



# Donation Form



Thank you for your donation to the University of Macau. Please complete and return this form to:

Alumni and Development Office, Room 2021, Administration Building (N6), University of Macau,  
University Avenue, Taipa, Macau, China  
Tel: +853 8822 4245 Fax: +853 8822 2316  
Email: donation@umac.mo

\*Required information

## Donor Information

\*Salutation:  Mr  Mrs  Ms  Dr  Prof  Others \_\_\_\_\_

\*Name in English: (Surname) \_\_\_\_\_ (Other name/s) \_\_\_\_\_

Name in Chinese: \_\_\_\_\_

\*Donor is a  Alumnus/Alumna (no. \_\_\_\_\_) Graduation Year: \_\_\_\_\_ Department /Major: \_\_\_\_\_  
 Staff (no. \_\_\_\_\_)  
 Student (no. \_\_\_\_\_)  
 Hon. Doc  
 Others \_\_\_\_\_

This donation is on behalf of \_\_\_\_\_. (tick if applicable)

I prefer to make this donation anonymously. (tick if applicable)

## Correspondence

Organisation Name (if applicable): \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position (if applicable): \_\_\_\_\_

\*Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

\*Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Donation Information

\*Amount: \_\_\_\_\_ \*Currency:  HKD  MOP  RMB  Other: \_\_\_\_\_

### \*Please allocate my donation to:

General Purposes (with no specification on projects or faculties)

Support Students / Scholarships (Please specify): \_\_\_\_\_

College, Faculty, Department, Centre/Unit (Please specify): \_\_\_\_\_

Others (Please specify): \_\_\_\_\_

Note: Acceptance of any donation is subject to the approval of the University of Macau.

## Donation Type

One-off Donation  Regular Donation

### (For Regular Donation)

I would like to make a \_\_\_\_\_ (monthly / quarterly / annual) donation to the University of Macau of an amount of \_\_\_\_\_ (currency: \_\_\_\_\_) starting on \_\_\_\_\_ (MM/YYYY) for \_\_\_\_\_ instalments via the following payment method.

*Should there be any modification regarding the regular donation, please inform the Alumni and Development Office 30 days in advance through email or letter.*

## Payment Method

Cash  
 Crossed Cheque payable to "University of Macau"  
 Others (Please specify): \_\_\_\_\_

## Personal Data Collection Statement

- The University of Macau (UM) being a public institution of higher education as set in Law No. 1/2006, for the purposes of donation, communication and providing the related administrative services, requests the donor to fill in this donation form.
- The personal data collected through this donation form shall only be used for the purpose of donation, communication and providing related administrative services.
- Personal data collected will not be transferred to other institutions without your consent. Personal data may be transferred to authorized entities for reasons of the protection of public interests, investigation and prosecution of criminal offenses.
- The donor is entitled to the right of accessing, rectifying, and updating the data provided in the form in accord to the law. But such rights shall be exercised through a written request (by e-mail, fax, or letter) submit to the Alumni and Development Office of the UM.

\*Donor's Signature: \_\_\_\_\_ \*Date: \_\_\_\_\_ (DD/MM/YYYY)

## For Official Use Only

### Form Submitted by

Name of Staff Member: \_\_\_\_\_ Department: \_\_\_\_\_ Extension: \_\_\_\_\_

Department/Unit Head's Endorsement: \_\_\_\_\_ Date of Endorsement: \_\_\_\_\_ (DD/MM/YYYY)

### Receipt To

*(Should the receipt be sent to another staff member other than who submit this form, please fill in the following)*

Name of Staff Member: \_\_\_\_\_ Department: \_\_\_\_\_ Extension: \_\_\_\_\_

### Approval for the Acceptance of Donation

\_\_\_\_\_  
Approver's Signature

\_\_\_\_\_  
Date of Approval (DD/MM/YYYY)