



香港友愛會
The Prisoners' Friends' Association

會員號碼 Membership ID

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通訊地址: 香港筲箕灣郵政信箱44001號

Correspondence Address: P.O. Box No. 44001, Shau Kei Wan, Hong Kong

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電郵 Email: info@pfa.org.hk

會籍申請表格 MEMBERSHIP APPLICATION FORM

選擇會籍 Select Types of Membership

☐ 監獄探訪 Prison Visitor

☐ 筆友 Pen Friend

請貼上你的照片

Please affix
your photo

個人資料 Personal Information

英文姓名 English Name _____ (Family Name) _____ (First Name) _____ (Alias)

中文姓名 Chinese Name _____ 出生日期 Date of Birth _____ (日/月/年 DD/MM/YYYY)

身份證號碼 / 身分證證明文件 ID Card No. / Identification Doc. _____

國籍 Nationality _____ 性別 Gender _____

住址 Home Address _____

職業 Occupation _____

你是否有刑事紀錄? Do you have a criminal record? ☐ 是 Yes ☐ 否 No

通訊方式 Contact Information

手提號碼 Mobile No. _____ WhatsApp _____ 住宅 Home _____

電郵地址 Email Address _____

選擇接受會訊方式 Select the way(s) to receive Newsletter

☐ 郵寄 By Post ☐ 電郵 By Email ☐ 本人不想接收 I do not want to receive any newsletter

其他資料 Other Information

能操之語言 Spoken Language(s)

能書寫之語言 Written Language(s)

宗教 Religion

興趣、嗜好、喜愛運動 Interests, Hobbies and Sports

您可以用來支持香港友愛會的技能或資格 Skills or qualifications that you could use to support PFA

義工工作相關經驗 Brief outline of voluntary experience

你現在是否其他非牟利團體、政治或志願機構的會員或成員？

Are you a member of any other NGOs, political or voluntary organisations?

☐ 否 No

☐ 是，請說明 Yes, please specify

什麼驅使你想加入香港友愛會成為義工？ What is your motivation for joining PFA?

你會怎樣把自己變成囚犯的好朋友？ What will make you a good friend to prisoners?

從何認識本會 How did you know about PFA? _____

是否第一次申請成為本會會員？如非，請提供以往會員時間

Are you applying to be a PFA member for the first time? If not, please provide the first application date.

☐ 是 Yes ☐ 否 No (請註明 Please specify) _____

(只適用於申請筆友會籍 Applicable to PenFriend Membership only)

你希望能與多少名囚友通訊？ How many prisoners you would like to correspond with? _____

你能承諾每月寫下多少封信？ How many letters you might commit to write each month per prisoner? _____

希望使用的筆名 Preferred Pen Name _____

收集個人資料和私隱政策聲明

Declaration and Acceptance of Rules and Personal Information Collection and Privacy Policy Statement

☐ 本人現申請成為香港友愛會會員。如本人的申請成功，我同意遵守香港友愛會的規則和不時修訂的規則。
I wish to apply for membership of the Prisoners' Friends' Association. If my application is successful, I agree to abide by the rules of the organisation, as set out here and amended from time to time.

☐ 本人已閱讀並明白香港友愛會的個人資料收集和隱私權政策聲明。本人同意香港友愛會以這種方式收集和使用我的個人資料。
I have read and understood the PFA's Personal Information Collection and Privacy Policy Statement. I consent to the PFA collecting and using my personal information in this way.

☐ 本人明白並同意我的個人資料將與懲教署分享，以便批准本人作為香港友愛會成員的活動。
I understand and consent that my personal data will be shared with Correctional Services Department (CSD) for the purposes of approving my activities as a member of PFA.

☐ 本人明白在香港探訪和致函在囚人士須獲得懲教署的許可。如果此許可未被授予或被刪除，或如果發現會員違反了香港友愛會的其中一項規則，則可能會在不發出警告的情況下終止其會員資格。
I understand that visiting and writing to prisoners in Hong Kong is subject to permission from the CSD. If this permission is not granted or is removed, or if a member is found to have broken one of the PFA's rules, then the PFA may end the membership without warning.

