

## 第七十四屆香港學校朗誦節 (2022) - 更改資料申請程序

會員／參賽者填寫更改資料申請表前必須詳細閱讀下方的申請方法、如何填寫申請表及可提出更改要求的範圍。

## 1. 可提出更改要求的範圍

## 1.1 逾期提交／更改自選誦材

接受更改原因：

- (a) 未能於原訂的截止日期前提交自選誦材
- (b) 更改已提交的自選誦材。

## 1.2 更改報名表上參賽者的個人資料

會員／參賽者可申請更改報名表上參賽者的個人資料或負責會員，但不可申請更改比賽的地區代號、項目編號或轉換參賽者。

## 1.3 更改比賽項目

只接受更改至相同文類且同語言之項目，原因只限於：

- (a) 男子錯報女子項目或相反；或
- (b) 錯報年齡組別或年級組別。

## 2. 申請方法

2.1 會員／參賽者須就每一項更改資料申請提交一份申請表。

2.2 申請日期為 2022 年 11 月 2 日上午十時至 11 月 8 日下午五時 (2022 年 11 月 5 日的辦公時間：上午九時至下午十二時三十分；2022 年 11 月 6 日：休息)。所有申請於截止後，不論任何原因，均不獲處理 (1.2 內所列出更改報名表上參賽者的個人資料除外)。

2.3 會員／參賽者必須親臨或派員到本會辦理申請，以便即時獲悉申請結果。成功申請者將即時獲發確認回條及已更新之參賽通知。本會不接受電話、電郵、傳真或郵寄等形式之申請。

2.4 提交申請表，必須帶同以下各樣文件 (文件若不齊全，恕不接受申請)：

- (a) 報名表回條 (EFR) / 參賽通知 (CN) 之影印本；
- (b) 參賽者身份證明：香港身份證／旅遊證件 (如錯報年齡組別) 或學生手冊 (如錯報年級組別，手冊上須顯示就讀年級) 等之影印本；及
- (c) 其他所需文件 (請參閱「更改資料申請表」)

## 2.5 費用

2.5.1 申請更改資料每次須付手續費 \$100。

2.5.1.1 如補交／更改自選誦材，須額外繳交等同於該項目報名費的附加費。

2.5.1.2 如更改比賽項目，須額外繳交等同新項目報名費的附加費。

有關收費可參閱下頁之申請表。

2.5.2 所有費用須以現金繳付。

2.5.3 辦妥更改後，如欲取消，須重新辦理更改手續，以及重新繳交有關的申請費用。

2.5.4 手續費及附加費一經繳付，一律不獲退還。



會員 / 參賽者提交申請表前必須詳細閱讀上頁之申請程序。

情況	須提交的證明文件 (*須提交影印本)	手續費	另加附加費
逾期提交 / 更改自選誦材	報名表回條 / 參賽通知及自選誦材表格	\$100	等同該項目報名費
更改報名表上參賽者個人資料 (如更改姓名 / 出生日期)	報名表回條 / 參賽通知及香港身份證* / 旅遊證件*	\$100	不適用
男子錯報女子項目或相反	報名表回條 / 參賽通知及香港身份證* / 旅遊證件*	\$100	等同新項目報名費
錯報年齡組別	報名表回條 / 參賽通知及香港身份證* / 旅遊證件*	\$100	等同新項目報名費
錯報年級組別	報名表回條 / 參賽通知及學生手冊*	\$100	等同新項目報名費
個人錯報二人項目	報名表回條 / 參賽通知及學生手冊*	\$100	等同新項目報名費
更改負責會員	報名表回條 / 參賽通知	\$100	不適用

### 第一部份

請參照參賽通知 / 報名表回條上的資料填寫下表

參賽者姓名		本校 / 本人現向協會提出此申請及提交相關文件。	
		所負責之學校會員的校印	所負責之個人會員的簽署
		或	
會員編號	參考編號		
		如沒有學校會員蓋印或個人會員簽署，申請將不獲受理	

### 第二部份

更改事項 (請於適用方格加上 ✓ 號)

甲 · 逾期提交 / 更改自選誦材

乙 · 更改報名表上參賽者的個人資料 (如更正中、英文姓名漏誤等) 或負責會員

請選擇： 姓名  聯絡電話  出生日期  電郵  其他，請列明：\_\_\_\_\_

更改負責會員 (第一部份之會員編號及會員蓋印或個人會員簽署必須為新負責會員)

地區代號及項目編號	報名表原有資料	更新資料

丙 · 更改比賽項目

欄 1 - 原因 (選擇原因後請填寫欄 2 及 3)			
<input type="checkbox"/> 男子錯報女子項目或相反 <input type="checkbox"/> 錯報年齡組別或年級組別			
欄 2 - 已獲編排的比賽資料 (請參照參賽通知上的資料填寫下表)		欄 3 - 比賽更改要求	
地區代號	項目編號	地區代號	項目編號
組別	出場序	不得更改	項目編號

(本會專用)

申請編號：\_\_\_\_\_ 經辦人：\_\_\_\_\_ 日期：\_\_\_\_\_ 收取金額：\_\_\_\_\_

## 74<sup>th</sup> Hong Kong Schools Speech Festival (2022) - 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 procedure carefully before filling out the Alteration Application Form.

