

第二部分 : **計劃詳情**
Part Two : **Details of the projects**

(如申請機構揀選超過一個區域／地區，請就每一個已選的區域／地區填寫及遞交一份獨立的本部分資料)

(If Applicant NGO selects more than one district/area, please complete and submit an individual copy of this part for EACH selected district/area)

申請機構需根據此部分規定提供第一個及第二個計劃(如適用)資料。請注意，就第二個計劃下列的服務承諾水平需最少與第一個計劃相同或提高承諾水平，否則第二個計劃所提供的資料將不會於質素評估中被考慮：

- (i) 參加計劃的兒童目標人數；
- (ii) 友師與參加計劃兒童的目標比例；
- (iii) 為參加計劃的兒童、其父母／監護人及友師提供的服務／活動數目；及
- (iv) 額外服務量／成效指標及／或提高達標水平 (如適用)

Applicant NGO needs to provide information for the First and Second Projects (if applicable) as specified in this section. Please note the pledged service level for the following aspects of the Second Project should remain at the same level as the First Project or pledged at a higher level, otherwise, the information provided for the Second Project will not be considered in the quality assessment:

- (i) target number of participating children ;
- (ii) target mentor-to-mentee ratio ;
- (iii) the quantity of Services/Programmes/Activities provided for the Participating Children, their Parents/Guardians and Mentors; and
- (iv) the no. of additional Output/Outcome Indicator(s) and/or Enhanced Achievement Level (if applicable).

申請機構名稱：

Name of Applicant NGO : _____

(I) 計劃資料
Project information

1. 第一個計劃的名稱 : _____ (中文)

First Project title : _____ (in English)

2. 第二個計劃的名稱 (如適用) : _____ (中文)

Second Project title (if applicable): _____ (in English)

3. 推行計劃的區域／地區 : _____
District/area of the projects : _____

4. 參加計劃的兒童的目標人數 (目標人數最少為 25 位，最多為 115 位)

Target number of participating children (the minimum number of participating children is 25; and the maximum number is 115)

第一個計劃 For the First Project

總數	:	位
Total	:	persons

第二個計劃 (如適用) For the Second Project (if applicable)

總數	:	位
Total	:	persons

**(II) 區內網絡
Network in the district/area**

1. 在揀選推行計劃的區域／地區中，是否有屬於申請機構的服務基地／會址？
Availability of site(s)/venue(s) in the serving district/area

第一個計劃 For the First Project

有 1 個 [Have one site/venue]
地址：
Address: _____

有 2 個 [Have 2 sites/venues]
地址：
Address: _____
地址：
Address: _____

有 3 個或以上 [Have 3 sites/venues or more]
地址：
Address: _____
地址：
Address: _____
地址：
Address: _____

沒有，但其他機構承諾可提供免費借用場地 No, but can find a venue from other organisation(s) which can be used free of charge.

[機構名稱： _____ (中文)]
[Name of the organisation: _____ (in English)]

借用場地地址：
Address of the venue on loan:

- 完全沒有 No at all

第二個計劃（如適用） For the Second Project (if applicable)

- 服務基地／會址及數目與第一個計劃相同
Availability of site(s)/venue(s) is the same as the First Project

如服務基地／會址與第一個計劃不同，請填寫以下：

If the availability of sites(s)/venue(s) is/are different from the First Project, please fill in the followings:

- 有 1 個 [Have one site/venue]

地址：

Address: _____

- 有 2 個 [Have 2 sites/venues]

地址：

Address: _____

地址：

Address: _____

- 有 3 個或以上 [Have 3 sites/venues or more]

地址：

Address: _____

地址：

Address: _____

地址：

Address: _____

- 沒有，但其他機構承諾可提供免費借用場地 No, but can find a venue from other organisation(s) which can be used free of charge.

