

## Discovery Bay Recreation Club Guardian Pass Application Form

### 愉景灣康樂會監護人通行證申請表

Please complete this form in English with BLOCK Capital Letters, tick '✓' as appropriate. Please fill in the Surname, Given Name and Chinese Name (if any) according to your Hong Kong Identity Card and/ or Passport.

請按香港身份證/護照上之姓名，並以英文正楷填寫以下資料。於適用地方加上 '✓'

#### Information of the Principal Cardholder 主證會員資料:

Re: Discovery Bay Unit 愉景灣單位: \_\_\_\_\_ ( \_\_\_\_\_ )

Member Number 主證會員證號碼: \_\_\_\_\_ - \_\_\_\_\_ Title 稱謂: ☐ Mr. 先生 ☐ Miss 小姐 ☐ Mrs. 太太 ☐ Dr. 博士/醫生

Surname 姓: \_\_\_\_\_ Given Name 名: \_\_\_\_\_

#### Guardian Pass Holder Information 監護人通行證持證人資料

Title 稱謂: ☐ Mr. 先生 ☐ Miss 小姐 ☐ Mrs. 太太 ☐ Dr. 博士/醫生 Gender 性別: ☐ M 男 ☐ F 女

Surname 姓: \_\_\_\_\_ Given Name 名: \_\_\_\_\_ Date of Birth 出生日期: \_\_\_\_\_ (dd) - \_\_\_\_\_ (mm) - \_\_\_\_\_ (yyyy)

Nationality 國籍: \_\_\_\_\_ HKID/Passport No. 香港身份證/護照號碼: \_\_\_\_\_

Contact No. 聯絡號碼: \_\_\_\_\_ (Mobile 手提) \_\_\_\_\_ (Home 家)

\*Contract Expiry Date 合約到期日: \_\_\_\_\_ (dd日) - \_\_\_\_\_ (mm月) - \_\_\_\_\_ (yy年)

(please refer to the expiry date on working visa along with the employment contract for reference and confirmation 請提供護照簽證及僱傭合約作參考和確認)

#### \*Payment on Facilities and F&B Consumption Usage by

租用設施之付費方式 ☐ Credit on Account or 或 ☐ Other Payment  
掛帳於會員卡戶口 其他付費

I, the Principal Cardholder, agree and confirm the expenses incurred by the Pass-Holder will be debited to my account automatically.

本人(主證)同意並確定持證人所有消費將自動於本人之帳戶內扣除。

\*Effective Date 生效日期: \_\_\_\_\_ (dd日) - \_\_\_\_\_ (mm月) - \_\_\_\_\_ (yy年)

\*(Subscription fee is charged on calendar monthly basis 費用將按曆月收取)

# I, the Principal Cardholder, agree to pay deposit to Discovery Bay Recreation Club Limited as security for the performance and observance of any provision of the Discovery Bay Recreation Club Rules and By-Laws by me, my nominee, spouse, children, guest(s) or my representative and the Club shall be entitled to deduct or set off the Deposit from or against any amount due to the Club in respect of any non-performance or non-observance by me, my nominee, spouse, children, guest(s) or my representative.

I, the Principal Cardholder, confirm that the information given above is true and correct and I understand that my application is subject to acceptance by the Discovery Bay Recreation Club. In the event of acceptance, I shall be responsible for the payment of all the expenses incurred by the cardholders and be bounded and abided by the Club Rules and By-Laws.

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.

#本人(主證會員)承諾向康樂會繳付按金，以保證本人、本人之提名人、配偶、子女，賓客或本人之代表須履行並遵守在會所章程及附例內之一切條款。倘以本人、本人之提名人、配偶、子女，賓客或本人之代表未能履行或遵重會所章程及附例，會方有權在按金中扣除有關款項。

本人(主證會員)確認上述所有資料均正確無誤。本人會為附屬卡持有人於會所之消費開支負上責任，並遵從會所章程及附例之約束。所有會員有權查詢及更改其於本會內之個人資料。

Photo of Guardian Pass  
監護人通行證之相片

\*Signature of Principal Cardholder  
主證會員簽署

\*Signature of Employer  
僱主簽署

\*Signature of Employee (Guardian)  
僱員(監護人)簽署

Date 日期

Date 日期

Date 日期

\*\*\*\*\* Please also read the Application Information at the BACK before signing. 簽署前，請同時細背頁之申請須知。 \*\*\*\*\*

# Application Information For Guardian Pass

## 監護人通行證申請須知

### Documents Needed

1. Completed and signed application form.
2. An Employee contract copy.
3. A passport or Hong Kong ID copy of each applicant.
4. A working visa copy.
5. One passport sized photo of each applicant. (photo must be taken within 6 months)

### Terms & Conditions

1. For full time domestic helpers only.
2. A Maximum of 2 Passes can be applied per unit.
3. Application must be made by DBRC member only and the member must be the employer of the guardian. (Employer must hold a valid membership card of the Discovery Bay Recreation Club.)
4. Copy of the employment contract to be submitted with the completed application form and signed by the Principal Cardholder.
5. Application is subject to acceptance by the Discovery Bay Recreation Club. The Club may at its absolute discretion and without giving any reason, refuse to accept the application.
6. 14 working days are required for issuing the Pass after approval.

