

新會員證轉換申請表

New Membership Card Conversion Application Form

主卡人 Applicant	配偶 Spouse	(1)	(2)	(3)	(4)
主卡人相片 Applicant Photo	配偶相片 Spouse Photo	子女相片 Child Photo (6-20 歲 yrs.)	子女相片 Child Photo (6-20 歲 yrs.)	子女相片 Child Photo (6-20 歲 yrs.)	子女相片 Child Photo (6-20 歲 yrs.)
會員證編號 Membership no.:					
中文姓名 Name in Chinese:					
英文姓名 Name in English:					
香港身份證號碼 HK Identity Card no.:					
只需填寫英文字母及頭四位數字 just fill in the English letters and the first four digits					
出生日期(日/月/年) Date of Birth: (dd/mm/yy)					
/ /	/ /	/ /	/ /	/ /	/ /

*遞交申請表時，亦須遞交每位會員的近照 1 張，否則將無法辦理新會員證。

*Please attach **1** recent photo for each member when submitting the application form to the Club. Otherwise, the application for new membership card cannot be processed.

個人資料收集聲明

以下是遵照香港特別行政區法例第 486 章《個人資料(私隱)條例》之要求而發表，在向閣下收集資料時通知閣下若干事項。

- 在我們博藝體運有限公司為閣下提供物業管理服務之時，閣下會被要求向我們提供個人識別資料。我們有必要收集閣下之資料，以便向閣下提供服務。倘若閣下未能提供所需資料，我們可能不能向閣下提供有關服務或協助。
- 我們所收集之資料將用作處理有關申請、日常管理及/或任何跟進事宜。此外，有關資料亦可能用於內部及/或可能被披露或轉移往本集團作統計調查、分析，上述之團體亦可存取該等資料。
- 我們只會在有需要的時間內，為了達到收集個人資料所需目的而保存閣下的個人資料及只供我們的獲授權人仕使用。
- 為保障會員之私隱，如申請人在提交申請表後一年內仍未到本會領取會員證，會所有權將有關之會員證及申請資料銷毀，而不作另行通知，已交之費用將不獲退還。

PERSONAL INFORMATION COLLECTION STATEMENT

It is the policy of Spotlight Enterprises Ltd., as one "Data User", in complying with the requirements of the Personal Data (Privacy) Ordinance, Chapter 486 of the Laws of the Hong Kong SAR and notify you of certain matters when collecting information from you.

- At the time of providing our property management services, you may be asked to provide us with personally identifiable information. It is necessary for us to collect your information for providing you the services. You are not obliged to supply the data here but if you fail to provide the information requested, we may not be able to provide you the services or assistance.
- The information we collected will be used for processing all matters relating to the relevant application, daily operation and/or any follow up actions. In addition, we may use the personal data and our information will be accessed by, disclosed or transferred to Our Group for internal statistical research and/or analysis. All of the aforesaid organizations can keep such personal data.
- We will keep your personal data only for as long as necessary to fulfill the purpose for which it is collected. The data you provide will only be handled by our authorized employees and persons.
- To protect the privacy of members, if applicant do not collect his/her membership card within one year after the submission of application, the Club Management reserves the right to destroy all relevant membership card(s) and document(s) without prior notice. The fee paid will not be refunded.

申請人聯絡電話:

Applicant Contact Phone no.: _____

申請日期:

Application Submitted On: / /

職員簽署:

Staff Signature: _____

申請人簽署:

Applicant Signature: _____

會員證簽收日期:

Membership Card Collected On: / /

取證人簽收:

Recipient Signature: _____