Non-Government Organization Hong Kong

SAMPLE LETTER

TO BE ISSUED WITH GF179A

Please use organization's official letterhead

BY POST

Insert date here

[DATE]

The Secretariat to the
Enhancing Self-Reliance Through District Partnership Programme
31/F, Southorn Centre
130 Hennessy Road
Wan Chai, Hong Kong

Dear Sir / Madam,

Insert project name and the assigned project number here

Re: [Project Name and project number]
Payment Arrangement

In pursuant of the terms and conditions of the funding Agreement for the above project, we /I have kept a designated bank account to handle the grants, all receipts and payments relating to the project. We/I enclosed the following document / form of this designated bank account for your arrangement of payments for the captioned project:

- a. A duly completed 'Authority For Payment To a Bank (GF179A)' Form; and
- b. a copy of the first page of the bank passbook showing the account name and number.

Thank you.

Yours faithfully,

[Name of Authorized Person]
[Title of Authorized Person]

Remember to attach the required documents

Address 1 Sunny Road, Hong Kong

Telephone: 1234-5678

Fax: 2345-6789



信件樣本

Encl.

請連同 GF179A 表格一併遞交

請使用機構信紙

郵遞

「伙伴倡自強」社區協作計劃秘書處 民政事務總署 香港灣仔軒尼斯道 130 號 修頓中心 31 樓

敬啟者:

輸入計劃名稱及 指定之計劃編號

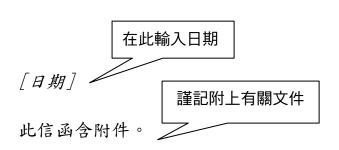
有關:[計劃名稱及指定之計劃編號] 之款項安排

因應上述項目的撥款協議的規定,我們/我已開設一個指定銀行帳户,以處理與這項目有關的撥款及收支。現隨函附上該指定銀行帳户之以下文件/表格以供 閣下處理有關撥款事宜:

- 一、 已填妥的「款項付予銀行授權書(GF179A)」表格;以及
- 二、 相關銀行存摺第一頁 (顯示帳戶名稱及號碼)的副本。

此致

「伙伴倡自強」社區協作計劃秘書處



[獲授權者姓名] 「獲授權者職銜]

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