

Application for Acceptance of Advantage
接受利益申請表格

- Notes:** 1 Part I of this form is to be completed by the staff member and Part II by the Approving Authority.
註: 本表格第一部份由獲贈利益的同事填寫，第二部份由批核人員填寫。
2 Please read the Rules on "Acceptance of Advantage" before completing this form.
填寫本表格前，請先詳閱大學有關「申報利益」的政策指引。

Part I 第一部份

A. Personal Particulars 個人資料

Staff Name Dept/Office
姓名: (Staff ID 職員號碼:) 部門:
Position 職銜: Extn 內線:

B. Information of the Offeror/Gift 餽贈人/禮品資料

- 1 Name of the Offeror Position
餽贈人姓名: 職銜:
2 Organization 機構: Relationship 關係:
3 Description & (Assessed) Value of the Gift 禮品的資料及估值/價值:

- 4 Occasion on which the gift was/is to be received 經已/將會獲贈禮品的場合:

- 5 Recommended Method of Disposal 建議處置方法: Remark 備註

- ☐ Retain by the Applicant 由申請人保留
☐ Retain for Display/as a Souvenir in the appropriate venues on campus
擺設在校園內適當的地方
☐ Share among the Office 在辦公室共同享用
☐ Reserve as Lucky Draw Prize at Staff Function
在大學活動中作抽獎之用
☐ Donate to a Charitable Organization
捐贈到慈善機構
☐ Turn over to the library or teaching departments of the University 送予圖書館或大學教學部門
☐ Return to the Offeror 歸還餽贈人
☐ Others (please specify) 其他(請說明):

Signature 簽署: Date 日期:

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Part II 第二部份(To be completed by the Approving Authority 由批核人員填寫)

A. I *approve/ do not approve the acceptance of the above gift.
本人批准/不批准接受上述禮品。

B. I *approve/ do not approve the above recommended method of disposal.
本人批准/不批准上述建議的處置方法。

The gift should be disposed of as follows:
該禮品應以下列方式處置：

Signature 簽署: _____
President and Vice-Chancellor or
Vice-President (Administration) and
Secretary

Date 日期: _____

**Please delete as appropriate*