

Attn.:

Fax.:

Ref. No.: ERC / /

環境保護署灣仔環境資源中心
EPD Wan Chai Environmental Resource Centre



Application Form for Lending of Environmental Education Material					
Name of Organization:					
Address:					
Contact Person: (Mr./Miss)					
Tel. no.:			Fax no.:		
Item Code	Item Name	Quantity	Item Code	Item Name	Quantity
Lending Period: From _____ To _____ (dd/mm/yyyy)					
Remarks:					
All applicants to note the following:					
1. Period of lending is <u>2 weeks</u> (maximum);					
2. Please handle the education materials with care and bear the cost of any loss;					
3. All education materials are only use for education or training purpose and they are not allowed for promotion or other commercial use.					
Signature			Organization Chop		
Date: _____					

Reply Slip (Official Use Only)	
Our centre has approved the application for Lending of Environmental Education Materials that received on _____. Please collect the material(s) with this reply slip at our centre on or before the collection date listed as followings:	
Approval has been granted on: All items/Item: _____	
Lending Period: From _____ to _____	
Collection Date: _____	
Staff's Name: _____ Date: _____	
Record of Pick-up	Record of Return
Signature :	The above item(s) had been returned on the following date:
Date:	

- Remarks: 1. Please fill in BLOCK LETTERS and fax to 2573 0447. Our centre will reply within 3 workings days;
 2. For enquiries, please call our staff at 2893 2856 during office hours;
 3. Office Hours of the centre: 10:00-17:00(Monday, Wednesday to Sunday). Closed on Tuesdays and public holidays.



香港灣仔皇后大道東 221 號
221 Queen's Road East, Wan Chai, Hong Kong
電話/Tel : 2893 2856 傳真/Fax : 2573 0447