



申請二零零九年度田總運動員註冊証 / 健身室証 指引

Guidelines on Application for Registration of Athlete / Weight Training Pass 2009

所需文件 Required Documents:

1. 申請表格 Application Form	:	填妥的申請表格並蓋上會印 Completed application form with member clubs' chop
2. 彩色近照 Photograph	:	彩色近照兩張 (新會員 2 張; 2008 年度註冊會員 1 張; 如申請健身証另加 1 張)。 請小心參閱下列相片規格。 2 Recent colour photographs (2 photos for new members; 1 photo for 2008 Registered members of 2008; 1 extra photo for members applied for Weight Training Pass). Please see the below photograph requirements carefully.
3. 繳費方法 Payment method	:	- 費用須於遞交申請時繳付。請用劃線支票註明支付『香港業餘田徑總會有限公司』。期票恕不接納。 Registration fee is payable at the time of application. Crossed cheque should be payable to "Hong Kong Amateur Athletic Association Limited". Post-dated cheque is not accepted. - 成年運動員註冊費為港幣 80 元正; 10-19 歲的青少年運動員則為港幣 40 元正; 健身室申請費為港幣 100 元正。 Registration fee is HK\$80 for senior athletes aged 20 or above; HK\$40 for junior athletes aged between 10 and 19; HK\$100 for Weight Training Pass.
4. 證明文件 Supporting documents	:	必須附上身份証/護照副本以作核對。(持 2008 年田總註冊証除外) A copy of HKID card/ Passport for verification. (Except the 2008 Registered Athletes)
5. 聲明 Declaration	:	每名申請者必須填寫聲明書。 Each applicant must fill in the declaration.
6. 轉會 Transfer of membership	:	運動員如需轉會, 申請人必須得到第一屬會同意並於申請表蓋上第一屬會會印方告生效。 Any change of club membership should be endorsed by the first club with an official club chop stamped on the new application form.

相片規格 Photograph Requirements:

- 相片大小 : 相片尺寸必須為 40 毫米(闊)乘 50 毫米(高), 大小不乎合的相片將不會接納。
Size of the photo 40mm (width) x 50 mm (height). A substandard photograph will not be processed.
- 背景 Background: 單色背景照片, 彩色或圖案的背景不被接納。The photograph should have a pure color background.
Patterned backgrounds are unacceptable.
- 規格 Standard: 相片應顯示你的完整正面, 並清楚顯示你的面容。The photograph should show your full frontal face with clear facial features.

處理申請的時間 Processing time :

申請會按遞交表格的先後次序處理。一般而言本會承諾於收妥所需文件、費用及照片後的 14 個工作天內完成處理申請的程序(不包括星期六、日及公眾假期)。唯須視乎每個申請的個別情況, 以及於某段時間內所收到的申請數目而定。

HKAAA will be processed on a first-come-first-served basis and we pledges to complete the process of application within 14 working days (except Saturdays, Sundays and Public Holidays) provided that all necessary documents, application fee and photograph have been received. Whether this pledge can be met will all depends on the circumstances of individual application and the number of applications received at a particular time.

注意事項: 如遞交的證明文件不足, 或相片不符合規格, 本會將終止處理該申請, 並退回有關申請予申請人。

Important: Any applicant with insufficient supporting documents or substandard photograph will not be processed and will be returned to the applicant.