**Appendix IX: Voice Recording Service Request Form (錄音服務預約申請表)**

**Hong Kong Christian Service CHEER**

**Voice Recording Service (VRS) Request Form**

Please complete this form together with your agency’s chop and your signature to **fax (No.: 3106 0455) or email (tis-cheer@hkcs.org)** or fill in the **online application form (**[**https://tis.hkcscheer.net/vrs/request/guest**](https://tis.hkcscheer.net/vrs/request/guest)**)** at least **14 working days in advance**. We will reply you via email within 7 working days.

Information provided will be disclosed to our assigned interpreters and authorized staff of CHEER for the purpose of following up your request.

|  |  |
| --- | --- |
| **Case Reference number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***This number will be issued by CHEER.* | **Agency code (If Any):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**This code will be assigned by CHEER |
| **Type of Organization:** 🞏 Education Bureau 🞏 Department of Health 🞏 Housing Department 🞏 Labour Department 🞏 NGO  🞏 School 🞏 Social Welfare Department 🞏 Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Organization Information: (Compulsory for organizations without Agency Code)****Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Unit/ Section: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Enquirer Information:** **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tel (If different from above):\_\_\_\_\_\_\_\_\_\_\_\_ Fax (If different from above): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Service Details:** **Name of document:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Language: □ Bahasa Indonesia □ Hindi □ Nepali □ Punjabi □ Tagalog □ Thai □ Urdu □ Vietnamese****Estimated duration of the recording (no more than 5 minutes per voice recording request): \_\_\_\_\_\_\_\_\_\_\_\_ (minutes)**  |
| **Expected date of completion Date \_\_\_\_\_(DD)/\_\_\_\_\_(MM)/\_\_\_\_\_(YY)** |
| **\*IMPORTANT NOTES:**Translated text for the Voice-Script recording must be provided in the 8 EM languages. The content should be related to the promotion of public resource information to the EM community. The recording format will be in MP3 format. This service is free of charge. |
| **Office Use Only** | **Confirmed VRS Appointment by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on\_\_\_\_\_\_(DD)/\_\_\_\_\_\_(MM)/\_\_\_\_\_\_(YY)** |
| *Interpretation will be between English and one of the EM languages.*  |
| Signed by | : |  |  | Agency Chop: |
| Name of Officer | : |  |  |
| Date | : |  |  |
|  |  |  |  |