

(Official Use Only)

Application No.: \_\_\_\_\_

Date of Receipt: \_\_\_\_\_



香港殘疾人奧委會  
HONG KONG  
PARALYMPIC COMMITTEE



## Hong Kong Paralympic Committee 2023-2024 Application Form for Associate Member

1. Eligibility Criteria: Applicant must be National Sports Association or local sports organisation for the disabled registered under the Societies or Companies Ordinance.

☐ New Application ☐ Renewal

### 2. Organisation Information

Name of Organisation (Chi): \_\_\_\_\_

(Eng): \_\_\_\_\_

Correspondence Address: \_\_\_\_\_

Tel No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Name of President/ Chairperson (Chi): \_\_\_\_\_

(Eng): \_\_\_\_\_

Name of Contact Person (1) (Chi): \_\_\_\_\_

(Eng): \_\_\_\_\_

Position: \_\_\_\_\_

Tel No.: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Contact Person (2) (Chi): \_\_\_\_\_

(Eng): \_\_\_\_\_

Position: \_\_\_\_\_

Tel No.: \_\_\_\_\_

Email: \_\_\_\_\_

### 3. Membership Fee & Payment Methods

HK\$100 per annum (from 1<sup>st</sup> April to 31<sup>st</sup> March)

☐ Cash (Please bring the application form with documents to HKPC Secretariat)

☐ Cross Cheque: Cheque No.: \_\_\_\_\_ (Made payable to "Hong Kong Paralympic Committee Limited) and send together with application with document to HKPC Secretariat)

## Checklist of Documents and Information Required for the Application

Checklist for Application	
1.	<input type="checkbox"/> Completed with the original of the application form signed
2.	<input type="checkbox"/> A constitution/ M&A of the organization**
3.	<input type="checkbox"/> A recent annual report
4.	<input type="checkbox"/> A recent annual audited account
5.	<input type="checkbox"/> A copy of valid Business Registration Certificate or Registration of a Society
6.	<input type="checkbox"/> Documentary proof, such as an Affiliation/ Membership Certificate of the Asian Federation/ Regional Federation/ International Federation or equivalent**
7.	<input type="checkbox"/> A list of the board of directors/members of the commission and office-bearers, and an organisation chart and election mechanism**
8.	<input type="checkbox"/> The Code of Conduct which is applicable to Executive Committee Members and staff of the organisation**
9.	<input type="checkbox"/> Procurement Policies and Guidelines of the organisation
10.	<input type="checkbox"/> Documentary proof, which should have been approved by the Executive Committee or the Annual General Meeting** <ul style="list-style-type: none"> <li>a. Selection Policy;</li> <li>b. Appeal Policy;</li> <li>c. Complaint Policy;</li> <li>d. Athlete's Guide to Anti-Doping Rules; and</li> <li>e. Policy and Guidelines on Prevention of Sexual Harassment</li> </ul>
11.	<input type="checkbox"/> Documentary proof of the programmes organised in the past two years

☒ put a tick in the appropriate box(es).

\*\* Note for renewal applications: If the content of the document remains unchanged, resubmission of particular item is not required. You may submit documents with changes.

Mandatory Requirements	
(1)	Please provide documentary proof of the background of the Organisation, a brief introduction of the sport.
	Date of Establishment: (dd/mm/yyyy)
	Number of Members:
	Background of Organisation:
	Brief introduction of the sport:
	Date of recent Annual General Meeting (mm/yyyy):
	Date of coming year Annual General Meeting (mm/yyyy):

(2)	Details of the programmes organised <u>in the past two years</u> (name, date, venue and number of the participants of varying levels and types, such as training courses, competitions and promotion programmes, as well as audited records, including but not limited to photos, attendance record and publicity materials): Please add supplement page if needed.				
	Name of Programme		Date	Venue	Number of Participants
	1.				
	2.				
	3.				
	4.				
	5.				
	6.				
	7.				
	8.				
	9.				
10.					

## Declaration

I certify that the details given above are true, up-to-date, accurate and complete in all respects. I understand that giving any false or inaccurate information, or withholding any material information will render the application null and void. If the application fails to comply with any provisions of the Declaration, without prejudice to any powers, rights, remedies and claim that the HKPC may have under this application form or in law, the HKPC shall be entitled to reject immediately this application. If the above information is updated, applicant must submit the up-to-date and accurate information to HKPC. HKPC possesses the final decision right to approve the membership application. Once it becomes an Associate Member, it must be in compliance with the rule and regulation of HKPC. HKPC shall not tolerate any illegal or unethical behaviour. Having endorsed by the board of directors, HKPC has the right to terminate its membership with immediate effect and will be posted at HKPC website and the relevant partnerships shall also be notified.

Signature:

Name:

Position:

President/ Chairman

Date

Organisation Chop