

# Education Resources Borrowing Form (Applicable to Schools and Institutions in Macau)

Address: Rua de Abreu Nunes No.6, Edf. Iao Lun, 1 Andar A, Macau  
Tel: (853)2843 5335 • Fax: (853)2835 2737



School/ Institute's Name: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
 Contact No.: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**Please send this form to us at least 2 working days before the borrowing date. A maximum of 3 items can be borrowed for 1 week.**

Borrowing Date: (DD/MM/YYYY) \_\_\_\_\_

Return Date: (DD/MM/YYYY) \_\_\_\_\_ (Two weeks maximum)

Purpose: \_\_\_\_\_

VCD/DVD	1. _____	2. _____	3. _____
Exhibition Board	1. _____	2. _____	3. _____
Book	1. _____	2. _____	3. _____
Others	1. _____	2. _____	3. _____

※ To ensure proper usage of materials, please follow the guidelines accordingly:

### Guidelines

1. All materials can be borrowed for two weeks maximum. Borrowed items should be returned on or before the due date. A late charge of MOP10 per item per day will be levied.
2. Penalties of MOP 100/pcs for VCD/DVD and MOP 450/pcs for Exhibition board/ Picture will be charged for any lost or damaged items.
3. All materials borrowed should not be reproduced in any form, publicly distributed or used for fundraising or promotion purpose without prior permission from World Vision Hong Kong.
4. Please use the hooks or clips for hanging the exhibition board or the picture. **Do Not** use tapes or staples. Please put the exhibition board in correct order before returning them to us.
5. Please keep the material(s) clean.

Signature of the applicant (with chop of school/ institute): \_\_\_\_\_

Signature of the recipient: \_\_\_\_\_

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

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

Your personal data will be kept strictly confidential by World Vision for communication purpose, and forwarded to service providers as needed for processing donation and sending receipts for WV. We would like to keep you updated on our ministry, fundraising and other educational activities. If you would like to stop receiving information from us, please call (853)2843 5335.

World Vision of Macau Association is a Christian humanitarian organisation working to create lasting change in the lives of children, families and communities living in poverty.

Official Use Only

Materials Released by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Materials Released by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_