



HONG KONG AIR CADET CORPS 香港航空青年團

Application for Equipment Loan Form 物品借用申請表格

This Application must reach Headquarters 14 days before the Activity Date

此申請表格必須在活動日期前十四日到達總部

Please read notes before completion 填寫前請先閱讀摘要

Serial No. _____

Day of Application (申請日期): _____

Applying Unit (申請單位): _____

Title of Activity (活動名稱): _____

Nature of Activity (活動性質): _____

Number of Participants (參加人數): _____

Duration of Activity (活動時限): From (由) _____ To (至) _____

Activity Approved by (批核活動單位): _____

Responsible Officer (負責長官): _____

Signature

Name

Rank

Contact Person (聯絡人): _____ Contact Phone No. (聯絡電話): _____

Loan Items (借用物品)

No.	Items 物品名稱	Quantity 數量			Remarks 備註
		Applied 申請	Approved 批核	Returned 交回	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
Total Number of Items					

Loan approval Officer: _____

(批核長官)

Signature

Name

Rank

Date

Signature of Collecting Officer: _____

(物品收取人)

Signature

Name

Rank

Date

Notes:

- A deposit of HK\$100.00 is required for each application.
- This Loan Form must be completed in full. *Incomplete form will not be entertained.*
- Items to be collected from Headquarters 3 working days before the reported activity.
- Items to be returned to Headquarters within 3 working days after the reported activity. Returned items must be **CLEAN** and **DRY**.
- All Gas Stoves and Lanterns must be detached from the gas container on return.
- All damage and loss must be reported on the "Report on Damage/Lost Form"
- Payment for damage and loss is at the decision of OC Supply Flight.