

索取 / 借用物資申請表格
Application / Booking Form of COSH Materials

表格編號
Form No

COSH-SFLCA/26/01

申請詳情 (只適用於索取物資)

Details of Application (For Application of COSH materials ONLY)

活動名稱及舉行日期 Programme name & Inception date	香港無煙領先企業大獎 2026 Hong Kong Smoke-free Leading company Awards 2026
活動性質及用途 Nature & Purpose of programme	
預計參與活動之人數 Expected number of participants	
對象 Target audience	

申請詳情 (只適用於借用物資)

Details of Booking (For Borrowing of COSH materials ONLY)

擬借用期間 Proposed borrowing period	由 From	/	/	至 to	/	/
(最多 14 日 No more than 14 days)						
用途 Purpose						
預計參與/觀看人數 Expected number of participants/ spectators						
備註 Remarks						

申請/借用者資料

Particulars of Applicants / Borrower

申請人/借用人姓名 Name of applicant/borrower		職位 Position	
機構名稱 Name of organization	(請以正楷書寫 in BLOCK letters)		
機構地址 Address of organization	(請以正楷書寫 in BLOCK letters)		
大獎申請編號 (如有) Serial number of the Awards (If any)			
聯絡電話 Contact number(s)	(公司) (Office)	(手提) (Mobile)	
傳真號碼 Fax number			
電郵地址 Email address			

申請/借用須知 Guidelines for Application/Booking

1. 索取／借用之物資須於香港吸煙與健康委員會秘書處領取／交還（地址：香港灣仔皇后大道東 183 號合和中心 44 樓 4402-4403 室）。Materials should be collected/returned in the Secretariat of Hong Kong Council on Smoking and Health (Unit 4402-4403, 44/F, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong).
2. 所有索取／借用之物資只可用作宣傳無煙信息及非牟利用途。申請人／機構未經本會同意不得複製有關物資內容。
All materials should be used for promoting smoke-free messages and non-profit making purpose only. Duplication of materials is not allowed without the Council's authorization.
3. 委員會將於收到申請表格後的十個工作天內，以傳真或電郵形式回覆閣下之申請及跟進有關詳情。如申請人未有收到回覆，請致電 2185 6388 或電郵至 project@cosh.org.hk 與委員會職員聯絡。
COSH will reply the applicant/organization by fax or email within 10 working days upon receipt of application forms. If applicants do not receive any notification in due course, please contact our staff at 2185 6388 or project@cosh.org.hk.
4. 除經特別安排外，借用人／機構須依時交還原好無缺的物資，損壞物資者可能會被取消日後借用資格。如有任何物資損壞或弄失，必須及早向委員會報告。
All materials should be returned intact on time unless special arrangement has been made beforehand. Damage to materials may result in a loss of the eligibility for borrowing in the future. In case of any damage or loss of materials, the applicant should report to COSH as soon as possible.
5. 借用人／機構須承擔因人為損壞或弄失物資的所有責任及支付一切有關費用。
The borrower shall be liable for any damage or loss of materials and shall bear all costs and expenses incurred therein.
6. 委員會保留安排物資領取／借用日期及數量之最終決定權。
COSH reserves final discretion and rights on all matters relating to the application or borrowing of COSH materials, including the date for collection and final quantity distributed.
7. 申請人／機構如對索取／借用物資的安排有任何建議，可致電 2185 6388 與委員會職員聯絡。
Please contact our staff at 2185 6388 for any suggestions on application or booking of COSH materials.

收集個人資料聲明 Personal Information Collection Statement

1. 本會會使用申請人／機構所提供的個人資料處理索取／借用物資的申請，所有提供的個人資料純屬自願。未取得申請人／機構的同意前，本會不會向其他人士及機構提供所提供的個人資料作其他不相關的用途。如申請人／機構未能提供足夠資料，本會可能無法處理此項申請。
The personal data provided will be used by COSH for processing materials application. The provision of personal data is voluntary. COSH will not provide the personal data to third parties for other unrelated purposes without your consent. If the applicant do not provide sufficient information, COSH may not be able to process the materials application.
2. 根據《個人資料（私隱）條例》，申請人／機構有權查閱及更正本會所持有申請人／機構的個人資料。如欲查閱及更正相關資料，請電郵至 project@cosh.org.hk 或致函香港灣仔皇后大道東 183 號合和中心 44 樓 4402-03 室，與本會項目籌劃經理聯絡。
The applicant has the right of access and correction with respect to the personal data as provided according to the Personal Data (Privacy) Ordinance. Enquiries concerning personal data provided, including the making of access and corrections, please contact our Project Manager at project@cosh.org.hk or to Unit 4402-03, 44/F, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong.
3. 本會將會保留申請人／機構的個人資料作推廣無煙信息之用，包括發放控煙資料。
We will keep your personal data for the promotion of smoke-free messages, including dissemination of information on tobacco control.
☐ 如不欲收到有關資料，請於方格內加上剔號。 Please tick this box if you do not wish to receive related information.

