

健康講座及索取 / 借用物資申請表格  
Application Form for Health Talk & Materials Request/Borrowing

表格編號  
Form No. **COSH-SFDC-01**

請填妥下列資料並電郵至 [project@cosh.org.hk](mailto:project@cosh.org.hk) 或傳真至 2575 3966 (必須以正楷填寫)  
Please fill in the form and return by email : [project@cosh.org.hk](mailto:project@cosh.org.hk) or fax: 2575 3966 (IN BLOCK LETTERS)

### 申請機構資料 Particulars of organization

機構名稱(中文) : \_\_\_\_\_

Name of organization : \_\_\_\_\_  
(In English) \_\_\_\_\_

地址(中文) : \_\_\_\_\_

Address : \_\_\_\_\_  
(In English) \_\_\_\_\_

機構類別\* :  公營機構  私人機構  其他 : \_\_\_\_\_  
Type of organization\* Public Organization Private Organization Others

負責人簽名 : \_\_\_\_\_ 機構蓋章 : \_\_\_\_\_  
Signature of person in charge Organization chop

負責人姓名(正楷) : \_\_\_\_\_ 日期 : \_\_\_\_\_  
Name of person in charge (IN BLOCK LETTERS) Date

### 聯絡人資料 Particulars of contact person

姓名(中文) : \_\_\_\_\_ 先生/女士\*\*

Name (In English) : Mr./Ms. \*\* \_\_\_\_\_

電話:(辦事處) \_\_\_\_\_ (內線) : \_\_\_\_\_ 傳真號碼 : \_\_\_\_\_  
Tel. (Office) (Ext.) Fax Number

電郵地址 : \_\_\_\_\_  
Email

### 健康講座詳情 Details of health talk

舉辦講座日期 : (第一選擇) \_\_\_\_\_年\_\_\_\_月\_\_\_\_日 時間 : \_\_\_\_\_:\_\_\_\_ 上午/下午\*\*  
Date of health talk (1st choice) Y M D Time am/ pm\*\*

(第二選擇) \_\_\_\_\_年\_\_\_\_月\_\_\_\_日 時間 : \_\_\_\_\_:\_\_\_\_ 上午/下午\*\*  
(2nd choice) Y M D Time am/ pm\*\*

(第三選擇) \_\_\_\_\_年\_\_\_\_月\_\_\_\_日 時間 : \_\_\_\_\_:\_\_\_\_ 上午/下午\*\*  
(3rd choice) Y M D Time am/ pm\*\*

講座內容\* :  吸煙的禍害  戒煙資訊  其他 : \_\_\_\_\_  
Content of health talk\* Hazards of Smoking Smoking Cessation Others

參加人數 : \_\_\_\_\_  
No. of participants

備註: \*請選擇適當的方格 \*\*請刪去不適用處。  
Remarks: \*Please tick the appropriate box. \*\*Please delete as appropriate.

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**申請詳情 (只適用於索取物資)**

**Details of Application (For Application of COSH materials ONLY)**

活動名稱及舉行日期 Programme name & Inception date	
活動性質及用途 Nature & Purpose of programme	
預計參與活動之人數 Expected number of participants	
對象 Target audience	

**索取物資詳情 Details of material requests**

請於擬索取／借用項目旁之空格內加上[✓] 號，並填上所需數量，有關申請需視乎物資存貨而定。

Please tick [✓] in the appropriate box(es) and indicate the quantity of materials required. Approval of application will be subject to the availability of our stock.

