44 樓 4402-4403 室)。
Pick up point of requested materials is at COSH Secretariat (Address: Unit 4402-03, 44/F., Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong).
8. 委員會保留健康講座及索取物資申請之最終決定權。
COSH reserves the rights for final decision of the application for health talk & material requests.
9. 申請機構如對健康講座及索取物資申請服務上有任何建議，可致電 2185 6399 與委員會職員聯絡。
If you have any suggestions on Application for Health Talk & Material Requests, please contact our staff at 2185 6399.

申請日期 Date of Application

申請人簽署 Signature of Applicant

機構印鑑 Organization Chop