



懲教署職員會所
Correctional Services Department Staff Club
會員證申請表
MEMBERSHIP CARD APPLICATION FORM

申請人申領正式 / 退休人員會員證及 / 家庭會員證，必須填寫此部。所有申請人須繳付簽發證件費用，此項費用由管理委員會批核。 *To be completed by applicants for applying Full / Retired Membership Cards and / or Family Membership Cards. All applicants are required to pay a sum approved by the Management Committee of the CSD Staff Club for the issue of membership cards.*

甲部 Section A

Particulars of Principal Applicant 主咭人資料

姓名：(英文) *先生/女士/小姐 _____ (中文) _____
*Name (In English) *Mr/Ms/Miss (In Chinese)*

身份證號碼 HKID No. :

				X	X	X	(X)
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 出生日期： _____ 月 _____ 年
H.K Identity Card No. Date of Birth Month Year

現時/退休時職級及編號： _____ 駐守機構/退休前駐守機構： _____
Present Rank & No./ Rank & No. on Retirement Present Posting/ Posting on Retirement

住址： _____
Home Address

通訊地址 (如與住址不同)： _____
Correspondence Address (if different from Home Address)

辦公室電話號碼： _____ 住址電話號碼： _____ 流動電話號碼： _____
Office Tel. No. Home Tel No. Mobile Phone No.

申請會籍類別 *Category of Membership Applied:* _____ 電郵 *Email:* _____
(請在適合之選擇內加上✓號。 *Please tick ✓ as appropriate.*)

<u>申請會籍類別</u> <i>Category of Membership Applied:</i>	<u>新申請</u> <i>New Application</i>	<u>換領</u> <i>Renewal</i> 會員證號碼 <i>Membership No.</i>	<u>補領</u> <i>Replacement</i> 會員證號碼 <i>Membership No.</i>
正式會員 <i>Full Member</i>	☐	☐	☐
退休會員 <i>Retired Member</i>	☐	☐	☐
家庭會員 <i>Family Member</i> (包括配偶及 5-17 歲之未婚子女) <i>(including spouse and single children aged 5-17)</i>	☐	☐	☐

乙部 Section B

Information of Applicant 申請人資料欄

每名申請人須繳交大小須為 1.5 吋 x 2 吋 (35 毫米 x 40 毫米) **彩色近照兩張**。其中一套相片請貼於下列合適的方格內，另外一套相片背面寫上姓名，並放在信封內與申請表一併遞交。 *Each applicant should provide **Two recent colour photographs** of size 1.5 x 2" (35mm x 40mm). One set of photographs shall be affixed at the appropriate fields below and another set with names written on the back of the photo shall be enclosed in an envelope attached to this application.*

相片 <i>Photo</i> 主咭人 <i>Principal Applicant</i>	中文姓名 <i>Name in Chinese</i>	性別 <i>Sex</i>	身份證號碼 <i>HKID No.</i> X X X (X)
	英文姓名 <i>Name in English</i>	出生日期 <i>Date of Birth</i> (日 <i>Day</i> / 月 <i>Month</i> / 年 <i>Year</i>)	
相片 <i>Photo</i> 配偶 <i>Spouse</i>	中文姓名 <i>Name in Chinese</i>	性別 <i>Sex</i>	身份證號碼 <i>HKID No.</i> X X X (X)
	英文姓名 <i>Name in English</i>	出生日期 <i>Date of Birth</i> (日 <i>Day</i> / 月 <i>Month</i> / 年 <i>Year</i>)	
相片 <i>Photo</i> 子女(1) <i>Children (1)</i>	中文姓名 <i>Name in Chinese</i>	性別 <i>Sex</i>	身份證號碼 <i>HKID No.</i> X X X (X)
	英文姓名 <i>Name in English</i>	出生日期 <i>Date of Birth</i> (日 <i>Day</i> / 月 <i>Month</i> / 年 <i>Year</i>)	或 <i>or</i> 出生證明書號碼 (如適用) <i>Birth Certificate No. (if applicable)</i>
相片 <i>Photo</i> 子女(2) <i>Children (2)</i>	中文姓名 <i>Name in Chinese</i>	性別 <i>Sex</i>	身份證號碼 <i>HKID No.</i> X X X (X)
	英文姓名 <i>Name in English</i>	出生日期 <i>Date of Birth</i> (日 <i>Day</i> / 月 <i>Month</i> / 年 <i>Year</i>)	或 <i>or</i> 出生證明書號碼 (如適用) <i>Birth Certificate No. (if applicable)</i>

相片 <i>Photo</i> 子女(3) <i>Children (3)</i>	中文姓名 <i>Name in Chinese</i>	性別 <i>Sex</i>	身份證號碼 <i>HKID No.</i> <table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td>X</td><td>X</td><td>X</td><td>(X)</td> </tr> </table>						X	X	X	(X)
						X	X	X	(X)			
英文姓名 <i>Name in English</i>	出生日期 <i>Date of Birth</i> (日 <i>Day</i> / 月 <i>Month</i> / 年 <i>Year</i>)	或 <i>or</i> 出生證明書號碼 (如適用) <i>Birth Certificate No. (if applicable)</i>										

