# VICTORIA RECREATION CLUB (ESTABLISHED 1849)

Chairman: Wu Kam Shing Deputy Chairman: Christopher Yee Hon. Treasurer: Vernon Moore Hon. Secretary: Gordon Loch



E-Mail: info@victoriarecreationclub.com.hk Telephone: 2178 2221 / 2178 2222

Facsimile: 2178 2498

Mail: Room 906, Technology Plaza,

651 King's Road

Quarry Bay, H. K.

EMERALD BAY SALKUNG- NEW TERRITORIES DEEPWATER BAY - HONG KONG ISLAND

## Application for Cancellation of Membership (S)

For members wishing to cancel a membership(s) please follow the instructions and procedure listed below.

Before cancelling your membership/s - Please note that the club has an absent membership policy that can be enacted before cancelling. Please contact our administration department on admin@victoriarecreationclub.com.hk or call 2178-2222 for further absent membership details.

If an absent membership is not applicable, please follow the instructions below to cancel your membership.

### **Procedure**

- Please fill out all of the details on the below form. 0
- Note please give at least 2 month notice ahead of a quarterly billing date, 1 quarter fee will be charged for 0 insufficient notice time.
- Please email the completed form to the following email addresses- gm@victoriarecreationclub.com.hk, 0  $admin@victoriarecreationclub.com.hk\ \&\ info@victoriarecreationclub.com.hk$
- Alternatively, one can mail the form to our office address "9th floor, Room 6, Technology Plaza, 651, King's Road 0 Quarry Bay, HK.
- Please list and specify any other arrangements. 0

The club will process your cancellation application and inform you when you membership(s) has been cancelled.

#### 1) Details of membership(s) to be cancelled

| Member #          | Name in Full               | Proposed Date of Cancellation | any other arrangement/request |
|-------------------|----------------------------|-------------------------------|-------------------------------|
|                   |                            |                               |                               |
|                   |                            |                               |                               |
|                   |                            |                               |                               |
|                   |                            |                               |                               |
|                   |                            |                               |                               |
| Reason(s) for can | celling your Membership(s) |                               |                               |
|                   |                            |                               |                               |
|                   |                            |                               |                               |
|                   |                            |                               |                               |
| 2) Boat/SUF       | P Spaces/ storage          |                               |                               |

| 2) | Boat/ | SUP S | paces/ | storage |
|----|-------|-------|--------|---------|
|----|-------|-------|--------|---------|

I have an issued boat/sup space Yes / No

Boat space details- Please tick of circle

DWB / EMB Stored at

A /B /C /D /E Craft Type

Boat rack number(s)

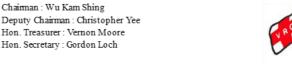
Affiliated to: Sports Federation & Olympic Committee of Hong Kong, China

Hong Kong Amateur Swimming Association Ltd.

Life Member: The Royal Life Saving Society, England

# VICTORIA RECREATION CLUB

(ESTABLISHED 1849) (INCORPORATED 1964)





E-Mail: inio@victoriarecreationclub.

Telephone: 2178 2221 / 2178 2222 Facsimile: 2178 2498

Returned to

### EMERALD BAY, SAI KUNG – NEW TERRITORIES DEEPWATER BAY – HONG KONG ISLAND

I acknowledge all craft have be removed from the club premises on ( if yes, please date) Yes / No

Date of removal

- Please note, that any unremoved craft stored at the club houses after the cancellation date of your membership, the VRC has full right to dispose/ use / sell the craft without prior notice.
- Any cost incurred for craft disposal should be borne by ex-member(s).

# 3) Outstanding Billing

Please settle any outstanding account balance with VRC before the cancellation date of your membership.

 Please email the bank slip or copy of payment instruction to email addressesgm@victoriarecreationclub.com.hk, admin@victoriarecreationclub.com.hk & info@victoriarecreationclub.com.hk

Date

O Alternatively, one can send a copy of the bank slip and or instructions, or cheque to our office address " 9th floor, Room 6, Technology Plaza, 651, King's Road Quarry Bay, HK.

Account settlement information- Please fill in

| Amount Paid | Date | Settled by                          |
|-------------|------|-------------------------------------|
|             |      | Cheque / bank deposit/bank transfer |

### 4) Membership Cards

Number of cards returned

All membership cards must be returned to the VRC

|                   |                                   | DWB / EMB / Quarry Bay |
|-------------------|-----------------------------------|------------------------|
| 5) Signature      | e                                 |                        |
| I confirm all the | e details in the form are correct |                        |
| Name              |                                   | Membership Num         |
| Date              | Signature                         |                        |
| For Office use of | whe                               |                        |

| Action required                           | Date | Comments | Staff signature |
|---|------|----------|-----------------|
| Completed Cancellation form rec'd on      |      |          |                 |
| Verify with TMF for the account situation |      |          |                 |
| If unsettled, follow up with member       |      |          |                 |
| Outstanding account settled on            |      |          |                 |
| Physically check the boat space           |      |          |                 |
| Update the boat storage record            |      |          |                 |
| Acknowledge receipt of return card        |      |          |                 |
| copy of completed form to TMF for record  |      |          |                 |
| Member informed – membership Cancelled    |      |          |                 |

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