

Name of School / Organisation 學校 / 團體名稱		
Contact Person 聯絡人	Title 稱謂 Mr. 先生 Ms. 女士	
Email Address 電郵地址	Contact No. 聯絡電話	
No. of Participant (Including Staff) 參加人數 (包括工作人員)	Grade (If applicable) 學生級別 (如適用)	
Online Platform Selection 線上平台選項	Microsoft Teams	Zoom
Available Booking Hours 可供預約時段 30 mins per Session 每節 30分鐘 Monday – Friday 星期一至五 Morning 上午: 9:30 AM – 12:30 PM Afternoon 下午: 2:30 PM – 5:00 PM		
1st Preferable Date 首選活動日期	Time Slot 活動時段	
Y Y Y Y - M M - D D	H H : M M - H H : M M	
2nd Preferable Date 次選活動日期	Time Slot 活動時段	
Y Y Y Y - M M - D D	H H : M M - H H : M M	
Remarks 備注		

HGC Dedicated Use

Terms & Conditions 條款及細則：

- Activity application must be submitted at least 5 working days in advance.
活動申請須於不少於五個工作天前遞交。
- Each online learning session shall be limited to a maximum of 100 login accounts.
每節線上學習活動最多可容納 100 個登入帳戶。
- Preferable date and session will be arranged as far as possible, subject to HK Electric's final confirmation. Phone and email confirmation regarding the date and session of activity will be provided by HK Electric.
活動將盡量配合所選擇的日期及時段，惟最終以確認安排為準。港燈將以電話及電郵確認實際之活動日期及時段。
- HK Electric staff may occasionally take photos or videos during the activity for use in promotional publications, corporate social media platforms (including Facebook and/or YouTube) and on our corporate website. These images will not be shared with third parties. If you do not wish for any photos or videos taken during the activity be used, please inform us in writing.
港燈職員將不時於活動進行期間拍攝及攝錄有關情況，及將有關圖像及片段刊登於宣傳品，以及上載至本公司網站及社交平台（包括 Facebook 及 YouTube）作推廣用途。相關圖像及片段不會轉移至第三方。如不欲港燈使用有關圖像及片段，請以書面形式通知本公司。

Collection of the above information is solely for the arrangement of the visit. The information will be kept by Customer Business Development Department of HK Electric and will be used when necessary. The information collected will be deleted and shredded within two months after the visit. Regarding the Company's guidelines in handling personal data, please refer to the "[Privacy Policy Statement](#)" posted on website of HK Electric.

以上收集的資料僅供是次參觀安排及聯絡使用。有關資料由港燈客戶業務發展部保管及有需要時使用，並於活動後兩個月內銷毀。關於公司的個人資料處理守則，請參閱已上載於港燈網站的《[私隱政策聲明](#)》