

# Hong Kong Tennis Association

## Application Procedure to become an Affiliated Club

### Procedure

1. Clubs applying to be HKTA Affiliated Clubs should complete an application form and submit together with the below documents by email to Hong Kong Tennis Association at [membership@tennishk.org](mailto:membership@tennishk.org).
  - Copy of Business Registration Certificate
  - Copy of Registered society certificate of the club
  - Copy of your club's memorandum & articles of association, constitution or governing regulations
  - Committee members list
  - Club's bank account proof
2. HKTA will review the application form and submitted documents and may ask applicant clubs to provide extra information if required.
3. If the applicant club fulfils the basic requirements, HKTA will arrange a site visit to the club.
4. Following a site visit, HKTA will conduct an internal review of the overall application internally. Due to an extensive approval process & vetting system, this may take up to 3-4 months.
5. Following the internal review, HKTA will inform the applicant club if their application has been successful.
6. Successful applicant clubs will be invited to pay the annual affiliation fee (see below) to formally become an HKTA Affiliated Club.

### Affiliated Club Fee

The annual affiliation fee for clubs is \$10,000, with the annual membership period running from 1 April to 31 March the next year.

Should you require further information, please call **2504 8266** or email [membership@tennishk.org](mailto:membership@tennishk.org).