1. 索取物資 COSH Materials for Application				
刊物 Printed Publications				
類別 Category	編號 Code	項目 Item	數量 Quantity	語言 Language
A. 宣傳海報 Posters	A01	<input type="checkbox"/> 「無煙車樂部」海報 Smoke-free Drivers Club Poster 尺寸 Size: A2		中文 Chinese
	A02	一套四款卡通海報 Cartoon Poster Series 主題 Theme : 01 有型 Cool 02 健康 Health 03 生命 Life 04 自由 Freedom <input type="checkbox"/> 尺寸 Size : 20" x 15" <input type="checkbox"/> 尺寸 Size : 30" x 18"	20" x 15" _____套 Set 30" x 18" _____套 Set	中文 Chinese

A. 宣傳海報 Posters	A03	<input type="checkbox"/> 一套六款資訊展覽海報 Informational Display Poster Series 01 透視煙草成分 Ingredients of tobacco 02 由頭煙到腳 Harms of tobacco use 03 錯誤的觀念 Misconceptions of smoking 04 二手煙點害人 Hazards of secondhand smoke 05 二手煙成分解碼 Ingredients of secondhand smoke 06 尋找無煙健康路 Find the ways towards a smoke-free life 尺寸 Size: 27" x 39"	___套Set	中文 Chinese
	A04	<input type="checkbox"/> 「三吋釘」海報 “The World’s Most Dangerous Killer is Less than 3 Inches Tall” Poster 尺寸 Size: 15" x 20"		中文 Chinese
	A05	<input type="checkbox"/> 「無煙女性」海報 “Smoke-free Women” Poster 尺寸 Size: A2		中英對照 Bilingual
	A06	<input type="checkbox"/> 「點勁抽 三手煙都癩住你全家」海報 “Stop Third-hand Smoke from Killing Your Family” Poster 尺寸 Size: A2		中英對照 Bilingual
	A07	<input type="checkbox"/> 一套兩款戒煙宣傳海報 “Smoking Cessation” Poster Series 01 「重奪健康與財富」 “Restore Health & Wealth” 02 「兩個吸煙 一個早死」 “One in Two Smokers Will Die Early” 尺寸 Size: A2	___套Set	中英對照 Bilingual
	A08	<input type="checkbox"/> 一套兩款戒煙宣傳海報 “Smoking Cessation” Poster Series 01 「搵個理由 開始戒煙」 “Find a reason to quit now” 02 「幫佢搵個理由 開始戒煙」 “Help them find a reason to quit now” 尺寸 Size: A2	___套Set	中英對照 Bilingual
	A09	<input type="checkbox"/> 「戒煙一定贏」海報 “Quit to Win” Poster 尺寸 Size: 19" x 28"		中文 Chinese
	A10	<input type="checkbox"/> 一套兩款戒煙宣傳海報 “Smoking Cessation” Poster Series 01 「聽佢地勸，戒煙啦！」 “Quit Now!” 02 「借個膊頭比你，戒煙啦！」 “Urge Smokers to Quit!” 尺寸 Size: A2	___套Set	中英對照 Bilingual
	A11	<input type="checkbox"/> 一套兩款戒煙宣傳海報 “Smoking Cessation” Poster Series 01 「離家篇」海報 “Stay away” Poster 02 「變種篇」海報 “Mutation” Poster 尺寸 Size: A2	___套Set	中英對照 Bilingual

<b>B. 單張/ 小冊子 Leaflets/ Booklets</b>	B01	<input type="checkbox"/> 「無煙車樂部」會員手冊 (內附個人會員登記表格、戒煙承諾書及車窗靜電貼) Smoke-free Driver Club Programme Booklet (with individual member registration form, smoking cessation services referral form and windows stickers)		中文 Chinese
	B02	<input type="checkbox"/> 踏出第一步 戒煙你做到! Be Smart, Quit Smoking!		中文 Chinese
	B03	<input type="checkbox"/> 香港吸煙與健康委員會簡介 COSH Booklet		中英對照 Bilingual
	B04	<input type="checkbox"/> 煙害解碼 Smoking Hazards		中文/英文 Chinese/ English
	B05	<input type="checkbox"/> 無煙企業實施指引 Guidebook for Smoke-free Company		中英對照 Bilingual
	B06	<input type="checkbox"/> 香港無煙領先企業大獎2013大獎特刊 Hong Kong Smoke-free Leading Company Awards 2013 Awards Booklet		中英對照 Bilingual
	B07	<input type="checkbox"/> 香港無煙領先企業大獎2016大獎特刊 Hong Kong Smoke-free Leading Company Awards 2016 Awards Booklet		中英對照 Bilingual

