Appendix IV: TELIS Appointment Request Form (電話傳譯服務預約申請表)

Hong Kong Christian Service CHEER

Telephone Interpretation Service Appointment (TELIS Appointment) Request Form

In the case you wish to request TELIS Appointment via means other than calling the TELIS hotlines, you can fax the completed form together with your agency's chop and your signature to **fax (No.: 3106 0455) or email** (<u>tis-cheer@hkcs.org</u>) at least <u>3 working days in advance</u>. We will reply you via email within 24 hours.

Information provided will be disclosed to our assigned interpreters and aut	norized staff of CHEER for the purpose to follow up your request.						
Case Reference number:	Agency code(If Any):						
This number will be issued by CHEER.	This code will be assigned by CHEER						
Type of Organization:□Education Bureau□Department of He□School□Social Welfare Department	ealth \Box Housing Department \Box Immigration Department \Box NGO t \Box Others:						
Organization Information: (Compulsory for organizations with	out Agency Code)						
Name: Unit/ Section:							
Address:							
Tel:	Fax:						
Enquirer Information: Name:	Post:						
Email:Tel (If different from above):	_Tel (If different from above): Fax (If different from above):						
Service User Information: Name:	Gender: 🛛 Female 🗆 Male						
Language Spoken: 🛛 Bahasa Indonesia 🛛 Hindi 🗌 I	Nepali 🗌 Punjabi 🔲 Tagalog 🔲 Thai 🗌 Urdu						
☐ Vietnamese							
Date needing TELIS Appointment: Please state your preferred dates & time below.							
1 st Date:(dd)/(mm)/(yy) 2 nd Date:(dd)/	_(mm)/(yy) 3 rd Date:(dd)/(mm)/(yy)						
Time:AM/PM toAM/PM Time:AM/PM	toAM/PM Time:AM/PM toAM/PM						
Indicate here: Telephone number for CHEER's interpreter to call for TELIS Appointment:							
Name of officer conducting the TELIS Appointment:							
Background information about the assignment							
(Please fax/ email relevant materials such as service description, a	pplication form together with this form if appropriate)						
Do you need any web conference?	Preference of interpreter? Female Male Either						
Office Use Only Name of Interpreter booked:	on(DD)/(MM)/(YY)						

Interpretation will be between English and one of the EM languages.

Signed by	:	
Name of Officer	:	
Date	:	

Agency Chop:		