



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



信件樣本

請連同 GF179A 表格一併遞交

Encl.

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戶，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戶之以下文件／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]

在此輸入日期

[日期]

謹記附上有關文件

此信函含附件。