捐款表格 Donation Form

Lingnan 嶺南大學 University 香港 Hong Kong

捐款類別及款項 Type of Donation and Amount

□ 一次性捐款 One-off donation	□ 每月捐款 Monthly donation
□ HK$1,000 □ HK$500 □ HK$300 □ HK$100	□ 其他 Others HK$_____

*捐款 HK$100 或以上可獲發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.

捐款用途 Donation Purpose

□ 嶺大創業基金 LU Entrepreneurship Fund	□ 助學金 Bursaries
□ 實習津貼 Internship Allowance	□ 學生交流獎學金 Student Exchange Scholarships
□ 服務研習資助 Service-Learning Assistance	□ 大學發展基金 University Development Fund

捐款方式 Payment Method

□ 劃線支票 (只適用於一次性捐款。支票抬頭請註明「嶺南大學」。)
Crossed cheque (For one-off donation only. Please make cheque payable to "Lingnan University".)

□ 信用卡 Credit card

□ 一次性捐款：本人現授權嶺南大學由本人之信用卡賬戶內一次過扣除上述之捐款金額。
One-off donation: I hereby authorise Lingnan University to debit the above donation amount from my credit card account.

□ 每月捐款#：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。
Monthly donation#: I hereby authorise Lingnan University to debit the above donation amount from my credit card account monthly until further notice.

□ VISA □ MasterCard	持卡人姓名 Cardholder's name
	信用卡號碼 Card no. - - -
	有效期至 Expiry date (月 Month) / (年 Year)
□ 銀行轉帳/轉數快^ Direct Bank Transfer/ FPS^	銀行名稱 Bank name: 東亞銀行 The Bank of East Asia 賬戶號碼 Account No.: 015-514-40-401542-0 賬戶名稱 Account name: 嶺南大學 Lingnan University 銀行代碼 SWIFT Code*: BEASHKHH

每月捐款將於約每月之 10 日轉帳。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) 通知大學發展及公共事務處。
Monthly donation will be processed on around 10th of each month. If there are any changes of donation instruction, please send a written notice (by email or fax) to the Office of Institutional Advancement and Public Affairs 30 days prior to the transaction.

^ 請於備註一欄填上姓名、聯絡電話及電郵。Please leave your name, contact number and email in the remarks section.

* 只適用於海外捐款。For overseas remittance only.

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

□ 校友 Alumni □ 職員 Staff □ 學生 Student □ 其他 Others _____	
英文姓名 English Name (Mr/Mrs/Ms/Dr/Prof) (姓氏 Surname)	(名字 First name)
中文姓名 Chinese Name (先生/太太/女士/博士/教授)	電話 Tel no.
通訊地址 Correspondence Address	
電郵 Email	身份證號碼 HKID No. __ __ __ __ XXX(X) *英文字母及首三個數字 / The first four alphanumeric characters*
(供校友填寫 For alumni only) 畢業年份 Year of Graduation	學系 Department
□ 本人願意成為「嶺大校友樂獻會」會員。(嶺大校友現凡一次性捐款 HK$500 或以上，即可成為「嶺大校友樂獻會」會員。會員將獲贈紀念品乙份並尊享多項禮遇。詳情請瀏覽 www.LN.edu.hk/oiaaa/tc/article/lu-alumni-giving-club/14/14/。) I would like to be a member of LU Alumni Giving Club. (Alumni who make a one-off donation of HK$500 or above are eligible for the membership of LU Alumni Giving Club. Members will receive a souvenir and can enjoy special privileges. Please visit www.LN.edu.hk/oiaaa/en/article/lu-alumni-giving-club/14/14/ for details.)	
□ 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. 透過此表格所收集的個人資料只作嶺南大學大學發展及公共事務處(本處)處理通訊/本捐款之用。The purpose of collecting personal data by means of this form is for communications/processing this donation by the Office of Institutional Advancement and Public Affairs (OIAPA).
2. 為完成上述目的，個人資料有可能被轉交予校內其他部門，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. 除法例要求，在未得到 閣下同意前，除上述第二點所指之部門外，本處並不會將 閣下的個人資料向第三方透露。Without your expressed approval, or unless required by law, the personal data collected herein will not be disclosed to the third parties other than those specified in Point 2.
4. 除另已說明，所有在此表格內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 閣下之捐款或有關事宜被延遲處理或視作無效。Unless indicated, otherwise, all personal data requested in this form is required for its purpose(s). If such data is incomplete or inaccurate, the processing of your donation or the matter will be delayed or void.
5. 為了令 閣下能與嶺大緊密聯繫，本處將透過不同溝通渠道，包括郵寄、電子郵件、電話或短訊，以發送大學資訊，包括大學最新的發展、校友活動、刊物、優惠及服務、募捐活動、開辦之課程等。OIAPA will deliver information including news of the University, alumni activities, publications, benefits and services, giving initiatives, courses and programmes, etc. to you through different channels, such as direct mail, email, telephone, SMS as to facilitate you to stay connected with the University.
6. 根據《個人資料(私隱)條例》，資料提供者有權要求查閱及更改其個人資料。如需查閱個人資料，請電郵至 DPO@LN.edu.hk 聯絡嶺南大學個人資料保障主任。如要更改/更新個人資料，請電郵至 iad@LN.edu.hk，以書面形式向本處提出。如 閣下不欲接收任何關於大學及校友的資訊，請在以下方格內加上剔號，並電郵至 iad@LN.edu.hk 與本處聯絡。 As a data subject, you have the right to request access 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 us at iad@LN.edu.hk. If you do not wish to receive our information, please indicate your wish in the below tick box and contact us at iad@LN.edu.hk.

□ 本人不同意 貴處使用本人的個人資料以作發放嶺大資訊和推廣之用。
I do not agree to the use of my personal data by OIAPA for the University's information dissemination and promotional purposes.

捐款人簽署 Donor's signature _____ 日期 Date _____

請將捐款表格連同劃線支票寄交： **香港屯門青山公路八號嶺南大學黃氏行政大樓二樓 AD205/13 室大學發展及公共事務處** Please send the crossed cheque with this donation form to: **Office of Institutional Advancement and Public 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 donation form to **(852) 2466-3730**.	如有任何查詢，請聯絡**大學發展及公共事務處**。 For any enquiries, please contact: **Office of Institutional Advancement and Public Affairs** 電話 Tel.: (852) 2616-8975 傳真 Fax: (852) 2466-3730 電郵 Email: iad@LN.edu.hk

☑ 請在適當之格內加上剔號 Please tick the appropriate boxes

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