



本署檔號 Our Ref. () in HAD/LA/15/2-80/3C
來函檔號 Your Ref.

電話 Tel.: 3107 3021
傳真 Fax: 2894 8343

<<Name of Club Certificate of Compliance Holder >>
<<Correspondence Address of Club Certificate of Compliance Holder>>

18 April 2020

Anti-epidemic Fund “Club-house Subsidy Scheme”

Certificate of Compliance No.:

Name of Club-house:

Club-house Address:

The Government established the Anti-epidemic Fund, under which a series of relief measures have been launched to support individuals and businesses hard hit by the coronavirus disease-2019 pandemic and various anti-epidemic measures introduced by the Government. The “Club-house Subsidy Scheme” (the Scheme) under the Fund provides subsidies to club-houses. Each eligible club-house will be granted a one-off subsidy of \$100,000.

2. According to records, you are eligible to apply for subsidy under the Scheme. For details, please refer to the attached Club-house Subsidy Scheme - Guide to Application. The key points are highlighted below.

Application period

3. To apply for the Scheme, you must submit the application form with the required document to the Office of the Licensing Authority (OLA) under the Home Affairs Department between 18 April 2020 and 18 May 2020 (both dates inclusive). **Late submission of application form will not be accepted.** For applications submitted by post, the postmark date will be taken as the date of submission.

Application procedure

4. Please complete the application form (attached to this letter) and submit it together with the documentary proof of bank account designated for receiving the subsidy (e.g. a copy of first page of bank book or bank statement, which should clearly shows the name of bank, name of bank account holder and account number) to the OLA **by post** or **in person**. The application form is also available for download on the OLA's website (www.hadla.gov.hk) or collection from its office.

5. The holder of the designated bank account must be the one holding the CoC, otherwise the OLA may ask for supplementary information for verification. If the applicant is unable to provide the required information, it will not be granted the subsidy.

Disbursement of subsidy

6. Should the application be approved, the OLA will inform you of such through letters/emails (if available); and arrange to disburse the subsidy through direct transfer to the designated bank account for receiving subsidy.

Enquiry

7. For enquiry, please contact the OLA:

Email:	clubsubsidyscheme@had.gov.hk
Telephone:	3107 3021
Fax:	2894 8343
Address:	10th Floor, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong

Yours sincerely,

(SIGNED)
(Mrs Alison WONG)
for Director of Home Affairs

Anti-epidemic Fund
Club-house Subsidy Scheme
Guide to Application
(Application period: 18 April 2020 to 18 May 2020)

Introduction

The Government has established the Anti-epidemic Fund (“AEF”). The Club-house Subsidy Scheme under the AEF provides a one-off subsidy of \$100,000 to each eligible club-house.

Eligibility

2. Holders of a Certificate of Compliance (“CoC”) issued under the Clubs (Safety of Premises) Ordinance with validity falling within the period(s)¹ when the relevant directions issued pursuant to the Prevention and Control of Disease (Requirement and Directions) (Business and Premises) Regulation (Cap. 599F) are in effect are eligible for the subsidy².

Application period and procedures

Application period

3. Applicants must submit the application form with the required document to the Office of the Licensing Authority (“OLA”) under the Home Affairs Department between 18 April 2020 and 18 May 2020 (both dates inclusive). **Late submission of application forms will not be accepted.** For applications submitted by post, the postmark date will be taken as the date of submission.

Application procedure

4. Applicants may download the application form on the OLA’s website (www.hadla.gov.hk) or obtain it from its office. Completed application forms should be submitted to the OLA **by post** or **in person**, together with the

¹ The directions issued so far pursuant to Cap. 599F took effect from 6:00 pm on 28 March 2020, initially for a period of 14 days and subsequently extended to 23 April 2020.

² Persons granted with subsidy under the Club-house Subsidy Scheme will not be entitled to subsidy for the same premises under other subsidy scheme(s) of the AEF.

documentary proof of bank account designated by the applicants for receiving the subsidy (e.g. a copy of first page of the bank book or bank statement, which should clearly show the name of bank, name of bank account holder and account number).

5. The holder of the designated bank account must be the one holding the CoC, otherwise the OLA may ask for supplementary information for verification. If the applicant is unable to provide the required information, it will not be granted the subsidy.

