

中國香港殘疾人奧委會有限公司
China Hong Kong Paralympic Committee Limited



中國香港殘疾人奧委會
CHINA HONG KONG
PARALYMPIC COMMITTEE

準會員申請表格
Associate Member Application Form

2026 年 6 月修訂版

Revised June 2026



本表格適用於申請成為中國香港殘疾人奧委會有限公司準會員之機構。申請機構須按照本會《新會員申請指引》填妥本表格，並連同所有所需證明文件一併提交。申請資格、審核程序、評核準則及上訴安排應與本會《新會員申請指引》一併閱讀。

This form applies to organisations applying for Associate Membership of China Hong Kong Paralympic Committee Limited. Applicants must complete this form in accordance with HKPC's General Guidelines of Applying for HKPC Membership and submit it together with all required supporting documents. The eligibility requirements, application procedures, assessment criteria and appeal arrangements should be read together with HKPC's General Guidelines of Applying for HKPC Membership.

A. 申請資格 *Eligibility*

申請機構必須為本地體育總會或組織，現正參與殘疾人體育之發展及推廣工作。不論申請機構是否為相關國際殘疾運動組織在香港之地區唯一代表，均可申請成為本會準會員。其他申請資格及評估要求，請參閱本會《新會員申請指引》。

The applicant organisation must be a National Sports Association or a local organisation currently engaged in the development and promotion of para sports. Regardless of whether the applicant organisation is the sole regional representative in Hong Kong of the relevant international para sports organisation, it may apply for Associate Membership of HKPC. For other eligibility and assessment requirements, please refer to HKPC's General Guidelines of Applying for HKPC Membership.

B. 申請機構資料 *Particulars of Applicant Organisation*

機構名稱（中文） Name of Organisation (Chinese)	
機構名稱（英文） Name of Organisation (English)	
註冊地址 Registered Address	
通訊／郵寄地址 Correspondence / Mailing Address	
電話號碼 Telephone No.	
傳真號碼 Fax No.	
電郵地址 Email Address	

網址 Website	
成立日期 Date of Establishment	
公司註冊／團體註冊編號 Company / Registration No.	
相關國際殘疾運動組織名稱（如適用） Name of Relevant International Para Sports Organisation (if applicable)	

（所有往來文件只會寄往以上註冊 / 通訊地址）
 (All correspondence will be sent to the above registered / correspondence address only.)

C. 主要聯絡人 *Key Contacts*

會長／主席姓名（中文及英文） Name of President / Chairperson (Chinese and English)	
主要聯絡人姓名（中文及英文） Primary Contact Person (Chinese and English)	
職銜 Position	
聯絡號碼 Contact No.	
電郵地址 Email Address	
第二聯絡人姓名（中文及英文） Secondary Contact Person (Chinese and English)	
職銜 Position	
聯絡號碼 Contact No.	
電郵地址 Email Address	

D. 申請費 Application Fee

準會員申請費為港幣 100 元正（會員年度：4 月 1 日至翌年 3 月 31 日），一經繳交，不論申請結果如何，均不設退還。

The application fee for Associate Membership is HKD 100 (membership year: 1 April to 31 March of the following year) and is non-refundable regardless of the outcome of the application.

現金（請連同此表格及所需文件到本會繳費） Cash (please submit together with this form and required documents at HKPC office)	
劃線支票（支票抬頭：中國香港殘疾人奧委會有限公司，並連同此表格及所需文件寄回本會） Crossed Cheque (Payable to: China Hong Kong Paralympic Committee Limited; please mail together with this form and required documents to HKPC)	
支票號碼 Cheque No.	

E. 申請所需文件核對清單 *Checklist of Required Documents*

請在適當方格內加上剔號，並於「附件編號」欄填寫對應文件編號，以便核對。下列要求乃按《新會員申請指引》準會員部分編製。

Please tick the appropriate boxes and indicate the relevant annex numbers in the “Annex Ref.” column for verification. The requirements below are prepared with reference to the Associate Member section of HKPC’s General Guidelines of Applying for HKPC Membership.

