



保安局禁毒處
Narcotics Division,
Security Bureau

致：保安局禁毒處職員

Attn: Officer of Narcotics Division,

Security Bureau

傳真 Fax. No. : 2810 1790

索取禁毒宣傳品表格

Application Form for Requesting Publicity Materials

申請機構或團體資料 **Details of Applicant**

機構或團體名稱 Name of Organisation					
機構或團體所屬類別 Type of Organisation					
教育團體: Schools:	<input type="checkbox"/> 小學 Primary School			<input type="checkbox"/> 中學 Secondary School	
<input type="checkbox"/> 政府部門 (請註明): Government Departments (Please specify):					
<input type="checkbox"/> 非政府機構 (請註明): Non-governmental Organisation (Please specify):					
<input type="checkbox"/> 其他 (請註明): Others (Please specify):					
申請人姓名 Name of Applicant				職位 Post	
電話 Tel. No.		手提電話 Mobile No.		傳真號碼/電郵 Fax / Email	

索取禁毒宣傳品詳情 **Details of publicity materials requested**

宣傳品 Publicity materials	所需數量 (備註 2) Request amount (Note 2)
<input type="checkbox"/> 單張 (「大麻係毒品」(中文/英文) Leaflets ("Cannabis is a drug") (Chinese / English)	
<input type="checkbox"/> 單張 (「CBD (大麻二酚) 已按照香港法例被列為毒品 (法例生效篇)」 (繁體中文/簡體中文/英文) One-pager ("CBD is a dangerous drug under the law of Hong Kong") (Traditional Chinese / Simplified Chinese / English)	

□ A3 海報
A3 Posters
Please circle
the design



語言 Language	數量 (備註 2) Request amount (Note 2)
<input type="checkbox"/> 中文 Chinese	
<input type="checkbox"/> 英文 English	
<input type="checkbox"/> 印度文 Hindi	
<input type="checkbox"/> 尼泊爾文 Nepali	
<input type="checkbox"/> 巴基斯坦文 Urdu	
<input type="checkbox"/> 印尼文 Bahasa Indonesia	
<input type="checkbox"/> 他加祿文 Tagalog	
<input type="checkbox"/> 泰文 Thai	

易拉架 (詳情請參閱借用條款) / Easy-mount banners (Please refer to Terms and Conditions)

□ 易拉架 (「大麻係毒品」) (全套共12塊)
Easy-mount banners “Cannabis is a drug” (12 pieces in total)

展覽日期 Exhibition period _____(DD) / _____(MM) / _____(YYYY) 至to _____(DD) / _____(MM) / _____(YYYY)	
易拉架擺放地址 Display Location	
預計參與人數 Expected number of participants	對象 Target Participant

索取禁毒宣傳品用途: Use of the publicity materials

- 學校教育 Education
 展覽 Exhibition
 向公眾宣傳 Promotion
 研究 Research
 其他(請註明) Others (Please specify) _____

預計提取宣傳品日期 (請見索取宣傳品備註) Date of Collection (Please refer to Terms and Conditions) _____(DD) / _____(MM) / _____(YYYY)
歸還日期 (只適用於借用易拉架) Date of Return (Only applicable to rental of easy-mount banners) _____(DD) / _____(MM) / _____(YYYY)

聯絡人資料 (如與申請人不同) **Details of contact person** (if different from the applicant)

姓名 Name			職位 Post		
電話 Tel. No.		手提電話 Mobile No.	傳真號碼 / 電郵 Fax No. / Email		

茲證明申請人已詳閱備註及相關條款，對所有內容完全明白、同意並加以遵守。現在下面簽署作實。 I hereby declare that all the information given on this form is correct and complete, and agree to abide by the Conditions of loan.

申請人簽名： _____
Signature of Applicant:

申請人姓名： (請以正楷填寫) _____
Name of Applicant: (Please write in block letters)

日期： _____
Date

機構印章： _____
Organisation's Chop

索取宣傳品 (易拉架除外) 備註:

Note for taking publicity materials (except for easy-mount banners):

