

# 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

- 請填妥申請表，並附已貼上足夠郵資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 completed the application form and attach a self-addressed envelope, please ensure that bear sufficient postage. Please note that the YMCA does not bear the risk for the loss of mail. If no envelope provided, the applicant must collect the document personally in the 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。One sports activity or competition is allowed in one application only.

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	\$80	20 workdays (Mon-Fri)
<input type="checkbox"/> Standard	具簽署證明信 Signed Reference Letter	\$160	
<input type="checkbox"/> 特快	不具簽署課程報名結果 Unsigned Course Enrollment Result	\$110	10 workdays (Mon-Fri)
<input type="checkbox"/> Express	具簽署證明信 Signed Reference Letter	\$220	
<input type="checkbox"/> 其他 Special	第三方團體證明文件 Third party reference document	\$20	20 workdays (Mon-Fri)
<input type="checkbox"/> 領取	郵寄：申請者須準備足夠郵資的回郵信封及自行填寫地址 Mail: Applicant must provide envelope with sufficient postage and fill in the address	\$0	N/A
<input type="checkbox"/> Collection	申請者自取 Pickup in person by the applicant.	\$0	N/A

### 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 Events Information		課程資料 Programmes 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	
		最後參加之課程名稱及級別 The last participated programme name & level	

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

領取人或其授權代表簽署  
Recipients or Authorized  
representative Signature :

申請日期  
Application Date :

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，請攜收據到一或二樓服務櫃檯領取。  
Please collect the letter with receipt at 1/F or 2/F Member 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 documents will be destroyed 3 months from the collection date and no refund is accepted. Re-apply is needed for this situation.

(Revised on: 1/7/2024)