Disbursement of subsidy

6. Should the application be approved, the OLA will inform the applicant of such through letters/emails (if available); and arrange to disburse the subsidy through direct transfer to the designated bank account for receiving subsidy.

Enquiry

7. For enquiries, please contact the OLA:

Email:	clubsubsidyscheme@had.gov.hk
Telephone:	3107 3021
Fax:	2894 8343
Address:	10th Floor, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong

防疫抗疫基金
Anti-epidemic Fund
會址資助計劃 Club-house Subsidy Scheme

- 申請表格 **Application Form** -

1. 合格證明書號碼 Certificate of Compliance (“CoC”) Number

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2. 合格證明書持有人銀行戶口資料 CoC Holder’s Bank Account Details

銀行名稱 Name of Bank:

賬戶名稱 Name of Bank Account:

(銀行賬戶名稱需與合格證明書持有人相同 *The name of the bank account should be the same as the CoC holder*)

賬戶號碼 Bank Account Number: (按銀行月結單或存摺所示 <i>As per bank statement or passbook</i>)																
				-												

銀行編號 Bank code 分行編號及帳戶號碼 Branch code and Account number

3. 聲明 Declaration

- (a) 本人（即本表格簽署人）聲明本人為本表格第 1 部分所示的合格證明書持有人，或獲該持有人授權人士。
I, the signatory of this Form, declare that I am the holder, or the authorised person of the holder, of the CoC as specified in Part 1 of this Form.
- (b) 本人已仔細閱讀「會址資助計劃（下稱「該計劃」）- 申請指引」以及本申請表格的所有部分，並完全明白其中內容及同意遵守當中的所有條款及細則。
I now declare that I have carefully read all sections of the “Club-house Subsidy Scheme (“the Scheme”) - Guide to Application” and this application form and fully understand the contents thereof and agree to comply with the terms and conditions of the above documents.
- (c) 本人已閱讀以下「收集個人資料的聲明」及完全明白其內容。
I have read the following “Personal Information Collection Statement” and fully understand its content.

收集個人資料的聲明 Personal Information Collection Statement

收集資料的目的：香港特別行政區政府（下稱「政府」）及其代理人會就該計劃使用本表格內及附交的資料（下稱「資料」），作下列一項或多項用途或其他直接有關的用途：

Purpose of Collection: The data provided in and attached to this Form (“the Data”) in respect of the Scheme, will be used by the Government of the Hong Kong Special Administrative Region (“the Government”) and its agents for one or more of the following purposes and any directly related purpose:

- i. 在該計劃下辦理申請及領取款項事宜（如適用），並在有需要時就與該計劃有關的事宜聯絡你；
to process application and payment (if applicable) under the Scheme and if required, to communicate with you for matters relating to the Scheme;
- ii. 執行該計劃，包括但不限於發放相關款項；及
to administer the Scheme, including but not limited to effecting payment; and
- iii. 作法律規定、授權或准許的用途。
any other purposes as may be required, authorised or permitted by law.

提供的資料純屬自願，但你如果沒有提供足夠和正確的資料，有關申請可能無法處理。

It is voluntary for you to supply the Data but if you fail to supply any of the data required by this Form, the application may not be processed.

資料轉交的類別：你所提供的資料，或會向相關的政府政策局和部門及其代理人、銀行及資料的其他承轉人或其他參與該計劃的行政及運作的各方披露。

Classes of Transferees: The Data you provide may be disclosed to relevant bureaux and departments of the Government, their agents, banks and other transferees and any other parties involved in the administration and operation of the Scheme.

查閱個人資料：除了《個人資料（私隱）條例》（第 486 章）規定的豁免範圍之外，你有權要求查閱及改正未被刪除的個人資料。

Access to Personal Data: Except where there is an exemption provided under the Personal Data (Privacy) Ordinance (Cap. 486), you have the right to request access to and correction of your personal data provided in this Form when the data have not been erased.

查詢：你的要求或查詢可以電郵（電郵地址：clubsubsidyscheme@had.gov.hk）、傳真（號碼：2894 8343）或郵遞方式送交香港太古城太古灣道 14 號 10 樓民政事務總署牌照事務處。

Enquiries: Your requests or enquiries should be addressed by email (email address: clubsubsidyscheme@had.gov.hk), fax (no. 2894 8343) or by post to the Office of the Licensing Authority, Home Affairs Department at 10/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong.

