



Organiser:



康樂及文化事務署
Leisure and Cultural
Services Department

Enrolment Form

Organisation Name : _____ [English]

_____ [Chinese]

(Please fill in the Organisation Name in clear Chinese characters and English block letters. The Organisation Name given in this form will be used in publicity materials such as the dedicated website and programmes of the Corporate Games 2016, and the announcements of competition schedules and results, etc.)

Organisation Address : _____ [English]

_____ [Chinese]

Name of **Responsible Person** : Mr / Ms / Mrs # Telephone No. : _____

Position : _____ Mobile Phone No. : _____

E-mail Address * : _____ Fax No. : _____

Name of **Contact Person** : Mr / Ms / Mrs # Telephone No. : _____

Position : _____ Mobile Phone No. : _____

E-mail Address * : _____ Fax No. : _____

Please delete as appropriate.

* Information on the Games will be sent via e-mail.

Please put a “✓” in the appropriate

No. of Employees : _____

Group : **Group A** (Organisations with 300 or more employees in Hong Kong)

Group B (Organisations with less than 300 employees in Hong Kong)

Group C (Government Departments – no restriction on the number of employees)

Please indicate the group(s) and event(s) to be entered, and the numbers of participants for the Athletics and Distance Run competitions (if applicable):

Sports Competition	Date (Tentative)	Group and Event						Remarks	
		Singles			Doubles		Team		
		Men	Women	Men	Women	Men	Women		
Athletics	25/9/2016	Masters <input type="checkbox"/>	Open <input type="checkbox"/>	Open <input type="checkbox"/>			Men <input type="checkbox"/>	Women <input type="checkbox"/>	A (No. of Participants: ____)
Badminton	8/5 – 9/10/2016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B
Basketball	10/4 – 6/11/2016						Men <input type="checkbox"/>	Women <input type="checkbox"/>	C
Distance Run	28/2/2016	Masters <input type="checkbox"/>	Open <input type="checkbox"/>	Open <input type="checkbox"/>			Men <input type="checkbox"/>	Women <input type="checkbox"/>	D (No. of Participants: ____)
Snooker	3/3 – 7/5/2016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	B
Table Tennis	2/6 – 26/7/2016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B
Tennis	15/5 – 31/8/2016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B
Tenpin Bowling	26/6/2016	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	B
Volleyball	4/9 – 6/11/2016						Men <input type="checkbox"/>	Women <input type="checkbox"/>	C
7-a-side Mini-soccer	10/3 – 16/10/2016						Men <input type="checkbox"/>	Women <input type="checkbox"/>	C
11-a-side Soccer	20/2 – 23/10/2016						Men <input type="checkbox"/>	Women <input type="checkbox"/>	C

Remarks:

- A. (i) Each organisation may field a maximum of 6 participants for each singles event and only 1 team for each relay event in the respective groups.
- (ii) Each participant may enter a maximum of 3 singles events (i.e. either 2 track and 1 field events or 2 field and 1 track events, excluding relay events).
- (iii) Team members in each relay event must belong to the same division. Each team should consist of 6 members at most.
- B. Each organisation may field 1 participant for each singles event, 1 team for each doubles event, and 1 team for the team event.
- C. Each organisation may field 1 men’s team and 1 women’s team.
- D. Each organisation may field a maximum of 10 participants in each event, with a total of 30 participants for 3 events. An organisation with 5 or more participants competing in an event will automatically enter the team event of that division. Each organisation may field 1 team for each division.

Rules and Points to Note:

1. The deadline for the first round of enrolment is 27 November 2015 (Friday). Interested organisations and government departments may apply online or by returning the duly completed enrolment form to the Major Events Section of the Leisure and Cultural Services Department (LCSD) by post or by fax on or before the deadline (Address: 2/F, Leisure and Cultural Services Headquarters, 1-3 Pai Tau Street, Sha Tin; Fax No.: 2634 0786). For enrolment by post, the date of receipt of the enrolment form by the Organiser will be regarded as the receipt date. When necessary, organisations may be required to produce supporting documents such as the Certificate of Incorporation issued under the Companies Ordinance or a valid Hong Kong Business Registration Certificate.
2. If the quotas are exceeded in the first round of enrolment, allocation of places will be determined by drawing lots, which will be held at 7:00 p.m. on 2 December 2015 (Wednesday) in the Audio-Visual Room, 1/F, Leisure and Cultural Services Headquarters, 1-3 Pai Tau Street, Sha Tin. However, if the champion of those 11 competitions in last year's event enrolls in the respective event again, it will be accepted automatically. Organisations are welcome to send their representatives to the lot-drawing, after which the organisations concerned will be notified of the results and the payment arrangements by e-mail. If places are still available after the lot-drawing or the payment deadline, they will be filled by the organisations on the waiting list.
3. If places are still available after the waiting list is exhausted, the Organiser will continue to accept enrolment on a first-come-first-served basis until the final enrolment deadlines for the respective competitions (please refer to the competition prospectuses for the exact date).
4. After first round of enrolment, events with remaining quotas for some divisions are still open for enrolment by post or fax. The enrolment will be accepted from 10 December 2015 (Thursday) at 9 a.m. until the quota was full or the deadline for enrolment of particular event on a first-come-first-served basis.
5. For better resource utilization, the Organiser reserves the right to adjust the quota for each group with reference to the enrolment response. Participating organisation should have no objection.
6. A participant shall be an employee aged 15 or above who has been working continuously in Hong Kong for the participating organisation for at least 4 weeks and at least 18 hours per week before the first match of the competition takes place, and is employed by the same organisation throughout the competition period.
7. A participant shall represent only 1 organisation throughout the Games.
8. Upon receipt of the enrolment form, the Organiser may, as the case requires, request a participating organisation to provide the valid employment documents of its participants within 5 working days to prove that they are eligible for the competitions. Participants failing to provide such documents will be regarded as ineligible.
9. If it is found that any participant is not an employee of the participating organisation during the competition, the organisation will be disqualified with its results obtained cancelled. Any organisation that breaches this rule more than once will be disqualified from the Corporate Games 2016 with all its results obtained from all the events cancelled. All the entry fees paid are not refundable.
10. The information provided by your organisation will only be used for the purposes of enrolment, compilation of statistics, future contact and promotion of LCSD activities. Only the staff authorised by the LCSD will be given access to the information.
11. Please contact our staff at 2601 7673 if you wish to request correction of or access to the information provided in this form.
12. This form must be duly completed or the Organiser may not be able to process your enrolment.

Declaration by Responsible Person of Organisation:

I have read, understood and agreed to abide by the above rules and points to note.

Signature of Responsible Person: _____

Name of Responsible Person : _____

Date : _____

Chop of Organisation
