

「伙伴倡自強」社區協作計劃 申請發還資本開支表格
Enhancing Self-Reliance Through District Partnership (ESR) Programme
Application for Reimbursement of Capital Expenditure

(機構必須盡早遞交發還資本開支申請，所有於資助期屆滿一年以後才遞交有關申請，一般均不獲受理。
All applications for reimbursement of capital expenditure should be submitted in the earliest instance. Any such claims submitted later than one year after the lapse of funding period will normally not be entertained.)

甲部 : 基本資料

Part A : Basic information

計劃名稱及編號： Project name and No. :	ESR	
受資助機構名稱： Name of organization :		
計劃批准日期： Date of approval :		
核准資本開支預算金額 (A) Approved grant for capital expenditure (HK\$)	累積已獲發還的資本開支金額 (B) Cumulative Previous Claims on capital expenditure (HK\$)	尚未使用的資本開支金額 (A)-(B) Capital expenditure available for use (HK\$)

乙部 : 資本開支的詳細分項

Part B : Detailed breakdown of capital expenditure

核准項目 Approved Item	核准預算 Approved Budget HK\$	修訂預算 ¹ Revised Budget ¹ HK\$	累積已獲發還的 金額 Cumulative Amount Claimed HK\$	是次申請發還的 金額 ² Expenditure to be Claimed in this Application ² HK\$	單據編號 ³ Assigned Index No. for Receipts ³	偏離預算的原因 /備註 Reasons for Deviation/ Remarks
總額 Total:						

備註 Note:

- 若機構需申請/已獲批准調撥個別項目的預算開支，請把修訂後的預算填寫於此欄。
Where virement of fund is required / have been approved, the revised budget should be entered in this column.
- 所有由協作計劃資助的支出，必須有單據及相關報價記錄及招標文件，並經機構查證無誤及印上機構的蓋章後連同本表格一同遞交。
All supporting receipts for payments met by funding of ESR Programme and the relevant Records of Quotations should be certified by the organization and submitted with this application or by mail.
- 請按支出項目將有關票據分類及在票據的右上角依次寫上編號，並於此欄內填寫單據編號。
All expenditure items should be properly categorized and indexed. The index number assigned to the supporting documents at the top right hand corner should be included in this column.

Part C : Certification by organization
丙部 : 機構聲明

I certify that:

本人茲證明：

- (1) 上述資料均準確無誤及並無缺漏；
the information provided above is correct and without any omission;
- (2) 所有購入的貨物已證實收妥，所購買的服務均屬合理及有必要，並且均遵照機構與香港特別行政區政府所簽訂的協議(撥款協議)條文，以及刊載於廉政公署網站及協作計劃網頁內的防貪指引辦事；
the goods purchased have been received in good order and all the services detailed were considered reasonable and necessary to the project, and all the related procedures are in compliance with the terms and conditions spelt out in the agreement signed between the organization and the Government of the Hong Kong Special Administrative Region (the funding agreement), as well as all relevant guidelines on corruption prevention as published at the website of the Independent Commission Against Corruption (ICAC) and at the webpage of ESR Programme;
- (3) 為計劃購入的產品及服務，已遵照撥款協議條文、以及刊載於廉政公署網站及協作計劃網頁內的防貪指引的採購程序辦事，其報價及價格與市場水平比較均屬合理；
procurement procedures of all goods and services of the project are in compliance with the terms and conditions spelt out in the funding agreement, as well as all relevant guidelines on corruption prevention as published at the website of ICAC and at the webpage of ESR Programme; the prices quoted and accepted for purchases of goods and services in the project are considered reasonable compared with the market prices;
- (4) 在乙部訂明的所有支出項目均只用於上述核准計劃。
the expenditure listed in Part B is solely incurred for the use of the above mentioned project.

機構蓋章
Official Chop

負責人姓名*：

Name of responsible officer*: _____

簽署：

Signature: _____

職位：

Post: _____

日期：

Date: _____

*必須為撥款協議中附表 I 所列獲授權核證開支及動用指定銀行帳戶的人士。

* Person(s) authorized to certify expenditure and operate the designated bank account as stipulated in Schedule I of the funding agreement.

Methods of Submitting

Applicant may submit application form by the following ways:

(a) **By Post / By Hand** –to the following address:
The Secretariat to the Enhancing Self-Reliance Through District Partnership Programme, Home Affairs Department
31/F, Southorn Centre, 130 Hennessy Road,
Wanchai, Hong Kong

(b) **By Email** - to the following email address:
esr_secretariat@had.gov.hk

遞交方法

機構可以下列方式遞交申請表：

(一) 郵遞或專人交付至以下地址：
民政事務總署
「伙伴倡自強」社區協作計劃秘書處
香港灣仔軒尼詩道 130 號
修頓中心 31 樓

(二) 電郵傳送到本計劃的電郵信箱：
esr_secretariat@had.gov.hk