弘揚中華文化辦公室
CHINESE CULTURE PROMOTION OFFICE

檔案編號Ref. No.: _____

香港灣仔告士打道 5 號稅務大樓 3 樓 305 室 Unit 305, 3/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong

「歷史開箱」申請表格
'Unveiling History' Application Form

查詢及預約，請與職員聯絡。
For enquiries and bookings, please contact our staff

☎ **2812 7389**
🖷 **2812 7400**
✉ **ccpo-prog@lcsd.gov.hk**

（填寫前請先閱讀**申請須知** Please read through the **Application Notes** before filling in the information）

I. 團體資料 Group Information

學校 / 團體名稱 (須與證明文件相同) Name of School / Organisation (as shown on supporting documents)
❑ 註冊學校 Registered School ❑ *註冊慈善團體 Registered Charitable Organisation ❑ *註冊非牟利機構 Registered Non-profit-making Organisation ❑ 其他(請註明，如政府部門) Others (Please specify, e.g. government department) :_____ (**請附上有關證明文件副本 Please attach certified copy of the supporting document*)
申請學校/團體地址 Address of the School / Organisation
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.
電郵 Email		

II. 活動項目 Activity items

項目 (只可選擇一項)： Item (Select only one item)：	❑ 五嶺以南・嶺南文化的流變與精髓 South of the Five Ridges: The Evolution and Essence of Lingnan Culture ❑ 敦煌藝術的隋唐歷史解碼 Decoding the Sui-Tang History Through Dunhuang Art	
形式： Format：	❑ 講座 Lecture	❑ 工作坊 Workshop
首選日期及時間： Date & Time (First Choice)：		
次選日期及時間： Date &Time (Second Choice)：		

年級 (學校適用) / 年歲： Grade (For School) / Age：		
參加人數： No. of Participants：	（最少100人） （Min. 100 pax）	（20 - 40 人） （20 - 40 pax）

請確認　貴學校 / 團體並無就是次活動收取任何費用。 Please confirm that your school / organisation has not charged any fees for participating in this activity.	❑ 確認 Confirm
本辦公室將於活動期間拍攝影片及照片，並可能將有關影片及照片上載至本辦公室網頁及社交平台 (包括但不限於 Facebook, Instagram 及小紅書)，作推廣及教育用途。 CCPO will take photos and videos during the activities. The photos and videos may be uploaded CCPO's website and social media platforms (including but not limited to Facebook, Instagram, XiaoHongShu) for promotional and/or educational purposes.	❑ 同意 Agree ❑ 不同意 Disagree
以在此申請表格提供的電郵接收本辦公室資訊。 Receive promotional information about our office's activities via the email address provided in your application.	❑ 同意 Agree ❑ 不同意 Disagree

III. 聲明 Declaration

茲證明上述資料均正確無訛，沒有遺漏，並已細閱及明白有關申請須知。
I hereby certify that all information provided in this application form is correct and complete, and that I have read and agreed to the Application Notes.

申請人簽署
Applicant's signature：

日期 Date：

學校 / 團體印章 School / Organisation Chop

此欄由本館職員填寫 ***For Official Use Only***

上述教育活動申請 已獲 / 不獲 批准。
The application for activity is / is not accepted.

簽署
Signature

_____

日期
Date

_____

申請須知

申請手續

1. 申請參與「歷史開箱」(下稱「活動」)的學校須為教育局已註冊本地學校，學校須按教育局指引安排教職員到場，照顧學生並維持秩序。

   申請團體必須已根據《社團條例》或《公司條例》註冊立案，或已根據法例成立，或已註冊為認可慈善機構或公共性質的信託團體。在申請時，團體的章程或組織章程大綱及章程細則，或有關條例或信託契約中，必須明文規定：若團體解散，其成員不得分享利潤或資產。所有團體申請，**必須附上該等證明文件的副本(如稅務局依據稅務條例第八十八條發出之信件)，並由團體負責人正式簽署，連同團體蓋印，以示真確。**