### 1. Items to be altered are restricted to:

#### 1.1 Late Submission / Change of Own Choice Piece

An application can be accepted in the case where:

- a) Own Choice piece not submitted before the deadline; or
- b) Change of Own Choice piece submitted.

#### 1.2 Change of Competitors' Personal Information on the Entry Form

Members / Competitors can apply for change of personal data or responsible member filled in the Entry Form. Request for alteration of competition district, class or competitor(s) will not be entertained.

#### 1.3 Change of Class

A change of class within the same category can be accepted only in the case where:

- a) A male competitor has entered a female class or vice versa; or
- b) A competitor has entered a class not of his / her age group or education level.

### 2. Application Procedure

2.1 Members / Competitors have to submit one Alteration Application Form per item of an entry needed to be altered.

2.2 The Association handles Alteration Application from 10:00 a.m. on 2 November to 5:00 p.m. on 8 November 2022 (Office hours on 5 November 2022: 9:00 a.m. to 12:30 p.m.; 6 November 2022: Closed). Late submission of Alteration Application Forms will not be processed. (Such restriction does not apply to change of personal data or responsible member on the entry form stated in 1.2.)

2.3 Members / Competitors have to submit the Alteration Application Form(s) in person or by a delegated person so that he / she will be informed immediately whether or not the application is accepted, and correspondingly be given a confirmation slip and an updated Competition Notification should the application be successful. Applications via phone call, email, fax or post, etc, will not be accepted.

2.4 Please bring along the following documents when submitting the application. Applications will not be processed if any of the following documents is missing:

- a) A copy of Entry Form Receipt (EFR) / Competition Notification (CN);
- b) Proof of the competitor(s)' identity: A photocopy of Hong Kong ID Card / travel document (for wrong age group) or student handbook (for wrong education level), etc and
- c) Other supporting documents (Please refer to Alteration Application Form).

#### 2.5 Fees

2.5.1 Members / Competitors shall pay a handling fee of \$100 for each application.

2.5.1.1 For late submission / change of Own Choice piece, they have to pay an additional surcharge equal to the amount of the entry fee of the class.

2.5.1.2 For change of class, the additional surcharge is equal to the entry fee of the new class. Please refer to the Alteration Application Form on the next page for details.

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 the handling fee and surcharge be refunded.



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

Conditions	Supporting Documents to be Submitted *Please attach a photocopy	Handling Fee	With Additional Surcharge
Late submission / Change of Own Choice piece	EFR / CN and Own Choice Form	\$100	Entry fee of the class
Change of Competitors' Personal Information on the Entry Form (e.g. Change of Name and Date of Birth)	EFR / CN and Hong Kong ID Card * / travel document *	\$100	N/A
A male competitor has entered a female class or vice versa	EFR / CN and Hong Kong ID Card * / travel document *	\$100	Entry fee of the new class
A competitor has entered a class not of his / her age group	EFR / CN and Hong Kong ID Card * / travel document *	\$100	Entry fee of the new class
A competitor has entered a class not of his / her education level	EFR / CN and student handbook *	\$100	Entry fee of the new class
A Solo Class competitor has entered a Duo Class	EFR / CN and student handbook *	\$100	Entry fee of the new class
Change of Responsible Member	EFR / CN	\$100	N/A

CN = Competition Notification, EFR = Entry Form Receipt

**Part One - Please copy the information from the Entry Form Receipt / Competition Notification**

Name(s) of Competitor(s)		Our School / I submit this application and the relevant documents.	
		School Chop of the School Member Responsible for Enrolment	Signature of the Associate Member Responsible for Enrolment
Membership No.	Reference No.	OR	
<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. Late Submission / Change of Own Choice Piece

B. Change of Competitors' Personal Information

Please select:

Name  Contact No.  Date of Birth  Email  Others, please specify: \_\_\_\_\_

Change of Responsible Member (The membership no., and the school chop of the School Member or the signature of the Associate Member in Part One must be from the NEW responsible member)

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

C. Change of Class

<b>Column 1 – Reason</b> (Please also complete Columns 2 & 3 after selecting the reason)							
<input type="checkbox"/> A male competitor has entered a female class or vice versa <input type="checkbox"/> A competitor has entered a class not of his / her age group or education level							
<b>Column 2 - Scheduled Competition to be rearranged</b> (Please copy the information from the CN)				<b>Column 3 - Request for change to another competition</b>			
Area Code		Class No.		Area Code	<i>Cannot be changed</i>	Class No.	
Group		Assigned Order					

(For Office Use)

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

The personal data provided in the Alteration Application form will be used for this Festival only. This form will be destroyed before the next Speech Festival.