申請日期 Date of application

申請人簽署 Signature of applicant

機構印鑑 Organization chop

職員專用 For Official Use Only

核准 Approved
拒絕 Rejected
確認日期 Date of confirmation
經手職員 Handled by

詳情 Details

索取 / 借用物資申請表格

Application / Booking Form of COSH Materials

請於擬索取／借用項目旁之空格內加上[✓] 號，並填上所需數量，有關申請需視乎物資存貨而定。

Please tick [✓] in the appropriate box (es) and indicate the quantity of materials required. Approval of application will be subject to the availability of our stock.

1. 索取物資 COSH Materials for Application					
刊物 Printed Publications					
類別 Category	編號 Code	項目 Item	數量 Quantity		語言 Language
A. 宣傳海報 Posters	A01	☐ 「香港無煙領先企業大獎2026」海報 Hong Kong Smoke-free Leading Company Awards 2026 Poster *尺寸 Size: A2	_____張Pcs	Max:20pcs	中英對照 Bilingual
	A02	☐ 「齊心控煙 清新每天！」海報 “Team up to quit!” Poster *尺寸 Size: A2	_____張Pcs	Max:20pcs	中英對照 Bilingual
	A03	☐ 「只要你想，就可以改變！」海報 “You can change it if you want!” Poster *尺寸 Size: A2	_____張Pcs	Max:20pcs	中英對照 Bilingual
	A04	☐ 「多一人戒煙 多一分健康」海報 *尺寸 Size: A2	_____張Pcs	Max:20pcs	中英對照 Bilingual
B. 單張/ 小冊子 Leaflets/ Booklets	B01	☐ 無煙企業實施指引 2026 Guidebook for Smoke-free Company	_____份Pcs	Max: 20pcs	中英對照 Bilingual
	B02	☐ 無煙小冊子 2026 Smoke-free Handbook	_____份Pcs	Max: 20pcs	中英對照 Bilingual
	B03	☐ 煙害解碼 Smoking Hazards	_____份Pcs	Max: 20pcs	中文/英文 Chinese/English
	B04	☐ 踏出第一步 戒煙你做到！ Be Smart, Quit Smoking !	_____份Pcs	Max: 20pcs	中文 Chinese
	B05	☐ 另類吸煙產品資料小冊子 Brochure - Alternative Smoking Products	E-version		中文 Chinese
C. 控煙書籍 Tobacco Control Publication	C01	☐ 「香港控煙40周年」特刊 40th Anniversary of Tobacco Control in Hong Kong Booklet	_____份Pcs	Max: 5 pcs	中英對照 Bilingual
無煙信息宣傳品 Souvenirs with Smoke-free Messages					
類別 Category	編號 Code	項目 Item	數量 Quantity		
無煙宣傳品 Smoke-free Souvenirs	S01	☐ 五色螢光筆 Highlighter with 5 colors	_____份Pcs	Max: 50pcs	
	S02	☐ 無煙鍵盤解壓玩具 Smoke-free Keyboard Fidget Toy	_____份Pcs	Max: 50pcs	

	S03	☐ 咪點我磁石板 連白板筆 Dry- Erase Magnetic Board with whiteboard pen	_____份Pcs	Max: 50pcs
	S04	☐ 咪點我無煙貼紙 Wise Mike Smoke-free Sticker	_____份Pcs	Max: 100pcs

2. 借用物資 Materials for Borrowing				
種類 Category	資料形式 Format	項目 Item	語言 Language	數量 Quantity
展覽物資 Materials for Display	展板 Exhibition Panels	☐ 主題：吸煙與健康資訊面面觀(共 4 塊，單面) Topic : Information about Smoking and Health (4 pieces in total, single-sided) *尺寸 Size: 800mm(W) x 2000mm(H) (每塊 per piece) *展板租借時間為最多 1 星期 Exhibition panels borrow period is 1 week maximum	中文 Chinese	

請將表格於辦公時間內親自遞交/郵寄/電郵/傳真至委員會。

Please submit this form to the Council in person/ by post/ by email/ by fax during office hours.

電話 Tel : 2185 6388 傳真 Fax : 2575 3966 電郵 Email : project@cosh.org.hk

地址：香港灣仔皇后大道東 183 號合和中心 44 樓 4402-03 室

Address : Unit 4402-03, 44 /F., Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong

辦公時間：(星期一至五) 上午九時至下午一時；下午二時至下午五時四十五分

Office Hours : (Monday to Friday) 9:00am - 1:00pm; 2:00pm - 5:45pm