

## Discovery Bay Recreation Club Membership(s) Cancellation / Deactivation Form

Re: Discovery Bay Unit: \_\_\_\_\_ (\_\_\_\_\_)

Name of Principal Cardholder: \_\_\_\_\_

Title: \_\_\_\_\_ Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_

(please fill in the Surname, Given Name and Chinese Name (if any) according to your Hong Kong Identity Card or Passport)

Contact No.: \_\_\_\_\_ Email: \_\_\_\_\_

New Correspondence Address: \_\_\_\_\_

**Deposit Refund for Principal Cardholder: Please tick '✓' as appropriate and complete mandatory fields.**

(For Supplementary Cardholder cancellation, deposit will be refunded to Principal Cardholder Account ONLY.)

By Direct Credit to Bank Account located in Hong Kong, overseas bank transfer fee to be paid by payee

**\*Payee Name (As per Bank Account Name):** \_\_\_\_\_

Bank Code: \_\_\_\_\_ Bank Account No.: \_\_\_\_\_

Email confirmation: \_\_\_\_\_

By transferring deposit to a new Member address: \_\_\_\_\_

**Club Membership Cancellation (Not less than 2 weeks in advance notice must be given)**

The following membership card(s) are to be cancelled on \* \_\_\_\_\_ (dd) - \_\_\_\_\_ (mm) - \_\_\_\_\_ (yyyy)

\*Please circle the appropriate items: ( Y = Yes, N = No, N/A = Lost card or Cards not picked up)

Name of Cardholder	Member Number	Monthly Locker	Golf Car Permit	Have you returned all membership card(s)?		
				Y	N	N/A
				Y	N	N/A
				Y	N	N/A
				Y	N	N/A
				Y	N	N/A
				Y	N	N/A
				Y	N	N/A

**Reason for cancellation of Club Membership:**

Job Relocation  Leaving Hong Kong  Membership Expired  No Time To Use  Change of Principal Cardholder

Moving Out of D.B.:  HK Island  Kowloon  New Territories  Outer Island

Others, please specify: \_\_\_\_\_

**Points to Note:**

- The deposit balance may be collected at Front Desk after 14 working days of cancellation date. Any expenditure at the club must be settled immediately instead of charging to your account after the date on which cancellation is acknowledged by the Club.
- A Resident Member or his / her nominee / tenant (i.e. **Principal Cardholder and all Supplementary Cardholders**) who has de-activated his / her membership **may not re-activate it within 12 months of such de-activation**, unless special approval is given by the Club. On re-activating the membership, a Resident Member or his nominated tenant will be liable for payment of an **Administrative Fee** in such amount as the Club shall from time to time in its absolute discretion determine.
- Please turn over for additional information.

***I understand that any outstanding amount payable to the Club shall be deducted from my deposit (if applicable) and it will take at least 14 working days to refund the balance of the deposit. However, any outstanding balance due to the Club shall be settled within 7 days of the date of the closing statement. I also understand that the cancellation of membership shall not constitute resignation under Club Rule 22. I have read and understood all information listed on the back page of this form regarding membership de-activation policy and procedure.***

P.1 \_\_\_\_\_ \* Signature of Principal Cardholder

\_\_\_\_\_ Date

**Rules On De-activation of Membership**

- (a) A Resident Member or his / her nominated tenant may cancel his / her membership by giving **not less than 2 weeks notice in writing** to the Club. The notice shall take effect **2 weeks** from the date on which receipt is acknowledged by the Club and the Resident Member or his / her nominated tenant shall be responsible for payment of subscription and all other charges up to the end of the month in which the notice takes effect. All membership cards shall be surrendered at the time notice takes effect. **The Club reserves the right to continue to charge monthly subscription and any other charges incurred on any unreturned card or cards.**
- (b) The deposit paid to Discovery Bay Recreation Club Limited as security for the performance and observance of any provision of the Discovery Bay Recreation Club Rules and By-Laws by the Resident Member, his/her nominee, spouses, children, guest or his/her representative and the Club shall be entitled to deduct or off set the Deposit from or against any amount due to the Club in respect of any non-performance or non-observance by the Resident Member, his/her nominee, spouses, children, guest or his/her representative.
- (c) Subject to (a) above, no subscriptions or other charges will be payable after membership has been deactivated.
- (d) De-activation of membership shall not constitute resignation under Rule 22, neither shall it adversely affect the member's rights under his / her Debenture (if applicable).
- (e) Re-activating his / her membership, a Resident Member or his / her nominated tenant will be liable for payment of an activation administration fee of such amount as the company may at its absolute discretion determine.
- (f) A Resident Member or his / her nominee / tenant who has de-activated his / her membership may not re-activate it within 12 months of such de-activation, unless special approval is given by the Club. On re-activating the membership, a Resident Member or his nominated tenant will be **liable for payment of Re-activation Admin Fee** of such amount as the Company shall from time to time in its absolute discretion determine.

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Processed On:	By:	Subscription Fee up to:
Remarks:		