



Hong Kong 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 Hong Kong 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. HKCTA will inform the applicant the expected approval process completion date if the application process is not completed at the end of the fourth month subsequent to the submission of the application.
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.

Waiver of Membership Subscription Fee

HKCTA may, at its discretion, grant a waiver or reduction of the annual affiliation fee in exceptional circumstances. Applications for a waiver must be submitted in writing with justifications, and each request will be assessed on a case-by-case basis.

Procedure for Membership Withdrawal

1. **Notice of Withdrawal:** A member wishing to withdraw from the HKCTA must submit a written notice or letter stating the reason(s) for withdrawal to the HKCTA.
2. **Acknowledgement and Confirmation:** The HKCTA shall acknowledge receipt of the withdrawal notice within a specified period, typically within seven to fourteen days. The HKCTA should confirm the effective date of withdrawal in this acknowledgement.
3. **Public Notification:** The HKCTA may post a notice of the member's withdrawal on its official website and designated communication channels. This notice should include the member's name and the effective date of withdrawal.

4. **Documentation:** The HKCTA shall maintain a record of all withdrawals, including the date of receipt of the notice, the effective date of withdrawal, and any relevant correspondence.
5. **Finalization of Withdrawal:** Upon confirmation of the withdrawal, the member shall cease to enjoy any rights or benefits of membership. Any outstanding obligations or dues must be settled before the withdrawal is finalized.

This procedure ensures transparency and clarity in the withdrawal process, maintaining a professional relationship between the HKCTA and its members.

Conversion of Membership as an Associate Club to Membership as a Member Club

Reference is made to Articles 13 and 14 of the HKCTA's Articles of Association. Any affiliated club members with the status of Associate Club membership who would like to convert their membership status to Member Club membership are required to resubmit an application form with the required information specified in Clauses 1-6 of the application procedures above. Upon the approval of the status conversion, HKCTA will announce the conversion on its website.

Should you require further information, please call 2504 8266 or email membership@tennishk.org.