

2019 香港青年音樂匯演弦樂團比賽 - 郵遞退票申請者須知

String Orchestra Contest, 2019 Hong Kong Youth Music Interflows – Notes to applicant for postal refund application

1. 申請人需將以下文件送交 / 郵遞至**音樂事務處財務及物料供應組**（地址：九龍油麻地海庭道 11 號西九龍政府合署南座 5 樓）辦理退票。

i) 填妥之 [退票表格] 正本

ii) 完整門票正本或網上訂票系統確認書列印本

請於信封面寫明「2019 香港青年音樂匯演弦樂團比賽 - 退票申請」，收齊及核實所有文件後約六星期內，退款將以支票形式平郵寄予申請人。

Applicants should return the following documents by hand/ post to **Music Office (Finance and Supplies Unit)** (Address: 5/F, South Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon).

i) Original duly completed [Ticket Refund Form]

ii) Original intact ticket(s) or printed copy of Internet Booking confirmation slip

Please mark “String Orchestra Contest, 2019 Hong Kong Youth Music Interflows - Ticket Refund Application” on the front of the envelope. Cheque will be delivered to applicants by surface mail around 6 weeks after receiving and assessing the documents.

2. 每位申請人只須填寫一份申請表，重覆申請者將不獲受理。Each applicant please submit one application form. Duplicate application form will not be processed.
3. 申請人提供之資料必須真實、準確及完整。退款將根據申請人提供之地址以平郵寄發支票，本處不負郵誤之責，申請人需承擔郵寄之風險。Applicant must ensure that all information provided should be true, accurate and without any fraud. Cheque will be delivered by surface mail according to the address provided by the applicant and at the risk of the applicant in case of mislaid post. The Music Office will not be responsible for the mislaid post.
4. 經城市售票網網上購票或其他購票方式所產生之手續費均不設退款。All service/ handling/ administration charge arising from URBIX Internet Booking System or other booking methods are non-refundable.
5. 申請人所提供的門票正本或網上訂票系統確認書列印本所印資料如有任何刪除、塗改，或門票遭損毀、污損或殘缺不全，其退票申請或不被接受。Refund request may be rejected if any details on the ticket or printed copy of Internet Booking confirmation slip have been omitted or altered or if the ticket or printed copy of Internet Booking confirmation slip is damaged, defaced, or otherwise mutilated.
6. 如有爭議，音樂事務處保留最終決定權。查詢電話: 3842 7776/ 2158 6470/ 3842 7773
(星期一至五；公眾假期休息) The Music Office reserves all rights of final arbitration in case of any dispute.
Enquiry: 3842 7776/ 2158 6470/ 3842 7773 (Monday to Friday; Public holidays: Closed)

此欄由音樂事務處填寫：

收表日期: _____

表格編號: _____

2019 香港青年音樂匯演弦樂團比賽 - 退票表格
String Orchestra Contest, 2019 Hong Kong Youth Music Interflows-
Ticket Refund Form

第一部份 - 申請人資料 (必須填寫)

Part A - Applicant information (Mandatory)

姓名：	中文	英文
Name:	In Chinese	In English
聯絡電話：	電郵：	
Tel. no.:	Email:	
郵寄地址：		
Postal Address:		
支票抬頭：		
Cheque Addressee:		

第二部份 - 所持門票資料 (必須填寫)

Part B - Ticket Information (Mandatory)

門票金額 (港幣)	數量	行	座位
Ticket Price(s) (HKD)	Quantity	Row	Seat
退款總額 (港幣)：			
Refund Total Amount (HKD):			
申請人簽署：			
Signed by applicant:			
日期：			
Date:			

*** 退款支票須於支票發出日期起計6個月內存入閣下的銀行戶口。**

Refund cheque must be bank-in within 6 months from date of issuance.

在此表格填寫的個人資料，音樂事務處將用作處理以上比賽退票申請及聯絡與有關事宜之用。如你未能提供充足資料，本處將不能安排退款。根據「個人資料(私隱)條例」第 18 及 22 條及附表 1 第 6 原則的規定，你有權查閱及更改閣下的個人資料，你亦有權索取填寫在此份表格上的個人資料複本。如欲查閱或更改資料，請致函音樂事務處（油麻地海庭道 11 號西九龍政府合署南座 5 樓）提出申請。

The personal data provided by means of this form will be used by the Music Office for processing your application and facilitating communication in relation to ticket refund for the above contest. If you do not provide sufficient information, the Music Office may not be able to process your application. You may make a personal data access and correction request as provided in Sections 18 & 22 of Part V and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. For access to and correction of personal data, please write to the Music Office, 5/F, South Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon.

郵資不足的郵件

投寄前請確保郵件上已貼上足夠郵資。音樂事務處不會接收任何郵資不足的郵件，而此等郵件將由香港郵政處理。有關郵費的計算，可參閱香港郵政網頁 (http://www.hongkongpost.hk/tc/postage_calculator/index.html)。

Mail Items with Insufficient Postage

Please make sure that all mail items bear sufficient postage. Music Office will not accept any underpaid mail items and such items will be handled by the Hongkong Post. For calculation of postage, please refer to the Hongkong Post's website (http://www.hongkongpost.hk/en/postage_calculator/index.html).