2. 活動費用全免，所有申請將按先到先得的原則處理，並於**建議活動日期前最少一個月前遞交**（由該月的第一個工作日開始接受申請）。申請人請於辦公時間內（星期一至五：上午 9 時 30 分至下午 12 時 45 分及下午 2 時至 5 時 30 分）致電 2812 7389 與職員預約，然後於**兩日內**將填妥的申請表格以電郵方式 (ccpo-prog@lcsd.gov.hk) 或傳真（2812 7400）遞交至康樂及文化事務署弘揚中華文化辦公室（下稱「本辦公室」）（電郵標題請註明「申請歷史開箱」）。若申請人未能如期遞交申請表格，其申請將自動取消。如申請的活動日期與遞交申請表格相距少於一個月，申請將不獲受理。

3. **申請免費活動的團體不得向參加者收取任何費用。**

4. 對於各項申請，本辦公室保留最終決定權。申請獲得批准與否，視乎申請人是否完全符合上述條件而定。**如申請人不遵守以上規定或提供不完全或虛假的資料，本辦公室有權取消先前的批准。**

5. 申請如獲批准，本辦公室將在審批後七個工作天內發出書面通知確認。有關活動安排，本辦公室保留最終決定權。

活動安排

1. 惡劣天氣安排如下：
   紅色或黑色暴雨警告信號、八號或以上熱帶氣旋警告信號
   - ◆ 正在進行的活動即告取消；
   - ◆ 若活動開始前三小時內懸掛信號或信號已經生效，未舉行的活動即告取消。

個人資料（私隱）收集聲明

1. 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 18、22 及附表 1 的第 6 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. 如欲更正表格內所提供的資料，請致電 2812 7389 與職員聯絡。

Application Notes

Application Procedures

1. Local schools registered with the Education Bureau may apply for 'Unveiling History' (the Activity) on a group basis. Schools should assign sufficient staff support according to the guidelines of Education Bureau to take care of the students.

   The registered charitable / non-profit-making organisations should be registered under the Societies Ordinance or the Companies Ordinance, formed by statute, registered on the list of approved charitable institutions or trusts of a public character. Its Constitution or Memorandum and Articles of Association, Ordinance, or Trust Deed should state that members of the organisation do not take any share of the profits nor any share of the assets upon dissolution. **The organisation should provide copies of relevant documents certified true by an authorised officer with the organisation chop, e.g. the letter issued by the Inland Revenue Department under Section 88 of the Inland Revenue Ordinance.**

2. The Activity is free of charge. Application is on a first-come, first-served basis. Applicants are requested to submit the completed form **at least 1 month (from the first working day of the month) in advance of the intended date of the Activity**. Please contact 2812 7389 for advance booking during office hours (Mon - Fri: 9:30am - 12:45pm & 2:00pm - 5:30pm) and then email (ccpo-prog@lcsd.gov.hk) or fax (2812 7400) the completed application form to the Chinese Culture Promotion Office (CCPO) **within 2 days**, otherwise the reservation will be cancelled (Please mark 'Application for Unveiling History' in the email title). Application made less than 1 month before the Activity date will not be considered.

3. **Groups which applied for a free activity should not charge any fees to participants.**

4. Regarding all applications, CCPO reserves the final decision-making authority. All applications are approved on the condition that the applicant fully complies with the above-mentioned criteria. **If the applicant fails to comply with this requirement, or if any information provided is found to be incomplete or untrue, CCPO reserves the right to withdraw the approval.**

5. Successful application will be confirmed in writing within 7 working days. Regarding the Activity arrangement, CCPO reserves the final decision-making authority.

Activity Arrangements

1. Special Arrangements under Inclement Weather Conditions

   Red or Black Rainstorm Warning Signal, Typhoon Cyclone Warning Signal No.8 or above:

   - ◆ Activities in progress will be cancelled immediately.
   - ◆ Activities not yet held will be cancelled if the signal is in force within 3 hours before the Activities commence.

Personal Data Collection Statement

1. The personal data provided in this application form will be used for processing of the application only.

2. The applicant has the right to request access to and correction of personal data given in this application form in accordance with Section 18, 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance.

3. For amendment of personal data submitted, please contact 2812 7389.