

## 附件（四） Appendix D

郵寄地址 Mailing address :

香港數碼港道 100 號數碼港 3 座 C 區 6 樓 608 至 613 室（信封上請註明「境遇——五個人」交通費津貼申請）

Units 608–613, Level 6, Core C, Cyberport 3, No. 100 Cyberport Road, Hong Kong (stating 'Transportation Subsidy Application for *Five Artists: Sites Encountered*' on the envelope)

### 交通費津貼申請表 Transportation Subsidy Application Form

為方便學生／會員或服務使用者前往參觀「境遇——五個人」展覽，本館將向有需要的學校、註冊慈善團體及非牟利機構提供交通費津貼。（服務長者或不同能力人士\*之機構將獲優先考慮。）

敬請 貴校／機構填妥下列表格，詳細列出每輛出租旅遊巴士的資料，並先向旅遊巴士公司付款，再連同每輛出租旅遊巴士的收據正本（須註明接載路線），於參觀日期後三星期內遞交或郵寄至 M+。

每間學校／機構只能遞交一份申請，申請資料及收據經查核後，津貼款項會以實報實銷原則，於三個月內以支票形式發出及郵寄回 貴校／機構。支票收款人必須為 貴校／機構或活動負責人，並由學校／機構蓋印證明為確實。M+不會直接向旅遊巴士公司支付津貼。每間學校／機構的津貼金額上限為港幣一千五百元正。如交通費超過上限，亦只會獲得港幣一千五百元正，餘額須由申請學校／機構自行承擔。如交通費金額低於津貼上限，亦只會按實際費用發放資助。

請參閱第三及第四頁的申請交通津貼注意事項。

\*註：即指「殘疾人士」。

To encourage students/members or service users to visit ***Five Artists: Sites Encountered***, schools, registered charities, and registered non-profit organisations may apply for transportation subsidies. (Priority will be given to organisations serving older adults or people with specific needs\*.)

Please complete the form below, providing information on the hired coach buses. Payment to coach bus companies must be made in advance. Please return the form by hand or by post together with the **original receipt(s) (indicating the route taken)** to M+ **within three weeks after the visit.**

Each school/organisation can only submit one application. A cheque for the exact amount of the reimbursement will be issued and mailed to your school/organisation within three months after the application and receipts are approved. The name of the payee must be your school/organisation or the person in charge, and be certified by the school/organisation stamp. M+ will not reimburse the coach bus companies directly. The maximum subsidy amount per school/organisation is **HK\$1,500**. If the transportation cost exceeds the subsidy limit, the subsidy amount will still be limited to HK\$1,500, and the balance will be borne by the applicant. If the transportation cost is less than HK\$1,500, only the exact spent amount will be subsidised.

Please read the Transportation Subsidy Application Remarks on pages 3 and 4.

\*Remark: Means 'People with disabilities'.

項目 Item	旅遊車公司名稱 Name of coach bus company	旅遊車 車牌號碼 Car plate no.	參觀日期 Visit date	到場時段 Arrival time	收據號碼 Receipt no.	申領交通費津貼金額 (港幣) Transportation subsidy application amount (HKD)
1						
2						
3						

學校／機構名稱 Name of school/organisation:			
地址 Address:			
活動負責人姓名 Person in charge:		職位 Post:	

聯絡電話 Contact no. :	(手提 Mobile)	(辦公室 Office)
電郵 Email:		申請日期 Date:
支票收款人抬頭名稱 Name of payee of the cheque: (備註: 必須為 貴校/機構或活動負責人) (Must be your school/organisation or person-in-charge)		

本人謹此聲明，在本申請表上填報的資料真確無訛，所有出租旅遊車為參加「**境遇——五個人**」活動所需。本人明白如蓄意提供虛假、失實或不完整的資料，申請將不獲處理。

I declare that the information in this application form is true and correct, and that all the hired coach buses are for attending events related to **Five Artists: Sites Encountered**. I understand that if I knowingly provide false, inaccurate, or incomplete information, the application will not be processed.

#### 個人資料收集聲明 Personal Information Collection Statement

我同意透過電郵／郵寄方式收取 M+及西九文化區資訊。

I agree to receive news about M+ and the West Kowloon Cultural District through email/post.

