

Appendix V: 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)** or fill in the **online application form (<https://tis.hkcscheer.net/telis/request/guest>)** 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 of following 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: <input type="checkbox"/> Education Bureau <input type="checkbox"/> Department of Health <input type="checkbox"/> Housing Department <input type="checkbox"/> Labour Department <input type="checkbox"/> NGO <input type="checkbox"/> School <input type="checkbox"/> Social Welfare Department <input type="checkbox"/> 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: <input type="checkbox"/> Female <input type="checkbox"/> Male Language Spoken: <input type="checkbox"/> Bahasa Indonesia <input type="checkbox"/> Hindi <input type="checkbox"/> Nepali <input type="checkbox"/> Punjabi <input type="checkbox"/> Tagalog <input type="checkbox"/> Thai <input type="checkbox"/> Urdu <input type="checkbox"/> 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 <i>(Please fax/ email relevant materials such as service description, application form together with this form if appropriate)</i>		
Do you need any web conference? <input type="checkbox"/> Yes <input type="checkbox"/> No Preference of interpreter? <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> 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: