



Donation Box Placement Booking Form

Please complete the form, read the “**Notes for Donation Box Placement**” on the back, and submit to Hong Kong Society for the Protection of Children (HKSPC). If you have any questions, please do not hesitate to contact us at 2396 0264 during office hour.

Organisation Information

Name of Organisation:	
Contact person:	
Position:	
Contact number:	
Email Address:	
Address:	

Donation Box Placement Location (Please specify the exact location(s))

No. of Donation Box(es)	
Location(s):	
Opening Hour:	

Donation Box Placement Period

Long-term placement until further notice	<input type="checkbox"/>
Short-term placement	<input type="checkbox"/> 3-month <input type="checkbox"/> 6-month <input type="checkbox"/> Others: _____
From:	To:

Notes for Donation Box Placement

- After receiving the completed Donation Box Placement Form, HKSPC will reach the contact person shortly to arrange the delivery of donation box(es) and the collection date of donation boxes. Please sign and stamp the organisation chop on the form.
- The organisation should take good care of the donation box(es). They must use the lock to fasten each donation box to a fix object for security purpose.
- In case of any loss or damage, please inform HKSPC immediately and report to the police accordingly.
- If the donation box(es) is/are full before the expiry of the collection period or when the organisation will be relocated or closed, the organisation should return the donation box(es) to HKSPC in person or contact our staff in advance.
- After finished collecting and counting the amount in the donation box(es), HKSPC will send a thank you letter in order to show our appreciation to your organization which help to place the donation boxes.
- Should you have any further inquiries, please contact ccd@hkspc.org for more information.

Company Name	HKSPC	
Signature:		
Name:		
Date:		