

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 you provide will be disclosed to 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): _____ <i>*This code will be assigned by CHEER</i>
Type of Organization: <input type="checkbox"/> Education Bureau <input type="checkbox"/> Department of Health <input type="checkbox"/> Housing Department <input type="checkbox"/> Immigration 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	
Date needing TELIS Appointment 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 relevant materials such as 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	
<div style="text-align: center; border: 1px solid black; padding: 2px;">Office Use Only</div> 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 : _____

Organization Chop: