

外借資料服務申請表 APPLICATION FOR LOAN OUT SERVICES

查詢及預約 Enquiries and Advance Booking: ☎ 3580 6780 ☎ 3580 0498

(填寫前請先閱讀申請須知 Please read the **Application Notes** before completion)

申請人資料 Applicant's Details

學校 / 團體名稱 Name of School / Organization		
<input type="checkbox"/> 幼稚園 Kindergarten <input type="checkbox"/> 小學 Primary School <input type="checkbox"/> 中學 Secondary School <input type="checkbox"/> 註冊慈善團體 Registered Charitable Organization <input type="checkbox"/> 註冊非牟利機構 Registered Non-profit-making Organization <input type="checkbox"/> 其他 Others (請註明及提供證明文件 Please specify and provide the supporting documents) _____		
申請人姓名 Name of Applicant	職位 Post	
電話 Tel. No.	手提電話 Mobile No.	傳真 Fax No.
資料用途 Purpose of Use	<input type="checkbox"/> 教學 Teaching <input type="checkbox"/> 活動 Programme <input type="checkbox"/> 其他 Others (請註明 Please specify) _____	

外借資料項目 Loan Out Details

展覽圖板 (自取) Exhibition Panels (Self-collecting)		
題目 Title	展覽地點 Display Area	借還日期 Loan Period
孫中山紀念館的誕生 — 甘棠第的保護與修繕 The Birth of Dr Sun Yat-sen Museum: Preservation and Renovation of Kom Tong Hall		
孫中山與近代中國 Dr Sun Yat-sen and Modern China		
孫中山與家屬 Dr Sun Yat-sen and Family		
辛亥革命 — 施塔福攝影展 1911 Revolution in China: Francis Stafford's Photo Exhibition		
時代符號 — 中山陵1929.6.1 Icon of the Era – The Dr Sun Yat-sen Mausoleum 1929.6.1		

聲明 Declaration

茲證明上述資料均正確無訛，並無遺漏，並願意遵守有關的借用規則。

I hereby certify that all the information given on this form is correct and complete, and agree to abide by the conditions of loan.

申請人簽署

Applicant's Signature : _____

日期 Date : _____

學校 / 團體印章 School / Organization Chop

此欄由館方填寫 For Museum Use Only

外借資料服務申請表 **Application for Loan Out Services**

確認回條 Confirmation Slip

致申請人：

To Applicant,

閣下申請借用展覽圖板一事，不獲 / 已獲 批准。

Your application for loan out services is / is not accepted.

簽署 Signature : _____

日期 Date : _____

申請須知

申請手續

1. 申請人請先致電 3580 6780 與本館預約，然後於兩日內將填妥的申請表及有關證明文件的副本（註冊慈善團體及非牟利機構適用）傳真 (3580 0498) 至孫中山紀念館收。若申請人未能如期遞交申請表，其預約申請將自動取消。
2. 借用資料需最少兩星期前提出預約申請。所有外借服務，館方只接受最早三個月前的申請。所有申請將按先到先得的原則處理。
3. 任何註冊慈善團體 / 非牟利機構的申請人於遞交申請表時，必須附上有關的證明文件副本，如稅務署按稅務條例第八十八條發出的信件，以證明其慈善性質或非牟利性質。申請機構的負責人必須於證明書副本上簽署，並蓋上團體印鑑，以示真確。
4. 所有資料的借用期限為一星期，如有特別用途需要借用超過一星期，請在電話預約時提出，館方會酌情處理。

借用規則

1. 館方在審批後會於七個工作天內發出批核信。借用者必須按借還日期，於辦公時間內（星期一至五上午 9 時 30 分至下午 5 時 30 分）到本館領取及交還展板，館方不負責運送事宜。借用者必須於提取展板前一天致電（35806780）通知本館所用車輛的車牌號碼、取貨人姓名及提取時間，並在提取當日到達後致電通知本館職員，並出示館方的批准信作證明。
2. 凡於借用期間損毀或遺失資料，借用者必須立即通知本館，切勿嘗試自行修補。館方有權追討賠償，包括重新製作、修補及其他有關費用等。
3. 借用者不能向觀賞者收取任何費用，或未經館方同意，擅自將資料借予其他學校 / 機構。
4. 凡借用展覽圖板者，必須將展板妥為擺放在室內地方，以免展板受潮或被日光直射。展覽期間，在任何情況下，展覽圖板對任何人 / 物造成任何傷害或損毀，館方皆不會承擔任何責任。
5. 借用者不得擅自改動或複製資料內容。
6. 館方保留對接受申請與否的最後決定權。

個人資料 (私穩) 收集聲明

1. 申請人於表格內所提供的個人資料只作處理申請之用。
2. 根據個人資料（私隱）條例第十八、二十二及附表一載列的第六原則，申請人有權要求查閱及更正表格內所提供的個人資料。
3. 申請人如欲查閱及更正本表格所收集的個人資料，請致電 3580 6780 紀念館職員聯絡。

APPLICATION NOTES

Application Procedures

1. Please contact the Museum at 3580 6780 for advance booking and then fax (3580 0498) the completed application form together with the supporting documents (applicable to registered charitable and non-profit-making organization) to the Museum within two days, otherwise the reservation will be cancelled.
2. For the loan of exhibition panels, at least two weeks advance booking is required. All application is accepted up to 3 months in advance and will be processed on a first-come-first-served basis.
3. For registered charitable / non-profit-making organizations, the applicant should produce copies of supporting documents to identify the nature of the organization, e.g. a letter issued by the Inland Revenue Department under Section 88 of the Inland Revenue Ordinance. The copy should be certified true by an authorized officer together with the organization chop.
4. The loan period of all materials is one week. For those who would like to borrow more than one week, please raise the request for the Museum's consideration while making reservation.

Conditions of Loan

1. Successful application will be confirmed by letter within 7 working days. The borrower is required to collect and return the panels on her/his own at the Museum during office hours (Mon-Fri: 9:30 a.m. – 5:30 p.m.) according to the loan period stated on the application form. The borrowing party is required to inform the Museum staff by phone (35806780) of the vehicle's plate number, the name of receiver and arrival time one day before collection. The borrower should inform the Museum staff and provide the original confirmation slip upon collection.
2. In case of damage or loss of the loaned materials, it should be reported to the Museum immediately and no attempt for repairs should be made by the borrowing party. The Museum reserves the right to claim from the borrowing party the full payment of the cost of the package with overheads.
3. The borrowing party should not impose any charge on the viewers, or loan the materials to any other schools / organizations without the Museum's consent.
4. The panels should be well protected from rain, humidity and direct sunlight in in-door area. The borrowing party should be responsible for the safety measures during the display period. The Museum is not liable for any damage or harm caused to persons while using the panels under the custody of the borrowing party.
5. The content of the materials shall not be altered or duplicated in any way.
6. Application is subject to the Museum's final approval.

Personal Data Collection Statement

1. The personal data you provided on this form will be used for processing of application only.
2. You have the right to request access to and the correction of personal data as stated in this form in accordance with Section 18, 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance.
3. For access to and correction of personal data submitted, please contact the Extension Services Unit at 3580 6780.