[機構名稱：_____ (中文)]

[Name of the organisation: _____ (in English)]

借用場地地址：

Address of the venue on loan:

- 完全沒有 No at all

2. 在揀選推行計劃的區域／地區中，申請機構有沒有提供有關兒童及青少年的服務？
Relevant experience in the provision of children and youth services in the serving district/area

有 Yes

請列舉相關的服務項目名稱及舉辦年份

Please list out the name(s) of the relevant service programme(s) and provide the year(s) in which these programme(s) is/are being held

沒有 No

3. 於所揀選的區域／地區內招募兒童參加計劃的能力
Ability to recruit participating children in the selected district/area

(i) 對區內情況的熟悉程度(例如區域／地區特色、人口結構、社區資源等) (請逐點列出)

Familiarity with local scene (e.g. district/area characteristics, population profile, social resources etc.) (Please list out in point form)

(ii) 闡述已與少數族裔／殘疾兒童／居住板間房／劏房的兒童建立的網絡及招募他們的詳細計劃，以及闡明在整個計劃期間為他們提供適切的支援的能力

Information on any established networks with **ethnic minorities children/ children with disabilities/children living in cubicle apartments/sub-divided units** and the detailed plans for recruiting them; and the capacity to provide adequate support for them throughout the project period

(a) 招募少數族裔兒童

Recruiting ethnic minorities children

第一個計劃 For the First Project

沒有計劃招募少數族裔兒童

No plan to recruit **ethnic minorities children**

有計劃招募少數族裔兒童

Have plan to recruit **ethnic minorities children**

如有計劃招募少數族裔兒童，請填寫以下：

If you plan to recruit **ethnic minorities children**, please fill in the followings:

有網絡和計劃招募少數族裔兒童，及在計劃期內給他們提供足夠支援。簡述如下：
(請逐點列出)

With established network and plan in recruiting **ethnic minorities children**, and will provide adequate support to them throughout the project period. Brief descriptions are as follows: (Please list out in point form)

第二個計劃（如適用） For the Second Project (if applicable)

- 沒有計劃招募少數族裔兒童
No plan to recruit **ethnic minorities children**
- 有計劃招募少數族裔兒童
Have plan to recruit **ethnic minorities children**

如有計劃招募少數族裔兒童，請填寫以下：

If you plan to recruit **ethnic minorities children**, please fill in the followings:

- 有關的網絡和計劃招募少數族裔兒童，及在計劃期內給他們所提供的支援與第一個計劃相同
The established network and plan in recruiting **ethnic minorities children**, and the support to be provided to them throughout the project period is the same as the First Project

如有網絡和計劃招募少數族裔兒童，及在計劃期內給他們提供的支援與第一個計劃不同，請填寫以下：(請逐點列出)

If the established network and plan in recruiting **ethnic minorities children**, and the support to be provided to them throughout the project period is different from the First Project, please fill in the followings: (Please list out in point form)

(b) 招募殘疾兒童
Recruiting children with disabilities

第一個計劃 For the First Project

- 沒有計劃招募殘疾兒童
No plan to recruit **children with disabilities**
- 有計劃招募殘疾兒童
Have plan to recruit **children with disabilities**

如有計劃招募殘疾兒童，請填寫以下：

If you plan to recruit **children with disabilities**, please fill in the followings:

有網絡和計劃招募殘疾兒童，及在計劃期內給他們提供足夠支援。簡述如下：
(請逐點列出)

With established network and plan in recruiting **children with disabilities**, and will provide adequate support to them throughout the project period. Brief descriptions are as follows: (Please list out in point form)

第二個計劃 (如適用) For the Second Project (if applicable)

- 沒有計劃招募殘疾兒童
No plan to recruit **children with disabilities**
- 有計劃招募殘疾兒童
Have plan to recruit **children with disabilities**

如有計劃招募殘疾兒童，請填寫以下：

If you plan to recruit **children with disabilities**, please fill in the followings:

- 有關的網絡和計劃招募殘疾兒童，及在計劃期內給他們所提供的支援與第一個計劃相同
The established network and plan in recruiting **children with disabilities**, and the support to be provided to them throughout the project period is the same as the First Project

如有網絡和計劃招募殘疾兒童，及在計劃期內給他們提供的支援與第一個計劃不同，請填寫以下：(請逐點列出)

