



## 會籍申請指引

(2022年1月18日更新)

分項	普通會員	投票會員
會籍資格	各團體或機構	屬會在提交申請成為投票會員當日起計算： 1. 過去連續三年或以上註冊並更新普通會員會籍； 2. 過去連續三年內，每年參加最少兩個龍舟比賽(備註3) 3. 過去連續三年內，安排屬會成員(可以是不同成員)每年參加最少兩個由總會主辦的訓練課程(必須提供有關證明)； 4. 由於疫情關係，總會未能於2020-2022年度舉辦龍舟比賽。屬會提交申請將有以下特殊安排，總會將會接受屬會於2018-2019年度、2019-2020年度及2022-2023年度每年參加最少兩個龍舟比賽及最少兩個由總會主辦的訓練課程。若屬會於2020-2022年度曾參加總會主辦的訓練課程亦可合併在2022-2023年度計算。
新註冊申請方法	請將以下資料及文件寄交總會秘書處： 1. 填妥之申請表； 2. 申請費用(只接受支票) [普通會員年費港幣800元；投票會員年費港幣400元；支票抬頭請書寫「中國香港龍舟總會」或“Hong Kong China Dragon Boat Association”。請於支票背面或銀行入數紙上列明機構名稱及申請項目]； 3. 有效社團註冊證書或商業登記證副本(大專院校/中學/小學可獲豁免)。	
申請程序	1. 將所需文件及費用遞交總會秘書處； 2. 申請個案由總會會籍委員會審查，並由總會執行委員會批核； 3. 總會秘書處將以電郵通知申請團體或機構有關批核結果； 4. 審批一般需時三個月； 5. 倘若未能收齊所需文件及資料，總會不會啟動審批程序。	
更新註冊程序	1. 填妥及遞交表格；及 2. 遞交有效社團註冊證書或商業登記證副本；及 3. 費用[普通會員年費港幣400元；投票會員年費港幣400元；支票抬頭請書寫「中國香港龍舟總會」或“Hong Kong China Dragon Boat Association”。請於支票背面或銀行入數紙上列明機構名稱及申請項目。]	



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更新資料 程序	<ol style="list-style-type: none"><li>1. 任何資料更新，必需填妥表格及於更新資料欄之空格內加上“✓”；</li><li>2. 以下更新項目須同時遞交相關證明文件：<ol style="list-style-type: none"><li>(i) <u>更新屬會名稱</u> 已更新之 <b>社團註冊證書</b> 副本或公司註冊處發出之 <b>公司更改名稱證書</b> 副本及/或由稅務局發出之 <b>商業登記證</b> 副本。</li><li>(ii) <u>更改代表人姓名</u> 社團或公司授權簽署，及有屬會蓋印之證明信件。</li></ol></li></ol>
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**備註：**

1. 任何會員 (包括投票會員及普通會員) 必須於每年 4 月 1 日或之前更新會籍。如未有依時辦理續期之會員，皆當重新註冊為普通會員論；
2. 總會保留一切有關屬會會員申請指引及程序的最終解釋權、決定權及修改權，而無須另行通知；
3. 龍舟比賽賽事：體育節 - 龍舟比賽、香港國際龍舟邀請賽、香港龍舟錦標賽或香港國際龍舟錦標賽、香港半馬拉松龍舟錦標賽、香港室內龍舟錦標賽；
4. 任何會員 (包括投票會員及普通會員) 的會費不設退款；
5. 如中、英文兩個版本有任何抵觸或不相符之處，應以中文版本為準。



## Membership Application Guidelines

(Updated as at 18 January 2022)

Item	Ordinary Member	Voting Member
Admission Criteria	All Groups / Organizations	<p>The followings are to be counted from the date when the Ordinary Member submits its application for voting membership:</p> <ol style="list-style-type: none"><li>1. Minimum period of ordinary membership is 3 years consecutively;</li><li>2. The applicant should have taken part in at least 2 races (Remark 3) per year in the past 3 consecutive years;</li><li>3. Member of the applicant should have participated in at least 2 dragon boat training courses per year (documentary proof is required) organized by the Association in the last 3 consecutive years; and</li><li>4. Due to COVID-19, HKCDBA did not hold any competitions in 2020-2022. Therefore, HKCDBA will have special arrangement for the applicant. HKCDBA will accept applicant to take part at least 2 races per year and 2 dragon boat training courses per year in 2018-2019, 2019-2020 and 2022-2023. If the applicant has participated in dragon boat training courses organized by the Association in 2020-2022, it could also be combined into 2022-2023.</li></ol>
New Application	<p>Applicant should provide all supporting documents required by the Association, including but not limited to the following documents:</p> <ol style="list-style-type: none"><li>1. Completed application form;</li><li>2. Application fee (HK\$800 per year for Ordinary Member and HK\$400 per year for Voting Member, by cheque only) [ <i>Crossed cheque payable to <b>Hong Kong China Dragon Boat Association</b>. Please write the organization's name and type of application on the back of the cheque.</i>] and</li><li>3. Copy of valid Certificate of Registration of A Society or Business Registration Certificate. (Higher Education Institutions / Secondary School / Primary School are exempted)</li></ol>	



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Application Procedure	<ol style="list-style-type: none"><li>1. Applicant should submit all relevant documents and application fee to the HKCDBA Secretariat;</li><li>2. All applications are to be examined by the Membership Committee and be approved by the Executive Committee;</li><li>3. Applicant will be notified of the result by email;</li><li>4. Normally the process will take 3 months; and</li><li>5. The Association will not handle any application that fails to provide all relevant documents.</li></ol>
Renewal Procedure	<ol style="list-style-type: none"><li>1. Complete and submit the application form;</li><li>2. Provide a copy of valid Certificate of Registration of A Society or Business Registration Certificate; and</li><li>3. Application fee (HK\$400 per year for Ordinary Member and HK\$400 per year for Voting Member, by cheque only) [ <i>Crossed cheque payable to <b>Hong Kong China Dragon Boat Association</b>. Please write the organization's name and type of application on the back of the cheque or bank-in slip.</i>].</li></ol>
Information Update Procedure	<ol style="list-style-type: none"><li>1. For information update, applicant should complete the application form and check “✓” in the information update box.</li><li>2. For the following updates, applicant should provide relevant supporting documents:<ol style="list-style-type: none"><li>(i) <u>Change of affiliated group name</u> Copy of Certificate of Registration of A Society or Certificate of Change of Name and/or Business Registration Certificate.</li><li>(ii) <u>Change of the name of representative</u> Authorized letter from the entity with the affiliated group stamp.</li></ol></li></ol>

**Remarks:**

1. All Members (including Voting Member and Ordinary Member) should renew their memberships on or before 1 April each year. Otherwise, one will be treated as new application and its past records will not be counted.
2. Hong Kong China Dragon Boat Association (HKCDBA) reserves the rights to update or modify these Guidelines without prior notice and make the final decision in case of dispute.
3. List of Dragon Boat races: Festival of Sport – Dragon Boat Competition, Hong Kong International Dragon Boat Races, Hong Kong Dragon Boat Championships / Hong Kong International Dragon Boat Championships, Hong Kong Half Marathon Dragon Boat Championships, Hong Kong Indoor Dragon Boat Championships.
4. The membership fee for all Members (including Voting Member and Ordinary Member) is non-refundable.
5. If there is any inconsistency or ambiguity between the English version and the Chinese version of this guideline, Chinese version shall prevail.