聲明書 **Declarations :**

- (a) 茲證明上述資料完全正確，本人並會退回因離職或其他原因而失效之任何會員證。 *I certify that the information above is correct and shall return all cards issued to me upon invalidity or end of employment.*
- (b) 本人的申請如獲批准，本人及家屬願遵守會所一切規則及管理委員會隨時發佈的規定。本人同時明白，不遵守規則會令本人失去使用會所設施的福利。 *If my application is approved, I and my family shall undertake to comply with the rules of the Club and such directions as may be issued by the Management Committee from time to time. I also understand that non-compliance may result in suspension from using Club facilities.*

申請人簽署 <i>Signature of Applicant</i>	姓名正楷 <i>Name in Block Letters</i>	日期 <i>Date</i>
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丙部 **Section C**

如申請人屬正式會員，此部由所屬機構主管填寫。 *(To be completed by Head of Institution for full member)*

如申請人屬退休會員，必須提交懲教署發出「退休通知書」副本或「退休證明書」副本。 *(Copy of Retirement Notice or Copy of Retirement Certificate from CSD must be submitted by retired member)*

茲證明上述資料經與申請人的服務紀錄核對清楚，完全正確。

I certify that information above has been checked against the applicant's Record of Service and is true and correct.

簽署 <i>Signature</i>	姓名正楷 <i>Name in Block Letters</i>	職銜 <i>Title of Post</i>	職級 <i>Rank</i>	日期 <i>Date</i>
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注意事項

Important Notice

- 請將填妥的表格連同行政費交回「懲教署職員會所」辦理申請手續。 *Please return the completed form and the handling charges to "Correctional Services Department Staff Club" for the application.*
- 申請人提供的資料只供申請「懲教署職員會所」會員證及作為記錄和日後聯絡之用。申請人如未能提供所需的個人資料，本會可能無法處理有關申請。 *The information provided will be used for the application of the Correctional Services Department Staff Club Membership cards and for record and future contact purpose only. If the applicant fails to provide the required personal information, CSD Staff Club may not be able to process the application.*
- 若本會就申請表內所填報之資料有任何疑問，本會有權要求申請人提交其香港身份證副本及 / 結婚證明書副本乙份；及 / 或其親屬的身份證 / 出生證明書 (適用於申請人 11 歲或以下之子女) 副本乙份作核實用途。如申請人未能 / 拒絕提交有關文件作核實程序，本會保留一切權利拒絕簽發所申請之會員證。 *Should the CSD Staff Club has queries regarding to the given particulars of the applicant and/or his/her immediate family members, the Club has the right to request the applicant to provide a photocopy of his/her HKID Card and/or the Marriage Certificate; and/or a photocopy of his/her family members' HKID Card / Birth Certificate (for children under 11 years of age) for clarification purpose only. The Club reserves the right not to issue the membership card so applied if the applicant refused / failed to provide the documentation(s) for clarification.*
- 本會將於收到此申請表起計 21 個工作天內致電閣下通知申請結果。 *You will be notified by phone of the application result within 21 working days after the form is received by the office.*
- 新申請及換領之會員證費用為每張會員證港幣\$20 元，補領會員證費用為每張會員證港幣\$60 元。
New application and renewal of membership card is HK\$10 per membership card, Membership card replacement is HK\$60 per card.

個人資料收集聲明
Personal Data Collection Statement

收集個人資料收集聲明 Purpose of Collection of Personal Data

本會透過此會員證申請表收集閣下之個人資料，全屬自願性質，並將用於處理閣下之會籍申請事宜及作日後會員通訊之用。
Personal data as provided by you to this Club by means of this application form will be used for the purpose of handling the membership application procedures and for future communications only. Provision of personal data is voluntary.

查詢 Enquiries

根據《個人資料（私隱）條例》第 18 及 22 條以及附表 1 第 6 項原則，閣下可以要求查閱你的個人資料及更正有關資料。
如你想提出上述申請，請與本會聯絡。*You have the right to access to and correction in respect of your personal data as provided for Section 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Enquiries concerning your personal data should be addressed to the Club.*

丁部 Section D

會所專用
For Club use only

<i>Membership No. :</i> _____	<i>No. of cards issued :</i> _____
<i>Checked by :</i> _____ Senior Supervisor	<i>Date :</i> _____
<i>Issued by :</i> _____ Club Manager	<i>Date :</i> _____
Remarks : _____ _____	
<i>Fitness Room Pass No. :</i> _____	<i>Received by :</i> _____
<i>No. of cards issued :</i> _____	<i>Date :</i> _____

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領證人簽署 <i>Signature of Recipient</i>	:	
領證人姓名 (正楷) <i>Name of Recipient (in block letter)</i>	:	
日期 <i>Date</i>	:	