### Fees

1. A monthly fee of **\$250** (on calendar month basis) will be charged to the Principal Cardholder's Account.
2. The monthly fee is non-refundable and non-transferable once the application is accepted.
3. \$1,000 will be charged as Deposit. (Refundable to Principal Cardholder ONLY when the card was cancelled and bear no interest)
4. \$100 will be charged for the pass application and \$100 for the replacement of card either through loss or damage.

### Cancellation

1. Cancellation form to be signed by the Principal Cardholder.
2. Cancellation notification to be submitted not less than 2 weeks / 14 days before the end of the month.
3. The Club reserves the right to continue charging monthly subscription fees on any unreturned Pass(es) not reported lost or stolen.

### Rules and Regulations

1. The Pass is non-transferable.
2. The use of this Pass is subject to all Rules and By-Laws of the Club.
3. The Pass-holder is required to wear the Pass all the time within the Club premises. The Pass should be shown upon request by the Club Staff.
4. The Pass is the property of the Discovery Bay Recreation Club Limited. It has to be returned on due date or when it expired.
5. The Pass is issued for the sole purpose of the holder being entitled to enter the Club's premises to accompany and supervise his / her Employer's Children. **It does not entitle the holder to use any of the Club's facilities. Entry to any paid facilities such as swimming pool area, sauna, etc. is subject to the payment of a fee.** Any expense whilst in the Club must be paid by Cash unless instructed otherwise in writing by the Principal Cardholder.
6. The Club reserves the right at its sole discretion to suspend the use of the pass if the pass holder is considered to be in breach of any Rule or By-Law.
7. The Principal Cardholder shall at all times be entirely responsible for the conduct of his / her nominated Pass-Holder within the Club premises and shall be responsible for all fees / expenses / debts incurred in connection with the use of the Club facilities.

### Statement on Use of Personal Data

- Being a DBRC member, 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 preserve high 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](mailto:dbrc-membership@dbrc.hk)

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

### 所需文件

1. 填妥及已簽署的申請表
2. 僱傭合約副本
3. 每位申請人之護照或香港身份證副本
4. 工作通行證副本
5. 每位申請人之證件相1張(相片必須六個月內近照)

### 條款及條件

1. 只限全職家庭傭工申請
2. 每個單位最多只可申請2張通行證
3. 必須由家庭傭工之僱主提出申請(必須由會員申請,而該會員須為監護人通行證申請者之合法僱主)
4. 僱傭合約副本必須連同填妥並有主卡簽名之申請表一同提交
5. 申請接納與否均由愉景灣康樂會決定。本會有權拒絕接受申請而無需提供任何解釋
6. 通行證將於接納申請後14個工作天發出

### 收費

1. 月費 **\$250** (按曆月計算) 於主卡帳戶結算
2. 申請一經接納, 所繳之費用將不獲退還或轉讓
3. 本會會收取按金**\$1,000** (此按金在取消會籍時將退還給主證持有人, 但不設任何附加利息)
4. 通行證之出證費用為**\$100**, 若有遺失或損毀, 須另繳付**\$100**補領

### 取消

1. 取消通行證申請表須由主卡簽署
2. 取消通知必須於每月完結前之最少2星期 / 14天前提出
3. 通行證遺失或失竊而沒有向本會報失, 本會有權繼續收取該證之月費

### 規則和規例

1. 通行證不可轉讓他人
2. 通行證之使用須根據本會之規例及細則
3. 於本會範圍內, 持證人須隨時攜帶此證, 並按本會職員要求而出示該證
4. 此通行證乃愉景灣康樂會有限公司之財物, 必須於到期日或過期後繳還給會所
5. 此通行證只供持卡人於照顧僱主小孩進出會所範圍時使用。**持證人並不享有使用會所設施之權利。如進入本會之繳費設施, 如游泳池範圍、桑拿室等, 必須繳付有關費用。**持證人之所有消費若沒有主證許可, 必須以現金方式結算
6. 倘通行證持證人違反本會之規例及細則, 本會保留向主證會員提出暫停使用通行證之權利
7. 主證持有人須為持證人於會所內之行為負全部責任, 並須負責持證人於會所使用設施時所產生之一切費用、消費及債務。

### 有關收集個人資料聲明

- 本會將沿用會員的個人資料(包括會員姓名、電子郵件、通訊地址和電話號碼), 用作策劃及推廣用途, 包括直接郵寄、發送電子郵件和電話短信等。而推廣內容則主要包括本會及合作伙伴適用於推廣的相關資訊, 包括課程、餐飲及康體服務、文娛活動、會員優惠及福利、慈善活動、派對及宴會推廣及社區聯誼活動資訊等。
- 本會一直致力保持會員個人資料高度機密, 妥善保存各會員的個人資料, 並只供會籍部之內部管理營運用途, 決不會通過任何形式出售、轉讓或租借予任何其他人士或組織。
- 所有會員均有權查詢及更改於本會內之個人資料。
- 如會員不同意本會繼續使用個人資料作上述直接推廣用途, 敬請通過郵寄或電子郵件通知本會。

郵寄地址: 香港大嶼山愉景灣愉景灣康樂會「會籍部啓」

電郵地址: [dbrc-membership@dbrc.hk](mailto:dbrc-membership@dbrc.hk)

當本會收到會員拒收指示後, 有關資料將會在七個工作天內從我們的推廣名冊中刪除。

FOR OFFICE USE ONLY	Processed on:	By:
Usage Term: Credit / Cash	Expiry Date: (dd) - (mm) - (yyyy)	
Card No.: -	Card Issued Date:	