



復康器材租借申請表

Application Form for Borrowing and Renting Rehabilitation Equipment

申請者資料 Applicant's Information		日期 Date : _____		
姓名 Name :				
電話 Tel :				
電郵 Email :				
轉介者 Referral (如有 If any):				
使用者資料 User's Information				
姓名 Name :	身份證號碼 HKID :	年齡 Age :		
電話 Tel (如與申請者不同):	電郵 Email :	體重 Weight :		
地址 Address :				
租借原因:				
預計借用期 Estimated borrowing period : 由 From _____ 至 To _____				
使用者 User : <input type="checkbox"/> 長者 Elderly <input type="checkbox"/> 復康者 Rehabilitant <input type="checkbox"/> 長期病患者 Chronic illness <input type="checkbox"/> 殘疾人士 Person with disability <input type="checkbox"/> 其他 Others : _____				
借用器材資料 Requested Rehabilitation Equipment				
<input type="checkbox"/> 輪椅 Wheelchair	<input type="checkbox"/> 電動護理床 Electric Rehabilitation Bed	<input type="checkbox"/> 穿手拐杖 Elbow Crutch	<input type="checkbox"/> 腋下拐杖 Axillary Crutch	<input type="checkbox"/> 腳踏單車 Exercise Pedal Bike
<input type="checkbox"/> 電動輪椅 Electric Wheelchair	<input type="checkbox"/> 沖涼椅 Shower Chair	<input type="checkbox"/> 床欄 Bed Rails	<input type="checkbox"/> 拐杖 Walking Stick	<input type="checkbox"/> 助行架(有轆/無轆) Walking Frame (With/Without Wheels)
<input type="checkbox"/> 電動靠背 Electric backrest	<input type="checkbox"/> 電動氣墊床 Electric Anti-decubitus Mattress	<input type="checkbox"/> 四爪拐杖 Quadripod	<input type="checkbox"/> 高背椅(有轆) Recliner Chairs with wheels	<input type="checkbox"/> 坐墊 Cushion
<input type="checkbox"/> 沖涼便椅 Shower Commode Chair	<input type="checkbox"/> 病床餐枱 Over Bed Table	<input type="checkbox"/> 鹽水架 Drip Stand	<input type="checkbox"/> 防壓瘡床褥 Anti-Pressure Sore Mattress	<input type="checkbox"/> 手動靠背 NON- Electric backrest
<input type="checkbox"/> 高背托腳輪椅 High-Back Wheelchair with leg rest	<input type="checkbox"/> 傾斜式高背托腳 輪椅連便廁 Tilting High- Back Wheelchair with leg rest & toilet function	<input type="checkbox"/> 電動吊機 Electric Patient Hoist	<input type="checkbox"/> 翻身輔助器 Turning Aid	<input type="checkbox"/> 其他 Others _____

申請人簽署前，請先細閱以下登記須知：

Please read these terms and conditions carefully before submitting any information to us:

1. 由於社區資源有限，一般緊急復康器材免費借用為期兩個月為限，逾期則以按月收取租金，整段租借期以八個月為限。請參閱附錄租金表格。(復康電機床、電動輪椅、電動吊機、氧氣機及高背椅不包括在此限)

復康電機床、電動輪椅、電動吊機、氧氣機及高背椅則以免費借用三個月為限，逾期者則需按月收取租金，整段租借期以九個月為限，但必需提供醫療轉介信並獲本會社工批核；另外，本會只提供電動輪椅設備借用，電池則需由使用者自行選購。

Due to limited community resources, general emergency rehabilitation equipment is free of charge for a period of two months. If it is overdue, the rent will be collected on a monthly basis and deducted from the deposit. The whole borrowing and renting period is limited to eight months. Please refer to the appendix rent form. (Rehabilitation motor bed, electric wheelchair, electric crane, oxygen concentrator and high back chair are not included.)

Rehabilitation motor beds, electric wheelchairs, electric cranes, oxygen concentrator and high-back chairs are limited to three months free of charge. Those who are overdue are required to collect rent on a monthly basis. The whole borrowing and renting period is limited to nine months, but medical transfer letter is required and must be approved by the Society. In addition, Hong Kong Rehabilitation A&E Association Ltd only provides electric wheelchair equipment for borrowing, and the battery needs to be purchased by the user

2. 租借器材服務只需支付相關按金及清潔費用(請參閱附件：「按金及清潔收費表」)借用之復康器材如有任何人為損壞，協會將有權扣除按金以作維修損失費用；如逾期歸還及失去聯絡者，按金則不獲發還；如遺失器材，協會將追究賠償。

A non-refundable cleaning fee is required for each loan. Also, a refundable deposit is charged but will be returned in full following the timely return of the undamaged equipment. The replacement or repairing of damages will be deducted from the deposit. When the equipment is overdue or the Association loses contact with the applicant, no deposit will be refunded. If the equipment is lost, the Association will claim the applicant to pay for compensation. For more details of the above-mentioned fees, please refer to the Appendix I: Deposit and Cleaning Fee for Borrowing of Rehabilitation Equipment.

3. 按金與清潔費均以現金形式支付，取回按金時必須出示正本按金收據，遺失將不獲退回按金。

The deposit and cleaning fee are paid in cash. When the deposit is retrieved, the original deposit receipt must be presented. If the receipt is lost, the deposit will not be refunded.

4. 申請人需於協會辦公時間，親自到協會辦理提取及歸還器材。

The applicant shall come in person, during office hours, to our office for picking up and returning the equipment.

5. 申請人必須出示身份證正本及自備使用者身份證副本以供核對，連同表格遞交。

The applicant shall present our staff his/her HKID, as well as a copy of the equipment user's HKID, together with a completed application form.

6. 除非獲得本協會提供的正式書面許可，否則申請人不能把租借之器材再轉借、租借或售賣予第三者使用。

Loans are not transferrable. Without the formal written permission from the association, the applicant shall never lend, rent or sell the equipment to the third party.

7. 本協會在租借器材前，已對器材進行充份檢查以確保其安全性。申請人在提取器材前，務必先檢查清楚，在滿意其狀況後才簽署相關文件確認租借。如器材出現任何問題，應停止使用及盡快退回，如繼續使用者，本協會恕不負責。

All equipment is checked prior to collecting to ensure they are in good condition and working order. It is the borrower's responsibility to check the equipment before signing any documents. The association shall not bear responsibilities if any damage is discovered afterwards.

8. 所有復康器材均屬於協會資產，協會保留於任何時間拒絕租借任何器材之權利。

All equipment remains the property of Hong Kong Rehabilitation A & E Association Ltd. at all times and all loans are subject to availability and discretion.

申請人如同意提交個人資料，並明白資料的使用用途，請填妥前一頁之表格後，在下方簽署並填上日期。

Please complete the form and make sure you understand and agree to the terms and conditions. Afterwards, please sign, date it and return the form to us.

申請人簽署 Signature : _____

日期 Date : _____