If the established network and plan in recruiting **children with disabilities**, and the support to be provided to them throughout the project period is different from the First Project, please fill in the followings: (Please list out in point form)

(c) 招募居住板間房／劏房的兒童

Recruiting children living in cubicle apartments/sub-divided units

第一個計劃 For the First Project

- 沒有計劃招募居住板間房／劏房的兒童
No plan to recruit **children living in cubicle apartments/sub-divided units**
- 有計劃招募居住板間房／劏房的兒童
Have plan to recruit **children living in cubicle apartments/sub-divided units**

如有計劃招募居住板間房／劏房的兒童，請填寫以下：

If you plan to recruit **children living in cubicle apartments/sub-divided units**, please fill in the followings:

有網絡和計劃招募居住板間房／劏房的兒童。簡述如下：(請逐點列出)

With established network and plan in recruiting **children living in cubicle apartments/sub-divided units**. Brief descriptions are as follows: (Please list out in point form)

第二個計劃 (如適用) For the Second Project (if applicable)

- 沒有計劃招募居住板間房／劏房的兒童
No plan to recruit **children living in cubicle apartments/sub-divided units**
- 有計劃招募居住板間房／劏房的兒童
Have plan to recruit **children living in cubicle apartments/sub-divided units**

如有計劃招募居住板間房／劏房的兒童，請填寫以下：

If you plan to recruit **children living in cubicle apartments/sub-divided units**, please fill in the followings:

- 有關的網絡和計劃招募居住板間房／劏房的兒童與第一個計劃相同
The established network and plan in recruiting **children living in cubicle apartments/sub-divided units** is the same as the First Project

如有網絡和計劃招募居住板間房／劏房的兒童與第一個計劃不同，請填寫以下：
(請逐點列出)

If the established network and plan in recruiting **children living in cubicle apartments/sub-divided units** is different from the First Project, please fill in the followings: (Please list out in point form)

(III) 招募兒童參加計劃的能力
Ability to recruit participating children

1. 闡述現有網絡及夥伴，網絡／夥伴與計劃的關連性和多元化，以及維繫網絡／夥伴及跨界別協作的方法以協助營辦計劃（例如可夥拍學校、教會及地區團體等招募學員）（如未有網絡，則闡明如何建立／達致上述目標）

Information on the networks and partnership already in existence, their relevance and diversification as well as the approach to maintain the networks/ partnership and multi-disciplinary collaboration for operating the projects (e.g. The applicant NGO may partner with schools, churches and local organisations on recruitment of participating children) (or to establish/achieve the aforesaid if not yet available).

2. 說明招募參加計劃的兒童的機制、策略和方法

Description on the mechanism, strategy and approach in recruiting the participating children.

(IV) 招募足夠友師參加計劃的能力
Ability to recruit adequate mentors

1. 友師與參加計劃兒童的目標比例（每位友師不可指導多於3位兒童）
Target mentor-to-mentee ratio (Each mentor should mentor no more than three participating children)

第一個計劃 For the First Project

- 1:1
 1:2
 1:3
 其他 Others（請註明 Please specify: _____）

第二個計劃（如適用） For the Second Project (if applicable)

- 1:1
 1:2
 1:3
 其他 Others（請註明 Please specify: _____）

2. 如已為第一個計劃覓得伙伴機構／公司承諾提供友師，或已招募個人義工為第一個計劃友師，請提供以下資料：

If support of partnering organisations/companies has been secured for provision of mentors, or individual mentors have been recruited for the First Project, please provide the following information:

有_____間伙伴機構／公司已承諾提供全部／共_____位友師[#]，及／或已招募_____位個人義務友師，共_____人，即佔承諾第一個計劃的友師數目的_____％。須附有關伙伴機構／公司／個人義工友師已親筆簽署之承諾書。

（[#]如申請機構就多於一個區域／地區提交申請，應只填報伙伴機構／公司承諾為此區域／地區提供的友師。如伙伴機構／公司沒有註明提供友師的區域／地區及／或個別區域／地區提供友師的人數，則須把該伙伴機構／公司承諾提供的友師總人數平均分配於所有申請的區域／地區）

