**Request Form for Themed Visit to Logistics Companies**

**for Primary and Secondary Schools**

*(to be arranged on a first-come-first-served basis and subject to availability)*

*Please submit the completed form* ***at least two months before the proposed date of the themed visit*** *via email to* [*logisticscurriculum@tlb.gov.hk*](mailto:logisticscurriculum@tlb.gov.hk)*. Late submissions may not be entertained.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Requesting School** | | | | |
| Name : |  | | | |
| Address : |  | | | |
| **Contact Person** | | | | |
| Name : |  | | Post : |  |
| Email : |  | | Tel. No. : |  |
| **Preference** | | | | |
| Proposed Date and Time : | |  | | |
| Target Participants : | | Primary / Secondary\* Year | | |
| Estimated No. : | |  | | |
| Preferred Field : | |  | | |
| Language Preference: | |  | | |

*\* Please delete as appropriate*

*[Note: Please refer to* ***Annex*** *for the field and fill in the no. of preferred field(s). You may choose more than one field. Arrangements will be made for one of your preferred fields subject to availability.]*

School Chop

|  |  |  |
| --- | --- | --- |
| Signature of Principal | : |  |
| Name of Principal | : |  |
| Date | : |  |

**Note:**

A confirmation of your request and the scheduled date for the themed visit will be provided via email to the designated contact person **within one month after receipt of your request**.

**Annex**

|  |  |  |
| --- | --- | --- |
| **No.** | **Type** | **Description** |
| 1 | Warehouse and Distribution Centre Operations | Students will tour a warehouse and distribution centre to see how inventory is managed, stored, and prepared for delivery. They will learn about the use of technology, such as automated sorting, robotic picking, and inventory management systems that ensure goods are handled efficiently and accurately. |
| 2 | Cold Chain Logistics | This tour will showcase how temperature-sensitive products like food and medicine are carefully managed. Students will see refrigerated storage facilities and learn about the equipment and processes that maintain the precise temperatures required for different goods. |
| 3 | Port and Maritime Logistics  *(for secondary school students only)* | At a port or maritime logistics facility, students will see container ships, loading cranes, and container storage yards and learn how cargo is efficiently loaded and unloaded for international shipping. |
| 4 | Air Cargo Handling  *(for secondary school students only)* | This visit will showcase cargo loading processes, packaging, and security checks required for high-value or time-sensitive items. |
| 5 | Green Logistics and Sustainability Operations | Students will explore the sustainable practices used in logistics to reduce environmental impact. They will learn about green logistics innovations, such as electric delivery vehicles, eco-friendly packaging, and energy-efficient warehouses. |
| 6 | E-commerce Fulfillment | Students will see how online orders are processed and shipped. They will learn about the high-tech systems that track orders, the robotic sorting stations, and the automated packing lines that make quick, accurate order fulfillment possible. |