



The Cao Zhongzhi Foundation

www.caozhongzhifoundation.org.tw

11493 3F., No.413, Sec.2 Tiding Blvd., NeiHu Dist., Taipei, Taiwan, R.O.C.

Tel : 02-2798-8686 Fax : 02-2798-8348

Application for Wheelchair Donation in Overseas

Feb.18'2019

1、Preface:

With the aim of "Giving Back to The Society " and "To Serve with Love and Compassion", the project of wheelchair donation adheres to the concept of " To Give and To Receive Are Equally Blessed". In the past 29 years, the Cao Zhongzhi Foundation (in brief: "CZZF") have continued to work with the various charities. The number of wheelchair donation has been reached to 675,634. Nearly 680,000 disabled people and their families have been improved. CZZF actively utilize the social resources and conduction the principle of "To help those who help themselves , Matching donation", which was initiated by the founder of CZZF, to help more disabled people regain their self-confidence and become productive persons.

2、Applicant and donation matching ratio:

Adopting the method of "Matching Donation"

2.1 Matching Donation: The matching ratio will be decided by the CZZF after consulting with cooperative partners.

2.2 Qualification of wheelchair applicant: People who are family poverty and disabled. After the application partner has assessed, they will be assisted to fill out the form and submit application.

3、Application process

3.1 After signing mutual Letter of Intent with cooperative partner, the cooperative partner can download the application form from CZZF official website www.caozhongzhifoundation.org

3.2 The applicant must prepare for following application requirements

3.2.1 Formal letter with requirements

3.2.2 《Allocation Form》

3.2.3 《The List of Applicants》

3.2.4 《Personal Application Form》

3.3 Delivery Method : Email or mail to CZZF by express carrier.

Recipient : The Cao Zhongzhi Foundation

Address : 11493 3F., No.413, Sec.2 Tiding Blvd., NeiHu Dist., Taipei,
Taiwan, R.O.C. Tel : 02-2798-8686 Fax : 02-2798-8348

Remarks: Apply for Wheelchair Donation

4、Application Notes:

In order to meet the timeline of wheelchair production and CZZF operation process, please submit the application to CZZF 4 months before the scheduled donation ceremony.

5、Assessment mechanism:

CZZF will conduct comprehensive evaluation according to application requirements, and notify in written after approval.

6、Operation process and division of work after cooperative confirmation

Sequence	Item	The Cao Zhongzhi Foundation	Cooperative Partner
1	MOU	V	V
2	P.O to Wheelchairs Factory	V	V
3	Inspect after Receiving		V
4	Prepare for Donation Ceremony		V

7、The cost contribution table

Sequence	Item	The Cao Zhongzhi Foundation	Cooperative Partner
1	CIF Delivery Term (including cost, insurance and ocean freight) -ship to the designed import port	V	V
2	Import duty, Import custom clearance fee in Destination port		V
3	Assembling Cost (Depends on actual needs)		V
4	Domestic Logistic fee		V
5	The Related Fees of Donation Ceremony		V

8、Wheelchair Purchasing and Payment related matters

8.1 The two parties will sign tripartite purchasing contract with the wheelchair factory which is designated by CZZF. According to payment term of purchasing contract, Cooperative partner shall completely remit without delay. Purchase contract shall be forwarded to CZZF after signed.

8.2 The cooperative partner will provide copy of the remittance to CZZF. Wheelchair factory will arrange production and shipment to destination upon receipt of the payment.

8.3 Donation of wheelchairs: Full name and logo of both parties should be printed in bright colors on back of wheelchair.

8.4 Wheelchair Inspection Criteria: Before wheelchairs shipped, the wheelchair factory shall conduct inspection according to the “Wheelchair Specification” provided by the CZZF, and submit the inspection report to the CZZF and the cooperative partner for reference.

9、Preparation for the donation ceremony

9.1 Confirmation ceremony date

Cooperative partner should notify CZZF by fax or email while the date of ceremony is confirmed. It should specify the date, place and agenda of ceremony. CZZF will send representative to participate the ceremony. The cooperative partner also needs to invite the recipients, the representative of the local authority, the celebrities and the media persons to attend the ceremony.

9.2 Pre-work at the ceremony

9.2.1 Ceremony Banner: In order to promote the event, the banner needs to have the name of the donors and number of wheelchairs in white lettering on the red background.

The Cao Zhongzhi Foundation ○○○ (q' ty)	Wheelchairs Donation Ceremony
Name of Cooperative Partner ○○○ (q' ty)	

9.2.2 Invite media persons to conduct interviews and reports to meet the purpose of actively promoting good deeds

9.3 Major tasks in ceremony

9.3.1 Cooperative partner have to arrange manpower for photos and video taking

- Ceremony photos
- Banner photos: Clearly demonstrate the name of both parties and the number of wheelchairs donated

9.3.2 Recipient group photo: Photo should show whole banner completely.

9.3.3 The cooperative partner shall provide all photos and videos of the ceremony, burn it into CD's or save it on USB flash drives, and send it to CZZF with news clips and report if any.

9.3.4 The wheelchair donated is free of charge. It should be distributed according to the application list. The cooperative partner shall not detain or charge to the recipient and not for sale.

10、Contact Information:

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