

Using PPS by Phone to Make Donations:

1. dial "18011" to register the bill
2. press "1" for bill registration
3. enter your PPS account no.
4. enter the merchant code of Heep Hong Society: "9377" followed by a "#"
5. enter a **3-digit donation code**, followed by an **8-digit Hong Kong telephone number**), followed by a "#" **(see remark 1)**
6. bill registration completed
7. dial "18031" for bill payment (i.e. donation)
8. enter your 5-digit PPS password
9. enter the merchant code of Heep Hong: "9377" followed by a "#"
10. enter a **3-digit donation code** , followed by an **8-digit Hong Kong telephone number**), followed by a "#" **(see remark 1)**
11. to make donations to the item of "**General Donations (PRCs)**", press "1";
to make donations to the item of "**Children Training Fund**", press "2";
to make donations to the item of "**Flay Day**", press "3";
to make donations to the item of "**Special Campaigns**", press "4";
to make donations to the item of "**Other Donations**", press "5"
12. enter the **payment amount**, followed by a "#"
13. press "1" to confirm payment
14. write down your payment reference no.
15. for any donation of HK\$100 or above, an official receipt will be issued for tax deduction purpose. Please provide us with the payment reference no., donor's name, correspondence address, email address and phone no. via fax (2776 1837) or post to Corporate Development Department, Heep Hong Society, G1, Tung Yu House, Tai Hang Tung Estate, Kowloon. (All personal information received will be kept confidential and used for issuing receipt, fundraising and communication purpose.)

Remarks:

1. Different 3-digit donation codes represent different donation items. Please refer to the table below:

Donation item	Represented by the following 3-digit donation code	Possible entries at step 5 and step 10 above
General Donation (PRCs)	188	188+8-digit phone no. + #
Children Training Fund	288	288+8-digit phone no. + #
Flag Day	388	388+8-digit phone no. + #
Special Campaigns	488	488+8-digit phone no. + #
Other Donations	588	588+8-digit phone no. + #

2. Should there be any discrepancy between the information entered at step 10 and step 11 aforementioned, the donations received will be allocated to the donation item indicated by the donor at step 10.