



## Caritas Computer Workshop

Unit 616, Chevalier Commercial Centre, No. 8 Wang Hoi Road, KLN Bay, KLN (Application & Repair)

Unit A, 4/F, Freder Centre, 62-68 Sung Wong Toi Road, To Kwa Wan, Kowloon (Computer donation and data destruction)

Tel: 2716 6875 Fax: 2716 6951 Website: <https://ccw.caritas.org.hk>

Email: [ycscw@caritassws.org.hk](mailto:ycscw@caritassws.org.hk) WhatsApp: 55209507

# 「Caritas Reused Computers / Digital Products / Networking Products」 Application Form (For NGOs only)

(Valid Till : 31.12.2023)

1. Particulars of NGOs			
Name of Organisation			
Name of Unit			
Address	(Room/Flat)	(Floor)	(Block)
	(Name of Building/Estate)	(No. & Name of Street)	
Telephone No.			
2. Particulars of Contact Person			
Name			
Office Tel.		Mobile Tel.	
Fax		Email Address	
Purpose	<input type="checkbox"/> Office Use <input type="checkbox"/> Educational Use <input type="checkbox"/> Activity Use <input type="checkbox"/> Other : _____		
Signature of Person-in-charge			Organisation Stamp
Name of Person-in-charge	Position		
3. Document(s) submitted			
<input type="checkbox"/> Members of the Hong Kong Council of Social Service (No documents needed)			
<input type="checkbox"/> Members of the Community Chest (No documents needed)			
<input type="checkbox"/> Schools formed under the Section 3 of the Education Ordinance (Cap. 279) (No documents needed)			
<input type="checkbox"/> Charitable Organisations (Please submit proof of exemption from tax under section 88 of the Inland Revenue Ordinance or trusts of a public character. )			
<input type="checkbox"/> Other Non-governmental Organizations (Please submit document of proof for charity purpose.)			
5. For Office Use			
Signature/Date: (Staff Only)			Application No. :

For the details and price of products, please refer to our "Product Catalogue" or Website: ccw.caritas.org.hk

Please fill in the product code, upgrade options (if any) and quantity.

Desktop Computer - Product Code :	Qty.	Upgrade Options				Sole Purchase	Price (Office Use)
		1TB HDD	Upgrade with Brand-new SSDs (240/480GB)	Upgrade to Brand-new Kingston 8GB DDR3 Memory	Upgrade with Brand-new GT1030 Graphic Card	22" LCD Monitor	

(Desktop Computer included LCD Monitor, Mouse and Keyboard)  LCD Reduction

Notebook Computer - Product Code :	Qty.	Upgrade Options			Price (Office Use)
		Upgrade with Brand-new SSDs (240/480GB)	Upgrade to Brand-new Kingston 8GB DDR3 Memory	Mouse	

All computers are pre-installed with Windows Operating System, Microsoft Office and Windows Defender Antivirus.

All computers include 1-month free maintenance, w.e.f. the date of collection . After the maintenance period, the applicants should contact the workshop for repair checking and quotation.

Please fill in the name of products needed, particular needs & quantity. (Our staff will contact the applicant for following up.)

The workshop offers the following products: smartphones / tablets / Apple computers / printers / scanners / servers / networking devices / firewalls

Product	Particular Needs	Qty.

Please ✓ the Appropriate box.

Delivery	by Computer Workshop (excluded outlying islands and restricted area), the date will be proposed.	\$80 / Set	<input type="checkbox"/>
	**Collection Point Only** Delivery to Collection Pt. : _____	\$30 / Set	<input type="checkbox"/>
	Collect At Computer Workshop	\$0	<input type="checkbox"/>

Our organisation and I have read and agreed to the Caritas Computer/Network Equipment/Digital Products Reuse Programme Guidelines.

\_\_\_\_\_  
Name of Person-in-charge

\_\_\_\_\_  
Signature of Person-in-charge

\_\_\_\_\_  
Date