

致：新界鄉議局(大樓管理委員會)

To: Heung Yee Kuk New Territories (Building Facilities Management Committee)

申請退款 Application for Refund

申請人資料 (附註 1) Particulars of the Applicant (Note 1)		
申請人姓名 / 名稱 (請用正楷填寫): Name of Applicant (Please complete in block letters):		
地址: Address :		
聯絡電話號碼:Contact Telephone No. :		
申請人的參考編號 (如有): Applicant's reference, if any :		
申請退款詳情(附註 2) Details of the Application for Refund (Note 2)		
與這次退款申請相關的機構 / 活動名稱: Company Name / Event in respect of which the refund is made :	公司名稱: Company Name:	
	活動名稱: Title of the Event:	
場地 Venue :		
使用日期 Date of Used :		
收據日期及編號 Date & No. of Receipt :	日期: Date:	收據編號 (附註 3): Receipt No. (Note 3) :
申請退還種類 Type of Refunded :		
申請退還款額 Amount to be Refunded :	港幣 HK\$	
申請退款原因 Reason for the Application for Refund:		
<input type="checkbox"/> 更改支票抬頭, 需支付港幣五十元行政費 (如適用) (附註 4) Administration fee of HK\$50 on changing of payee, if applicable (Note 4): • 更改名稱 Change name to:		
確認聲明 Confirmation		
現確認本人(等)/本機構有權取得退款。本人(等)/本機構就獲得的退還繳款, 同意彌償鄉議局大樓管理委員會如因退還上述費用而引致的任何損失。(附註 5 及 6) I/We confirm that I am/we are entitled to the refund. I/We, in consideration of the above refund made to me/us, agree to keep the Heung Yee Kuk Building Facilities Committee indemnified against all liability whatsoever which may arise in respect of the said refund if necessary. (Note 4 & 5)		
申請人簽署 Signature of Applicant	請蓋公司印章 Please affix company chop	日期 Date

請填妥退款申請表格, 把正本交回香港新界沙田石門安睦街 30 號鄉議局大樓管理處。

Please return the completed application form to the Management Office: 30 On Muk Street, Shek Mun, Shatin, N.T., Hong Kong.

請參看背頁附註 Please see Notes overleaf.

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Document Receiving Date		Remarks	
Checked by		Approved by	

[表格編號: HBR0514]

- 附註：
1. 你所提供的個人資料只用於處理申請退款的事宜上。支票只付款予申請人或機構。如退款申請人並非文件提交人，申請人須向本處提供提交人的退款授權書。
 2. 租用人必須於租用日期後的六個月內向本處申請退回保證金，否則將被視作放棄申領保證金的權利。
 3. 每份申請表只可申請一張收據的退款。
 4. 如需更改支票抬頭（與申請表上的申請人或機構不同），申請人或機構須向本處提交正式書面申請。
 5. 申請人必須退還相關款項之收據正本。
 6. 如需重新簽發支票及收據，須支付港幣五百元行政費。
 7. 須遵守新界鄉議局(大樓管理委員會)之鄉議局大樓場地使用守則。

- Note :
1. The personal data provided will only be used for processing the application for refund. Cheque will be made payable to the applicant only. If the applicant for refund is not the presenter of document, the applicant should provide us with a letter from the presenter authorising the applicant to receive the refund.
 2. Applicant must apply for the deposit refund within six months since the date of used, or otherwise the deposit will be deemed to be forfeited.
 3. One application form can only be used for the refund of one receipt.
 4. If the name of Payee is different from the application form, applicant should submit an official amendment.
 5. Applicant must return the original receipt.
 6. An administration fee of HK\$500 per request will be charged for the re-issue of cheque or receipt.
 7. Subject to the Terms and Conditions for Use of Facilities and Services at Heung Yee Kuk Building of the Heung Yee Kuk New Territories (Building Facilities Management Committee).