



[ConFormA]

For AADO Use

Received Date:	
Serial No.:	
Donor ID :	
Donor Identity:	A/ SF/ ST/ OTH

Confirmation of Donation

I/ Our Organization*, hereby confirm(s) my/ our* pledge to make the following donation to "The Hong Kong Polytechnic University" (PolyU) and my/ our* agreement to the schedule of payment, purpose of donation and means of recognition, subject to acceptance by the Management and Council of the University.

(Please "✓" and delete where marked with an "*" as appropriate)

1. Amount of Donation: HK\$ _____

2. Schedule of Payment:

One-off Donation, on or before: _____

By Installments: () Yearly () Quarterly () Monthly () Others (Please specify: _____)

Period from _____ to _____ No. of installments: _____

Donation per installment: HK\$ _____ Total: HK\$ _____

3. Purpose of Donation:

University Development Academic Development Student Development

Scholarship Bursary Others (please specify: _____)

4. Means of Recognition: _____

(For recognition taking the form of naming, the duration of naming is normally the lifespan of the facility/ programme. The University may rescind the naming right in the event of relocation/ change of use/ termination of the named facility/ programme, or if the University considers that the name/ donor concerned is in any way damaging the reputation of the University)

5. Payment Method:

By Cheque (Please make the cheque payable to "The Hong Kong Polytechnic University" and send together with this form to the Alumni Affairs and Development Office, The Hong Kong Polytechnic University, Room M1504, Li Ka Shing Tower, Hung Hom, Kowloon, Hong Kong)

By Credit Card (applicable to donation of HK\$100,000 or below only): () PolyU VISA Card () VISA () MasterCard

Name of Card Holder (as shown on the credit card): _____ (m m) (y y)

Card No.: _____ Expiry Date: _____

6. Name on Donation Receipt: _____

Type of Donor: Individual Organization

Name of Donor: Prof/ Dr/ Ir/ Ir Prof/ Ir Dr/ Miss/ Mr/ Mrs/ Ms* _____ (Eng) _____ (Chi)

Position: _____ (Eng) _____ (Chi)

Name of Organization: _____ (Eng) _____ (Chi)

Name of Representative: Prof/ Dr/ Ir/ Ir Prof/ Ir Dr/ Miss/ Mr/ Mrs/ Ms* _____ (Eng) _____ (Chi)

Position: _____ (Eng) _____ (Chi)

Tel No.: _____ (Office) _____ (Mobile)

Email Address: _____ **Fax No.:** _____

Mailing Address: _____

Affiliation with PolyU (if applicable): PolyU Alumnus PolyU Staff PolyU Student

Year of Graduation: _____ Staff ID: _____ Student ID: _____

Department/ School/ Faculty: _____

Donor Acknowledgement:

Donors who have made cumulative donations of HK\$20,000 or above to the University since November 1994 shall be honoured as a member of The Hong Kong Polytechnic University Foundation (PolyU Foundation). Please refer to www.polyu.edu.hk/aado/polyufoundation for details.

- I/ Our Organization* would like to use _____ (name) in donor and membership listings.
- I/ Our Organization* would like to remain anonymous in donor and membership listings, if any.

Declaration in relation to Application for the Government's Matching Grant

- I/ Our Organization* acknowledge(s) and agree(s) that if eligible, PolyU will apply for a grant that matches this donation from the Government or its related bodies including the University Grants Committee, by submitting details of my/ our* donation and that I/ our organization* have/ has no objection to the disclosure of my name/ our organization's name*, purpose and details of my/ our* donation to the Government or its related bodies.

Authorized Signature: _____ Date: _____

Personal Information Collection Statement

To ensure that you are informed of PolyU's latest developments, we will send news and announcements of the University (and its internal departments and constituent units) and other information (including information about activities, benefits and services, education programmes and solicitation of donations) to you through various communication channels by using your personal data provided (including your name, email address, mailing address, contact telephone number and fax number). We will not use your personal data for sending the said information to you without your consent, and if you want to have access to or change your personal data, please contact the **Alumni Affairs and Development Office of PolyU** at Tel: (852) 2766 4101/ Fax: (852) 2364 5467/ Email: almail@polyu.edu.hk.

If you do not agree to our use of your personal data for the above-mentioned purposes, please let us know by putting a "✓" in this box: .

(For PolyU Use Only)

Distribution of copies (after approval for Acceptance of Donation is given): Original to applicant/ Department Head/ School/ Faculty Dean concerned; 1st copy to AADO; 2nd copy to FO