_____ partnering organisations/companies have committed to provide a total of _____ mentors[#], and/or _____ individual mentors have been recruited, making it _____ mentors in total, i.e. _____ % of the pledged number of mentors required for the First Project. **Duly signed confirmation from partnering organisations/companies/ individual mentors should be attached.**

(#if the applicant NGO applies for more than one district/area, only the number of mentors provided for this district/area should be filled in here. If the partnering organisation(s)/company(ies) do(es) not specify the district(s)/area(s) for which the mentors are provided and/or the number of mentors for individual district/area, the total number of mentors committed by the partnering organisations/companies should be evenly allocated to all districts/areas applied for.)

3. 如現時尚未為第一個計劃招募全數所需友師，或未有伙伴機構／公司／個人承諾為第一個計劃提供／擔任友師，請在下面提供能協助招募友師的網絡、招募友師的途徑及宣傳策略：

If not 100% of the mentors required have been recruited for the First Project, or that no partnering organisation /company /individual mentors has committed to provide mentors /recruited as mentors at the moment for the First Project, please specify below the available network of recruiting mentors, mentors recruitment strategies and promotion plan:

4. 闡述有關第二個計劃的招募友師的方案（如適用）

Description on the plan for recruiting mentors for the Second Project. (if applicable)

(V) 友師招募和督導的機制

The mechanisms to recruit and supervise mentors

1. 說明友師的主要篩選準則（請逐點列出）

Description on selection criteria for mentors. (Please list out in point form)

2. 簡述可協助第一個計劃招募友師的機構／策略伙伴的現有網絡（如適用，請提供相關文件）

Brief information on any established networks with organisations/strategic partners for recruiting mentors for the First Project. (Please provide supporting document(s) if any)

3. 簡述招募友師的機制，如友師申請的程序及如何篩選

Brief description on the mechanism in recruiting mentors, such as application procedures and screening of mentors.

4. 說明向友師提供的培訓及督導

Description on the training and supervision to be provided to the mentors.

(VI) 尋求機構網絡、商界及／或個人捐助者提供配對捐款的能力
Ability to seek matching contributions from the NGO network, business sector and/or individual donors

1. 如已為第一個計劃覓得非牟利機構／商界／信託基金／個人捐助者捐助 1:1 配對捐款，請提供以下資料：

If donations have been secured for 1:1 matching contribution from the non-profit making organisation(s)/ business sector/ trust(s)/ foundation(s)/ individual donor(s) for the First Project, please provide the following information:

- (i) 已為第一個計劃籌得的配對捐款（不包括其他用途的捐款），並須附有關非牟利機構／商界／信託基金／個人捐助者列有確實捐款額及簽署的確認書。

Total amount of matching contributions secured (donations for other purposes should not be included) for the **First Project** from non-profit making organisation(s)/ business sector/ trust(s)/ foundation(s)/ individual donor(s) with **duly signed confirmation(s) on the exact amount attached.**

- 少於 Below 25%, HK\$ _____
- 25% - 50%, HK\$ _____
- 超過 Above 50% - 75%, HK\$ _____
- 超過 Above 75% - 少於 Below 100%, HK\$ _____
- 100% HK\$ _____

(# 如申請機構就多於一個區域／地區提交申請，應只填報此區域／地區配對捐款。如捐助者沒有指定捐助的區域／地區及／或個別區域／地區的捐款金額，則須把該捐助者的捐款總額平均分配於所有申請的區域／地區)

(# if the applicant NGO applies for more than one district/area, only the amount of matching contributions secured for this district/area should be filled in here. If the donor(s) do(es) not specify the district(s)/area(s) for which donations are made and/or the amount of donations for individual district/area, the total amount of donations from the donor(s) should be evenly allocated to all districts/areas applied for.)