1. 各項刊物內容請參閱 https://www.nd.gov.hk/tc/publicity_materials_posters.html 。
For the content of publicity materials, please take reference from:
https://www.nd.gov.hk/en/publicity_materials_posters.html .
2. 本處將盡快處理接獲的申請，惟如果索取物資數量較多，準備時間可能稍長。本處職員將聯絡申請人確認提取時間。
The Narcotics Division (ND) will process the request as soon as possible, and applicants may note a longer preparation time for requesting large quantity of materials. ND officers will contact the applicant to confirm the time of collection.
3. 不設送貨服務。提取物資地點為香港金鐘道 66 號金鐘道政府合署高座 30 樓。辦公時間為星期一至五，每日上午九時至下午一時；下午二時至五時三十分，星期六、日及公眾假期休息。
No delivery of publicity materials. The address of ND office for taking publicity materials is: **30/F, High Block, Queensway Government Offices, 66 Queensway, Hong Kong**. The opening time of ND office is 9 am to 1pm; 2pm to 5.30 pm, closed on Saturday, Sunday and public holidays.
4. 本處將盡量滿足申請機構需求，惟實際數量需視乎存貨數量而定。本處將聯絡申請人確認給予數量。
ND will grant the materials depending the status of inventory stock. ND officers will contact the applicant to confirm the exact amount of materials granted.

易拉架借用條款：

Terms and Conditions for Easy-mount Banners rental:

1. 每個易拉架尺寸為 85cm(闊) x 205cm(高)。
The size of each easy-mount banner: 85cm(wide) x 205cm(tall).
2. 易拉架內容請參閱https://www.nd.gov.hk/tc/exhibition_panels.html 。
For the content of the easy-mount banner, please take reference from:
https://www.nd.gov.hk/en/exhibition_panels.html .
3. 借用者在領取易拉架時，須檢查及點算物資，如有損壞或遺漏，應即時通知本處職員備案。
When picking up the easy-mount banners, borrower is obliged to check and confirm the materials. He/she should report to our officers immediately should any damages or amount differences are spotted.
4. 如借用者在領取易拉架後、舉行展覽前，發現易拉架有損壞或遺漏，必須立即通知本處職員並拍攝損毀情況，然後將有關照片以電郵方式傳送予本處以茲證明；如借用者於舉行展覽後方通知本處，則由借用者承擔有關責任*。
If the borrower spots any damages or amounts differences after picking up the easy-mount banners, he/she should report to our officers immediately, take photos for record and send those photos via email to our officers for proof. If the borrower informs our officers about the damages/amounts difference after the exhibition period, he/she is responsible for the damages/amount difference.
5. 本處將於借用者歸還易拉架後的兩個工作天內檢查易拉架。借用者需小心使用易拉架，並確保易拉架在歸還時完好無缺。借用者如在借用期間損毀或遺失易拉架，必須在歸還時通知本處職員並承擔有關責任*。 The ND's officers will check the easy-mount banners within two working days after the return from the borrower. The borrower has to use the easy-mount banners with cautions, and make sure the easy-mount banners are intact. If the easy-mount banners are damaged / lost during the rental period, the borrower has to report to our officers when returning them, and he/she is responsible for the damages/amount difference.
6. 借用者須確保參觀者於展覽期間的安全，並須為任何傷害、損毀或遺失承擔有關責任*及賠償。 The borrower has to make sure the safety of visitors during the exhibition period, he/she is responsible for the liability or redemptions to any injuries / damages or amount loss.
7. 借用者須依時交還所借用的易拉架。如過期未有歸還，本處有權向借用者追究因延遲歸還帶來的損失及日後拒絕向借用者借出易拉架。
The borrower has to return the easy-mount banners on time. If the easy-mount banners are returned overdue, the ND is entitled to pursue for any loss from the borrower for the late return. The ND also reserves the right to rent other easy-mount banners to the borrower.

8. 借用者在未經本處許可，不得擅自將易拉架外借予其他機構，而借用的易拉架亦只可作非牟利用途。
Without permission, the borrower is not allowed to rent the easy-mount banners to other organisations. The rented easy-mount banners are only allowed for non-profit use.
9. 本處擁有一切最後的決定權及保留一切追究權利。有關責任包括賠償及支付所需修理、複印易拉架及更換配件的費用，以及確保參觀者安全的責任。
The ND withholds all final decision rights and reserves all rights of investigation and pursuance. The concerned responsibilities include compensation and payment of necessary repairs, the cost of production the easy-mount banners and replacement parts, and the responsibility to ensuring the safety of visitors.

查詢

Enquiries

1. 請將填妥的表格，傳真到 2810 1790 或電郵至 sbenq@sb.gov.hk。
After completing the application form, please return it via email (sbenq@sb.gov.hk) or facsimile (2810-1790).
2. 本處收到申請表格後，將聯絡申請人確認。如在提交表格後兩個工作天內仍未獲本處回覆，請致電 2867 2767 與禁毒處職員查詢。
After receiving the application form, the ND officers will contact applicant for verification. If no reply from the ND is received within two working days after filing in the application, please contact our officers via phone calls (2867-2767).