DBRC
Discovery Bay

Procedure for Transfer of Resident Membership
Upon Sale of Discovery Bay Residential Unit

For the Current Owner / Resident Member:

1. Please contact Discovery Bay Recreation Club ("DBRC") to make an appointment by calling 852-2987 7381 or email dbrc-membership@dbrc.hk at least 2 working days prior to the completion of the sale & purchase of the subject unit ("Completion"). You will be required to complete and sign the "Resignation of Resident Membership and Request for Membership Transfer" form.

2. Please prepare and present the following items to DBRC to facilitate the membership transfer:
   a) Proof of identity (for individual owners: H.K. Identity Card / Passport; for corporate owners: e.g. H.K. Identity Card / Passport of the director, copies of Certificate of Incorporation, Business Registration Certificate, Companies Registry Form NAR1 / ND2A, and company chop); and
   b) All current DBRC membership cards, if any (any loss of membership cards should be reported and the "Statement of Loss" should be given to the Club); and
   c) Your "Appointment to Resident Membership" form (if you no longer have this, you may report it as "lost"); and
   d) A cheque, cash or credit card to settle any outstanding charges; and
   e) "Resignation of Resident Membership and Request for Membership Transfer" form **must** be submitted by the Vendor-Current Owner prior to transferring the Resident Membership to the Purchaser-New Owner.

3. Please note that if the unit is being sold with sitting tenants, you will have to return your tenants' membership cards to the Club for the time being until such time when the new owner has formally nominated the tenants to use the Club. To maintain continuity, the Club may on request and at its discretion allow such tenants to use the Club facilities in the interim provided payment of charges shall be made by cash.

For the New Owner:

1. The New Owner of the unit should, after Completion, make an appointment at least 2 working days in advance with the Club for Membership Transfer (Tel: 852-2987 7381).

2. Please prepare and present the following items to DBRC to facilitate the application for Transfer of Resident Membership:
   a) Proof of identity (for Individual Owners: H.K. Identity Card / Passport; for Corporate Owners: e.g. H.K. Identity Card / Passport of the director, copies of Certificate of Incorporation, Business Registration Certificate, Companies Registry Form NAR1 / ND2A, and company chop); and
   b) Original letter from the new owner's solicitor confirming the change of ownership; and
   c) Cheque, cash or credit card for payment of Resident Membership Transfer fee at HK$22,000 and other applicable charges. Effective from 01 January 2027, Resident Membership Transfer Fee will be adjusted from HK$22,000 to HK$25,000.

3 The New Owner will be required to complete the "Application for Individual / Corporate Resident Membership" form (for corporate owners, the director's name should be clearly written and stamp with the company chop). The New Owner will also be asked to sign a nomination form, if he/she wishes to nominate another person to take up the Resident Membership (subject to the Club's approval).

4 DBRC will then issue "Appointment to Resident Membership". Membership will be activated immediately upon payment of the initial amounts due (monthly subscription fee: $990 per adult over age 18 / $400 per Senior over age 65). Membership card(s) will be ready for collection within 14 working days.

5 If the unit is being bought with sitting tenants, the New Owner should fill out and sign a "Notice of Purchase with Tenancy" giving formal consent for the tenants to continue using the Club facilities.

N.B. The above information, requirements and fees are subject to change without prior notice. The Club will also request further supporting documents as it may see fit.

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