☐ 本人同意其申請一旦提交，在任何情況下所有已繳交之費用亦不予退還。
I understand and agree once application is submitted and the membership fee is paid, the fee is non-refundable.

備註：年費的主要用途為本會與各會員通訊之費用。每年會費定為港幣 300 元。

支票抬頭請寫「**The Prisoner's Friends' Association**」。會籍之有效期為十月一日至翌年九月三十日為限，並不是以閣下加入的日期起計算，我們十分感謝您的支持。

Remarks: Annual Subscription is a support for our administration expenses. Amount for Prison Visitor/Pen Friend is HK\$300. Please make cheque payable to "**The Prisoners' Friends' Association**". The membership period is always from 1st October until next year 30th September. The membership period does not start from the date you join our association. Thank you very much for your support!

簽名 Signature

日期 Date

附錄

使命宣言

香港友愛會 (PFA) 的使命是為了透過定期定期探訪和書信往來對香港在囚人士表達支持。本會認為，這些行動為在囚人士帶來了好處，當他們在拘留、還押期間給與支持，並為未來帶點希望。

香港友愛會規則

為了維護本會的完整性並確保我們能夠繼續履行我們的使命，成員必須遵守以下規則：

1. 會員應盡力與指定在囚人士保持定期聯繫。如果會員無法再履行服務，會員應盡快通知執行委員會 (ExComm)，以便為在囚人士指派新會員並繼續為在囚人士提供服務。香港懲教署 (CSD) 每年要求成員進行一定次數的探訪，才能更新探訪證。
2. 會員必須維護香港的法律，不得透過討論去鼓勵破壞法律或違反監獄規定的行為。
3. 會員必須遵守 CSD 的規則並遵守 CSD 官員的任何指示。
4. 只能透過 PFA 郵寄地址與在囚人士聯繫。會員不得向在囚人士提供任何個人聯繫方式。
5. 會員不得聯絡在囚人士的家人朋友或代表在囚人士傳送或接收訊息或其他通訊給任何家庭成員或其他第三方。
6. 會員可依照CSD的指引，向在囚人士遞交物品，但這並非義務，會員應注意不要以此作為建立關係的基礎。會員不得主動提出給予或同意接受CSD允許的條款以外的任何禮物、財務付款或其他好處。
7. 會員可以與在囚人士討論宗教事務（如果這是在囚人士的意願），但不得將宗教職責作為其 PFA 服務的一部分。
8. 會員不得利用其會員資格從事 PFA 範圍以外的活動。不允許進行諮詢、教學、培訓、提供法律或宣傳建議或履行宗教職責等活動。
9. 會員必須對與在囚人士的討論和關係保密。不得向他人或在公共平台透露在囚人士的詳細資料或他們的談話或信件。即使在囚人士同意或要求公開，該規則也適用。
10. 在囚人士獲釋後，PFA為他們提供的服務亦隨即結束，會員不應安排在監獄外與他們會面。當在囚人士獲釋後或在囚人士被轉移到香港以外的懲教所時，會員不應與在囚人士保持聯繫。
11. 會員可以向執行委員會成員提出對其 PFA 工作任何方面的任何疑慮或問題。ExComm 成員都是經驗豐富的義工，將提供適當的建議和支持。會員必須遵循執行委員會成員的指導。
12. 為了資助本會的行政開支，所有會員必須按時繳納會員年費。

個人資料收集和私隱政策聲明

香港友愛會(PFA) 致力遵守《個人資料（私隱）條例》下 DPP 1(3) 和 DPP 5 的要求，以保護我們所持有的個人資料的機密性和安全性。

從您那裡收集的資料將用於處理您的 PFA 會員資格、了解您作為會員的興趣和空閒時間、與您保持聯繫、將在囚人士的郵件轉發給您以及向香港懲教署申請探訪或探訪的許可。寫信給在囚人士。如果沒有完整或最新的個人信息，PFA 可能無法繼續您的會員資格。

