

註冊非牟利機構豁免入場費申請表
Application for Waiver of Admission Charges by Registered Non-profit-making Organisations

(請先閱讀背頁的申請須知 Please read the **Notes of Application** at the back of the form before completion)

團體名稱 (英文) Name of Organisation (English)	中文 (Chinese)
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團體性質 Nature of Organisation (請附上申請須知所列證明文件的副本)
(Please enclose copy of supporting documents as specified in the Notes of Application)

- 註冊非牟利團體 Registered Non-profit-making Organisation
 註冊慈善團體 Registered Charitable Organisation
 其他 (請註明) Others (please specify) _____

團體地址 Address of Organisation

活動負責人 Name of Visit Organiser	先生/女士* Mr./Ms.*	聯絡電話及電郵地址 Contact Telephone and Email Address
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申請參觀日期 Date of Visit	第一選擇 1st Choice	第二選擇 2nd Choice
申請參觀時間 Time of Visit	上午/下午_____時至上午/下午_____時 _____ a.m./p.m. to _____ a.m./p.m.	上午/下午_____時至上午/下午_____時 _____ a.m./p.m. to _____ a.m./p.m.

參觀人數 Number of Participants 包括 including: 殘疾人士 People with disabilities _____ 輪椅人士 Wheelchair visitors _____ 長者(60歲以上) Elderly aged 60 or above _____ 青少年 Youth _____ 其他 Others _____	隨行工作人員數目 Number of Accompanying Personnel	總參觀人數 Total Number of Visitors
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茲證明所填報的資料均正確無訛，並無遺漏。(須由團體負責人，例如主席、總理、行政秘書等簽署。)
The undersigned hereby certifies that all the information furnished on this form is complete and accurate. (To be signed by a responsible officer of the organisation, such as the Chairman, Director, General Secretary, etc.)

姓名 Name	職位 Post
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簽署 Signature 請在此簽名 Please Sign Your Name Here	日期 Date	團體印鑑 Organisation Chop 請在此蓋印 Please Seal Here
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請勿填寫此欄 For Office Use Only

Date Received _____ Checked by _____ Recommended / Not Recommended

Confirmed Date of Visit _____ No. of Visitors _____

Authorized by _____ Approved/ Not Approved Approval Date _____

*刪去不適用者 Please delete where appropriate

香港科學館註冊非牟利機構申請豁免入場費須知

1. 這項申請專為註冊非牟利機構二十人或以上的參觀團體而設，不適用於其他團體參觀，若參觀者為殘疾人士或六十歲以上長者，則滿十人或以上即可申請。
2. 申請人須於距離擬定參觀日期三個月至兩星期前遞交申請表。申請將根據先到先得辦法作出安排。
3. 申請團體必須為獲民政事務總署各區民政事務處支持的真正非牟利地區團體，或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。此外在申請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。
4. 申請人須於遞交申請表時，附上下列證明文件副本：
 - (a) (i) 按社團條例（第 151 章）發出的註冊證書或社團成立通知；或
 - (ii) 按公司條例（第 622 章）發出的公司註冊證書；或
 - (iii) 註冊為認可慈善機構或公共性質的信託團體的證書；及
 - (b) 一份申請團體的章程或組織章程大綱及章程細則，並須由主席及另一名幹事正式簽署，以示真確。
5. 請填妥申請表連同證明文件副本電郵至 hkscomboking@lcsd.gov.hk 或傳真至香港科學館（傳真號碼：2311 2248）或郵寄「香港九龍尖沙咀東部，科學館道二號，香港科學館租務組收」。
6. 申請如獲批准，香港科學館將致函或以電郵覆實。申請人須於入場時出示入場通知書證明。如於距離參觀日期三日前仍未獲回覆，請與本館職員聯絡。查詢電話：2732 3231 或 2732 3268。
7. 如申請資料有任何更改，申請人須於距離參觀日期至少一星期前通知香港科學館作適當安排；如改動違反上述任何申請原則，或申請人未經許可擅自更改已批核的資料，香港科學館有權隨時取消該項批准，並按實際情況索回入場費。
8. 關於這項豁免入場費申請，香港科學館擁有絕對決定權。申請能否獲得批准，須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虛假的資料，香港科學館有權取消已批准的申請及索回全部入場費。
9. 如欲申請導賞服務，申請人需持有有效的入場通知書並致電 2732 3219 辦理相關手續。
10. 學校團體參觀須填寫「學校參觀申請表」，查詢電話：2732 3220。

Notes of Application for Waiver of Admission Charges by Registered Non-profit-making Organizations

1. Application for waiver of admission charges is open to **groups of 20 or more visitors / groups of 10 or more of people with disabilities and elderly aged 60 or above** from registered non-profit-making organisations only.
2. The applicant is required to submit the completed application form **at least 2 weeks and at most 3 months in advance** of the intended date of visit. Visits will be arranged on a first-come-first-served basis.
3. The applicant should be a bona-fide non-profit-making district organisation supported by the District Office of the Home Affairs Department or registered under the Societies Ordinance or incorporated under the Companies Ordinance or formed by statute or registered on the list of approved charitable institutions or trusts of a public character. The Constitution or Memorandum and Articles of Association or Ordinance or Trust Deed should specifically state that members do not take any share of the profits nor any share of the assets upon dissolution.
4. The applicant should furnish a copy of the following documents together with the application form:
 - (a) (i) certificate of registration or notification of establishment of society under the Societies Ordinance (Cap.151); or
 - (ii) certificate of incorporation under the Companies Ordinance (Cap.622); or
 - (iii) certificate of registration on the list of approved charitable institutions or trusts of a public character; and
 - (b) a copy of the Constitution or Memorandum and Articles of Association duly signed by the Chairman and one other office-bearer to the effect that it is a true copy.
5. Please return the completed application form together with copies of supporting documents to the Hong Kong Science Museum by email at hkscomboking@lcsd.gov.hk or by fax at 2311 2248 or by mail to “Booking Office, Hong Kong Science Museum, 2 Science Museum Road, Tsimshatsui East, Kowloon, Hong Kong”.
6. Successful application will be confirmed by letter or email and the applicant is required to produce the approval letter upon admission. If no reply is received from the Museum 3 days before the date of visit, please contact the Museum staff at Tel.: 2732 3231 or 2732 3268.
7. Should there be any alterations regarding the visit, please notify the Museum at least 1 week before the date of visit for necessary arrangement. If the change violates the above criteria or the applicant changes the agreed information without prior permission of the Museum, the Museum reserves the right to refuse permission and recover the appropriate amount of admission charges.
8. The Museum reserves the right to decide whether to approve an application or not. The waiver of admission charges is granted subject to the applicant's absolute compliance with the above-mentioned criteria for waiver. If the applicant fails to observe this condition or any information provided by the applicant is found to be untrue, the Museum reserves the right to withdraw the approval and recover the full amount of admission charges waived.
9. Successful applicants with valid approval letter may contact the Museum staff at Tel.: 2732 3219 to apply for guided tour services during their visit.
10. A separate application form is applicable to school bookings. Enquiries No.: 2732 3220.