閣下提供之個人資料只供內部使用，並會根據《個人資料（私隱）條例》的規定來處理。

All personal data collected will be handled in accordance with the provisions of the Personal Data (Privacy) Ordinance and are for internal use only.

活動負責人簽署

Signature of person in charge

學校 / 機構蓋印

School/organisation  
stamp

#### 使用個人資料通告

西九文化區管理局致力確保按照《個人資料（私隱）條例》的規定來處理所有個人資料。為確保您能聯繫及了解西九文化區管理局的最新消息，閣下自願提供的個人資料（包括閣下的姓名、電郵地址、通訊地址及其他個人資料），將存於本局資料庫，用作發佈電子活動通訊、西九發展新聞通告、活動邀請卡、活動提示或資訊通知。

倘若您不願意收取本局的消息，在我們所發出的電郵底部有取消訂閱連結以供閣下使用；您亦可把閣下的姓名及電郵／通訊地址，以書面形式循以下任何一個途徑交回給我們：

電郵：privacy@wkcd.a.hk 聯絡我們的「資料保障主任」

傳真：(852) 2200 3673（請註明「拒絕接收通知」）

郵寄：香港數碼港道 100 號數碼港 3 座 C 區 6 樓 608 至 613 室

（請註明「拒絕接收通知」）

如對個人資料用途有任何疑問，歡迎與我們聯絡，您亦可在網上參閱我們的資料私隱政策：<http://www.westkowloon.hk/tc/footer/privacy-policy>

#### Use of Personal Data

The West Kowloon Cultural District Authority (WKCD) is committed to ensuring that all personal data are handled in accordance with the provisions of the Personal Data (Privacy) Ordinance.

To ensure you are kept well informed of the latest news from WKCD, we will deliver to you monthly e-newsletters about our event updates, newsletters about WKCD development, invitation cards to WKCD events, and reminders and information of WKCD events, using your personal data maintained in the WKCD database, which includes your name, email address, postal address and other contact information.

If at any time you no longer wish to receive WKCD's information, please click the 'Unsubscribe' link which appears at the bottom of our marketing emails to opt out of our communication, or write to us including your name and email/postal address via any of the following channels:

Email: privacy@wkcd.a.hk to contact our Data Privacy Officer

Fax: +852 2200 3673 (Please state 'Unsubscribe' in your fax document.)

Post: Units 608-613, Level 6, Core C, Cyberport 3, No. 100 Cyberport Road, Hong Kong

(Please state 'Unsubscribe' in your letter.)

If you have any questions on the use of personal data, please feel free to contact us or read our privacy policy on our website:

<http://www.westkowloon.hk/en/footer/privacy-policy>.

**交通費津貼注意事項**  
**Transportation Subsidy Application Remarks**

1. 團體如屬下列性質，即可申請交通費津貼：
  - (i) 註冊學校（幼稚園、小學、中學、特殊學校、專上學院或大學）
  - (ii) 註冊慈善團體或非牟利機構（因名額有限，本館將優先考慮服務對象為長者或不同能力人士\*之機構）

The following organisations are eligible to apply for **transportation subsidy**:

  - (i) Registered schools (kindergartens, primary schools, secondary schools, special schools, post-secondary institutions, and universities)
  - (ii) Registered charities and registered non-profit organisations. (Priority will be given to organisations serving older adults or people with specific needs\*.)
2. 註冊慈善團體或非牟利機構須同時遞交以下其中一項證明文件之副本：
  - (i) 稅務署依據稅務條例第 88 條發出之信件；或
  - (ii) 香港政府憲報所列之註冊慈善機構團體名單；或
  - (iii) 社會福利署所發出之信件證明該團體為政府資助的團體

文件副本必須由機構負責人正式簽署，連同團體蓋印，以示真確。

Registered charities and registered non-profit organisations should provide copies of **either one** of the following supporting documents:

  - (i) Letter issued by the Inland Revenue Department under Section 88 of the Inland Revenue Ordinance; or
  - (ii) List of Approved Charitable Institutions and Trusts of a Public Character published on the Government Gazette; or
  - (iii) Letter issued by the Social Welfare Department.

