



**FEDERATION OF THE HONG KONG POLYTECHNIC
UNIVERSITY ALUMNI ASSOCIATIONS LTD**

香港理工大學校友會聯會有限公司

15/F Li Ka Shing Tower,

The Hong Kong Polytechnic University,

Hung Hom Kowloon Hong Kong

香港 九龍 紅磡 香港理工大學

URL: <http://www.fhkpuaa.org.hk>

The Hong Kong Polytechnic University Speed Alumni Association

Unified System 統一入會方法:

Please make sure the following documents attached to the application form

- ⊖ Copy HKID / Passport (for new application only)
- ⊖ Graduation Certificate Copy (for new application only)
- ⊖ Crossed cheque payable to “ **Federation of the Hong Kong Polytechnic University Alumni Associations** ” OR
- ⊖ Cash by **Walk-in ONLY**

Please send both forms to: Speed Alumni Association
C/o FHKPUAA
M1506A Li Ka Shing Tower,
The Hong Kong PolyU,
Hung Hom,
Kowloon.

Type of Membership	Annual Fee
Life	\$100 = \$85 + \$15*

For losing membership card	\$15 re-issue
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❖ Remarks: \$15* Federation administration fee

Please take copy of the forms for your own record

❖ For details, please contact us at 2766 5123 or

visit our URL: www.fhkpuaa.org.hk

❖ How to apply for the Federation Card

- ✓ If you are applying for Alumni Association (“AA”) membership only (ie you are not applying for the Federation Card), and your AA has not joined the Unified Membership Application Scheme (see below), do not complete this form. You should complete your AA’s own membership application form (“AA form”) (see point 8 below) and send it to your AA as per the instructions on that form and any accompanying note (“AA Note”).
 - ✓ Membership of your AA is a prerequisite for the application of the Federation of the Hong Kong Polytechnic University Alumni Associations (“Federation”) Card (“the Card”).
1. If you are already a member of your AA, you can complete this form and apply for the Card on the payment of a fee of HK\$15. The date of expiry of the Card will be the same as your current AA membership.
 2. If you are not a member of your AA, the Card will only be issued on application, if you have been accepted as a member of your AA. You may apply for AA membership as follows. Unless already included in your AA’s membership fee (per AA Note of your AA), a separate fee of HK\$15 will be charged for the Card.
 - a) **For AAs which have joined the Unified Membership Application Scheme***

Applicant should complete this form to apply for both the AA membership and Federation card at the same time. This form should be sent to the Federation with a cheque made payable to the Federation for the AA membership fee (refer to AA Note for the amount of membership fee), together with the Card fee (if such card fee, i.e. HK\$15, has not yet been included in your AA membership fee).
 - b) **For AAs which have not joined the Unified Application Scheme**

Applicant should first apply for the AA membership by completing the AA’s own membership application form, which can be obtained from the Federation office or the AA directly.
 - c) You may submit the AA form and this form together plus a cheque/cheques for the AA membership fee, and where appropriate, the Card fee, to the Federation office or the address stated on the AA form (refer to AA form/Note on the payee(s) of cheque(s) payable).

All cheques for the Federation should be made payable to “**The Federation of the Hong Kong PolyU Alumni Associations**” or “**FHKPUAA**”.
 3. The application(s) shall be processed within 4 weeks. The AA membership card and/or the Card would be issued and mailed to the applicant by the Federation by ordinary mail.
 4. For AAs which have joined the Unified Membership Application Scheme, the Card will serve as both the AA membership card and the Federation card. For AAs which have not joined the scheme, a separate AA membership card will be issued.
 5. If the applicant does not receive the AA membership card and/or the Card 8 weeks after the application form was submitted, please contact the Federation office by phone, by fax or by email within 4 weeks (ie the notification must reach the Federation within 12 weeks from the date of submission of the form(s)). If the non-receipt of the Card is proved to be a mailing failure, new card(s) will be re-issued to the applicant.
 6. If the applicant fails to notify the Federation Office about the non-receipt of the Card within the period mentioned in point 5 above, an administration fee of HK\$15 shall be paid by the applicant to the Federation for re-issuing the Card.
 7. Renewal of the Card should be applied for when an AA member renews his AA membership. Payment of the Card fee should be made together with the AA membership fee and sent to the Federation office.
 8. Both AA membership application form and this form are available at the Federation Office located at M1506A Li Ka Shing Tower, the HK PolyU. (Opening Hours: Monday to Friday 9:00am – 5:45pm (Closed at Lunch from 12:45pm - 2:00pm)
Tel: 2766 5123 Fax: 2764 0326, Email fhkpuaa@polyu.edu.hk, Homepage: www.fhkpuaa.org.hk)
- * For inquiry on the Unified Membership Application Scheme, please contact your own AA or visit the FHKPUAA website.

