



申請編號：_____ (由本署填寫)

漁農自然護理署

Agriculture, Fisheries and Conservation Department

有關「動物護理」的展板〈易拉架〉借用表格

Application Form for "Animal Care" Exhibition Panel (Pull Up Banner) Loan Service

漁農自然護理署(漁護署)現提供四套展板〈易拉架〉，歡迎各學校、屋苑和非政府機構免費借用。展板由本署製作，內容是有關動物護理的，旨在教育市民有關如何「做個盡責任的寵物主人」的知識，提醒他們要盡責照顧好自己的寵物。如你有興趣申請此服務，請致電 2729 6215 預約。預約成功後，請填妥本表格，並透過以下方式送交本署：

- 傳真至 3101 9433；或
- 電郵至 enquiry_amdd@afcd.gov.hk；或
- 郵寄至九龍啟德承佑街16號動物管理及動物福利綜合大樓3樓，漁農自然護理署動物管理(發展)科收，信封面請註明「申請借用展板」。

如有任何查詢，請致電 2729 6215 與本署職員聯絡。

The Agriculture, Fisheries and Conservation Department (AFCD) now provides lending services for four sets of exhibition panel (pull up banner) to schools, estates and non-governmental organisations (NGOs). The panels are produced by AFCD and they are about animal care. They aim to educate the public about Responsible Pet Ownership so as to remind the public to take good care of their pets. If you wish to apply for the loan service, please call us at 2729 6215 for reservation. After the reservation is made, please fill in this form and then submit it to AFCD through the following ways:

- fax to 3101 9433; or
- email to enquiry_amdd@afcd.gov.hk; or
- mail to Animal Management (Development) Division, Agriculture, Fisheries and Conservation Department, 3/F, Animal Management and Animal Welfare Building Complex, 16 Shing Yau Street, Kai Tak, Kowloon. Please specify "Application for exhibition panels" on the envelope.

If you have any enquiries, please contact our staff at 2729 6215.

以下部分由借用人填寫 (請先閱讀「申請程序」和「申請外借服務守則」)

Applicant should fill in the sections below (Please read "Application procedures" and "Conditions of Loan" first)

甲部 Section A 申請人資料 Details of Applicant

(請在適當的方格內加入剔號 Please tick the appropriate box)

展示地點 Display location: _____ 展示對象 Target audience: _____

預計參加者數目 Anticipated number of participants: _____

學校 School / 屋苑 Estate / 非政府機構 NGO :

名稱 Name: _____

地址 Address: _____

聯絡電話 Contact Tel. no.: _____ 傳真 Fax: _____

電郵地址 Email Address: _____

負責人姓名 Name of person-in-charge: _____ 職位 Post: _____

取件人姓名 Name of representative collecting the panels: _____ 職位 Post: _____

學校/屋苑/非政府機構 印鑑 Chop of school/estate/NGO : _____

乙部 Section B 借用內容 Contents of exhibition panels

擬借展板 Exhibition Panels requested for loan :

(請只選擇一套並在適當的方格內加入剔號 Please choose one set only and tick the appropriate box)

- | | |
|---|--|
| <input type="checkbox"/> (1) 一條寶貴生命 一輩子的決定 (6 塊展板)
One Precious Life, one lifetime decision (6 panels) | <input type="checkbox"/> (4) 領養寵物 (4 塊展板)
Adoption (4 panels) |
| <input type="checkbox"/> (2) 寵物絕育的問與答 (6 塊展板)
Pet neutering Q&A (6 panels) | |
| <input type="checkbox"/> (3) 預防狂犬病 (6 塊展板)
Prevent rabies (6 panels) | |

(每塊展板約 0.6 米(闊) x 1.6 米(高)所有展板都是雙語的。借用人須自行提取及交還所有借用的展板。)

(Each panel's size is 0.6 m (W) x 1.6 m (H). All panels are bilinguals. **Borrowers are required to collect and return the panels by themselves.**)

借用日期 Date of loan : _____(DD/MM/YYYY) 至 To _____(DD/MM/YYYY)

(每次限借一個星期，借用期限包括提取及交還展板當日。到期可申請續借，請參閱「申請外借服務守則」。)

(The loan period is **one week**, including the dates of borrowing and returning. Application for renewal is possible, please refer to "Conditions of Loan".)

