



Yan Oi Tong Donation Box Placement Scheme Application Form

To: External Affairs Department, Yan Oi Tong

Fax: 2655 7790 Email: ea@yot.org.hk Tel: 2655 7711

Address: 7/F, Yan Oi Tong Jockey Club Community and Sports Centre, 18 Kai Man Path, Tuen Mun, N.T.

Organization Information

Name of Organization	
Nature	
Address	
Website (if applicable)	
Business Registration Number	

Contact Person Information

Name	
Title	
Contact No.	
Email	

Donation Box Information

No. of Donation Box Needed	
Locations of Placement (Please list out all locations if there is more than one)	
Duration of Placement	<input type="checkbox"/> Long term placement until further notice <input type="checkbox"/> From _____ To _____

Important Notes:

- i. Upon receipt of the completed form, Yan Oi Tong will contact the participating organization to arrange delivery of the donation box(es). Representative of participating organization should verify the quantity and serial number of donation box(es), then sign and stamp the organization chop on the delivery note as confirmation.
- ii. Participating organization has the responsibility to monitor the donation box(es). For security reasons, participating organization should avoid placing donation box(es) in unattended public areas and the donation box(es) must be affixed to an immobile object using the chain and padlock provided. In case of loss of donation box, participating organization must report to the police immediately and notify Yan Oi Tong. A copy of oral statement should be provided to Yan Oi Tong by mail or email.
- iii. If the donation box is full, please inform Yan Oi Tong to collect it and change a new one.
- iv. A thank you letter specifying the amount of donations collected will be issued to the participating organization.