

Official Use Only:	Date of Application:		Registering Service Unit:	
	Membership Expiry Date:		Membership No.:	
	<input type="checkbox"/> Regular Member		Staff's Signature :	
	<input type="checkbox"/> Membership Fee Waived (CSSA/Grassroots/Special Need Group : _____)			

Remarks: Please read the Notes on Application for Membership.
Membership renewal requires updating the changes only.



Caritas Youth and Community Service

INDIVIDUAL MEMBER'S DATA FORM

NEW MEMBER **RENEWAL**

Applicant's Name:	(English)			Sex : <input type="checkbox"/> M <input type="checkbox"/> F
HKID or Birth Certificate No.:		Date of Birth:	(DD/MM/YYYY)	Age : ()
Email Address :			Home Tel.:	
Home Address :			Mobile Tel.:	
Correspondence Address (if different with home address) :				

Declaration

1. According to the Personal Data (Privacy) Ordinance, I accept / do not accept Caritas Youth and Community Service to use my personal data (including name, telephone numbers, email address, home address and correspondence address) for future communication, programme/service promotion and collecting opinions.
2. I have read clearly the Notes on Application for Membership and agree to comply with the regulations and to fulfill the member's obligations.
3. I accept / do not accept to open the online membership account. Please note that a verification code for activating the account will be sent to your registered email.

Applicant's Signature : _____

Date : _____

To be completed for applicant under 15 years old	
I have read clearly the Notes on Application for Membership and agree to assist the applicant to comply with the regulations. If the applicant fails to do so, I agree to take upon the responsibilities.	
Parent /Guardian's Name (should be aged above 18 years old) :	HKID No.:
Relationship :	Parent/Guardian's Signature :

Notes on Application for Membership

A : Criteria

1. Applicant must be Hong Kong legal residents.
2. Applicant aged between 3 and 14 years old would be given children membership. His/her parent or guardian should sign on the application form as guarantor. Applicant aged 15 years old or above would be given youth / adult membership.

B : Procedure and Fees

1. Any person intends to be member should contact the staff at reception counter in any one service unit to obtain an application form. Submit the completed application form to the reception counter of the Registering Service Unit (see top right corner). Present his/her Birth Certificate or HKID (either original or copy) and pay the membership fee. Membership would be effect immediately. Membership is valid for one year. Every member is provided with one membership card.
2. Membership Fee is HK\$30. The concessionary rate for people aged 60 or above is HK\$24.
3. Any person who is receiving CSSA may apply for waive of membership fee. He/she should present the effective proof of Medical Fee Waiver as a document proof.

C : Member's Right

1. Effective membership is applicable to all service units shown at the back of the membership card. Effective member can go to every service unit for borrowing recreational games, enrolling groups, interest classes and every kinds of activity needlessly to apply for membership at each service unit individually.
2. Effective member can use the study room and library facilities and can borrow books in Caritas libraries. Compensation is required for late return of books, lost books and damaged books in according to the regulations.

3. Members can receive the bulletin of the Registering Service Unit, except those who have declared that he/she does not accept Caritas Youth and Community Service to use his/her personal data for future communication and programme/service promotion.

D : Member's Obligations

1. Upon the expiry of membership, if a member is intending to renew the membership, he/she should attend to the membership renewal procedure and pay the membership fee at the reception counter of the Registering Service Unit.
2. When applying for enrollment in activities at every service unit, please present effective membership card to speed up the process by using the bar code.
3. Member is obligated to fulfill every service unit's regulations and use the public facilities with care. Membership card is not transferrable to any other person. Replacement of lost membership card is charged at HK\$5.00 for each card.

E : Remarks

1. Once the membership is confirmed, if a member intends to withdraw from the membership, he/she should go to the Registering Service Unit to apply for cancellation of membership. Membership fee is non-refundable.
2. Besides the use of the applicant's personal data (including name, telephone numbers, email address, home address and correspondence address) for future communication, programme/service promotion and collecting opinions as accepted by the applicant, the data collected by this form will only be for processing the membership and will not be used for other purposes.
3. All data collected by this form will be recorded and used internally by the Registering Service Unit and be kept confidential.