

康樂及運動部課程及比賽證明信申請表

Reference Letter Application Form for Sports & Recreation Section Programme and Event

申請須知 Application Guidelines

- 請填妥報名表，並附上已貼足夠郵費及回郵地址的回郵信封，請注意本會不承擔寄失風險。如沒附上回郵信封，申請人需自行到本會領取相關文件。Please attach a self-addressed envelope with sufficient postage to the completed application form. Please be noted that YMCA do not bear the risk of lost in the mail. If no envelope provided, the applicant must collect the document personally in YMCA of Hong Kong.
- 本會將根據閣下所提供的資料與本會內部記錄作核對。若資料不相符，則以本會記錄為準。The provided information will be cross-checked with our record which will be used for any inconsistency found.
- 本會只提供 2 年內之記錄作申請。Only record within 2 years will be provided.
- 每次申請只接受一項運動項目或比賽。Only one sport activity or competition is allowed in one application.

請選擇 Please Select	申請文件 Document		費用 Fee	需時 Processing Time
<input type="checkbox"/>	標準	不具簽署課程報名結果 Unsigned Course Enrollment Result	\$70	20 workdays (Mon-Fri)
<input type="checkbox"/>	Standard	具簽署證明信 Signed Reference Letter	\$150	
<input type="checkbox"/>	特快	不具簽署課程報名結果 Unsigned Course Enrollment Result	\$100	10 workdays (Mon-Fri)
<input type="checkbox"/>	Express	具簽署證明信 Signed Reference Letter	\$200	
<input type="checkbox"/>	其他 Special	第三方團體證明文件 Third party reference document	\$5	20 workdays (Mon-Fri)
<input type="checkbox"/>	領取 Collection	足夠郵資的回郵信封 Envelope with sufficient postage	\$0	由會員服務部提供 By Member Services
<input type="checkbox"/>		申請者自取 Pickup in person by the applicant.		

申請者資料 Applicant Information

姓名（請填寫閣下欲於信件顯示的姓名）

Full Name (As shown on the letter) :

姓 Surname

名 First name

出生日期 Date of Birth :

(DD/MM/YYYY)

聯絡電話 Contact No. :

電郵 Email :

性別 Gender : 男 M / 女 F

比賽資料 Event Information		課程資料 Programme Information	
年齡組別 Age Group	比賽項目 Event	首次參加之課程名稱及級別 The first participated programme name & level	
		最後/現在參加之課程名稱及級別 The last / current participated programme name & level	

申請人或其家長簽署
Applicant or Parents Signature :

申請日期
Application Date :

領取人或其授權代表簽署
Collection Signature :

領取日期
Collection Date :

證明信申請回條 Application Receipt

申請日期 Application Date :	
領取或寄出日期 Collection or Mail Date :	

備註 Remarks :

- 如沒有提供回郵信封，請攜收據到地下服務櫃檯領取。Please collect the letter with receipt at G/F Service Counter if no envelope provided.
- 未領取的文件將於領取日期起計三個月後作廢，已繳費用恕不退還。如有需要可重新申請。Uncollected document will be void 3 month from the collection date and no refund will be accepted.