- (ii) 請提供上述(VI)1(i)項的資料

Please provide information on item (VI)1(i) above

捐助者的機構／公司／個人捐助者的基本資料（包括香港身份證上的姓名、公司註冊地址、公司名稱及商業登記號碼、業務性質、非牟利機構資料等）。如果有信託基金的捐款，須提供有關信託基金的背景資料，包括若捐款是來自商業機構所設立或管理的信託基金，則提供商業機構設立該信託基金的資料

Organisation(s)/company(ies)/ individual(s)' basic information (e.g. the name shown on the Hong Kong Identity Card, business registered address, company name and business registration number, nature of business, information on the non-profit making organisation(s) etc.) of donor(s). If the donations come from charitable trusts/foundations established or managed by business corporation(s), the background information of the trusts/foundations including the information on the set up of the trusts/foundations by the business corporation(s) should be provided

(iii) 就上述(VI)1(i)的捐款，請確認其符合下列的要求：

For those donations stated in (VI)1(i) above, please confirm that the following requirements are met:

- 捐款是來自在香港註冊的非牟利機、構商業機構或由其成立和管理的信託基金。

Donations are made by non-profit making organisations registered in Hong Kong, registered business corporations operating their business in Hong Kong or charitable trusts/foundations which are established and managed by such corporations/organisations.

- 非牟利機構／商界／個人捐助者的要求並沒有與兒童發展基金的目的和原則產生衝突或抵觸。

Any requirements from the non-profit making organisations/ business sector/ individual donors are not in conflict with the objectives and guidelines of CDF.

- 捐款並非來自營運與煙草事業有關的公司／商業機構或由煙草公司資助的基金。

Donations are not come from corporations running business in connection with tobacco or any foundation funded by tobacco companies.

是 Yes*

不是 No

*如符合上述所有要求，請於「是」的空格填上「✓」；否則於「不是」的空格填上「✓」。 **本題必須填寫，不能留空。**

Please put a '✓' in the 'Yes' checkbox if **all** the above-mentioned requirements are met; if not, put a '✓' in the 'No' checkbox. This is a **required field, leaving blank is not allowed.**

2. 如目前尚未為第一個計劃覓得全數捐款，請列出有關策略及時間表，說明如何在計劃最早第 13 個月至第二年完結前籌募足夠的 1:1 配對捐款（請逐點列出）

If the donation is not yet fully secured for 1:1 matching contribution for the First Project at this moment, details of the strategy and schedule in seeking sufficient matching contributions at the 13th month the earliest to the end of the second year of Project should be specified. (Please list out in point form)

3. 說明如何為第二個計劃建議的參加計劃兒童人數徵集足夠的捐款（如適用）
Description on the plan in seeking sufficient donations for the proposed number of participating children for the Second Project. (if applicable)

(VII) 向參加計劃的兒童、其父母／監護人及友師提供服務／活動的能力
Ability to provide services/programmes/activities to the participating children, their parents/guardians and mentors

1. 說明如何確保參加計劃的兒童在計劃第二年完結前已訂立個人發展規劃。
Description on strategies to ensure the participating children have worked out the PDPs at the end of the second year of Project.

2. 為參加計劃的兒童、其父母／監護人及友師提供的服務／活動(請填寫附件一)
Services/ Programmes/ Activities provided for the Participating Children, their Parents/ Guardians and Mentors (Please fill in **Annex 1** attached) (請填寫附件一 Please fill in **Annex 1** attached)

3. 說明如何確保附件一所填寫的核心活動及附加訓練活動（如適用）能夠按期完成。
Description on strategies to deliver the core programmes and additional training programme(s) (if applicable) in Annex 1 according to the schedule

(VIII) 在整個計劃期內留住參加計劃的兒童與友師，以及鼓勵他們積極參與培訓／社會服務／分享會的能力／措施

Ability to retain the participating children and mentors throughout the project period and to encourage their participation in the trainings/community services/sharing sessions

1. 說明(i)可能會引致參加計劃的兒童退出計劃或出席率低的因素;(ii)在整個計劃期內留住參加兒童的策略；以及(iii)克服退出／被動參與的措施。(請逐點列出)