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無煙信息宣傳品

Souvenirs with Smoke-free Messages

類別 Category	編號 Code	項目 Item	數量 Quantity
無煙香港 Smoke-free Hong Kong	D01	<input type="checkbox"/> 原子筆 Ball Pen	
	D02	<input type="checkbox"/> 白板連筆 (尺寸:A5) Whiteboard with pen (Size:A5)	
	D03	<input type="checkbox"/> BMI 尺 BMI Measuring tape	
	D04	<input type="checkbox"/> 餐具套裝 Cutlery Set	
	D05	<input type="checkbox"/> 毛巾 Towel	

申請詳情 (只適用於借用物資)

Details of Booking (For Borrowing of COSH materials ONLY)

擬借用期間 Proposed borrowing period (最多 7 日) (Maximum for 7 days)	由 From	/	/	至 to	/	/
用途 Purpose of borrowing						
預計參與/觀看人數 Expected number of participants/ spectators						
備註 Remarks						

借用物資

Materials for Borrowing

種類 Category	資料形式 Format	項目 Items	語言 Language	數量 Quantity
展覽物資 Materials for Display	展板 Exhibition Panels	<input type="checkbox"/> 主題：吸煙與健康資訊面面觀(共 8 塊，雙面) Topic : Information about Smoking and Health (8 pieces in total, double-sided)  尺寸 Size: 40" x 28" (每塊 per panel)	中文 Chinese	

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### 填表須知 Point to note

1. 申請機構所提供的資料，委員會用作安排健康講座及索取物資之用途。如資料不齊，本會將不會處理此項申請。  
The information provided will be used for arranging health talk & material requests for the organization concerned. Application will not be processed if requires information is missing.
2. 委員會將於收到申請表格後的十個工作天內，發出確認信通知機構。以傳真或電郵形式回覆閣下之申請及跟進有關詳情。如申請人未有收到回覆，請致電 2185 6399 或與委員會職員聯絡。  
Successful application will be notified by confirmation letter within 10 working days upon receipt of application. If organization does not receive any confirmation letter, please contact our staff at 2185 6399.
3. 機構健康講座大約需時1小時，若 貴機構未能安排足夠時間，請先通知本會職員以便另作安排。  
The health talk will last for about 1 hour for organization. Prior notice should be given for special arrangement if allocated time is less than an hour.
4. 貴機構需提供場地及電腦設備以配合健康講座。  
Organization should provide venues, computers and other equipment required for the health talk.
5. 如 貴機構因任何事需延期或取消有關健康講座申請，必須於講座舉行前的最少五個工作天 填妥「無煙健康講座更改時間或取消申請表格」(表格編號：COSH-02-HT/01/17)，並傳真至 2575 3966，以便本會作出安排。  
In case that cancellation of application or postponement of health talk is required, please fill out the “Change or Cancellation Form for Smoke-free Health Talk” (Form no.: COSH-02-HT/01/17) and fax to 2575 3966 at least 5 working days prior to the previously confirmed health talk session for further arrangement.
6. 所有申請索取物資只可用於非牟利用途。而申請機構未經本會同意不得複製有關資料內容。  
Materials requested are for non-profit making purpose only. Copyright is reserved for all materials.
7. 索取／借用之物資地點為香港吸煙與健康委員會秘書處 (地址:香港灣仔皇后大道東 183 號合和中心 44 樓 4402-4403 室)。  
Pick up point of requested materials is at COSH Secretariat (Address: Unit 4402-03, 44/F., Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong).
8. 委員會保留健康講座及索取物資申請之最終決定權。  
COSH reserves the rights for final decision of the application for health talk & material requests.
9. 申請機構如對健康講座及索取物資申請服務上有任何建議，可致電 2185 6399 與委員會職員聯絡。  
If you have any suggestions on Application for Health Talk & Material Requests, please contact our staff at 2185 6399.

申請日期 Date of Application

申請人簽署 Signature of Applicant

機構印鑑 Organization Chop