



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 2018, 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 event(s) and division (s) to be entered, and the numbers of participants for the Athletics and Distance Run competitions (if applicable):

Sports Competition	Date (Tentative)	Event and Division						Remarks	
		Singles			Doubles		Team		
		Men	Women	Men	Women	Men	Women		
Athletics	16/9/2018	Masters <sup>△</sup> <input type="checkbox"/>	Open <input type="checkbox"/>	Open <input type="checkbox"/>			Men Masters <sup>△</sup> <input type="checkbox"/> Open <input type="checkbox"/>	Women Open <input type="checkbox"/>	A (No. of Participants: _____)
Badminton	19/5-30/9/2018	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B
Basketball	8/4 – 28/10/2018						Men <input type="checkbox"/>	Women <input type="checkbox"/>	C
Distance Run	28/1/2018	Masters <sup>△</sup> <input type="checkbox"/>	Open <input type="checkbox"/>	Open <input type="checkbox"/>			Men Masters <sup>△</sup> <input type="checkbox"/> Open <input type="checkbox"/>	Women Open <input type="checkbox"/>	D (No. of Participants: _____)
Snooker	12/4-24/6/2018	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	B
Table Tennis	31/5-28/7/2018	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B
Tennis	16/5 – 31/7/2018	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B
Tenpin Bowling	10/6/2018	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	B
Volleyball	12/8-28/10/2018						Men <input type="checkbox"/>	Women <input type="checkbox"/>	C
7-a-side Mini-soccer	8/3-25/8/2018						Men <input type="checkbox"/>	Women <input type="checkbox"/>	C
11-a-side Soccer	3/3-13/10/2018						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 divisions.
- (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 division, with a total of 30 participants for 3 divisions. An organisation with 5 or more participants competing in a division will automatically enter the team event of that division. Each organisation may field 1 team for each division.

△ Masters Division: Aged 35 or above (up to the dates of the respective competitions)

**Rules and Points to Note:**

1. The deadline for the first round of enrolment is 10 November 2017 (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 17 November 2017 (Friday) 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 dedicated website and 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. Second round of enrolment will be accepted from 23 November 2017 (Thursday) at 9 a.m. until the quota was full or the final enrolment deadlines for the respective competitions 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 15 years of age 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 deadlines for submission of participants' particulars for the respective competitions, and is employed by the same organisation throughout the competition period.
7. A participant shall represent only 1 organisation throughout the Games.
8. To ensure all the participants are employees of the participating organisations, upon receipt of the participants' particulars, the Organiser reserves the right to request the participating organisation to produce documents such as a valid "Employment Contract" and pay-record of Mandatory Provident Fund (MPF) within 5 working days to prove that the participants are existing employees of the organisation. The organisation failing to produce such documents will be disqualified.
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. An organisation breaches this rule more than once will be disqualified from the Corporate Games 2018 with all its results obtained from all the events cancelled. There shall be no refund of the entry fees already paid. The Organiser reserves the right to request the organisation to return the trophies and medals received.
10. The information provided by your organisation will only be used for the purposes of enrolment, compilation of statistics, contact and promotion of LCSD activities. Only the staff authorised by the LCSD will be given access to the information for the above purposes.
11. Please contact the staff of Major Events Section of the LCSD 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.
13. The Organiser reserves the right to refuse participation of any organisation in breach of the above rules in the Corporate Games in future.

**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
----------------------