借用目的 Purpose of loan: _____

聲明 Declaration (請在適當的方格內加入剔號 Please tick the appropriate box)

- 本人證明上述資料均正確無訛，並無遺漏，且本人已閱讀、明白及同意遵守下列的申請外借服務守則。
- I hereby certify that all the information given on this form is correct and complete, and I have read, understood and agreed to abide by the conditions of loan listed below.

負責人簽名 Signature of person-in-charge: _____

此部分由本署填寫 This section is to be filled by the Department

上述的借用申請已獲批准。

請於_____年_____月_____日，於 上午 / 下午_____時_____分，攜同此表格到本署於九龍啟德承佑街16號 動物管理及動物福利綜合大樓3樓的辦事處提取申請編號_____的展板，並於_____年_____月_____日前，於辦公時間 (星期一至五上午9時正至下午12時30分，下午1時30分至5時正)內歸還。如有查詢，請致電 2729 6215 與本署職員聯絡。

The above application has been approved.

Please bring along this application form to our office at 3/F, Animal Management and Animal Welfare Building Complex, 16 Shing Yau Street, Kai Tak, Kowloon on _____(DD/MM/YYYY) at _____ am / pm to pick up the exhibition panels of application no. _____ at our office and return the exhibition panels on or before _____(DD/MM/YYYY) during office hours (Mon-Fri: 9am-12:30pm, 1:30pm-5pm). If you have any enquiries, please call 2729 6215 and contact our staff.

申請程序 Application procedures

1. 凡申請借用展板者，申請人請先致電 2729 6215 與本署職員預約，然後於三日內提交電子表格或已填妥的申請表格，否則其預約申請將自動取消。
For the loan of exhibition panels, please firstly contact our staff at 2729 6215 for advance reservation, and then submit this e-form or the completed application form as mentioned above within three days, otherwise the reservation will be cancelled.
2. 凡申請借用展板者，必須於擬定借用日期前一個月遞交已填妥的申請表，本署只接受預早三個月的申請。所有申請將按先到先得的原則處理。
The applicant for the loan of exhibition panels is required to submit the completed application form at least one month in advance of the intended date of display. Application is accepted up to three months in advance. All applications will be processed on a first come, first served basis.
3. 所有資料的借用期限為一星期，借用期限包括提取及交還展板當日。如有特別用途需要借用超過一星期，請在電話預約時提出，本署會酌情處理。
The loan period of all materials is one week. The loan period includes dates of borrowing and returning. For those who wish to borrow for more than one week, please raise the request to our staff while making a reservation on the phone.

申請外借服務守則 Conditions of loan

1. 漁農自然護理署免費為學校/屋苑/非政府機構提供展板外借服務。
AFCD provides lending service for exhibition panels to schools, estates and NGOs for free.
2. 本署會按先到先得方法處理借用申請。申請接受與否，本署保留最後批核權。若申請的展板因任何原因而未能借出，本署可能無法接受該申請。
Applications will be processed on a first come, first served basis and are subject to the Department's final approval. In the event that the requested panels are not ready for loan for any reason, the Department may not be able to accept the request.
3. 申請如獲批准，本署將於七個工作天內以電郵、傳真、信件或電話覆實。本署會通知申請者提取展板的日期和時間。借用人須在約定日期和時間親臨本署並自行提取及交還所有借用的展板(地址：九龍啟德承佑街16號動物管理及動物福利綜合大樓3樓)，逾期作自動放棄論。
Successful application will be confirmed by email, fax, letter or phone within seven working days. The Department will notify the applicant of the date and time for collection of the panels. The borrowing party is required to collect and return the panels on her/his own at the Department (Address: 3/F, Animal Management and Animal Welfare Building Complex, 16 Shing Yau Street, Kai Tak, Kowloon) according to prior arrangement. If the panels are not collected at the arranged time, this will be deemed as voluntary waiver of the booking to loan the panels.
4. 借用者應自行安排車輛提取及交還展板。借用者須派出一至兩位代表親臨本署領取展板並學習如何安裝展板。代表提取展板時，須出示有效香港身份證或工作證，以便核對身份。
The borrowing party should make their own transportation arrangements for collecting and returning the panels. The borrowing party should arrange one to two representatives to collect the panels and learn how to install the panels. When collecting the panels, the representative will be required to show his/her Hong Kong Identity Card or a valid staff card for verification of identity.
5. 借用者必須於提取展板前一天致電 2729 6215 通知本署職員所用車輛的車牌號碼，並在當日帶同學校/屋苑/機構的印章和本署的確認電郵/傳真/信函提取展板。
The borrowing party is required to inform our staff by phone (2729 6215) of the vehicle's plate number one day before collection, and produce the confirmation email/fax/letter together with the school/estate/ NGO chop upon collection.