- (d) 本人同意政府把該計劃的款項直接存入本人在表格內指定的銀行帳戶。本人亦同意並承諾，如政府就該計劃向該會址合格證明書持有人支付的款項超過既定款額，或因任何原因誤向該合格證明書持有人支付任何款項，本人定當立即通知政府並退回任何多付或誤付的款項。就此，本人授權銀行從該帳戶扣除經政府核實為多付或誤付的款項，並同意賠償政府可能出現或招致的損失、損害賠償、費用、收費或支出，其中可能包括因延遲或未能退回多付或誤付的款項而出現的情況。
I agree that the payment under the Scheme be deposited directly into the bank account as specified in this Form. I also agree and undertake to notify the Government forthwith of any overpayment or any payment by mistake for whatever reason to the CoC holder under the Scheme and refund the same to the Government. In this respect, I hereby authorise the bank to debit the bank account with such amount certified by the Government as overpayment or payment by mistake, and agree to indemnify the Government against any losses, damages, costs, charges and expenses which the Government may sustain or incur, which may include those as a result of delay in returning or failure to return such overpayment or payment by mistake.
- (e) 本人明白每一間合資格會址只可提交一份申請。重複遞交的申請將不獲處理。本人沒有就同一處所向防疫抗疫基金設立的其他資助計劃提出申請，並承諾倘若在「會址資助計劃」獲批資助，將不會就同一處所向該些資助計劃提出申請。
I understand that only one application may be submitted for each eligible club-house. Duplicate submission will not be processed. I have not made any application to other subsidy scheme(s) under the Anti-epidemic Fund for the same premises; and, I undertake that, if the subsidy under the Club-house Subsidy Scheme is granted, I will not apply for those subsidy scheme(s) for the same premises.
- (f) 本人聲明在本表格填報及附交的資料均屬正確無訛。本人明白倘若本人蓄意或存心虛報資料或隱瞞任何事項，或錯誤引導政府以獲取該計劃的款項，本人可被刑事檢控。政府將取消已批准的津貼，而已發放的款項亦須全數退還政府。
I declare that the Data is true, complete and accurate. I understand that if I knowingly or willfully make any false statement or withhold any information, or otherwise mislead the Government for the purpose of obtaining payment under the Scheme, it will render me liable to criminal prosecution. The Government will cancel the approved subsidy and the disbursed payment shall be returned to the Government.
- (g) 本人同意，政府並無責任處理就會址合格證明書持有人在該計劃下的申請及付款事宜，如：
I agree that the Government shall have no obligation to process the application or to make any payment under the Scheme in respect of a CoC holder if:
- 本人在任何時候被發現在該計劃下提供予政府的資料／文件屬虛假、不完整、不準確、不正確或具誤導性；或
any information/document(s) provided by me to the Government under the Scheme is at any time found to be false, incomplete, inaccurate, incorrect or misleading; or
 - 該會址合格證明書持有人不符合資格收取該計劃的款項。
the CoC holder is not eligible to receive any payment under the Scheme.

合格證明書持有人 / 獲授權人簽署 (須與合格證明書紀錄相符) CoC holder / Authorised person's signature (must be the same as the CoC record)	合格證明書持有人印章 (須與合格證明書紀錄相符) CoC Holder's stamp (must be the same as the CoC record)
簽署人姓名 Name of signatory:	
聯絡電話 Contact phone no.:	電郵 Email:
日期 Date:	

重要事項 Important note

請把填妥的表格，連同銀行存摺第一頁或月結單副本，以**郵寄或親身**交回民政事務總署牌照事務處。牌照事務處在收到申請表格的正本後，經核實後方會安排發放款項。

Please submit the completed application form together with a copy of the first page of the bank book or bank statement to the Office of the Licensing Authority, Home Affairs Department **by mail or in person**. The Office of the Licensing Authority will verify the original application form before arranging payment.

<i>只供內部填寫 For internal use only</i>		
Checked by:	Verified by:	Endorsed by:
Date:	Date:	Date: