

Serial No. : \_\_\_\_\_

Application for Loan of Stores/Equipment  
Tai Po District Office

Part I

(to be completed by the applicant)

Name of organisation: (Chinese) \_\_\_\_\_

(English) \_\_\_\_\_

Address: \_\_\_\_\_

Telephone no.: \_\_\_\_\_ Fax no.: \_\_\_\_\_

Period of loan: from \_\_\_\_\_ to \_\_\_\_\_

Date of collection: \_\_\_\_\_ Date of return: \_\_\_\_\_

Name of activity: (Chinese) \_\_\_\_\_

(English) \_\_\_\_\_

Venue: \_\_\_\_\_

The loaned stores/equipment will be borrowed from \_\_\_\_\_

Community Centre/Community Hall. Details are as follows: -

Item No.	Description	Quantity/Unit	Remarks

I/We fully understand that the above loan, if approved, will be subject to the following conditions:

- (a) I/We will not use the loaned stores/equipment for profit-making activities ;
- (b) I/We will be responsible for the collection and return of the loaned stores/equipment, including meeting any expense incurred in their transportation (e.g. wages, transportation fee etc.);
- (c) I/We will indemnify the Government against any loss of and damages to the loaned stores/equipment while they are on loan;
- (d) I/We will be liable for any injury to persons or damages to private or Government properties arising either directly or indirectly from the transportation and use of the loaned stores/equipment, and
- (e) I/We will return the loaned stores/equipment at anytime if required by the Tai Po District Office.

\_\_\_\_\_  
Signature of the applicant

Official Stamp of the  
applicant organisation

Name of the applicant: (Chinese) \_\_\_\_\_

(English) \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Part II

(A) (to be completed by the recommending officer)

To: Tai Po District Officer

Application is \* recommended/not recommended except the following items:

2. Application is not recommended because \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_                                  \_\_\_\_\_  
Date    (                                  )  
post title of the recommending officer

\* Delete as appropriate

---

(B) (to be completed by the Tai Po District Officer)

To: (                                  ) (post title of the recommending officer)

Application as recommended in (A) above is \* approved/not approved.

\_\_\_\_\_                                  \_\_\_\_\_  
Date    (                                  )  
Tai Po District Officer

\* Delete as appropriate