

VICTORIA RECREATION CLUB

(ESTABLISHED 1849)
(INCORPORATED 1964)

Chair : Martha Levin
Deputy Chair : Tatjana Baehr
Hon. Treasurer : Bruno Arboit
Hon. Secretary : Tatjana Baehr



Office Address : 210 Tai Mong Tsai Road
Sai Kung, New Territories, H. K.
Mail : P.O.Box 177, Sai Kung Post Office
E-Mail : info@vrc.com.hk
Telephone : 2178 2221 / 2178 2222
Facsimile : 2178 2498

EMERALD BAY, SAI KUNG – 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@vrc.com.hk or call 21782222 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.
- Note – please give at least 2 full months' notice ahead of a billing date, 1 quarter fee will be charged for insufficient notice time.
- Please email the completed form to the following email addresses :
gm@vrc.com.hk , admin@vrc.com.hk & info@vrc.com.hk .
- Alternatively, one can mail the form to our office address " 210 Tai Mong Tsai Road, Sai Kung, New Territories, Hong Kong."
- Please list and specify any other arrangements.

The club will process your cancellation application and inform you when your 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 cancelling your Membership(s)

2) Boat/ SUP Spaces/ storage

I have an issued boat/sup space Yes / No

Boat space details- Please tick of circle

Stored at DWB / EMB

Craft Type A / B / C / D / E

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

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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 addresses:
gm@vrc.com.hk , admin@vrc.com.hk & info@vrc.com.hk .
- Alternatively, one can send a copy of the bank slip and or instructions, or cheque to our office address
" 210 Tai Mong Tsai Road, Sai Kung, New Territories, Hong Kong."

Account settlement information- Please fill in

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

4) Membership Cards

All membership cards must be returned to the VRC

Number of cards returned	Date	Returned to
		DWB / EMB

5) Signature

I confirm all the details in the form are correct

Name _____ Membership Num _____

Date _____ Signature _____

For Office use only

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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