

For Official Use:	Date of Application:		Registering Service Unit:	
	Membership Expiry Date:		Membership No.:	
	<input type="checkbox"/> Regular Member		Staff's Signature :	
	<input type="checkbox"/> Membership Fee Waiver: CSSA /Grassroots/Special Need Group (Members need to fill in the Concession Scheme form)			



Remarks: Please read the Notes on Application for Membership and Personal Information Collection Statement.  
New Members need to fill in all items of this form. **Membership renewal updates the changes only.**

**Caritas Youth and Community Service**

**Community Centre**

## Individual Member Application Form

☐ New Member ☐ Renewal

Applicant's Name#:	(English)		Gender : <input type="checkbox"/> M <input type="checkbox"/> F
Date of Birth :	(DD/MM/YYYY)	Identification Document	<input type="checkbox"/> HKID / Birth Certificate <input type="checkbox"/> Other documents
Email Address :		Home Tel. No. :	
Home Address :		Mobile No.:	
Correspondence Address (if different from above) :			
Channel to Receive Newsletters of Registering Service Unit :		<input type="checkbox"/> Email / <input type="checkbox"/> By Post / <input type="checkbox"/> I do not want to receive	
*By default, we will send the newsletter through emails.			
Emergency Contact Person:		Emergency Contact No.:	

### Declaration

I have read clearly the Notes on Application for Membership and agree to comply with the regulations and to fulfill the member's obligations.

I ☐ want/ ☐ do not want to receive information of Registering Service Unit via WhatsApp or SMS .

Applicant's Signature#: \_\_\_\_\_

Date: \_\_\_\_\_

### Notes on Application for Membership

#### A: Criteria

1. Applicant must be Hong Kong legal residents.
2. Applicant aged between 6 and 14 years old would join as children member. Applicant aged 15 years old or above would join as youth / adult member.

#### B : Procedure and Fees

1. Any person can apply for the membership in person at any one of the community centres shown at the back of the membership card or this application form. Submit the filled application form to the Registering Service Unit (see top right corner). Applicant need to present his/her Birth Certificate or HKID (either original or copy) and pay the annual fee. The membership will be effective immediately. Membership is valid for one year. Membership card will be issued for every member.
2. Annual membership Fee is HK\$29. The concessionary rate for people aged 60 or above is HK\$24.
3. Any person who is receiving CSSA may apply for waiver of membership fee. He/she should show the Medical Fee Waiver from SWD as the document proof and fill in the specified form.

#### C : Member's Right

1. Membership is applicable to six Caritas community centres shown at the back of the membership card. Member information is shared across centres to allow members to access facilities and services at all centres. Member can enjoy the services in all those service units for borrowing recreational games, enrolling groups, interest classes and all kinds of activities needlessly to re-apply for membership at each service unit individually.
2. Member can use the study room and libraries in these six Caritas community centres. Member can borrow books in libraries in those service units. Charge is required for late return of books, lost books and damaged books in according to the regulations.

3. Members can receive the newsletters 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. If members want to receive the newsletters by post, please indicate in this form.

#### D : Member's Obligations

1. Upon the expiry of membership, member can renew the membership in person, he/she should renew the membership in person at any one of Caritas community centres and pay the annual membership fee.
2. Members need to show the membership cards for the registration process of the activities / interest class enrollment.
3. Member is obligated to observe the rules and regulations of the service units and use the 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 effective, member can apply for the withdrawal from the membership at any one of Caritas community centres. Membership fee cannot be refunded under any circumstances.

## Personal Information Collection Statement – Membership Application

### Purpose of Collection

Our Service will handle your Service request and donation according to your provided personal data. You may decline to provide our Service with the requested personal data, but in such case our Service may not handle your request accordingly due to insufficient information. Please ensure your provided information is correct and contact us if there's any updates.

### Usage of the Data

We may use the Data for one or more of the following purposes:

1. for application of the membership and other services;
2. for the records of membership, services and programmes;
3. for the collection of service feedback and need assessment;
4. to handle comments, enquiries and complaints;
5. for statistics and data analysis;
6. to provide update information of the services and programmes to our members.

### Access of Personal Data

Our Service collects the users' personal data on a voluntary basis only. Without the users' consensus, our Service will limit the collection and use of personal data to the purpose directly related to the function or activities stated on the collection. Our Service will not disclose any individual information to other organizations or persons unless release is required by law or is pertinent to judicial or government investigations or proceedings.

Only designated employees who need to carry out the legitimate activities / functions are permitted to view your personal data. Our Service may disclose your personal data to the relevant parties listed below for the purposes stated:

1. those personnel, agent, contractor or service provider who provides services to us in connection with our Service operations.
2. the persons or organizations you have given consent to such disclosure.

Our Service will not sell, rent or transmit any personal data collected to other organizations.

### Access to and Correction of Personal Data

If you would like to access/ correct / update your personal data, please contact our Administrative Officer at Room 135, Caritas House, 2 Caine Road, Hong Kong.

## Caritas Youth and Community Service – Community Centres

1. Caritas Community Centre - Aberdeen	2552 4211	2/F, 20 Tin Wan Street, Aberdeen, Hong Kong
2. Caritas Community Centre - Caine Road	2843 4652	2/F, Caritas House, 2 - 8 Caine Road, Hong Kong
3. Caritas Mok Cheung Sui Kun Community Centre	2816 8044	G/F, 27 Pokfield Road, Kennedy Town, Hong Kong
4. Caritas Community Centre – Kowloon	2339 3713	256A Prince Edward Road West, Kowloon
5. Caritas Community Centre - Ngau Tau Kok	2750 2727	2/F, 1 On Tak Road, Ngau Tau Kok, Kowloon
6. Caritas Community Centre - Tsuen Wan	3707 2012	2/F, 9 Shing Mun Road, Tsuen Wan, New Territories