

Reciprocal Club Introduction Request

Re: Discovery Bay Unit: _____ (_____)

Member Number: _____ - _____ Expiry Date: ____ (dd) - ____ (mm) - ____ (yyyy)

Title: ____ Surname: _____ Given Name: _____

Contact No.: _____ E-mail: _____

Arrival Date: ____ (dd) - ____ (mm) - ____ (yyyy) Departure Date: ____ (dd) - ____ (mm) - ____ (yyyy)

*The validity of the 'Letter of Introduction' is at maximum of 1 month. Please note that this request form must be submitted to Discovery Bay Recreation Club (DBRC) at least 10 working days before arrival. Please refer to the Reciprocal Club List and write down the name of the Club you wish to visit:

1. _____
2. _____

Reciprocal Club List:

Country	Name of Reciprocal Club
AMERICA 美國	Union League Club of Chicago
AUSTRALIA 澳洲	The Commercial Club (Albury) Ltd
	Mulgrave Country Club
CANADA 加拿大	* Hollyburn Country Club *
	Saint James's Club of Montreal
	The Forest and Stream Club
	The Hamilton Club
	Vancouver Lawn Tennis & Badminton Club
CHINA 中國	Ambassy Club Shanghai
ENGLAND 英國	Saint James's Hotel and Club
INDIA 印度	Golden City Club
	Jaisal Club
	World Wide Villa Club
LUXEMBOURG 盧森堡	Cercle Munster
MALAYSIA 馬來西亞	Sutera Harbour Marina, Golf & Country Club
	Royal Klang Club
SINGAPORE 新加坡	Aranda Country Club
THAILAND 泰國	The Bangkok Club
	The British Club Bangkok

Please refer to next page for Statement on Use of Personal Data and Declaration.

Statement on Use of Personal Data

- The Club Management intends to use your personal data continuously (including your name, email, mailing address & telephone number) for marketing communication such as direct-mail, email and SMS containing news, promotions, offers and events to be offered by DBRC and affiliated partners in relation to the following classes of products and services: food & beverage offers, events & functions, sports & recreation activities, classes and lessons, privileges and benefits, travel & charity programs, social networking and community news. We trust that you may find our updates useful and of value and will stay tuned for our exclusive offers and promotions!
- We are committed to preserving confidentiality of your personal data collected. All data will only be used exclusively for DBRC, and will not be sold, traded or rented in any forms through any means to any other parties.
- All members have the rights to request access to and to request the correction of his or her own personal data held by the Club.
- We also provide other opt-out channels for you to unsubscribe from receiving our information and service. Please inform us by mail or email below with your name, membership number and class(es) of products, services and/or subjects that you would like to opt-out.

By Mail: Membership Department, Discovery Bay Recreation Club Ltd, Discovery Bay

By Email: dbrc-membership@dbrc.hk

You will be removed from our mailing list within 7 working days upon our receipt of your request.

Declaration:

I understand and undertake that payment of all fees, costs and charges payable to the visited Reciprocal Club (which may include any service charges and recreation guest fees) must be settled by me in cash or by accepted credit card prior to my departure from the visited Reciprocal Club. DBRC will in no way be responsible for any fees, costs or charges incurred by me at the visited Reciprocal Club.

I also agree and accept: -

- a) to pay a deposit of HK\$600 ("Deposit") to DBRC if visiting the designated club(s) marked by two asterisks "[club name]**" in the list above before the issuance of the Letter of Introduction. If the visited Reciprocal Club charges DBRC directly for any no-show fee or any other fees or charges due to my failure to settle the same at the Reciprocal Club in person or otherwise, DBRC will charge me the corresponding no-show fee and/or other fees/ charges by deducting the total amount from the Deposit;
- b) that the remaining balance (if any) of the Deposit will be refunded within 14 working days after all the fees and charges incurred by me at the Reciprocal Club have been settled;
- c) but in the event that the no-show fees and/or other fees and charges payable to the Reciprocal Club exceed the amount of the Deposit, that DBRC will charge the shortfall amount to my DBRC account and this shortfall amount shall become immediately payable;
- d) in the event that a no-show fee is incurred and managed by DBRC, I will be debarred from making an application or visiting the Reciprocal Clubs again, and may be blacklisted;
- e) DBRC has the sole discretion in approving an application and may reject any application without giving a reason; and it shall have the final decision on any dispute or matter arising from an application.

Signature of Member: _____ Date: _____

FOR OFFICE USE ONLY	Processed on:	By:
Introduction Letter Ref. No.:	Copy to the Visited Club:	
Received by:	Date:	