

申請發還康樂設施場租/入場費
Application for Refund of Hire/Admission Charges of Leisure Facilities

For Office Use
參考編號 (首次租訂編號)
Reference No (First Booking Permit No) : _____
收件日期
Received Date : _____
Folio No.: _____ A(i)1/2

I. 此欄由申請人填寫 **Application** (To be completed by the applicant)

申請人資料 (Personal Particulars) : 請用正楷填寫 (In Block Letters)

姓名* : _____ (中) 身分證明文件號碼 (首四個號碼)*
Identity Document No.(First 4 digits) : _____
Name* : _____ (英) 聯絡電話
Contact Tel. No. : _____
通訊地址
Correspondence Address : _____

使/租用場地/設施資料 (Using/Booking Venue/Facility Details) :

場地/設施 日期 時間
Venue/Facility : _____ Date : _____ Time : _____

租訂時繳款方法 (Payment Method) :

請在適當方格內加上“✓”號 (please mark“✓”in appropriate square)

- 現金/支票 (Cash/Cheque) 繳費靈 PPS 康體通自助服務站 Leisure Link Self-service Kiosk
- 信用卡 請注意, 若原先以信用卡繳付場租/入場費, 退款只存入到客戶原來交易的信用卡賬戶。
Credit Card Please note that refund can only be made to Card account that was used for making the original booking.

申請退款的理由 (Reason for Application of Refund) :

退款金額
Total Amount of Refund : \$ _____

- 現將租用證正本 (編號: _____) 交回。
The original permit, permit no.: _____, is returned herewith.
- 本人遺失原來的租用證, 如果尋回該租用證, 本人定會交還康樂及文化事務署。
I declare that the original permit was lost. If the permit is found, I will return it to the Leisure and Cultural Services Department.
- 本人同意放棄另行分配時段。
I agree to give up the re-allocation for another time slot.

申請人簽署
Signature of Applicant : _____

*As shown on identity document used for booking
須與訂場身份證明文件相符

日期
Date : _____

II. 如申請人年齡在 18 歲以下, 須由家長/監護人填寫此欄 (家長/監護人須為 18 歲或以上之人士), 並帶同申請人出生證明文件正本/副本 (只供查閱) 及家長/監護人的身分證明文件正本/副本 (只供查閱), 代收退款。 If the applicant aged below 18, this section should be completed by his/her Parent or Guardian (Parent/Guardian should be aged 18 or above). Please bring along both applicant's and applicant's parent/guardian's identity document(s) (original or copy) for verification. Refund will be payable to his/her Parent or Guardian.

家長/監護人簽署
Signature of Parent/Guardian : _____

家長/監護人姓名 (正楷)* : _____ (中)
Name of Parent/Guardian* : _____ (英)
(Block Letters) : _____

家長/監護人身分證明文件號碼 (首四個號碼)*
Parent/Guardian's Identity Document No.(First 4 digits) : _____

日期
Date : _____

備註: 你提供的資料只作處理退款時作核實身分之用。有關你的個人資料, 除獲本署授權職員外, 將不會提供予其他人士。若要求更改或索取你申報的個人資料, 可與本辦事處的職員聯絡。 Remarks: Information provided by you will be used only for verification of identity when arranging refund. Apart from staff duly authorised by the Department, no one will be given access to your personal information. If you want to revise or retrieve the personal information you have provided, you may contact the counter staff of this office.

III. 接獲申請通知 (收到申請後發給申請人)

Acknowledgement (To be given to the applicant on the receipt of this application)

致: 先生/女士
To: Mr/Ms _____

你要求發還 _____ 元的退款申請已經收到。租用的場地/設施為 _____ 及租用日期及時間是 _____ 及租用證編號: _____。如有查詢, 請與取消租用場地的相關職員聯絡。

I acknowledge the receipt of the application for refund of \$ _____ for hiring of _____ (Venue / Facility) at _____ (Time) on _____ (Date) and the permit no. is _____.

職員姓名及職位
Name and post of Officer : _____
日期
Date : _____
Date : _____

For Office Use
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**Approval Form
(For Office Use)**

Folio No.: _____A(i)2/2

Original payment received through: (Please mark "✓" in appropriate square)

Cash/Cheque/ PPS/ Leisure Link Self-service Kiosk

Credit Card

User Code :

R	E	4	1	1	0	9	5								
R	E	4	1	1	0	9	5								

Name of Applicant : _____

Programme Fee (if applicable) : _____

No. of Session or Day Cancelled : _____

Date of Session or Day Cancelled : _____

Refund Amount (with calculations) : _____

Recommendations (with justifications) : _____

I confirm that the details provided by the applicant are correct and no previous refund had been made.

Signature : _____
Name : _____
Post title : DDLM()/ M()/ AA/ COi/c
Date : _____

Approval

The refund application supported with the following documents is approved :

- Duly completed application form with first booking permit no.
- Duly completed approval form, and
- Sufficient supporting documents (including details of LLS booking records).

Signature : _____
Name : _____
Post title* : SLM()/ DLM()/ M()
Date : _____

*Refer to paragraph 3 of the guidelines for approving authority.

Follow-up Action

To : TA(R)

Record

To : DDLM ()/ M()