

# 香港吸煙與健康委員會義工登記表格

## Volunteer Registration Form

### Hong Kong Council on Smoking and Health

#### 義工登記須知

#### Guide to Volunteer Registration

以下備註為填寫登記表格提供指引。

The following notes give guidance on how to complete the registration form.

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- (a) 填寫義工登記表格前，請詳閱義工登記須知。  
Please study the Guide to Volunteer Registration before completing the Volunteer Registration Form.
- (b) 登記人須填妥登記表格各項，並提供正確資料。如空位不敷填寫，登記人應另頁詳列有關資料，隨登記表格附上。  
Please ensure that all parts in the registration form are completed and the information is accurate. If there is insufficient space, please give details on a separate sheet to be attached to the registration form.
- (c) 登記人在本登記表格內所提供的個人資料，用於與義工登記有關的事宜。  
The personal data provided in this registration form will be used for purposes related to registration of volunteers.
- (d) 填妥本登記表格後，登記人可保留副本一份，作個人參考之用。  
Registrants are advised to make a photocopy of the completed registration form for own reference.
- (e) 請以郵遞方式遞交表格，並附上文憑/證書或其他學歷證明文件的副本。為減低資料外洩風險，登記人應避免以電郵或傳真方式遞交表格。  
Please submit the registration form with copies of diplomas/certificates or other qualification documents by post. To reduce the risk of data loss and leakage, registrants should avoid submitting the registration form by email or fax.
- (f) 遞交登記表格後，如欲更改或查詢個人資料，或查詢與義工登記有關的事宜，請與香港吸煙與健康委員會行政部聯絡。  
For correction of or access to personal data after submission of the registration form or enquiries on volunteer registration matters, please contact the Administrative Department of Hong Kong Council on Smoking and Health (COSH).
- (g) 本登記表格的個人資料將絕對保密，並只用作評定登記人是否適合作為委員會的登記義工。向委員會提供個人資料，純屬自願。如你未能提供足夠的個人資料，委員會可能無法處理你的登記。  
The personal information provided will be treated as confidential and collected for the purpose of assessing your suitability as a registered volunteer of COSH. Personal information is provided to COSH on a voluntary basis. If personal information provided is incomplete, COSH may not be able to process your registration.
- (h) 在一般情況下，未能成功登記的資料將於登記表格處理兩年後銷毀。  
Information on unsuccessful registration will normally be destroyed 2 years after the registration form is processed.
- (i) 每位登記人只須遞交此登記表格一次。  
Each registrant is required to hand in this registration form once only.



**(III) 聲明 Declaration**

本人深知確信，本表格所填報的資料均屬正確無訛且並無缺漏。

I declare that the information I have given in this registration is correct and complete to the best of my knowledge and belief.

簽署 Signature \_\_\_\_\_ 日期 Date \_\_\_\_\_

(\*請將不適用者刪去)

(Please delete as inappropriate)

(請在適當方格內加上“✓”號。)

(Please insert a “✓” in the appropriate box.)

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