**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 (tis-cheer@hkcs.org)** 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  *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 🞏 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 | : |  | |  | Agency Chop: |
| Name of Officer | : |  | |  |
| Date | : |  | |  |
|  |  |  | |  |

09/2020