

無煙健康講座更改時間或取消申請表格  
Change or Cancellation Form for Smoke-free Health Talk

表格編號 : COSH 02-HT/02/20  
Form No.:

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

已申請學校 / 機構資料 Particulars of applied school / organization

學校 / 機構名稱(中文) : \_\_\_\_\_

Name of school / organization: \_\_\_\_\_

(In English) \_\_\_\_\_

申請編號 Reference Code: \_\_\_\_\_ (必須填寫 Mandatory Field)

聯絡人資料 Particulars of contact person

\*如聯絡資料沒有變更，則無須填寫此部份。

It is not necessary to fill in this session if there is no change in the contact method.

姓名(中文) : \_\_\_\_\_ 先生/女士\*\*

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

電話：(辦事處) \_\_\_\_\_ (手提) \_\_\_\_\_ 傳真號碼： \_\_\_\_\_  
Tel.: (Office) (Mobile) Fax:

電郵地址： \_\_\_\_\_  
Email:

已申請之講座資料 Details of the confirmed health talk

講座日期： \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日 時間： \_\_\_\_\_ : \_\_\_\_\_ 上午/下午\*\*  
Date of health talk: Y M D Time: am / pm\*\*

本人現欲 取消/更改\*\* 上列之講座/講座資料。

I would like to **cancel/change**\*\* the above talk / scheduled time.

欲更改之講座申請 Change in health talk application

\*如欲更改已確認之講座資料，請填寫此部份。

If you wish to change the scheduled time for the health talk, please fill in this session.

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

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

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

\*\*請刪去不適用者。Please delete as appropriate.

備註： \_\_\_\_\_

Remark:

## 無煙健康講座更改時間或取消申請表格 Change or Cancellation Form for Smoke-free Health Talk

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

對象： \_\_\_\_\_  
Target group:

負責人簽名： \_\_\_\_\_  
Signature of person in charge:

學校 / 機構蓋章： \_\_\_\_\_  
School / organization chop:

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

日期： \_\_\_\_\_  
Date:

### 注意事項 Points to note

1. 每節參加人數最少 20 人。  
At least 20 participants are required for each session.
2. 請於擬舉辦講座日期前最少四個星期遞交申請，以便安排。  
Application should be made at least 4 weeks prior to the proposed date of health talk.
3. 本會將於收到申請表格後約十個工作天，以傳真或電郵形式發出**確認信**通知學校/機構。所有申請以收到**確認信**為準，如未有收到確認信，請致電 2185 6388 與本會職員聯絡。  
Successful application will be notified by confirmation letter via facsimile or email in around 10 working days upon receipt of application. If school/organization does not receive any confirmation, please contact our staff at 2185 6388.
4. 每節學校講座約 45 分鐘，而機構健康講座約 1 小時，若 貴校/機構未能安排足夠時間，請先通知本會職員以便另作安排。  
Each session lasts for around 45 minutes and around 1 hour for school and organization respectively. Prior notice should be given for special arrangement if allocated time is less than 45 minutes for school and an hour for organization.
5. 貴校/機構需提供場地及電腦設備以配合健康講座。若 貴校/機構未能提供相關設備，請先通知本會職員以便另作安排。  
School/Organization should provide venues, computers and other equipment required for the health talk. Prior notice should be given for special arrangement if computer equipment cannot be provided.
6. 請於講座舉行日期前的最少五個工作天填妥此表格，並傳真至 2575 3966 或電郵至 [enq@cosh.org.hk](mailto:enq@cosh.org.hk)，以便本會作出安排。  
Please fill in and submit the completed form by fax (2575 3966) or email ([enq@cosh.org.hk](mailto:enq@cosh.org.hk)) at least 5 working days prior to the previously confirmed health talk session for further arrangement.
7. 香港吸煙與健康委員會保留健康講座申請之最終決定權。  
Hong Kong Council on Smoking and Health ("COSH") reserves the rights for final decision of the application for health talk.

### 收集個人資料聲明 Personal Information Collection Statement

1. 本會會使用 貴校/機構所提供的個人資料處理健康講座的申請，所有提供的個人資料純屬自願。未取得 貴校/機構的同意前，本會不會向其他人士及機構提供所提供的個人資料作其他不相關的用途。如 貴校/機構未能提供足夠資料，本會可能無法處理此項申請。  
The personal data provided will be used by COSH for processing Health Talk application. The provision of personal data is voluntary. COSH will not provide the personal data to third parties for other unrelated purposes without your consent. If school/organization do not provide sufficient information, COSH may not be able to process the Health Talk application.
2. 根據《個人資料〔私隱〕條例》， 貴校/機構有權查閱及更正本會所持有 貴校的個人資料。如欲查閱及更正相關資料，請電郵至 [enq@cosh.org.hk](mailto:enq@cosh.org.hk) 或致函香港灣仔皇后大道東 183 號合和中心 44 樓 4402-03 室，與本會項目籌劃經理聯絡。  
School/Organization have the right of access and correction with respect to the personal data as provided according to the Personal Data (Privacy) Ordinance. Enquiries concerning personal data provided, including the making of access and corrections, please contact our Project Manager at [enq@cosh.org.hk](mailto:enq@cosh.org.hk) or to Unit 4402-03, 44/F, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong.