

機構健康講座申請表格  
Application Form for Health Talk (Organization)

表格編號：  
Form No.: COSH 03-HT/02/2024

請填妥下列資料並傳真至 2575 3966 或電郵至 [eng@cosh.org.hk](mailto:eng@cosh.org.hk) (必須以正楷填寫)  
Please fill in the form and submit by fax (2575 3966) or email ([eng@cosh.org.hk](mailto:eng@cosh.org.hk)) (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\*：  
Type of organization\*:  公營機構 Government  非牟利機構 NPO  私人機構 Company  其他：\_\_\_\_\_ Others

\*請選擇適當的方格。Please tick the appropriate box.

聯絡人資料 Particulars of contact person

姓名(中文)： \_\_\_\_\_ 先生/女士\*\* 職位： \_\_\_\_\_

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:

講座詳情 Details of health talk

講座形式\* Mode of health talk\*：  
 實體 On-site  網上 Online ( 錄影 Pre-recorded  直播 Live streaming)

舉辦講座日期：(第一選擇) \_\_\_\_\_ 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) \_\_\_\_\_ 時間： \_\_\_\_\_ 上午/下午\*\*  
(2<sup>nd</sup> choice) Y M D Time: am / pm\*\*

(第三選擇) \_\_\_\_\_ 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:

參加人數： \_\_\_\_\_ 對象： \_\_\_\_\_  
No. of participants: Target group:

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

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

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### 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八個星期遞交申請，以便安排。  
Application should be made at least 8 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 organization does not receive any confirmation, please contact our staff at 2185 6388.
4. 每節講座約 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。  
Each session lasts for around an hour. Prior notice should be given for special arrangement if allocated time is less than an hour.
5. 貴機構需提供場地及電腦設備以配合健康講座。若 貴機構未能提供相關設備，請先通知本會職員以便另作安排。  
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. 如 貴校因任何原因需延期或取消有關健康講座，必須於講座舉行前的最少三十個工作天填妥「無煙健康講座更改時間或取消申請表格」(表格編號：COSH02-HT/02/2024)，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。此表格亦可於本會網頁「關於我們」頁內「網上申請及表格」一欄下載 ([www.smokefree.hk](http://www.smokefree.hk))。In case the health talk has to be cancelled or postponed, please fill in the “Change or Cancellation Form for Smoke-free Health Talk” (Form no.:COSH02-HT/02/24) and submit by fax (2575 3966) or email ([enq@cosh.org.hk](mailto:enq@cosh.org.hk)) at least 30 working days prior to the previously confirmed health talk session for further arrangement. This form is also available in “E-Application & Forms” section on “About Us” page at our website ([www.smokefree.hk](http://www.smokefree.hk)).
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 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》， 貴機構有權查閱及更正本會所持有 貴機構的個人資料。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。  
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.