

帳單/收據副本申請表 Statement / Chit Copy Request Form

Re: Discovery Bay Unit 愉景灣單位: _____ (_____)

*Membership No. 會員編號: _____ - _____

Information of Principal Cardholder 主卡人個人資料:

Title 稱謂: _____ Surname 姓: _____ Given Name 名: _____

Contact No. 聯絡號碼: _____

Email address 電郵地址: _____

Correspondence Address 通訊地址:

Details of Request 申請詳情:

Please arrange to provide with a copy of the following document(s) 請安排提供以下帳單/收據副本的副本: (Tick as appropriate 請勾選適用項)

Monthly statement of account 月結單

From 由 _____ (mm) - _____ (yyyy) to 至 _____ (mm) - _____ (yyyy)

Chit 收據

Transaction Date 交易日期	Chit Number 收據聯絡號碼:	Amount 金額 (HK\$)
_____ (dd) - _____ (mm) - _____ (yyyy)		
_____ (dd) - _____ (mm) - _____ (yyyy)		
_____ (dd) - _____ (mm) - _____ (yyyy)		

Preferred Method of Receiving Document 接收文件方式: (Tick as appropriate 請勾選適用項)

By Post 郵寄 _____ (if different from the above)

By E-mail 電郵 _____ (if different from the above)

By Fax 傳真 _____ (if different from the above)

Payment of Administration Fees 收取行政費用:

Administration fees will be charged according to the above request(s) for duplicated copy of statement that consists of transactions over one month. The total amount will be debited to your membership account directly. 如需申請超過一個月交易記錄的帳單副本，我們將收取行政費用。有關費用將掛帳於閣下的會員帳戶。

Types of administration fees 行政費用類別:

1. \$10 per copy of monthly statement of account. 每份月結單收費港幣十元正
2. \$10 per copy of a chit 每張收據收費港幣十元正

Statement on Use of Personal Data 有關收集個人資料聲明

- 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!

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。

- 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.

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。

- 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.

所有會員均有權查詢及更改於本會內之個人資料。

- 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

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。

By Mail: Membership Department, Discovery Bay Recreation Club Ltd, Discovery Bay 郵寄地址: 香港大嶼山愉景灣愉景灣康樂會「會籍部啓」

By Email: dbrc-membership@dbrc.hk 電郵地址: dbrc-membership@dbrc.hk

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

*Signature of Principal Cardholder
主卡人簽署

Date
日期

FOR OFFICE USE ONLY A/C No.:	Processed on:	By:
Types of Request Form: Statement / Chits	Total Copy of Statement(s):	
Total Copy of Chit(s):	Receipt No.:	

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