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|  | （安老院名稱） |
| **領回託管財物證明書** | |

簽妥的文件宜一式兩份，安老院及住客／監護人／保證人／家人／親屬各取一份。

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| **住客姓名** | **性別／出生日期** | **身份證號碼** |
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（一）領回財物列表（請在合適的格內加上「🗸」號）

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ☐身份證明文件／旅行證件 | | | | | | | | | | | |
| （☐香港身份證正本　☐香港身份證副本　☐護照　☐回鄉卡） | | | | | | | | | | | |
|  |  | | | |  | | |  |  |  |  |
| ☐醫療費用減免證明書 | | | | | | | ☐長者咭 | | |  |  |
|  |  | | | |  | | |  |  |  |  |
| ☐八達通 | | | | | | | ☐覆診卡 | | | |  |
|  |  | | | |  | | |  |  |  |  |
| ☐圖章 | | | | | | | ☐零用錢／現金（須清楚記錄提存詳情） | | | | |
|  |  | | | |  | | |  |  |  |  |
| ☐銀行存摺／提款卡 | | | 帳戶號碼 | | |  | | | | |  |
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|  | | | 帳戶號碼 | | |  | | | | |  |
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|  | | | 帳戶號碼 | | |  | | | | |  |
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| ☐其他（請註明） | |  | | | | | | | | |  |
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（二）住客及／或其監護人／保證人／家人／親屬的意向聲明（\*請刪去不適用者）

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| **住客聲明**  本人確認跟安老院核對及點算清楚後，已領回安老院代為保存並詳列於第（一）部分的財物 | **住客簽署** |
|  |
| **領回個人財物及簽收日期** |
|  |
| **\*監護人／保證人／家人／親屬聲明**  （**若住客認知能力不足只需填寫此部分）**  本人乃上述住客的\*監護人／保證人／家人／親屬，現確認跟安老院核對及點算清楚後，已領回安老院代為保存並詳列於第（一）部分的財物 | **\*監護人／保證人／家人／親屬簽署** |
|  |
| **\*監護人／保證人／家人／親屬姓名** |
|  |
| **與住客關係** |
|  |
| **領回住客個人財物及簽收日期** |
|  |

（三）安老院確認聲明

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| **負責職員簽署** | **負責職員姓名及職位** | **日期** |
|  |  |  |
| **見證職員簽署** | **見證職員姓名及職位** | **日期** |
|  |  |  |