Record No：_____
(by School)

DESIGNATED DONATION

Date：_____

Part A：Details of Donation

I/We would like to donate HKD $ _____(* ~~Cash~~ / Cheque no:_____)
(Currency)
to The Incorporated Management Committee of Caritas Lok Yi School for

- ☐ School’ s general operation
- ☐ Specified use ：_____

Part B：Intentions of Donor

According to The Constitution of The Incorporated Management Committee of Caritas Lok Yi School, no. 43, “Receiving Donations in the form of Money”：

> *“Prior to receiving donations in the form of money, the IMC should check with the donors whether they wish the IMC to return the money to them in the event of the dissolution of the IMC. If they have such intention, the IMC should explain to them that such money is not tax-deductible.”*

I declare that, once the Incorporated Management Committee dissolve, this donation *need / do not need return to me.

Donor’s Signature ：_____
Name of Donor ：_____
(in BLOCK LETTERS)
Address of Donor ：_____
Telephone Number ：_____

School Chop

Staff’s Signature ：_____
Name of Staff ：_____
Principal’ s Signature ：_____
Date ：_____

* Please delete wherever inappropriate.

Please note：
1. Cheque should make payable to “The Incorporated Management Committee of Caritas Lok Yi School”.
2. This only serves as our school record and is not a receipt. An official receipt will be sent to you later.
3. Donations over HK$100 are tax-deductible.