6. 展板的借用期限為一星期，借用期限包括提取及交還展板當日。如有特別用途需要借用超過一星期，請在電話預約時提出，本署會酌情處理。申請人/學校/屋苑/機構若想續借展板，請於交還限期前至少三個工作天，於辦公時間（星期一至五上午 9 時正至下午 12 時 30 分，下午 1 時 30 分至下午 5 時正）內致電 2729 6215 申請續借展板。本署會按先到先得方法安排續借申請。申請接受與否，本署保留最後批核權。若展板因任何原因而未能續借，本署可能無法接受該申請。

The loan period for the panels is one week, including dates of borrowing and returning. For those who would like to borrow for more than one week, please raise the request for the Department's consideration while making a reservation by phone. If an applicant/school/estate/NGO would like to renew the loan of panels, please call 2729 6215 to apply for renewal at least three working days before the due date and during office hours (Mon-Fri: 9am – 12:30pm, 1:30pm – 5pm). Applications for renewal will be processed on a first come, first served basis and are subject to the Department's final approval. In the event that the requested panels are not available for renewal for any reason, the Department may not be able to fulfil the request.

7. 在任何情況下，申請人/學校/屋苑/機構不得向觀賞者收取任何費用。
Under no circumstances may the applicant/school/estate/NGO charge audiences for viewing the loaned panels.
8. 展板須避免被風吹雨打、受潮或被日光直射。展板應放置在無風的室內環境，以避免展板倒下或發生意外。借用者須在展覽期間採取適當安全措施，以保障參加者的安全。
The panels should be well protected from rain, wind, humidity and direct sunlight. The panels should only be placed indoors in a draught-free area to avoid falling/causing accidents. The borrowing party is responsible for the safety measures during the display period. The borrowing party is responsible for participants' safety during exhibition.
9. 借用者必須保持展板清潔及完整，在運送途中尤其要小心處理。凡於借用期間損毀或遺失借出的展板，借用者必須立即通知本署，切勿嘗試自行修補。本署有權追討賠償，包括重新製作、修補及其他有關費用等。
The borrowing party is responsible for maintaining the panels in good condition, special care should be taken during transportation of the panels. In case of damage or loss of the loaned panels, it should be reported to the Department immediately and no attempt for repairs should be made by the borrowing party. The Department reserves the right to claim from the borrowing party the full payment of the cost of repairing and/or reproducing the panels and other related costs.
10. 展板在申請人/學校/屋苑/機構保管和使用時對其他人造成任何意外、損傷或損害，本署概不負責。
The Department is not liable for any accident, damage or harm caused to persons while using the panels under the custody of the applicant/school/estate/NGO.
11. 展板上的內容所有版權均屬漁農自然護理署所有。
The copyright of the content displayed on the panels belongs solely to AFCD.
12. 如有任何查詢，歡迎於辦公時間內致電 2729 6215，與本署職員聯絡。
For any enquiries, please contact our staff at 2729 6215 during office hours.

個人資料收集聲明 Personal Information Collection Statement

1. 申請人所提供的資料將用作漁護署舉辦教育講座事宜。
The information provided by the applicant will be used for purposes related to the organisation of educational seminar by AFCD. The provision of personal data is voluntary but we may not be able to process the booking if the information is not provided.
2. 根據《個人資料(私隱)條例》，申請人有權查閱和更正本預約表格內的個人資料。
Under the Personal Data (Privacy) Ordinance, the applicant has the right of access and correction with respect to the personal data on this Seminar Booking Form.
3. 查閱和更正本預約表格內個人資料的要求應以書面形式向漁農自然護理署動物管理(發展)科提出，其地址為九龍長沙灣道三零三號長沙灣政府合署五樓。
Request for access and correction of personal data on this Seminar Booking Form should be addressed in writing to Animal Management (Development) Division of Agriculture, Fisheries & Conservation Department, whose address is 5/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon, Hong Kong.