The copies should be certified true by an authorised officer and should include an organisation chop.
3. 每間學校／機構只能遞交一份申請，每間學校／機構津貼的金額上限為港幣一千五百元正。  
Each school/organisation can only submit one application. The maximum subsidy amount per school/organisation is **HK\$1,500**.
4. 津貼款項會於申請資料及收據核實後，以實報實銷津貼原則發放予學校／機構。如交通費金額超過上限，學校／機構亦只會獲得港幣一千五百元正，餘額須由申請學校／機構自行承擔。如交通費金額低於津貼上限，亦只會按實際費用發放資助。  
Subsidy will be granted on an actual reimbursement basis after the application and receipts are approved. If the transportation cost exceeds the subsidy limit, the subsidy amount will be limited to HK\$1,500, and the balance will be borne by the applicant. If the transportation cost is less than HK\$1,500, only the exact spent amount will be subsidised.
5. 參觀學校／機構須自行聯絡旅遊巴士公司以提供接送服務，並在遞交交通費津貼申請前，先向旅遊巴士公司付款。  
Schools/organisations should contact and arrange coach bus services on their own. Payment shall be made to coach bus companies before the submission of the transportation subsidy application.
6. 旅遊車接載路線只限由學校／機構直達展覽場地，及回程時由展覽場地直接返回學校／機構。M+不會津貼旅遊車行駛額外路線及另外的接載站。離島區學校／機構的申請津貼不包括船費。  
The journey taken must be a direct route between the school/organisation and the exhibition venue. M+ will not subsidise other routes or other pick-up or drop-off points. Subsidy for outlying islands excludes ferry fares.
7. **申請手續**：申請學校／機構將填妥的「交通費津貼申請表」，連同出租旅遊巴士的收據正本（須註明接載路線），於參觀日期後三星期內遞交或郵寄至 M+。（地址：香港數碼港道 100 號數碼港 3 座 C 區 6 樓 608 至 613 室。請註明「境遇——五個人」交通費津貼申請）  
**Application procedure**: The applicant must return the completed Transportation Subsidy Application Form, along with the original receipt(s) indicating the route taken from the coach bus company, within three weeks after the visit to M+. (Address: Units 608–613, Level 6, Core C, Cyberport 3, No. 100 Cyberport Road, Hong Kong. Please state ‘Five Artists: Sites Encountered, Transportation Subsidy Application’ in the letter.)
8. 每輛出租旅遊巴士的申請必須夾附收據正本。  
An original receipt is required for the application for each hired coach bus.

\*註：即指「殘疾人士」。

Remark: Means ‘People with disabilities’.

9. M+不會直接向旅遊巴士公司支付津貼。津貼款項支票收款人必須為學校／機構或活動負責人，並以學校／機構蓋印證明確實。  
M+ will not reimburse the coach bus companies directly. The name of the payee of the reimbursement must be the school/organisation or person in charge, and be certified by the school/organisation stamp.
10. 申請人須填寫申請表中所有項目，確保已提供正確資料，並提交全部所需文件，否則其申請將不獲處理。  
The applicant must fill in all the information required on the application form, make sure the information is accurate, and submit all required documents. Otherwise, the application will not be processed.
11. 申請資料及收據經核准後，津貼款項將於三個月內以支票形式發出及郵寄至申請人。  
A cheque for the subsidy will be issued and mailed to the applicant within three months after the application and receipts are approved.
12. 交通津貼的申請並非先到先得，M+擁有批核申請的最終決定權。M+並不保證必定會提供補助或交通補貼，並可因應實際情況而終止此項計劃，恕不另行通知。  
Application for transportation subsidy is not on a first-come, first-served basis. M+ shall have the final decision in approving the application. M+ will not guarantee any grant or payment of transportation subsidy and may terminate this programme at any time without notice.
13. 如有查詢，請電郵至 [learn@mplus.org.hk](mailto:learn@mplus.org.hk) 與 M+聯絡。  
For any enquiries, please contact us at [learn@mplus.org.hk](mailto:learn@mplus.org.hk).