



For Office use only 本處專用
Reg. No 會員編號
Approval Date 批核日期
Photo 相片

Application for Full Membership
正會員會籍申請表

Please use Block Letter (Delete if inappropriate for * items)
請用正楷填寫 (填寫 * 項時, 請刪去不適用者)

Personal Particulars
個人資料

Title* Mr/Ms/Miss 稱銜* 先生/女士/小姐	English Name 英文姓名	Chinese Name 中文姓名
HKID Card No. 香港身份證號碼	Nationality 國籍	
Telephone No. 電話號碼	(Mobile for Whatsapp) (可接收 Whatsapp)	(Office) (辦公室)
E-mail Address 電子郵箱		
Correspondence Address 通訊地址		
Referral's Name / 推薦人姓名		
Hartco membership number Hartco 會員號碼		Contact number 聯絡電話

~~~Please inform HARTCO Secretariat immediately if your correspondence address has been changed.~~~  
~~~如通訊地址有更改, 請立即通知香港註冊導遊協會秘書處。~~~

Employment Details
就業詳情

| | | |
|-----------------------------------|--------------------------------|-----------------------------|
| Name of Present Company
現職公司名稱 | | |
| Present Position
現時職銜 | Full-time/Freelance*
全職/特約* | TIC Guide Pass
TIC 導遊證編號 |

Tour Guiding Course Attended
曾修讀之導遊課程

| | | |
|--------------------------------------|--|-----------------------------|
| Name of training institute
培訓機構名稱 | | |
| Course Name
課程名稱 | Course Code (if any)
課程編號(如有) | |
| Date
修讀日期 | Language for practical examination
實踐考試語言 | Other Language(s)
其他實踐語言 |

Personal Data (Privacy) Ordinance Notice
個人資料(私隱)條例通告

If you **DO NOT WANT** to have your personal data printed in the following publications as directed by the Executive Board of HARTCO, please put a “✓” in the box.

- HARTCO Membership Directory (**Name, sex, telephone number(s) and language (s) will be printed**)
 Recruitment Listing
 Any other publications as directed by the Executive Board of HARTCO.

如閣下**不願意**刊登個人資料於以下本會執行委員會所指示之印刷品內，請於方格內填上「✓」。

- 印製本會會員名冊(刊登會員名字、性別、電話號碼及語言)
 招聘目錄
 其他本會執行委員會所指示之印刷品上

- I **DO NOT WISH** to receive non-HARTCO mail 是。
本人**不願意**收到與香港註冊導遊協會無關之刊物。

*Under Sections 18 and 22 and Principle 6 of Schedule 1 of the said Ordinance, you have the right to access and make correction of your personal data kept by the HARTCO. Please send your request by mail to “HARTCO Secretariat”. (Address as listed on the last page)

*根據上述條例附表一第六原則，第十八及二十二段，閣下有權查閱及修改個人資料。查閱及修改個人資料應以書面向香港註冊導遊協會秘書處申請(地址在後頁)。

I wish to receive publications, materials and information relating to the Association and other training institutions by the following method(s).

Note: We will send important notices by mail to the correspondence address.

本人願意以下方式接受協會會訊、活動資料及相關培訓機構刊物。註：重要通告將以郵寄方式寄到通訊地址。

- By mail to correspondence address By e-mail Other
郵寄到通訊地址 電子郵件 其他

Please choose the language medium for all correspondences 請選擇通訊之語言版本：
 Chinese 中文 English 英文
(Please put a “✓” in the appropriate box. 請在適當方格填上“✓”)

Declaration
聲明

I, _____ (name of applicant), declare that, to the best of my knowledge and as far as I can ascertain, all the information provided in this application and the attached documents are complete and true. I am aware that HARTCO will rely on the information provided by me to determine my eligibility for the application of HARTCO Full Membership.

I agree to abide by the Rules and Code of Conduct of HARTCO, if admitted of membership. I understand once the membership application is approved, all fees paid are non-refundable.

I give my consent to HARTCO to verify my record with the training institute I attended.

I declare that I have no criminal records and that I am a fit and proper person to practice as a tour co-ordinator.

本人 _____ (申請人姓名) 聲明，根據本人所知及本人可確定之一切，本申請表及隨附文件所提供的一切資料均正確無誤。本人知道香港註冊導遊協會根據本人所提供的資料，評定本人是否合乎申請加入香港註冊導遊協會為正會員。

如蒙批准，本人當同意遵守香港註冊導遊協會會規及專業守則。本人亦明白會籍申請被接納後，所繳費用將不獲退還。

本人授權香港註冊導遊協會向本人報稱曾就讀之培訓機構查詢本人之紀錄。

本人在此聲明過去並無任何刑事紀錄，並適合從事導遊的工作。

Signature 簽名 _____ Date 日期 _____

Required Documents**所需文件**

The following documents need to be submitted with the application form: -

申請表需附上以下文件：

- a copy of Hong Kong Identity Card (please write "COPY" on the ID card copy);
香港身份證副本(請於身份證副本寫上“副本”字樣)；
- a copy of tour guiding course certificate;
曾修讀有關導遊課程證書之副本；
- one recent color photo in **white** background, size 2" x 1½" which shows a full front view of the applicant's head and shoulders;
壹張 2 吋 x 1½ 吋白底近照，照片顯示申請人頭部及兩肩膀的正面；
- a cheque of HK\$350.00 made payable to "Hong Kong Association of Registered Tour Co-ordinators Ltd".
抬頭《香港註冊導遊協會》之港幣叁佰伍拾元支票乙張。
(Note : Membership fee \$200 and administration fee \$150)
(註：會員費\$200 及行政費\$150)

Copy of Identity Card
身份證副本

Please return the completed application form with supporting documents to: -

Hong Kong Association of registered Tour Coordinators Secretariat
11th Floor, Citicorp Centre,
18 Whitfield Road,
North Point, Hong Kong.

請將表格連同所需文件交回或郵寄：

香港註冊導遊協會秘書處
香港北角
威非路道十八號
萬國寶通中心十一樓

For enquiries, please contact: -

Hong Kong Association of registered Tour Coordinators Secretariat
Tel No : 2807 6512
Fax No : 36184600
E-mail : info@hartco.org
Web Site : www.hartco.org

如有任何查詢，請聯絡：

香港註冊導遊協會秘書處
電話 : 2807 6512
傳真 : 36184600
電郵 : info@hartco.org
網址 : www.hartco.org

For office use only 本處專用

Payment by
付款方式 HK 港幣\$ _____ / _____

Remarks
備註 _____

Processing Status

處理程序 資料輸入 Data 寄出證件 Post 短訊 SMS 網頁 Website 負責職員 Handle: _____