



## First Aid Service Application Form

### Applicant Information (Information collected is only used for application handling)

Name of organization	
Address	
Name <input type="radio"/> Mr <input type="radio"/> Ms	Post / Title
Contact no.	Fax no.
E-mail	

### First Aid Service Fee (for each first aid post)

Category of Event Organizer	Fee <sup>B4</sup> per session (HKD)*	✓
Member of The Hong Kong Council of Social Service	\$50	
Non-Profit Organization* / Government Unit (*Should provide a copy of exemption letter under Section 88 of the Inland Revenue Ordinance as proof)	\$200	
Other Organizations	\$500	

### Event Information

Name	
Date	Time
Venue	Nature
Target	No. of Participants
Name of Contact Person (for event day) <input type="radio"/> Mr <input type="radio"/> Ms	Contact Telephone No.
No. of First Aid Post Requested	
Other information (please provide map, floor plan, etc.)	
# I/We have read and fully understood the "Guidance Notes" (as attached).	
Applicant's Signature Date	Organization Chop

## Guidance Notes

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### A. Application

- 1) Applicant should either submit through online application system (<http://link.redcross.org.hk/fasen>) or submit a completed “First Aid Service Application Form” to **Hong Kong Red Cross First Aid Service Coordination Team** (hereafter referred as “Agency”) by fax or email **4 weeks** prior to the event date;  
Fax number: **(852) 3103 4083**;  
Email address: **fas@redcross.org.hk**
- 2) Only one application form should be submitted for each service request;
- 3) Please provide us the supplementary information related with your application or venue, includes event rundown, location of first aid post etc. (For readability, please use email if there is any color document)
- 4) Please inform us at your earliest convenience if you would like to revise or cancel the application;
- 5) Upon acceptance of application, an acknowledgement email will be sent within **7 days**;
- 6) Application result will be informed by email not later than 2 weeks in advanced of event date;
- 7) For enquiries, please contact our staff at **(852) 2507 7110** during office hours (Mon to Fri 10:00 – 18:00).

### B. Service Charge

- 1) The Service fee is intended for first aid consumables and equipment, it would be differ by category of applying organization, details as follows:
- 2) Service session counts as **4 hours** per session; less than 4 hours will also be counted as 1 session;
- 3) In case of extended service time, service charge may subject for adjustment, please refer to invoice for actual amount in case of difference;
- 4) Each first aid post consists of at least two first aiders, actual number will be depends on the risk and nature of event;
- 5) In case of service cancellation or postponement after the agreement was confirmed, applicant still needs to pay the service fee; please refer here for bad weather arrangement (<http://link.redcross.org.hk/fasen> Application Guidance & Fee)
- 6) First aid service charge invoice will be issued by email **within 7 days** upon end of event, please contact us to request original copy;
- 7) Payment should be settled by any of the following methods **within 10 days** upon issuance of invoice:
  - Bank Transfer OR
  - Cross Cheque
- 8) Receipt will be issued by email within 7 days upon payment is received, please contact us to request original copy;
- 9) No payment shall be made on or before the event date, first aid responders would not accept any service charge in any format during the event;
- 10) Hong Kong Red Cross first aiders are recruited on voluntary basis, any kind of reward is not accepted, except those pre-agreed by the applicant and Hong Kong Red Cross, (i.e : meal or transportation allowance)

### C. Volunteer Protection

Our first aiders are covered by personal accident insurance.