# #	文件／資料 <i>Document / Information</i>	已提交 <i>Submitted</i>	附件編號 <i>Annex Ref.</i>
1	已填妥並簽署申請表格 <i>Completed and signed application form</i>	☐	
2	已提供機構會章一份 <i>Articles of Association / Constitution (one copy)</i>	☐	
3	已提供現屆董事局／執行委員會／管治架構成員名單及其選舉或委任機制 <i>List of current Board / Executive Committee / Governance members and the election or appointment mechanism</i>	☐	
4	已提供董事局／執行委員會／各委員會職權範圍及利益衝突申報資料 <i>Terms of reference and conflict-of-interest declarations for the Board / Executive Committee / committees</i>	☐	
5	已提供證明為於香港合法註冊成立之非牟利組織，並根據《公司條例》（第 622 章）註冊，並已在香港合法成立三年或以上 <i>Proof of lawful establishment as a non-profit organisation in Hong Kong, registered under the Companies Ordinance (Cap. 622), and legally established in Hong Kong for at least three years</i>	☐	
6	已提供證明過去三年均已按《公司條例》召開會員週年大會，並保留完備的正式會議記錄 <i>Proof of AGMs held in the past three years in accordance with the Companies Ordinance, with complete formal minutes retained</i>	☐	
7	已提供過去三年按《公司條例》提交的審核帳目，並證明具備持續資金來源（如會費、資助或贊助）及穩健財政基礎 <i>Audited accounts submitted in accordance with the Companies Ordinance for the past three years, and proof of sustainable funding sources (such as membership fees, subsidies or sponsorships) and a sound financial foundation</i>	☐	
8	已提供過去三年適用於董事會／委員會成員及職員的行為守則，並提供正式會議決議副本（可為董事局／執行委員會或週年大會紀錄） <i>Code of Conduct applicable to Board / committee members and staff for the past three years, together with a copy of the formal meeting resolution (which may be Board / Executive Committee or AGM minutes)</i>	☐	
9	已提供過去三年適用於採購的政策指引，並提供正式會議決議副本（可為董事局／執行委員會或週年大會紀錄） <i>Procurement policy guidelines applicable for the past three years, together with a copy of the formal meeting resolution (which may be Board / Executive Committee or AGM minutes)</i>	☐	
10	已提交下列文件，並已經執行委員會或週年大會通過（可參考本會官網「規則與指引」下之員工和董事會成員行為守則） <i>Submission of the following documents, which have been approved by the Executive Committee or at an AGM (please refer to the Code of Conduct for staff and Board members under “Rules and Guidelines” on HKPC’s official website)</i> - 運動員選拔指引及其上訴處理機制（如適用） <i>Athlete selection guidelines and appeal handling mechanism (if applicable)</i> - 禁藥管制指引（如適用） <i>Anti-doping control guidelines (if applicable)</i> - 防止性騷擾指引 <i>Anti-sexual harassment guidelines</i> - 守護兒童政策指引	☐	

# #	文件／資料 Document / Information	已提交 Submitted	附件編號 Annex Ref.
	<i>Child safeguarding policy guidelines</i> - 投訴處理指引 <i>Complaint handling guidelines</i> - 保護個人資料私隱指引 <i>Personal data privacy protection guidelines</i> - 平等機會指引 <i>Equal opportunity guidelines</i> - 資訊科技及信息安全指引 <i>IT and information security guidelines</i> - 處理社交媒體指引和程序 <i>Social media management guidelines and procedures</i>		
11	已提供資料說明其所推動或發展之殘疾人體育項目 <i>Information on the para sport(s) promoted or developed by the applicant organisation</i> - 是否已與相關本地或國際體育組織建立聯繫（如適用） <i>Whether it has established connections with relevant local or international sports organisations (if applicable)</i> - 如為本地體育總會並為國際殘疾運動組織之地區唯一代表（如適用） <i>Whether it is a National Sports Association and the sole regional representative of an international para sports organisation (if applicable)</i> - 項目的性質、會務策略及過去和未來三至五年的發展計劃 <i>The nature of the sport, organisational strategy, and past and future 3–5 year development plan</i>	☐	
12	已提交過去三年所舉辦活動的文件（即各級別或類別活動如訓練班、比賽及推廣活動等的名稱、日期及參加人數，並提供經核證的記錄，包括但不限於活動相片、出席記錄、活動宣傳品等） <i>Documentation of activities organised in the past three years (i.e. the name, date and number of participants of activities of various levels or categories such as training courses, competitions and promotional events), together with verified records including but not limited to event photos, attendance records and promotional materials</i>	☐	
13	已提交過去三年的會員名單及相關入會機制，說明會員類別及人數 <i>Membership lists for the past three years and the relevant admission mechanism, indicating membership categories and numbers</i>	☐	
14	已提供證明一個有效及經常更新資訊的網頁，並上載申請機構的相關資訊給公眾查閱 <i>Proof of an active and regularly updated website with information about the applicant organisation available for public access</i>	☐	
15	其他補充文件 <i>Other supporting documents</i>	☐	

F. 申請機構背景摘要 *Summary of Organisation Background*

F.1 機構背景 *Organisation Profile*

成立日期（年／月／日） Date of Establishment (Year / Month / Day)	
會員人數 Number of Members	
機構背景 Organisation Background	
體育項目簡介 Introduction to the Sports Project	
最近期週年會員大會日期（年／月） Date of Most Recent AGM (Year / Month)	
來年週年會員大會日期（年／月） Date of Next AGM (Year / Month)	

