



Manchester Chinese Christian Church 曼徹斯特華人基督教會

## Gift Aid Declaration (Regular Donation) 定期捐獻退稅援助聲明

(Registered Charity No. 註冊慈善團體號碼: 500562)

<b>A</b>	<b>Donor/Applicant's Details 捐獻/申請人資料</b> Title 稱謂: (先生/小姐等): _____ Full Name 英文姓名: _____ Home Address 通訊地址: _____ Postcode 郵編: _____
<b>B</b>	<b>Donor/Applicant's Declaration 捐獻/申請人之聲明</b> From the date of completing this declaration, I give consent to <b>Manchester Chinese Christian Church (MCCC)</b> to treat all donations which I make from today onwards as Gift Aid Donations until I notify this charity otherwise. I also consent to MCCC processing and securely keeping the data I have supplied for the purposes of: <ul style="list-style-type: none"><li>• reporting of donations to fulfil the requirements of Gift Aid collection and MCCC annual report</li><li>• maintenance of accounting records</li></ul> For MCCC's full data privacy statement, please visit our official website: <a href="http://www.manchesterccc.org.uk/?page_id=2804">http://www.manchesterccc.org.uk/?page_id=2804</a> (The Chinese version is on the next page. 中文版本載於下頁。)
<b>C</b>	<b>Important Notice for Donor/Applicant 捐獻/申請人須知</b> <ol style="list-style-type: none"><li>1. Please notify us if you change your home address (except for single donations).</li><li>2. While the declaration is in force, you must pay enough Income Tax or Capital Gains Tax (other taxes such as Council Tax and VAT do not qualify) for each tax year, that is at least equal to the amount of tax that all the charities that you donate to will reclaim on your gift for that tax year, currently 25p per £1 donated.</li><li>3. Higher rate tax payers can claim further tax relief in their Self Assessment Tax Return.</li><li>4. You may cancel at any time, and should do so if you no longer pay tax.</li><li>5. MCCC must keep records of all Gift Aid declarations, whether they are written, online or verbal for 6 years from the end of the accounting period they relate to. After this period, records will be securely destroyed.</li></ol> (The Chinese version is on the next page. 中文版本載於下頁。)
<b>D</b>	<b>Donor/Applicant's Signature 捐獻/申請人簽署</b> Signature 簽署: _____ Date 日期: _____

**For Office's Use Only**  
**辦事處專用**

MCCC Donor Code 曼徹斯特  
華人基督教會捐獻人編號:

If you would like to request a **MCCC Donor Code**, please leave your email address and phone number, so that we may contact you with your code:

如果你想索取**捐獻人編號**，請留下你的電郵和電話號碼，讓我們向你提供有關編號：

Email 電郵: \_\_\_\_\_

Phone number 電話號碼: \_\_\_\_\_

## Manchester Chinese Christian Church 曼徹斯特華人基督教會

中文版：(一切以英文版為準)

**B**

### **Donor/Applicant's Declaration 捐獻/申請人之聲明**

由填寫這份聲明起，本人願意讓曼徹斯特華人基督教會將本人從今天開始所作的**所有**捐獻用捐獻退稅援助的方式處理，直到我另行通知教會。另外，透過提交這份聲明，本人同意讓教會處理和妥善保管我提供的數據，用作下面的用途：

- 做捐獻報告來履行退稅援助和教會年度報告的要求
- 會計記錄用途

有關曼徹斯特華人基督教會數據私隱啟事的全部內容，請瀏覽教會網頁：

[http://www.manchesterccc.org.uk/?page\\_id=2804](http://www.manchesterccc.org.uk/?page_id=2804)

**C**

### **Important Notice for Donor/Applicant 捐獻/申請人須知**

1. 如果你搬家了，請通知我們你的新地址 (一次性捐獻除外)。
2. 在聲明有效期間，你需要在每個稅務年度繳交足夠入息稅或利得稅 (其他稅項，例如差餉和增值稅不會被計算在內)，而繳稅金額至少要跟你捐獻給本會和其他慈善團體的退稅金額相同，現時的定數為每一英鎊付 25 便士。
3. 繳交高稅額的納稅人可以於他們的個人報稅表上得到更多的捐獻退稅援助。
4. 你可以隨時取消此聲明，特別在你已經不需要繳交稅務後。
5. 曼徹斯特華人基督教會必須保留所有捐獻退稅援助聲明，包括書面、網上或口述申請，由相關的會計年度結束起保留六年。過了保留期限後，記錄會被銷毀。