



# 研討會、講座及課程報名表格——團體/機構適用

(接受影印本，並請以英文正楷填寫)

Application for Seminar, Forum & Course (photocopies accepted, please complete form in ENGLISH BLOCK LETTERS)

## 1 團體/機構資料 Organization/ Group Particulars

團體/機構名稱

Name of Organization

聯絡人姓名

Contact

聯絡人電話

Number of Contact Person

團體/機構電郵

Organization Email

團體/機構地址

Organization Address

## 2 研討會、講座及課程報名資料 Application for Seminar, Forum & Course

報讀課程 Program

課程編號 Course Code

(備註：每張報名表只限報讀同一課程，報讀不同課程請按需要使用多張報名表)

(Note: Once course per application form. To apply to more than one course, please ask for extra application form)

	中文姓名 Name (Chinese)	外文姓名 Name (English)	澳門身份證首5位號碼 First 5 digits on Macao ID	職位 Job Title	聯絡電話 Contact No.	費用 Fee (MOP)
1						
2						
3						
4						
5						
6						

如不夠填寫，請到中心網頁 [skhssco.org.mo](http://skhssco.org.mo) 下載附表 (For extra space, please go to [skhssco.org](http://skhssco.org) and download the attached form)

費用合共

Total Fee (MOP)

入賬單/支票號碼

Deposit/ Cheque No.

☐ 我願接收聖公會專業培訓中心的宣傳  
I would like to receive information from Training Centre

☐ 我不欲接收聖公會專業培訓中心的任何宣傳  
I would like to NOT receive information from Training Centre

負責人簽署及機構蓋印

Authorized Signature & Stamp

日期

Date

以下由工作人員填寫 TO BE COMPLETED BY STAFF

編號

收表日期

收表時間

收表人簽名

報名狀況



## 提交報名表 Application Form Hand-in



### 報名地點

#### Application Locations:

- 1) 聖公會澳門社會服務處 (澳門白馬行53號4樓)  
Sheng Kung Hui Macau Social Service Coordination Office (53 Rua de Pedro Nolasco da Silva, 4th Floor)
- 2) 聖公會氹仔青少年及家庭綜合服務中心 (氹仔地堡街R/C-2)  
Sheng Kung Hui Taipa Youth & Family Integrated Service Centre (Rua do Regedar R/C-2)



### 報名方式

#### Application Methods:

- 1) 親臨上述地點報名並以現金繳費  
For cash payment, please hand-in application form in person at the above locations.
- 2) 將有關款項存入以下賬戶，連同報名表及入賬單傳真至2830 7913，  
或電郵至tc@skhwc.org.mo  
Alternatively, you may make a deposit into our account, then fax the application form & receipt to 2830 7913,  
or email to tc@skhwc.org.mo

銀行 | 澳門永亨銀行  
Bank | Banco Weng Hang, S.A.

戶名 | Sheng Kung Hui Macau Social Services Coordination Office  
Account name

賬號 | 533523-100  
Account

(備註：所有費用一經繳交，概不退還。因課程額滿或取消除外)  
(Note: No refund after payment except course cancellation or placement filled.)



### 報名須知

#### Application Guidelines:

- 1) 報名者應確認繳付正確費用，及資料不全的報名表恕不受理。  
Applicants should verify the correct fee payable. Incomplete application form will not be processed.
- 2) 申請結果將於活動/課程前經電郵、電話或短訊通知。申請者若在活動/開課三天前仍未收到任何通知，請與聖公會專業培訓中心聯絡 (電話：2835 3449)。  
Application result will be notified through email, phone or SMS prior to the commencement of the activity/ course. Please contact the Centre if you do not receive any notification three days before the commencement of the activity/ course (Tel: 2835 3449).
- 3) 一經取錄，報名者不得轉報其他活動/課程，費用及名額亦不得轉讓他人。無論報名者退出或缺席課程，已繳交之費用將不獲退還。  
Once accepted, applicant cannot make alteration to the course. Fees and placement cannot be transferred from one applicant to another upon acceptance of application. Fees paid are not refundable for withdrawal or absence from the enrolled program.
- 4) 主辦單位按《個人資料保護法》的規定來處理所有報名者的個人資料，資料絕對保密。如活動/課程期間所拍攝之照片只作活動/課程宣傳用途，敬請知悉。  
All the personal information supplied will be kept confidential and are processed under the guidelines in the "Personal Data Protection Act". Please be aware that all the photos taken during the activity/ course may be used in our future promotions.