

補領團員證/家長證申請

Member Card / Parent Card Replacement Request

請以正楷填寫並在適當之方格內加上「✓」號 Please complete in BLOCK LETTERS and tick appropriate boxes.

申請補領 Replacement Request :

團員證 Member Card 家長證 Parent Card

團員中文姓名 Member's Name in Chinese		團員英文姓名 Member's Name in English	
出生日期 Date of Birth	日 DD / 月 MM / 年 YY	家長/監護人姓名 Name of Parent/Guardian	

申請須知 Important Notes

- 家長可親臨本團辦事處遞交表格，恕不接受郵寄、電話、電郵或傳真申請。
Requests should be handed in to our offices. Requests made via mail, telephone, e-mail or fax will not be accepted.
- 補領遺失或損毀團員證及家長證之行政費用分別為每張港幣 10 元正及 30 元正。行政費並不包括證套或掛繩之費用，如有需要，可另行購買，費用為每套港幣 10 元正。
Replacement fee for lost or damaged Member Card and Parent Card is HK\$10 and HK\$30 respectively. The fee for Card Holder with Strap is excluded from the replacement fee. Each set of Card Holder with Strap is available at HK\$10.
- 新團員證或家長證將於遞交申請後 7 個工作天內完成。領取新團員證及家長證時需出示存根。
New Member Card / Parent Card will be available in 7 working days after request is received. Please present counterfoil to collect new Card.

領取地點 Location for collection	<input type="checkbox"/> 西九龍 West Kowloon	<input type="checkbox"/> 何文田 Homantin	<input type="checkbox"/> 將軍澳 Tseung Kwan O
	<input type="checkbox"/> 北角啟基 CCS	<input type="checkbox"/> 北角顯理 HSS	

本人已詳細閱讀上述之「申請須知」，並明白一切已繳付之費用，將不獲退還。
I hereby declare that I have read the "Important Notes" and understood that all fees paid are non-refundable.

家長/監護人簽署 _____ 日期 _____
Signature of Parent/Guardian _____ Date _____

辦公室專用 For Official Use

合共 HK\$ _____ 經手人： _____ 收表分團： _____ 收表日期： _____

補領團員證/家長證存根

Counterfoil for Member Card / Parent Card Replacement

團員姓名 Member's Name	_____	班別 Class	_____
申請補領 Replacement Request	<input type="checkbox"/> 團員證 Member Card	<input type="checkbox"/> 家長證 Parent Card	
金額 Amount	_____	收表人 Processed by	_____
本團蓋印 HKCC's Chop	_____	日期 Date	_____
領取日期 Date of Collection	_____	經手人 Processed by	_____