

校友月捐計劃
Alumni Monthly Donation Scheme
每月捐款金額 Monthly donation amount
 HK\$100 HK\$180 HK\$280 HK\$380 其他 Other HK\$ _____

捐款港幣100元以上，大學將寄回捐款收據作申請減稅之用。 Official receipt will be issued for donation of HK\$100 or above for tax deduction purpose.

個人資料 Personal information (請以英文填寫 Please fill in the information in English)

<input type="checkbox"/> 校友 Alumni	<input type="checkbox"/> 職員 Staff	<input type="checkbox"/> 家長 Parent	<input type="checkbox"/> 學生 Student	<input type="checkbox"/> 其他 Others _____
英文姓名 Name in English (Mr/Mrs/Ms/Dr/Prof)		(姓氏 Surname)		(名字 First name)
中文姓名 Name in Chinese		出生日期 Date of birth	(日 DD)	(月 MM) (年 YYYY)
通訊地址 Correspondence address				
電話 Tel no.		(日間 Daytime)		(手機 Mobile)
電郵地址 Email address			身份證號碼 HKID no.	XXX(X)
畢業年份 Year of graduation			學系 Department	
校友組織 Alumni association(s) (如適用 If applicable)				

捐款方式 Payment methods

<input type="checkbox"/> 信用卡 Credit card	<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard 持卡人姓名 Cardholder's name 信用卡號碼 Card no. _____ 有效期至 Expiry date _____ (月 MM) / _____ (年 YY) 本人現授權嶺南大學每月由本人之信用卡賬戶內扣除上述之捐款金額，直至本人另行通知。 I hereby authorise Lingnan University to debit the above donation amount from my credit card account monthly until further notice.			
<input type="checkbox"/> 銀行自動轉賬 Bank autopay	收款之一方(受益人) 嶺南大學 Lingnan University Name of party to be credited (The beneficiary) 銀行號碼 015 分行號碼 514 賬戶號碼 404015420 Bank code Branch no. Account no. to be credited 本人及吾等之銀行及分行名稱 My/our bank name and branch 銀行號碼 分行號碼 本人及吾等之賬戶號碼 Bank code Branch no. My/our account no. 本人/吾等在結單/存摺上所紀錄之名稱 My/our name(s) as recorded on statement/passbook 本人/吾等在結單/存摺上所紀錄之地址 My/our address as recorded on statement/passbook 每月捐款之限額 本人及吾等之簽名(須與銀行賬戶之簽名完全相同) Limit for each monthly donation HK\$ My/our signature(s) (same as signed on statement/passbook)			
1. 本人/吾等現授權嶺南大學及上述銀行，由本人/吾等之銀行賬戶內支付賬款，直至另行通知。惟每次轉賬金額不得超過以上指定之金額。 I/We hereby authorise Lingnan University to initiate and the named Bank above to process direct debits to my/our account until further notice. The amount of any such transfer shall not exceed the limit indicated above. 2. 本人/吾等同意本人/吾等之銀行毋須證實該等轉賬通知是否已交予本人/吾等。 I/We agree that my/our Bank shall not be obliged to ascertain whether or not notice of any such transfer has been given to me/us. 3. 如因該等轉賬而令本人/吾等之賬戶出現透支(或令現時之透支增加)，本人/吾等願共同及各別承受全部責任。 I/We jointly and severally accept full responsibility for any overdraft (or increase in existing overdraft) on my/our account which may arise as a result of my such transfer(s). 4. 本人/吾等同意如本人/吾等之賬戶並無足夠款項支付該授權轉賬，本人/吾等之銀行有權不予轉賬，且銀行可徵取慣常之收費。 I/We agree that should there be insufficient funds in my/our account to meet any transfer hereby authorised, my/our Bank shall be entitled, in its discretion, not to effect such transfer in which the Bank may make the usual charge.				

每月捐款約於每月10號過數。如欲對捐款作出任何更改，請於銀行過數前30天以書面(電郵或傳真)通知大學發展及校友事務處。 Monthly donation will be processed on around 10th each month. If there are any changes of donation instruction, please give written notice (email or fax) to the Office 30 days prior to the transaction.

 請於捐贈者名錄上列作「無名氏」捐款。 I wish to remain "Anonymous" in all donor listings.

收集個人資料聲明 Personal Information Collection Statement

1. 於此表格內填寫之個人資料會被嶺南大學大學發展及校友事務處用作處理捐款/所需事宜。 The personal data provided on this form will be used by the Office of Institutional Advancement and Alumni Affairs, Lingnan University, for the purpose of processing the donation/matter. 2. 為完成上述目的，已提交之個人資料有可能被轉交予校內其他相關部門，以完成所需之行政程序。 In order to serve the specified purpose(s), the personal data collected may be transferred to other internal department(s) of the University for administrative purpose(s). 3. 除法律要求，在未得到閣下的同意前，嶺南大學大學發展及校友事務處並不會將所收集到的個人資料向第三方透露。 The personal data collected will not be disclosed to third parties other than those specified without your prior approval, or unless required by law. 4. 除另已說明，所有在此表格上填寫之個人資料是為上述目的而收集。如所提供之資料不完整或不正確，將導致閣下之捐款或所需事宜被延遲處理或被撤回。 Unless indicated otherwise, all personal data requested in this form is required for its purpose(s). The provision of any incomplete or inaccurate information will result in the processing of your donation or the matter being delayed or withdrawn. 5. 根據《個人資料(私隱)條例》，資料提供者有權要求查閱及更改已提交之個人資料。如要查閱資料，請聯絡嶺南大學個人資料保障主任(電郵：DPO@LN.edu.hk)。如要更改/更新資料，請聯絡嶺南大學大學發展及校友事務處(電郵：development@LN.edu.hk)。 As a data subject, you have the right to request access to and correction of the personal data under the Personal Data (Privacy) Ordinance. For requests for access to personal data, please contact the Data Protection Officer at DPO@LN.edu.hk. For requests to correct/update personal data, please contact Office of Institutional Advancement and Alumni Affairs, Lingnan University, at development@LN.edu.hk

 請在適當之格內加上剔號

Please tick the appropriate boxes 捐款人簽署 Donor's signature _____ 日期 Date _____

請將捐款表格正本寄交： 香港屯門青山公路八號嶺南大學黃氏行政大樓二樓AD205/13室，大學發展及校友事務處 Please send this donation form to: Office of Institutional Advancement and Alumni Affairs Room AD205/13, 2/F, Wong Administration Building, Lingnan University, 8 Castle Peak Road, Tuen Mun, HK 信用卡捐款可傳真至 (852) 2466-3730。 Credit card donation can be made by faxing this form to (852) 2466-3730.	如有任何查詢，請聯絡：大學發展及校友事務處 For any enquiries, please contact: Office of Institutional Advancement and Alumni Affairs 電話 Tel: (852) 2616-8948 傳真 Fax: (852) 2466-3730 電郵 Email: development@LN.edu.hk 網址 Website: www.LN.edu.hk/oiaaa
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大學專用 For University's use only

 捐款人參考 Donor's reference no. Banner ID: _____ Sol.: _____
 Prepared by: _____ (- -)

銀行專用 For Bank's use only

銀行專用 For Bank's use 簽名式樣 Signature verified