F.2 體育項目背景 *Sports Background*

與相關本地或國際體育組織之聯繫（如適用） Connections with Relevant Local or International Sports Organisations (if applicable)	
地區唯一代表之詳情（如適用） Details of Sole Regional Representation (if applicable)	
項目性質及會務策略 Nature of the Sport and Organisational Strategy	
過去及未來三至五年發展計劃 Past and Future 3-5 Year Development Plan	

G. 活動紀錄 *Activity Record*

過去三年所舉辦活動的文件（即各級別或類別活動如訓練班、比賽及推廣活動等的名稱、日期、場地及參加人數）。如有需要，可額外附加頁數。續會申請者如活動內容沒有變更，可只填報有變動之部分。

Documentation of activities organised in the past three years (i.e. the name, date, venue and number of participants of activities of various levels or categories such as training courses, competitions and promotional events). Additional sheets may be attached if necessary. Renewal applicants may report only the parts that have changed if there is no change to the activity content.

#	活動名稱 <i>Event Name</i>	日期 <i>Date</i>	場地 <i>Venue</i>	參加人數 <i>No. of Participants</i>	附件編號 <i>Annex Ref.</i>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

H. 會員基礎 *Membership Base*

個人會員人數 Number of Individual Members	
團體會員人數 Number of Organisational Members	
其他會員類別 Other Membership Categories	
入會資格及程序（過去三年會員名單及入會機制） Membership Eligibility and Admission Process (membership lists and admission mechanism for the past three years)	5

I. 補充資料 *Supplementary Information*

如申請機構認為有任何其他資料有助本會了解其管治、運作、體育發展工作或國際代表性，可另頁提交。

If the applicant organisation considers that there is any other information which may assist HKPC in understanding its governance, operations, sports development work or international representation, it may submit the same on separate sheets.

J. 聲明及授權 *Declaration and Authorisation*

申請機構謹此聲明：

The applicant organisation hereby declares that:

1. 本申請表及所有附交文件所載資料均屬真實、準確、完整及最新，且並無遺漏任何可能影響本會審核本申請的重要資料。
All information contained in this application form and all accompanying documents is true, accurate, complete and up to date, and no material information which may affect HKPC's consideration of this application has been omitted.
2. 如本申請提交後有任何資料變更，申請機構將盡快以書面通知本會秘書處。
The applicant organisation will notify the HKPC Secretariat in writing as soon as practicable of any change in the information submitted after lodgement of this application.
3. 申請機構明白，本會可按《新會員申請指引》及《章程細則》要求申請機構提交補充資料、澄清事項或出席會面。
The applicant organisation understands that HKPC may, in accordance with its General Guidelines of Applying for HKPC Membership and Articles of Association, request supplementary information, clarification or attendance at meetings.
4. 申請機構同意本會可就本申請向有關機構、體育聯會、公共機構或其他相關人士核實所提交資料。
The applicant organisation authorises HKPC to verify the information submitted with relevant organisations, sports federations, public bodies or other relevant parties for the purpose of processing this application.
5. 申請機構已閱讀並明白本會《新會員申請指引》，並同意受其規定及本會《章程細則》約束。
The applicant organisation has read and understood HKPC's General Guidelines of Applying for HKPC Membership and agrees to be bound by the same and the Articles of Association of HKPC.
6. 如申請不獲接納，申請機構可根據《新會員申請指引》所列的上訴程序提出上訴。
If the application is not accepted, the applicant organisation may lodge an appeal in accordance with the appeal procedure set out in HKPC's General Guidelines of Applying for HKPC Membership.
7. 申請機構同意本會根據適用法律及本會政策處理就本申請所收集的個人資料及文件。
The applicant organisation agrees that personal data and documents collected in relation to this application may be handled by HKPC in accordance with applicable laws and HKPC policies.

申請機構名稱 Name of Applicant Organisation	
授權代表姓名及職銜 Name and Position of Authorised Representative	
簽署 Signature	
機構印章 Company Chop	
日期 Date	

若上述資料有任何更改，申請機構須附上已由會長／主席簽署證明之相關有效會議紀錄副本。

If there is any change to the above information, the applicant organisation must attach a copy of the relevant valid meeting minutes certified by the signature of the President / Chairperson.

註 / Notes

- a. 根據《個人資料（私隱）條例》及本會個人資料（私隱）政策，本表格所收集之個人資料，只會用在內部行政事務上。
a. Pursuant to the Personal Data (Privacy) Ordinance and HKPC's Personal Data (Privacy) Policy, personal data collected through this form will only be used for internal administrative purposes.
- b. 請填妥此表格上所有空格；如未能填上有關資料，請填上「不適用」。
b. Please complete all fields in this form. If any information is not applicable, please indicate "N/A".