

The Hong Kong, China Tennis Association Application Procedure to become an Affiliated Club

Procedure

1. Clubs applying to be HKCTA Affiliated Clubs should complete an application form and submit together with the below documents by email to The Hong Kong, China Tennis Association at 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. HKCTA 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, HKCTA will arrange a site visit to the club.
4. Following a site visit, HKCTA 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, HKCTA 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 HKCTA 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.