

For AADO Use	
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Confirmation of Donation In-kind

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 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. Donation In-kind: Donated Item: _____
 Fair Market Value: HK\$ _____ Quantity: _____
 Total Fair Market Value: HK\$ _____
 This donation includes/ excludes* license/ maintenance * fee of HK\$ _____

2. Purpose of Donation:

University Development Research ^ Student Development
 Scholarship Bursary Others (please specify: _____)

3. Means of Recognition: _____
 (For recognition taking the form of naming, the duration of naming is normally the life span 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)

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

^Declaration in relation to Condition attached to this Donation

I/ Our Organization* hereby confirm(s) that there will be NO condition attached to this donation.

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: .

Please send 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.

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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 (for donation of equipment/ fixed asset only)