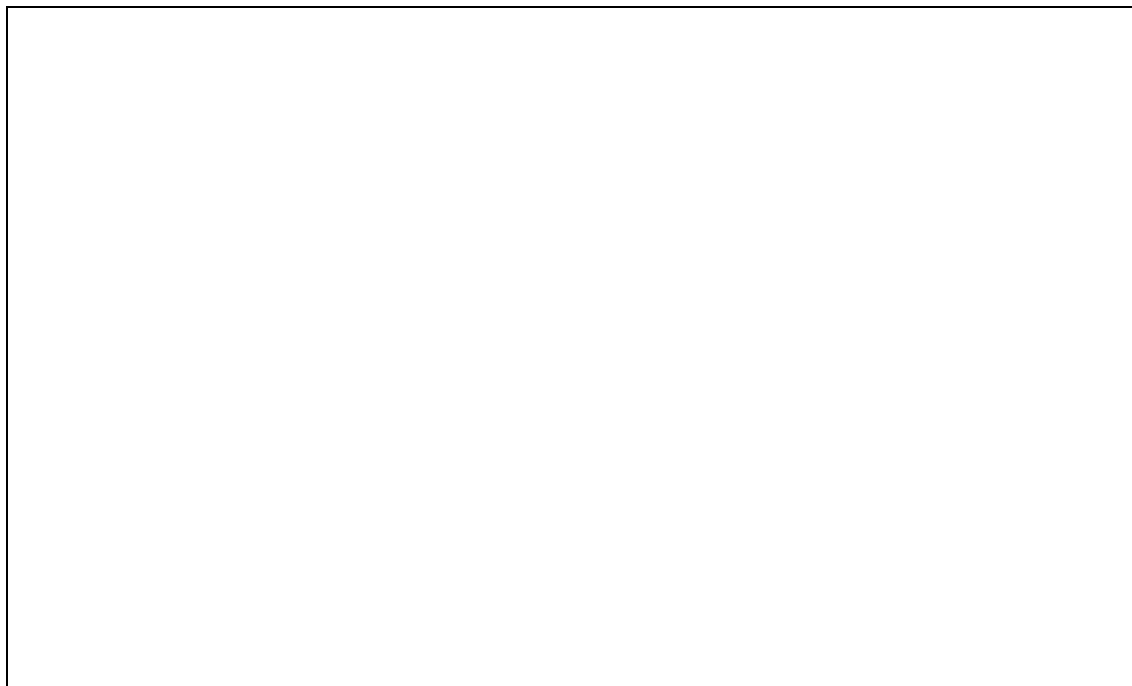
Description on (i) possible factors for withdrawal or low attendance rates of participating children, (ii) strategies to retain the children throughout the project period and (iii) measures to overcome withdrawal/passive participation. (Please list out in point form)

2. 說明(i)可能會引致參加計劃的友師退出計劃或出席率低的因素;(ii) 整個計劃期內留住友師的策略；以及(iii)克服退出／被動參與的措施。(請逐點列出)

Description on (i) possible factors for withdrawal or low attendance rates of participating mentors, (ii) strategies to retain the mentors throughout the project period and (iii) measures to overcome withdrawal/passive participation. (Please list out in point form)

3. 說明如何鼓勵／協助參加兒童及其家庭完成目標儲蓄計劃，是否設有應變方案，包括緊急援助基金，以協助因面對短暫經濟困境而難以達到儲蓄目標的兒童及其家庭（請逐點列出）

Description on strategies to assist/facilitate the participating children and families to complete their Targeted Savings programme. Any contingency measures, including the availability of emergency fund to assist those participating children and families who have difficulty in meeting their saving targets due to temporary financial hardship. (Please list out in point form)



4. 處理友師退出計劃的補救措施或應變方案（請逐點列出）
Remedial measures or contingency plan to cope with withdrawal of mentors. (Please list out in point form)



(IX) 監察參加計劃的兒童和所得捐款的帳目的能力
Ability to monitor the accounts of the participating children and donations received

1. 就(i)參加計劃的兒童和(ii)所得捐款，分別說明監察的帳目的擬議程序和措施(例如如何管理帳戶、監察儲蓄情況，以及在參加計劃的兒童完成儲蓄計劃後分發配對捐款和特別財政獎勵)(請逐點列出)

