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## Monthly Donation Scheme Confirmation of Donation

(Please "✓" and delete where marked with a "\*" as appropriate)

**I/ Our Organisation\* would like to support PolyU's Monthly Donation Scheme for:**

**Donation Purpose**

University Development       Student Development       Scholarship       Bursary

Academic Development: Designated to a specific Faculty/ School/ Department: \_\_\_\_\_

**Monthly Donation Amount**

HK\$100       HK\$200       HK\$300       HK\$700

Other amount    HK\$ \_\_\_\_\_

**Donor Particulars & Acknowledgement**

**Type of Donor**       Individual       Organisation

Prof./ Dr/ Ir/ Ir Prof./ Ir Dr/ Mr/ Mrs/ Ms/ Miss\*

**Name** \_\_\_\_\_ (Eng) \_\_\_\_\_ (Chi)

**Organisation/ Position** \_\_\_\_\_ / \_\_\_\_\_

**Contact Person/ Position** \_\_\_\_\_ / \_\_\_\_\_

**Email** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Tel** \_\_\_\_\_ **Mobile** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**Affiliation with PolyU (if applicable)**       Alumni    Graduation year: \_\_\_\_\_       Staff

Hong Kong SAR/ Mainland China/ Overseas\*

Faculty/ School/ Department: \_\_\_\_\_

**Name on Donation Receipt** \_\_\_\_\_

(Donations of HK\$100 or above are tax-deductible. PolyU will issue an annual receipt in every end of April for donation made in last fiscal year (from 1 Apr to 31 Mar of next year).

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:

Preferred name \_\_\_\_\_       Remain anonymous

**Payment Method**

**By Credit Card**     PolyU VISA Card       VISA       MasterCard

Name of Card holder (as shown on the credit card): \_\_\_\_\_

Card No.:    | | | | | - | | | | | - | | | | |    Expiry Date: \_\_\_\_\_ (m m / y y)

I/ Our Organisation\* hereby authorise PolyU to debit the above credit card account monthly according to the above donation amount until further notice. Monthly donation will be processed on 26<sup>th</sup> each month. I/ Our Organisation\* that any notice of cancellation or variation of this authorisation shall be given to PolyU in writing at least 5 working days prior to the date on such cancellation/ variation is to take effect.

Please send this form to **Office of Institutional Advancement, Room M1504, Li Ka Shing Tower, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong**

**Declaration in relation to condition for this donation**

I/ Our Organisation\* hereby confirm(s) that there will be NO condition attached to this donation.

**Declaration in relation to Application for the Government's Matching Grant**

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.

**Personal Data Collection Statement @ (Please refer to the next page for details)**

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).

For enquiries, please contact us at (852) 2766 4803 or email us at [polyu.giving@polyu.edu.hk](mailto:polyu.giving@polyu.edu.hk)

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