



ABOUT YOUR APPLICATION

Please read the following instructions and documents carefully and comply with all requirements:

- Fill in all sections unless specifically exempted. Failure to do so will result in the application being rejected.
- Do not bind and staple the application form.
- Application which has not been properly completed will be returned for clarification.
- Tick or circle if appropriate. If there is insufficient space, please use separate papers. All fields must be filled in for processing the application.
- Retain a copy of your application and copies of all documents submitted as the HKCHMA does not accept responsibility for any documents which may be lost or damaged.
- Applicant is required to send his / her application with the required submission and fees. Please refer to the ANNEX A for details. A submission check list is enclosed.
- We will acknowledge receipt of your application and give you an application number via email around three months. This number should be quoted in all correspondence with the HKCHMA.
- The membership Department may contact you regarding your application via email or mobile phone, please kindly provide a valid email address and mobile phone number and check your email regularly. All applicants will be notified of the results by mail. No telephone enquiry about results will be allowed.

PERSONAL DATA (PRIVACY) ORDINANCE

- Notice relating to the Personal Data (Privacy) Ordinance is available on the HKCHMA website at www.hkchma.com.

ENQUIRY

- For any queries, please contact the Membership Department at 3428 3632 or admin@hkchma.com.

FEE SCHEDULE

Corporate Member	HK\$2,500.00
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香港會所管理及發展協會
Hong Kong Clubhouse Management Association

PRIVATE AND CONFIDENTIAL

會員申請表 (企業會員)
Membership Application Form (Corporate Member)
Form No.:M21

For Office Use	
Application No.:	
Received Date:	
Approval Date:	
Membership No.:	
The information submitted in this form will be utilized for the purpose of maintaining the HKCHMA membership record and other related matters. Should you require corrections to or access to the personal data collected through this form, please reach out to HKCHMA directly.	

LOGO

Part 1 – Company / Organization / Property Information			
English Name:			
Chinese Name:			
Applicant Nature			
BR / Cert / Licence No.			
Correspondence Address:			
Number of Employees (Company/Organization use)			
Total Unit of the Property (Property use)			
Contact Person:			
Job Title:			
Contact Number:		Fax Number:	
Email:			
Website:			

The Corporate Membership is not transferable and cannot be used by other company / organization / property from the same group, its subsidiaries or related companies. Changes on representatives do not affect its membership status.



Part 2 – Representative Information (A maximum of 3 representatives to receive HKCHMA publications)

	First Representative	Second Representative	Third Representative
Salutation			
Name in Chinese			
English Name (Surname)			
English Name (Given Name)			
Job Title			
Contact Number			
Email			

Part 3 – Payment Method

	Cheque: Cheque should be made payable to "Hong Kong Clubhouse Management Limited". Please state your full name and contact number at the back of the cheque.		
	Cheque No.:		Name of Bank:
	Bank Transfer: Please transfer the membership fee to Hang Seng Bank account 305-697856-883 (Account Name: Hong Kong Clubhouse Management Limited) and state your full name and contact number on the bank slip which is required to be sent to HKCHMA by post or email.		
	Transaction No:		Name of Bank:
	FPS: FPS account: admin@hkchma.com Please state your full name and contact number under remarks.		
	Transaction No:		Name of Bank:
Date of Transfer:			

Important Notes

- A. The validity period of the eligibility of the successful applicant is from the date of approval to 31 December 2025.
- B. Applicants must submit (i) completed application form, (ii) membership fee and (iii) copies of relevant documents to HKCHMA by email or post.
- C. The Council of HKCHMA has the right to accept or reject the application without any explanation. Should the application be rejected, membership fee will be refunded to the applicant.
- D. The Council of HKCHMA has the right to update/change the relevant application eligibility, requirements and fees at any time.
- E. In case of any disputes, HKCHMA reserves the right of final decision.

Entrance Fee	From 1 Jan to 31 Dec (HK\$)
Corporate Member	2,500.00



Part 4 – Personal Information Collection Statement

- Purpose of Collection: The Staff, the Committee Members, and the Council Members of HKCHMA may use applicant's personal information for the following purposes: (i) to process membership application; (ii) to promote activities related to clubhouse, including but not limited to information regarding event invitation, provision of services, training courses, research, opinion collection, or fundraising etc.; (iii) to communicate with the applicant; (iv) to list applicant's information including membership number, name and profession on HKCHMA's website and promotional materials during validity period. Applicant's personal information will be retained by HKCHMA for as long as it deems necessary or useful.
- Consequence of failing to provide Personal Information: It is necessary for the applicant to provide the personal information requested by HKCHMA. In the event that any such personal information is not provided, HKCHMA may be unable to provide the applicant with the services or to carry out the activities outlined in point a. of this statement.
- Access and Correction Rights: Under the provisions of the Personal Data (Privacy) Ordinance, applicants have the right to request access to and correction of their personal information. Applicants who wish to access or make corrections to their data should submit written requests to the Secretariat of HKCHMA.
- Changes of Personal Information: Applicants are required to notify HKCHMA of any changes in their personal information.

If the applicant DOES NOT wish to receive information as stated in point a (ii) of this statement, please indicate the objection by ticking the box.

Part 5 – Declaration

- A. I/We, the undersigned, have noted, understood and agreed to the contents of the Important Notes and the Personal Information Collection Statement stated in this form.
- B. I/We declare that all information provided in this application form is accurate and complete, and authorize HKCHMA to check and verify the information supplied pertaining to my application.
- C. I/We understand that my failure to provide accurate and sufficient information in this application may disqualify my application and may hinder future contact with HKCHMA.

I/We have read, understood and agreed to all details of the above declaration.

Company Chop and
Signature of Applicant: _____

Date: _____



香港會所管理及發展協會
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會員申請表 (企業會員)
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Annex A

Submission Check List

Submit your membership application with all required items/documents, mark compliance with a "✓".

<i>For Corporate membership</i>		
1.	Affixing Logo in the application.	
2.	Representative's signature in Part 2.	
3.	Certified true copies of BR / PMC Licence / Cert of Registration of owners' corporations / Certificate of Registration of a Society	
4.	Applicant's signature in Part 5.	
5.	5.1 A crossed cheque payable to "Hong Kong Clubhouse Management Limited" for the membership fee; OR 5.2 Copy of Bank Slip.	

Kindly forward your application along with your cheque payment to the address provided below. For your convenience, you may cut out the address and paste it onto your envelope to ensure accurate delivery.

Chairman of Membership Committee
Hong Kong Clubhouse Management Association
P.O. Box 315, Tsuen Wan Post Office