



香港女童軍總會 THE HONG KONG GIRL GUIDES ASSOCIATION

隊伍註冊申請表 Unit Registration Application

請用中英文正楷填寫，並在適當方格加內“✓”。請把已填妥的表格交回會員拓展部作辦理隊伍註冊手續。

(傳真：2778 2198; 電郵: mshp.dev@hkgga.org.hk 或郵寄至新界元朗天水圍天晴邨天晴社區綜合服務大樓 5 樓 505 室)

Please complete the application form in BLOCK LETTERS and place a “✓” mark where applicable. Please return the completed form to the Membership Development office (FAX : 2778 2198 or Email: mshp.dev@hkgga.org.hk or by post: Unit 505, 5/F, Tin Ching Amenity Community Building, Tin Ching Estate, Tin Shui Wai, N.T.)

請在合適的格內加剔 Please tick where appropriate

- ☐ 新開隊伍 New Unit ☐ 重開隊伍 Re-open Unit ☐ 暫停隊伍重開 Resume Suspended Unit
☐ 學校隊 School ☐ 非政府機構隊 NGO ☐ 總會隊 Headquarters ☐ 公司隊 Company ☐ 政府機構隊 Government Dept. ☐ 其他 others
☐ 小女童軍隊 Brownie ☐ 女童軍隊 Guides ☐ 深資女童軍隊 Ranger ☐ 深資海女童軍隊 Sea Ranger ☐ 深資航空女童軍隊 Air Ranger

地域 Region		區 Division		分區 District	
隊號 Unit No.		隊員人數 No. of Members		領袖人數 No. of Guiders	
網址 Website			電話 Tel		
電郵地址 E-mail			傳真 Fax		
通訊地址(中文) Address (in Chinese)					
通訊地址(英文) Address (in English)					
(*請在合適格內加✓) * <input type="checkbox"/> 負責領袖 / <input type="checkbox"/> 隊務助理# 姓名 * <input type="checkbox"/> 女士 <input type="checkbox"/> 太太 <input type="checkbox"/> 其他 _____ (姓) _____ (名字) _____			(*Please ✓ where appropriate) * <input type="checkbox"/> Name of Unit Leader / <input type="checkbox"/> Unit Assistant # * <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Others _____ Surname _____ Given Name _____		
第一次集會日期 Date of First Unit Meeting			集會週次 Unit Meeting Day: 逢/隔星期 Every/ Alternate _____		
隊伍成立日期(首次宣誓日期) ◆ Date of establishment			集會時間(e.g. 1-3:30 pm) Unit Meeting Time		
集會地點 Meeting Venue					

備註 Remarks:

- #隊伍負責人若未完成領袖訓練課程其職位為「隊務助理」。
Those Unit responsible person who have not completed Leader Training Course will hold the position of “Unit Assistant”.
- ◆首次宣誓日期將亦是隊伍註冊證書上的成立日期 The First Enrollment date will show as the registration date on the certificate of registration.
- 請隊伍負責領袖與所屬分區或區總監落實隊伍成立日期時，邀請總監簽署此表作申辦隊伍註冊證，而此表格需於『隊伍成立日期』前最少一個月提供予職員辦事處辦理手續。Please submit this application form for Commissioner's signature by the Unit Guider once the establishment date is confirmed. This form should be provided to the staff office at least “one month before” the Unit's establishment date.

其他 others :

本校/機構之隊伍財務戶口安排如下 The account arrangement of our School / Organization as below :

- ☐ 使用學校/機構戶口 use School's / Organization's account , ☐ 申辦隊伍戶口 Apply for a new Unit account ,
☐ 共用隊伍戶口 Shared with sister - Unit's account (請在合適的格內加剔 Please tick where appropriate)

戶口名稱 Name of Account : _____

銀行名稱 Name of Bank : _____ 戶口號碼 Account No.: _____

Please turn over 請轉背頁

請填寫以下各項 Please complete the following :

贊助機構名稱 Name of Sponsoring Authority : (中文) : (in English)**:		
機構負責人姓名 Name of Person-in-charge: * <input type="checkbox"/> 隊監 Unit Commandant (*如適用, 請✓ Please✓ if applicable) (中文) : (in English) :		
職銜 Office held :	(中文)	(in English)
機構負責人簽署: Signature of the Person-in-charge:		機構印鑑 Organization chop :
*合作機構名稱 Name of Cooperative Institution : (*如適用請填寫 Please fill in if applicable) (中文) : (in English) **:		
機構負責人姓名 Name of Person-in-charge : (中文) : (in English):		
職銜 Office held :	(中文)	(in English)
機構負責人簽署 : Signature of the Person-in-charge :		機構印鑑 Organization chop :

**備註 Remarks:

➤ 如贊助機構/合作機構名稱的英文名稱多於 100 字母(連空位), 負責同事必須另寫上簡稱以便輸入會員系統。

If the name of SA/CI is more than 100 alphabets (with space), responsible staff should provide abbreviation/short form of the name of SA/CI for inputting into GGMS. The full name will be listed in the remarks column in GGMS

分區/區總監簽署 _____ Signature of District / Division Commissioner	日 期 _____ Date
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總部專用, 請勿填寫 For OFFICE use only	
註冊日期 _____ Registration Date	首次宣誓日期 _____ 1 st Enrollment Date
主任(會員拓展)簽署 _____ Signature of Officer (Membership Development)	日 期 _____ Date
地域發展幹事簽署 _____ Signature of Executive (Region Development)	日 期 _____ Date

《個人資料私隱條例》Personal Data (Privacy) Ordinance

收集個人資料聲明 Personal Information Collection Statement

申請人向香港女童軍總會提供個人資料時, 必須注意下列事宜。Persons who supply personal data in their applications to the Hong Kong Girl Guides Association for various purposes are requested to note the following:

1. 申請人提供資料是出於自願性質。假若申請人未能提供足夠資料, 我們將不能處理有關申請/更新紀錄。

The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, we may not be able to process your applications/update your record.

2. 申請人提供的個人資料只用於處理會員申請/會員登記/紀錄/通訊事宜。

Personal data provided in the record form is to facilitate the process of membership applications/registration/ record purpose and correspondence and will not be used for other purposes.

3. 申請人有權按照《個人資料私隱條例》所規定, 要求查閱或改正填報於本表格內的個人資料。有關要求須書面送交香港女童軍總會專責處理查閱 / 改正資料要求的人員。

Under the provision of the Personal Data (Privacy) Ordinance, request for personal data access or correction may be made and addressed in writing to the officers designated for handling data access / correction requests.