

(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 Ordinary Member

1. Eligibility Criteria: Applicant must be National Sports Association and should have participated no less than three Para Sports Major Multi-games or international or inter-regional championship/ invitation in past five years.

☐ 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\$200 per annum (from 1st April to 31st 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"> a. Selection Policy; b. Appeal Policy; c. Complaint Policy; d. Athlete's Guide to Anti-Doping Rules; and e. Policy and Guidelines on Prevention of Sexual Harassment
11.	<input type="checkbox"/> Documentary proof of the programmes organised in the past two years
12.	<input type="checkbox"/> Documentary proof of the Para Sports Competition in three of the past five 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(s) if needed.				
	Name of Programme		Date	Venue	Number of Participants
	1.				
	2.				
	3.				
	4.				
	5.				
	6.				
	7.				
	8.				
	9.				
10.					

(3)	<p>Details of Para Sports Competition participated no less than three Major Multi-games or international or inter-regional championship/ invitation in past five years, including participation from no less than 4 countries and the relevant evidence (including event posters, registration forms, competition lists, event souvenir booklets, event photos, results and other documents, etc.) and prove that those competition are recognized by the relevant International/ Asian Federation. Please add supplement page(s) if needed.</p>				
	Name of Competition		Date	Venue	Number of Countries
	1.				
	2.				
	3.				
	4.				
	5.				

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 Ordinary 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