❖ Terms and Conditions for the use of the Federation Card

The Card is issued by the Federation upon the following Terms and Conditions. By signing or using the Card, the Cardholder agrees to abide by the followings:

1. The Cardholder is entitled to enjoy benefits offered to the Federation Cardholders by other organizations. However, the Federation is not held responsible if the Card is not honored at any of the aforesaid organizations for any reason whatsoever.
2. The Federation reserves the right at any time to amend these Terms and Conditions. At the discretion of the Federation, the Cardholders may be informed of such amendments. If at any time the Cardholder refuses to accept the amendments, the Cardholder may in writing notify the Federation and return the Card immediately.
3. Personal information submitted by the Cardholder shall be kept in strict confidence by the Federation and the relevant .

Revised on October 2003

These “Application Procedures” and “Terms and Conditions” are translated from English to Chinese. If any dispute occurs, the English version will prevail.

❖ 申請聯會咭需知

- ✓ 如你只申請成為校友會會員(不申請聯會咭)，而你所屬的校友會尚未使用“統一入會方法*”，則毋需填寫此表格。你只需填寫校友會的入會表格並按該表格上的指示寄回你的校友會(請參考以下的第8項)。
- ✓ 如申請香港理工大學校友會聯會(簡稱“聯會”)會員咭，必須先加入其轄下的校友會。

1. 如你已經成為校友會會員，只需填妥本表格，並繳付港幣十五元予聯會，即可申請聯會會員咭。聯會會員咭之到期日與校友會會員之到期日相同。
2. 如你未成為校友會會員，你必須先申請成為其會員，方可申請聯會咭。請參照以下之申請手續。如你申請之校友會會員費用不包括聯會咭之申請手續費，則需另繳港幣十五元予聯會(校友會會員費用可參考校友會會員申請表)。

❖ 已使用“統一入會方法”之校友會

申請人只需填妥本表格即可同時申請加入校友會和聯會咭。填妥之表格需連同繳付校友會會員費及聯會會員咭之費用的支票(請參考“校友會”簡介的入會費用)寄回聯會辦事處。

❖ 尚未使用“統一入會方法”之校友會

申請人需先填妥其校友會會員申請表，再連同此表格及支票(繳付校友會會員費及/或聯會會員咭費用)，一併寄回校友會會員申請表上列明的地址(支票抬頭請參考校友會申請表)。

❖ 所有交予聯會的支票抬頭請寫“香港理工大學校友會聯會”。

3. 申請一般需時約四星期，校友會會員咭及/或聯會咭將由聯會發出並以普通郵寄方式寄予申請人。
4. 已使用“統一入會方法”之校友會，其會員咭及聯會咭將以一張聯會咭取代。而尚未使用“統一入會方法”之校友會，或會另發一張校友會會員咭予申請人。
5. 如申請人在遞交表格後的八個星期內尚未收到聯會咭及/或校友會會員咭，請於四星期內致電或電郵聯會查詢
(即在遞交表格後的十二個星期內聯絡聯會)。如証實聯會咭因郵遞錯誤寄失，聯會會補發新咭予申請人。
6. 如申請人未能在第5項所列的時限內通知其聯會咭之寄失，申請人需繳付港幣十五元予聯會作補領會員咭之費用。
7. 在辦理校友會會員續會的同時，需一同辦理聯會咭的更新手續。請把申請表連同支票寄回聯會或校友會表格上的地址。
8. 校友會會員及聯會咭之申請表可向各校友會索取，或於聯會辦事處索取。

地址: 香港理工大學李嘉誠樓M1506A室。

(辦公時間: 星期一至五: 9:00am - 5:45pm)

電話: 2766 5123 , 傳真: 2764 0326 電郵: fhkpuaa@polyu.edu.hk 網頁:www.fhkpuaa.org.hk)。

* 如欲查詢校友會是否已使用統一入會方法，請聯絡各校友會或瀏覽聯會網頁。

❖ 香港理工大學校友會聯會咭使用條款

1. 聯會咭持有人可享有其他機構給予聯會會員的優惠，唯任何上述機構拒絕提供該等優惠予個別會員咭持有人，聯會概不負責。
2. 聯會保留可隨時修改條款之權利，並可自行決定是否將修訂通知聯會咭持有人。若聯會咭持有人拒絕接受該修訂，可以書面通知聯會並即時交還聯會咭。
3. 聯會咭持有人之個人資料將由聯會及其所屬校友會保密。

修訂於二零零三年十月

“申請聯會需知”及“使用條款”之中文譯本僅作參考用途，如有異議，將以英文本為準。