

機構健康講座申請表格
Application Form for Health Talk (Organization)

表格編號：
Form No.: **COSH 03 - 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)

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*: Government Company Others

*請選擇適當的方格。 Please tick the appropriate box.

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

電郵地址： _____
Email: _____

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**

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

備註： _____
Remark: _____

參加人數： _____
No. of participants: _____

對象： _____
Target group: _____

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

機構蓋章： _____
Organization chop: _____

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

日期： _____
Date: _____

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注意事項 Points to note

1. 申請機構所提供的資料，本會將用作安排健康講座。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 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 organization does not receive any confirmation, please contact our staff at 2185 6388.
5. 每節講座約 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。
Each session lasts for around an hour. Prior notice should be given for special arrangement if allocated time is less than an hour.
6. 貴機構需提供場地及電腦設備以配合健康講座。若 貴機構未能提供相關設備，請先通知本會職員以便另作安排。
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. 如 貴機構因任何事需延期或取消有關健康講座，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：COSH02-HT/01/18)，並傳真至 2575 3966 或電郵至 enq@cosh.org.hk，以便本會作出安排。此表格亦可於本會網頁(www.smokefree.hk)下載。
In case the health talk has to be cancelled or postponed, please fill in the “Change or Cancellation Form for Smoke-free Health Talk” (Form no.: COSH02-HT/01/18) and submit 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. This form is also available at our website (www.smokefree.hk).
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.