



香港大學畢業同學會教育基金

Hong Kong University Graduates Association Education Foundation

9 Nam Fung Road, Wong Chuk Hang, Hong Kong Tel: 2870 8815  
E-mail: info@hkuga-ef.org.hk Website: [www.hkuga-ef.org.hk](http://www.hkuga-ef.org.hk)

## DONATION FORM 捐款表格

To : Hong Kong University Graduates Association Education Foundation

致：香港大學畢業同學會教育基金

(Please ✓ where appropriate 請在適當方格內加上 ✓ 號)

I / Our organization would like to support your Foundation by donating a sum of HK\$ \_\_\_\_\_.  
本人/本機構樂意支持貴基金，並捐款港幣\_\_\_\_\_元。

I / Our organization would like my/our donation to be used for the following purpose:  
本人/本機構希望捐款作以下用途：

- HKUGA Primary School 港大同學會小學
- HKUGA College 港大同學會書院
- Future development of your Foundation 貴基金的未來發展

### Donation method 捐款方法

Please send the duly completed donation form together with a crossed cheque payable to “Hong Kong University Graduates Association Education Foundation” or “香港大學畢業同學會教育基金” by post or by hand to the HKUGAEF Secretariat Office at 9 Nam Fung Road, Wong Chuk Hang, Hong Kong.

請填妥捐款表格，連同劃線支票郵寄或交回香港黃竹坑南風道9號香港大學畢業同學會教育基金秘書處收，支票抬頭為「香港大學畢業同學會教育基金」或“Hong Kong University Graduates Association Education Foundation”。

### Contact Information 聯絡資料

Please fill in this form in BLOCK LETTERS. All data will be treated in strict confidence and for internal use only. 請以正楷填寫。所有資料絕對保密，僅供內部使用。

**Donor 捐款人/ Organization 捐款機構：**

The donation is made in the following name 以下列身份捐款

The donation is to remain anonymous 以無名氏身份捐款

Name in English 英文姓名: (Mr/Mrs/Ms/Miss/Dr/Prof) \_\_\_\_\_

(As on HKID Card, Surname first) (必須與香港身份證上的姓名相同，先填寫姓氏)

Name in Chinese 中文姓名: \_\_\_\_\_

Name of Organization 機構名稱: \_\_\_\_\_

Contact Address 聯絡地址: \_\_\_\_\_  
\_\_\_\_\_

Telephone 電話 (Home)住宅: \_\_\_\_\_ (Mobile)(流動電話): \_\_\_\_\_

E-mail 電郵: \_\_\_\_\_ Fax 傳真: \_\_\_\_\_

Please issue the official receipt in the name of 請以下列名稱發出捐款收條:

Receipt will be issued for tax deduction purpose 收據可作扣稅用途

Signature 簽名: \_\_\_\_\_ Date 日期: \_\_\_\_\_

# **Hong Kong University Graduates Association Education Foundation Donation Policy**

Hong Kong University Graduates Association Education Foundation (“the Foundation”) is a charitable organization under Section 88 of the Inland Revenue Ordinance, Cap. 112 of the laws of Hong Kong, and donations to the Foundation are tax-deductible.

## **Definition of Donations**

The term “donors” means all types of benefactors including individuals, corporations and organizations that make donations to any programmes, projects or activities of the Foundation. The term “donations” covers all forms of gifts, endowments and sponsorships, in money or in kind, given to the Foundation outright, for which the donors receive no financial benefits in return. The types of donation covered by this policy may include, inter alia:

- (a) to support the future development of the Foundation;
- (b) to support learning and teaching, facilities and equipment, and overall development of the HKUGA Primary School or HKUGA College.

## **Key Principles in Considering whether a Donation will be Accepted (OR Donation Acceptance Principles)**

1. In considering an intended donation pledge, the Foundation will consider, among other things, whether the donor and his/her/its affiliates (including, without limitation, the business of the donor and his/her/its affiliates) or the donation will be compatible with the purposes, goals, objectives, reputation, affiliation, ethos and mission of the Foundation.
2. The Foundation will not accept donations that require it to provide any favourable consideration to the donor or anyone designated by the donor, such as admission of student(s) to the HKUGA Primary School or HKUGA College, employment in the Foundation or procurement of goods or services for the Foundation.
3. Donation which could damage the Foundation’s reputation will not be accepted by the Foundation. The Foundation may decline a donation at its discretion with or without explanation to the donor.
4. The donor shall agree that unless with prior written consent of the Foundation, he/she/it shall not publicize the donation to the Foundation.

August 2020