您的個人資料可能會與香港懲教署分享，以便申請香港監獄訪客通行證或獲得向在囚人士發送和接收信件的許可，以及回答與您作為 PFA 會員的活動有關的查詢。

您有權請求存取或修改您的資料或請求將其刪除。請聯絡 PFA 主席。

APPENDIX

Mission Statement

The Prisoners' Friends' Association (PFA)'s mission is to provide friendship to prisoners in Hong Kong who have no friends or family to visit them. Volunteers exchange letters and make visits to these prisoners to provide emotional support. These actions provide benefit to prisoners by giving support while they are in custody and offering hope for the future in a world that still cares about them.

PFA Rules

To preserve the integrity of the organisation and ensure we can continue with our mission, members agree to observe the following rules:

1. Members should do their best to maintain regular contact with persons who are assigned. If they can no longer carry out their duties they should inform the Executive Committee (ExComm) so that a new member can be assigned to the prisoner and continue to provide support to them. The Correctional Services Department (CSD) requires a certain number of visits annually in order to renew a member's visiting pass.
2. Members must uphold the laws of Hong Kong and must not bring PFA into question by discussing topics that could appear to encourage actions that undermine the law or go against prison regulations.
3. PFA members must follow the rules of the CSD and abide by any instructions given by CSD officers.
4. Contact with prisoners must only be through the PFA mailing address. Members must not provide any personal contact details to prisoners.
5. Members must not contact prisoners' families or transmit or receive messages or other communications on behalf of prisoners to any family member or other third party.
6. Members may hand in articles for prisoners in line with CSD guidelines, but this is not an obligation and members should be careful that this does not become the basis for the visiting relationship. Members must not offer to give, or agree to receive, any gifts, financial payments or other benefits outside of the permitted CSD articles or through channels other than handing in at a prison.
7. Members may discuss religious matters with prisoners (if this is the wish of the prisoner) but may not promote or perform religious duties as part of their PFA volunteering.
8. PFA members may not use their membership to perform activities outside of the PFA's scope. Activities such as counselling, teaching, training, giving legal or advocacy advice, or performing religious duties, are not allowed.
9. Members must keep their discussions and relationship with prisoners confidential. They must not disclose details of prisoners or their conversations or letters to others or on public channels. This rule applies even if the prisoner agrees to or requests publication.
10. After a prisoner is released the PFA's service to them ends and members should not arrange to meet them outside prison. Members are not normally expected to keep contact with prisoners after release or in the event the prisoner is transferred to a prison outside Hong Kong.
11. Members can raise any concerns or questions about any aspect of their PFA work with a member of the ExComm. Members of ExComm are experienced volunteers and will provide appropriate advice and support. Members must follow the guidance given by ExComm members with respect to any issues in their work.
12. In order to fund the administrative expenses of the organisation, all members must pay the annual membership fee on time.

Personal Information Collection and Privacy Policy Statement

Prisoners' Friends' Association (PFA) is committed to protecting the confidentiality and security of the personal information we hold by complying with the requirements of the DPP 1(3) and DPP 5 under the Personal Data (Privacy) Ordinance.

The information collected from you will be used for the purposes of managing your membership of the PFA, understanding your interests and availability as a member, keeping in contact with you, forwarding mail from prisoners to you, and applying to CSD for clearances to visit or write to prisoners. Without complete or up-to-date personal information PFA may be unable to continue your membership.

Your personal data may be shared with CSD for the purpose of applying for a prison visitor pass or to obtain permission to send and receive letters to prisoners, and to answer enquiries in connection with your activities as a PFA member.

You have the right to request access or amendment to your data or to request its deletion. Please contact the PFA Chairman.