Regarding the accounts of (i) the participating children and (ii) donations, please separately describe the proposed procedures and measures to monitor these accounts (e.g. how to handle the accounts, monitor the savings situation, disburse the matching contributions and Special Financial Incentives to the participating children after they have completed the savings programme). (Please list out in point form)

(i)

(ii)

(X) 處理與計劃有關的投訴的機制
Mechanism to handle complaints related to the projects

1. 是否按社會福利署「服務質素標準」，處理與計劃有關的投訴？ 如否，說明處理有關計劃的投訴的建議機制

Whether the complaints handling system complies with the “Service Quality Standards” of SWD? If not, please describe the proposed mechanisms in handling complaints related to the project.

是 (只適用於目前接受社會福利署津助的機構)
Yes (Only applicable to NGOs which are currently receiving subventions from SWD)

不是，建議的處理投訴機制如下：
No, the proposed complaints handling mechanism is as follows:

(XI) 招募或調派合適職員推行及監察計劃的能力

Ability to recruit or deploy suitable staff personnel to implement and monitor the projects

1. 訂明調派主理或參與計劃的職員的資歷及經驗、監督職員的架構，為計劃職員提供的培訓以及所屬機構所提供的後援／支援服務（如適用）
Specification on the qualification and experience of staff to be engaged or deployed for the project, the structure of staff supervision, appropriate training to the staff concerned, and back up/support from the parent agency as applicable.

(XII) 提供全面計劃評估、監察、資訊科技支援、提升的服務量及／或成效指標的達標水平及／或會否提供額外的指標

Ability to provide overall project evaluation, monitoring, use of information technology, enhanced achievement level of output/outcome indicators and/or availability of additional indicators for the projects

1. 說明監察及評估服務質素標準、服務量和服務成效等的內部機制
Description on the internal mechanism to monitor and evaluate the service quality standards, outputs and outcomes etc.

2. 說明資訊科技的運用以協助參加計劃的兒童和友師聯繫及計劃的監察
Description on the use of information technology to facilitate communication between participating children and mentors; and project monitoring.



3. 按已訂明的資源，除服務規定說明第 29-30 段中列明的服務量及／或成效指標外，請說明會否提高有關指標的達標水平及／或提供額外的指標*(如適用)
On top of the output and/or outcome indicators as set out in paragraph 29-30 of the Service Specifications, please indicate whether to pledge a higher achievement level of these indicators and/or provide additional indicators at the prescribed resource provision, *if any.

(請填寫附件二 Please fill in **Annex 2** attached)

* 如營辦計劃的機構在計劃完結時未能達到已承諾的較高服務量/成效指標水平，將被記錄在案，日後該機構再次提交基金計劃申請時將被扣分。

* If the Grantee fails to deliver the higher pledged level of output/outcome indicator(s) upon the completion of project, it would be recorded down for the purpose of deduction of their marks when the applicant NGO submits next application for CDF project in future.

(XIII) 連續營辦兩個基金計劃的協同作用（如適用）

Synergy in implementation of two consecutive CDF projects (if applicable)

1. 說明機構在各方面的能力／協作（例如在人手安排、社區網絡、服務基地等），確保有足夠的支援連續營辦兩個基金計劃

Description on the capacity/facilitation (eg. staffing, network, premises, etc.) to ensure it has appropriate support in implementing the two consecutive CDF projects.

2. 說明可將第一個計劃的友師、捐助者及／或其他資源／網絡「過渡」至第二個計劃的方法

Description on the methods to roll over mentors, donors and/or other resources/network from the First Project to the Second Project.

(XIV) 計劃負責人聯絡資料
Contact Information of the Project Officer

先生 Mr 女士 Miss/Ms/Mrs

計劃負責人 :
Name of the Project Officer : _____

計劃負責人的職銜 :
Post Title of the Project Officer : _____

所屬中心名稱 :
Name of the Service Unit : _____

電話號碼 :
Telephone No. : _____

傳真號碼 :
Fax No. : _____

電郵地址 :
Email Address : _____

地址 :
Address : _____

— 完 —

— END —