

| <b>中國香港網總網球中心 - 申請發還場租/入場費</b><br><b>HKCTA TENNIS CENTRE</b><br><b><u>Application for Refund of Hire/Admission Charge of Leisure Facilities</u></b>                                                                                                                                                                        |                                                                                                                                                                                                                                                                   | <b>職員專用 For Office Use</b><br>收件日期：<br>Received Date :                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| <b>I.</b>                                                                                                                                                                                                                                                                                                                  | 此欄由申請人填寫<br><u>Application</u> (To be filled by applicant)<br>致: 主管人員<br>To: Officer-in-charge                                                                                                                                                                    | 須於用場日期起<br>計 30 天內提出<br>Submit within 30 days<br>from the date of use |
| 我(姓名)_____ (護照/香港身分證號碼首四個號碼: _____) 本來使/租用網球場地編號_____,<br>使/租用日期和時間為_____年_____月_____日上午/下午____時____分至上午/下午____時____分,<br>我現在申請發還場租/入場費。<br>I, _____ (name), First four digits of Passport/HKID No. _____ would like to apply for refund for<br>using / booking court no. _____, on _____ (dd/mm/yy), from _____ to _____. |                                                                                                                                                                                                                                                                   |                                                                       |
| 通訊地址：<br>Correspondence Address : _____<br>聯絡電話：<br>Contact Tel. No. : _____<br>申請退款的理由：<br>Reason for Application of Refund : _____                                                                                                                                                                                       |                                                                                                                                                                                                                                                                   |                                                                       |
| # 現將原來的租用證(編號: _____) 交回。<br># The original permit, Audit No. _____, is returned herewith.                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                   |                                                                       |
| <div style="display: flex; justify-content: space-between;"> <div>             申請人簽署：<br/>             Signature of Applicant : _____           </div> <div>             日期：<br/>             Date : _____           </div> </div>                                                                                         |                                                                                                                                                                                                                                                                   |                                                                       |
| 所提供的資料只作處理退款時之用。若要求更改或索取你申報的個人資料，可與本辦事處的職員聯絡。<br>The information provided will be used for processing refund of hire/admission charge. For correction of or access to personal data collected, please contact staff of the booking counter.                                                                                |                                                                                                                                                                                                                                                                   |                                                                       |
| <b>II.</b>                                                                                                                                                                                                                                                                                                                 | 如申請人年齡在 18 歲以下，須由家長/監護人填寫此欄（家長/監護人須為 18 歲或以上之人士），並代收退款。<br>If the applicant aged below 18, this section should be completed by his/her Parent or Guardian (Parent/Guardian should be aged 18 or above). And refund will be payable to his/her Parent or Guardian. |                                                                       |
| <div style="display: flex; justify-content: space-between;"> <div>             家長/監護人簽署：<br/>             Signature of Parent/Guardian : _____           </div> <div>             家長/監護人姓名：_____<br/>             Name of Parent/Guardian: _____ (中)<br/>             _____ (英)           </div> </div>                    |                                                                                                                                                                                                                                                                   |                                                                       |
| <div style="display: flex; justify-content: space-between;"> <div>             家長/監護人身分證/護照號碼：<br/>             Parent/Guardian's ID Card/Passport No.: _____ (首四個號碼)<br/>             _____ (First 4 digits)           </div> <div>             日期：<br/>             Date : _____           </div> </div>                 |                                                                                                                                                                                                                                                                   |                                                                       |
| <b>III.</b>                                                                                                                                                                                                                                                                                                                | 取回退款聲明 (此部分只適用於以現金訂場)<br><u>Acknowledgement of refund</u> (This section only apply to booking by cash)                                                                                                                                                            |                                                                       |
| 本人_____ (姓名) 已取回總計\$_____的退款。                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                   |                                                                       |
| I _____ (Name) acknowledge the refund amount of \$_____ have been received.                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                   |                                                                       |
| <div style="display: flex; justify-content: flex-end;"> <div>             申請人簽署：<br/>             Signature of Applicant : _____<br/>             日期：<br/>             Date : _____           </div> </div>                                                                                                                |                                                                                                                                                                                                                                                                   |                                                                       |
| <div style="display: flex; justify-content: flex-end;"> <div>             主管人員：<br/>             Officer-in-charge : _____<br/>             日期：<br/>             Date : _____           </div> </div>                                                                                                                      |                                                                                                                                                                                                                                                                   |                                                                       |

# 請把不適用者刪除 Please delete if inapplicable