

Please read our privacy policy statement carefully before submitting your personal information to

The Hong Kong Society for the Aged

捐款人於提供其個人資料予香港耆康老人福利會前，請參閱表格後頁之聲明書

Hotline 查詢熱線：(852) 2511 2235

DIRECT DEBIT AUTHORISATION FORM 自動轉帳授權書

Name of party to be credited (The Beneficiary) 收款人一方(受益人) 香 港 耆 康 老 人 福 利 會														
Bank no. 銀行編號			Branch no. 分行編號			Account no. to be credited 收款帳戶之號碼								
0	2	4	2	8	0	5	4	6	5	2	4	0	0	1

I/we hereby authorize The Hong Kong Society For The Aged to initiate and the Bank name above to process debits to my/our account notwithstanding that to do so may result in an overdraft or an increase on the existing overdraft on my/our account. Should there be insufficient funds in my/our account to meet such transfer hereby authorized, my/our Bank shall be entitled, in its discretion, not to effect such transfer in which event the Bank may make the usual charge and that it may cancel this authorization at any time on one week's written notice. I/we agree to notify The Hong Kong Society For The Aged of any change of bank account or cancellation of payment method. I/we agree that any notice of cancellation or variation of this authorization which I/we may give to my/our Bank shall be given at least one week prior to the date on which such cancellation or variation is to take effect. 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. I/We jointly and severally accept full responsibility for any overdraft (or increase in existing overdraft) on my/our below-mentioned account which may arise as a result of any such transfer(s). I/We understand that if there is no transaction being recorded under this direct debit authorization for over two years, the Bank may delete this direct debit authorization without giving any notice.

本人/吾等茲授權香港耆康老人福利會及上述銀行，由本人/吾等之銀行帳戶內支付帳款。如因支付後引致本人/吾等之帳戶 透支，或增加原有的透支金額，亦請照付。但銀行方面，則可因本人/吾等之存款不足而拒予撥付，且銀行可收取慣常之收費，亦可隨時以一星期書面通知取消本授權書。本人/吾等同意通知香港耆康老人福利會有關更改銀行帳戶或取消轉帳付款 方式。本人/吾等同意取消或更改本授權書之任何通知須於取消或更改生效日最少一星期之前交與本人/吾等之銀行。本人/ 吾等同意本人/吾等之銀行無須證實該等通知是否已交付本人/吾等。如因該等轉帳而令本人(等)之下述戶口出現透支(或令 現時之透支增加)，本人(等)會共同及各別承擔全部責任。本人/吾等明白可將超過兩年未有任何過帳記錄之直接付款授權宣 告失效，及可刪除該授權記錄而毋須另行通知。

1. My/our full name(s) with my/our bank 本人/吾等之銀行戶口姓名													
Mr/Ms/Miss 先生/女士/小姐													
2. My/our full address 本人/吾等之地址													
3. Contact tel. no 聯絡電話						4. Date of completing form 填表日期							
5. Bank and Branch name 銀行及分行名稱													
6. Bank no. 銀行編號			Branch no. 分行編號			Savings/Current Account No. 本人/吾等之儲蓄/來往戶口號碼							
7. My/our signature(s) 本人/吾等之簽名													
在結單/存摺上所記錄之簽名													
Sign your name as recorded on statement/passbook													

For Official Use Only 此欄不用填寫

For SAGE use 由耆康會填寫	For bank use 以下由銀行填寫	Signature verified 簽名式樣
Debtor's reference 捐款人編號		

Only originals are accepted, any alteration requires signature.

請交回表格正本，任何塗改請簽名以示確認。

NOTE註：Transactions will normally be processed on or about the 7th day of the month. 約每月7 號過數。

Please send this form and monthly donation form to SAGE Head Office at 11/F, The Hong Kong Federation of Youth Groups Building, 21 Pak Fuk Road, North Point, Hong Kong and attention to Fundraising Department or fax to (852) 2311 2373.

請將本表格及月捐捐款表格寄回香港北角百福道21號香港青年協會大廈11樓耆康會公關及籌款部收或傳真(852) 2311 2373。

香港耆康老人福利會

《私隱政策聲明》

政策聲明

本會承諾遵守《個人資料（私隱）條例》的規定。為履行此承諾，我們會確保屬下職員依從保安及保密方面的最嚴格規定。

實務聲明

本會未取得你的同意前，不會向第三者提供你的個人資料作直接促銷或其他不相關的用途。

《收集捐款人個人資料聲明》

本會收集個人資料的目的及用途

你所提供的個人資料，將會被本會用於處理捐獻善款之用。提供個人資料予本會是自願性的。若你未能提供足夠個人資料，本會將不能處理有關捐款。請確保你所提供之資料為準確及通知本會有關任何資料修改。

為保持與閣下的聯繫，及讓閣下及時瞭解本會的最新訊息，包括：本會的工作進展、資助及非資助服務及課程的推廣及宣傳、籌款募捐、招募、產品推廣、收集意見、個別邀請、發放宣傳品及與本會相關的各類活動及事工，本會在獲得閣下的書面同意後，方會使用閣下曾提供的通訊資料，包括：姓名、郵寄地址、電話、傳真號碼、電郵等，發放本會訊息予閣下。

使用有關資料人士

你所提供之個人資料，只會按需要由本會使用。除自動轉賬及信用卡資料將交予銀行進行付款交易外，本會未取得你的同意前，不會向其他人士及機構披露所收集得關於你的資料。

要求查閱及改正個人資料

除了特殊情況外，你可要求查閱及改正本會所存有關你的個人資料，並可支付規定費用，得到有關資料文件影印本。

查詢

如對上述有關個人資料之用途、查閱及改正等有任何查詢，可與本會公關及籌款部企業傳訊主任聯絡。(地址：香港北角百福道 21 號香港青年協會大廈 11 樓或電郵：fundraising@sage.org.hk)

The Hong Kong Society for the Aged

“Privacy Policy Statement”

Policy Statement

The Hong Kong Society for the Aged undertakes to comply with the requirements of the Personal Data (Privacy) Ordinance. All our staff members who handle identifiable personal information should take extra precaution to ensure that the relevant laws on personal data (privacy) are complied.

Practice Statement

Information we collect about you will not be disclosed by us to any other party without your consent.

“Personal Information Collection Statement”

Purposes of Collecting and Personal Information

The personal information you provide will be used for processing donation. The provision of information is voluntary. Failure to provide obligatory information may make us unable to process donation. Please make sure the information is accurate and inform us if you would like to make any changes.

To stay in touch with you and keep you posted on our latest updates, including, our works, promotion of our subvented and non-subvented courses, fundraising appeal, recruitment, product promotion, feedback collection, activities invitation, dispatch of promotion materials and all kinds of our activities; we will only use your personal contact information after obtaining your written consent, including, name, postal address, telephone number, fax number, email address and others.

Personnel Handling Personal Information

The personal information you provide will only be used for the aforementioned purposes. We will not disclose any information about you to the third parties without your consent except for sending auto-pay and credit card information to bank for transaction.

Access and Correction of Personal Information

You have the right of access to, and correction of, personal information kept and used by us in accordance except for special circumstances. A reasonable fee may be charged for obtaining photocopies.

Enquiries

Should you have any enquiries concerning the use, access or correction of personal information, please feel free to contact our Corporate Communications Officer. (Address : 11/F, The Hong Kong Federation of Youth Groups Building, 21 Pak Fuk Road, North Point, Hong Kong or Email : fundraising@sage.org.hk)