

## **70<sup>th</sup> Hong Kong Schools Music Festival Procedure for Alteration Application**

The procedure stated below is to inform members / competitors on how to apply for alteration, how to complete the alteration application form, and items they can apply for alteration. Members / Competitors should study the guidelines carefully before filling in the Alteration Application Form.

1. Items to be altered are restricted to:
  - 1.1 Change of Responsible Member for the Entry
  - 1.2 Change of Competitors' Personal Information on the Entry Form - e.g. misspelling of the competitor's name; change of phone number, etc
2. Application Procedure
  - 2.1 Members / Competitors should submit one Alteration Application Form per item of an entry need to be altered.
  - 2.2 This form is valid for use till 30 April 2018. Regardless of the reason, applications submitted after the said date will not be processed.
  - 2.3 Do not submit this form by phone, email, fax or post, etc. Applications must be made at the Association by Members / Competitors or their delegated persons. If an application is successful, a confirmation slip and / or an updated Competition Notification will be issued to the person immediately.
  - 2.4 Please bring along the following documents when submitting the application. Applications will not be processed if documents are missing:
    - a) Entry Form Receipt / Competition Notification; and
    - b) Proof of the competitor(s)' identity: A photocopy of Hong Kong ID Card / travel document or student handbook
  - 2.5 Fees
    - 2.5.1 Members / Competitors should pay a handling fee of \$100 for each application.
    - 2.5.2 Payment must be made in cash.
    - 2.5.3 A confirmed alteration cannot be cancelled. Nevertheless, members / competitors may make another application for alteration and pay the respective fees.
    - 2.5.4 Under no circumstances would fees be refunded.



# 70<sup>th</sup> Hong Kong Schools Music Festival - Alteration Application Form

(Valid till 30 April 2018)

Members / Competitors should read the Procedure on the preceding page before submitting the application.

<b>Documents and Fees Required</b>		
Example	Supporting Documents to be Submitted (*Photocopy is acceptable)	Fees
Change of Responsible Member for the Entry	Please contact the Association for further details	
Change of Competitors' Personal Information on the Entry Form	CN / EFR and HKID* / travel document* / student handbook*	\$100

CN = Competition Notification      EFR = Entry Form Receipt

## Part One

Please Copy from Entry Form Receipt / Competition Notification

Name(s) of Competitor(s)		<b>Our School / I permitted the competitor / competing team to proceed with this application and hereby delegate a person on our / my behalf to submit the relevant documents.</b>	
Membership No.	Reference No.	<b>An application without the school chop of the School Member or the signature of the Associate Member will not be processed.</b>	

## Part Two

Items to be Altered (please ✓ the appropriate box)

A. Change of Responsible Member for the Entry

Membership Number on the Entry Form	Membership Number of the New Responsible Member

B. Change of Competitors' Personal Information on the Entry Form

Area Code & Class No.	Data on the Entry Form	Information to be Updated on the Entry Form

(For Office Use)

Application No.  Processed By: \_\_\_\_\_ Date: \_\_\_\_\_