



Hong Kong Recreation Management Association

香港康樂管理協會

住宅會所管理大獎 2023

Residential Clubhouse Management Award 2023

網上提交比賽文件指引

Guidelines for submitting online application

請參賽會所在填寫申請表格前留意以下事項：

Please note the following before filling in the online application form:

- 1。網上提交比賽文件將會由 2023 年 11 月 1 日早上 10 時開始，至 2023 年 11 月 30 日下午 11 時 59 分止

Online application will start at 10:00 am on November 1, 2023 and end at 11:59 pm on November 30, 2023

- 2。大會將會以參賽會所提交網上申請表格的時間為準，逾時提交文件將不會受理

The Award will be based on the time the participating clubhouses submitted the online application form. Documents submitted after the deadline will not be accepted.

- 3。大會將會以參賽會所在限期前最後一次提交的參賽文件為會最終版本

The Award will use the last entry document submitted by the participating clubhouse before the deadline as the final version.

4. 參賽會所除了提交網上參賽文件，需要在限期前把參加費用港幣\$3500 入帳到香港康樂管理協會的銀行帳戶(香港上海滙豐銀行戶口號碼 004-023-818115-001 , Hong Kong Recreation Management Association Limited) 並且把入帳收據連同參賽文件於截止日期前電郵協會 hkrmarcma@gmail.com 提供連結供大會下載文件(有關參賽文件格式 , 詳情可參閱比賽小冊子第十頁 , 有關參賽文件撰寫指引)

In addition to submitting online entry documents, participating clubhouses need to deposit the application fee HK\$3500 into the bank account of the Hong Kong Recreation Management Association (The Hong Kong and Shanghai Banking Corporation Limited Account Number 004-023-818115-001 , Hong Kong Recreation Management Association Limited) before the deadline, and send the bank-in receipt together with other related documents to the association by email to hkrmarcma@gmail.com before the deadline, providing a link for the Award to download documents (For details on the format of documents, please refer to page 10 of the Award brochure for guidelines on written submission)

5. 倘若參賽會所並沒有在限期前完成以上參賽程序 , 大會將不會處理該會所的申請

If the participating clubhouse fails to complete the above procedures before the deadline, the Award will not process the application.

6. 大會將會在收妥每一個參賽文件, 包括網上申請表, 參加費用入帳收據及其他參賽文件後 , 透過電郵向會所確認

The Award will confirm with the clubhouse via email after receiving each application, including online application form, application fee payment receipt and other related documents.

8. 網上提交比賽文件連結:

Link for online Award Application:

https://docs.google.com/forms/d/19uZlqqcaJcfK3-QObh0uA2wCJAYuiz_Yz-UOPYEU8Ps/edit

7。如對上述程序有疑問，歡迎聯絡大會秘書處饒奕明先生（電話：60868829）
或電郵至 hkrmarcma@gmail.com

If you have any questions about the above procedures, please contact Mr.
Edmond Yiu of the Award secretariat (tel: 6086 8829) or email to
hkrmarcma@gmail.com