

樣本 Sample

認收回條

Acknowledgement Receipt of Notification

致： 機構首長
To: Agency Head

樂齡及康復創科應用基金
調撥過剩資產計劃通知
**Innovation and Technology Fund for Application in Elderly
and Rehabilitation Care (I&T Fund)
Notification of Proposed Re-allocation of Surplus Item(s)**

貴機構在_____年____月____日遞交之《調撥過剩資產計劃通知書》收悉。

This is to acknowledge receipt of your organisation's notification form of proposed re-allocation of surplus item(s) dated _____.

2. 貴機構應在_____年____月____日前完成調撥，並將所有接收服務單位簽妥的認收回條（樣本見附頁）副本遞交至以下辦公室：

Your organisation shall submit the original of all duly signed receipt(s) (please refer to the annex for sample) from all receiving service unit(s) to the following office on or before _____ -

辦公室名稱：

Name of Office: _____

辦公室地址：

Address: _____

辦公室傳真號碼：

Fax No: _____

經辦人：

Attn.: _____

3. 如有任何查詢，請致電_____與上述職員聯絡。
Should you have any enquiries, please contact the subject officer at _____.

社會福利署署長

() 代行)
for Director of Social Welfare

日期：
Date: _____

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