

## Confirmation of Donation

\* Please “✓” or delete where appropriate

<b>I/ Our Organisation* would like to make a donation of HK\$ _____ for:</b>	
<input type="checkbox"/> University Development	<input type="checkbox"/> Student Development
<input type="checkbox"/> Research	<input type="checkbox"/> Others: _____
<input type="checkbox"/> Scholarship/ Bursary	
<input type="checkbox"/> Academic Development	
Project/ Programme/ Activity _____	
Means of Recognition _____	
(The donation is subject to approval by the University. The University retains the right to rescind the naming rights in changing circumstances, in accordance with its prevailing guidelines and regulations.)	

<b>Donor Particulars &amp; Acknowledgment</b>			
<b>Type of Donor</b>	<input type="checkbox"/> Individual	<input type="checkbox"/> Organisation	
	Prof./ Dr/ Ir/ Ir Prof./ Ir Dr / Mr/ Mrs/ Ms/ Miss*		
<b>Name</b>	_____ (Eng)	_____ (Chi)	
<b>Organisation/ Position</b>	_____ / _____		
<b>Contact Person/ Position</b>	_____ / _____		
<b>Email</b>	_____	<b>Fax</b>	_____
<b>Tel</b>	_____	<b>Mobile</b>	_____
<b>Mailing Address</b> _____			
<b>Affiliation with PolyU (if applicable)</b>	<input type="checkbox"/> Alumni (Graduation year: _____ )	<input type="checkbox"/> Staff	<input type="checkbox"/> Student
	Hong Kong SAR/ Mainland China/ Overseas*		
	Faculty/ School/ Department: _____		
<b>Name on Donation Receipt</b> _____			
(Tax-deductible receipt applicable in Hong Kong will be issued by PolyU for donations of HK\$100 or above.)			
Donors who have made cumulative donations of HK\$20,000 or above to the University since November 1994 shall be honoured as a member of The Hong Kong Polytechnic University Foundation. Please indicate your preference in the donor listings:			
<input type="checkbox"/> Preferred name	_____	<input type="checkbox"/> Remain anonymous	

<b>Payment by Cheque</b>	
<b>Schedule of Payment</b>	
<input type="checkbox"/> One-off, on or before _____	<input type="checkbox"/> By Installments
	<input type="checkbox"/> Yearly <input type="checkbox"/> Quarterly <input type="checkbox"/> Monthly <input type="checkbox"/> Other: _____
Period from _____ to _____	Installment payment HK\$ _____ x _____
Please make the cheque payable to “ <i>The Hong Kong Polytechnic University</i> ” and send together with this form to: <i>Office of Institutional Advancement, Room M1504, Li Ka Shing Tower, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong</i>	

<b>Declaration in relation to condition for this donation</b>
<input checked="" type="checkbox"/> I/ Our Organisation* hereby confirm(s) that there will be NO condition attached to this donation.

<b>Declaration in relation to application of Government’s matching grant</b>
<input checked="" type="checkbox"/> I/ Our Organisation* acknowledge(s) and agree(s) that if eligible, PolyU will apply for a grant that matches this donation from the Government by submitting details of this donation.

<b>Personal Data Collection Statement</b> @ (Please refer to the next page for details)
<input type="checkbox"/> I agree The Hong Kong Polytechnic University to use my personal data to send me information on the marketing subjects indicated in the Personal Data Collection Statement on next page.

Confirmed by Donor:

Signature \_\_\_\_\_ Date \_\_\_\_\_

**@ Personal Data Collection Statement**

**Use of Personal data**

Please read our Personal Information Collection Statement at [www.polyu.edu.hk/giving/docdrive/PICS.pdf](http://www.polyu.edu.hk/giving/docdrive/PICS.pdf).

**Use of Personal Data in Direct Marketing**

The Hong Kong Polytechnic University would like to use your name, address, telephone number, fax number and email address to inform you of the following activities, services and facilities (collectively, “the marketing subjects”): Activities, seminars or workshops organised by us alone, jointly with our parties or by other parties; privileges, discounts and offers for services provided by us alone or jointly with other parties; and charitable, educational, social and other activities that solicit contributions, donations or participation. We cannot use your personal data for sending information on the above marketing subjects to you unless we have received your consent. Please tick the box on the preceding page to indicate your agreement for us to use your personal data to send you information on the above marketing subjects. You may withdraw from receiving information on the marketing subjects indicated above at any time by sending an email to the Departmental Personal Data Officer at [polyu.giving@polyu.edu.hk](mailto:polyu.giving@polyu.edu.hk).

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