

Hong Kong Christian Service CHEER

電話傳譯服務預約申請表

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 (tis-cheer@hkcs.email)** at least **3 working days in advance**. We will reply you via email within 24 hours.

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

Case Reference number: _____ <i>This number will be issued by CHEER.</i>	Agency code(If Any): _____ This code will be assigned by CHEER
--	--

Type of Organization: Education Bureau Department of Health Housing Department Immigration 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 User Information: Name: _____ **Gender:** Female Male
Language Spoken: Bahasa Indonesia Hindi Nepali Punjabi Tagalog Thai Urdu
 Vietnamese

Date needing TELIS Appointment: Please state your preferred dates & time below.

1st Date: __ (dd) / __ (mm) / __ (yy) Time: __ AM/PM to __ AM/PM	2nd Date: __ (dd) / __ (mm) / __ (yy) Time: __ AM/PM to __ AM/PM	3rd Date: __ (dd) / __ (mm) / __ (yy) Time: __ AM/PM to __ AM/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, application form together with this form if appropriate)

Do you need any web conference? Yes No **Preference of interpreter?** Female Male Either

Office Use Only	Confirmed TELIS Appointment by: _____ on ____ (DD) / ____ (MM) / ____ (YY) Name of Interpreter booked: _____
------------------------	--

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

Signed by : _____
 Name of Officer : _____
 Date : _____

Agency Chop:
