



Facilities Access Card (FAC) Issuance / Registration / Replacement Request Form
(for HKU Full-time & Fractional Staff / Visiting Staff / Retirees)

Starting from 1 December, 2017, the captioned 3 categories of staff/retirees and their family members can enjoy free access to the University sports facilities:

	Principal	Spouse	Dependent Children
FT & Fractional Staff	Free Access by Staff Card	Free Access by appropriate FAC ^Δ	Free Access by appropriate FAC ^Δ
Retirees	Free Access by appropriate Staff FAC ^Δ with staff / ex-staff no. printed onto it.		(Not applicable)
Visitor Staff			

^Δ Appropriate FAC refers to those, either issued by the CSE or Library, which are under the same series of the principal's staff card/FAC. For example, if a FT/ Fractional staff / retiree holds a staff card (No: **1122**) and FAC (No: A**92244**) respectively, their spouse / children should hold FACs bearing the number: B3**1122**, C3**1122** and B9**2244**, and the like.

If you need to access sports facilities by means of a FAC as per the above table, you may or may not need to apply for FAC issuance / registration / replacement through your principal member (i.e. HKU staff / retirees) first before you can enjoy the free access. **Please read the following guidance notes carefully before filling in and submitting this form.**

Guidance Notes:

		Scenario	Do I need to apply for FAC Issuance / Registration/ Replacement?
Full-time & Fractional Staff (eligible to hold HKU staff card)	Principal	----	NO. You can use your staff card to access sports facilities readily.
	Spouse & Dependent Children	If they currently hold FAC with card number such as B3 1234 , C3 1234 , D3 1234 (where 1234 is the principal's staff number)	NO. They can use their FACs to access sports facilities readily.
		FAC Replacement / Reprinting FAC: If they have lost their FAC with the numbering as mentioned above.	YES. Please fill in Part A, D & E of this form (overleaf).
		New FAC Issuance: If they have never held any FAC with the numbering as mentioned above before.	YES. Please fill in Part A, B & E of this form (overleaf) and submit photos.
Retiree & Visiting Staff	Principal & Spouse	If you have applied for retiree/visiting staff's membership before for yourself (and your spouse) and still have the appropriate FAC ^Δ .	NO. You and/or your spouse can use your/their existing FACs to access sports facilities readily.
		FAC Replacement / Reprinting: If you have applied for retiree/visiting staff's membership before for yourself (and your spouse) but lost the FAC issued by CSE / Library.	YES. Please fill in Part A, D & E of this form (overleaf).
		FAC Registration: If you did not apply for retiree/visiting staff's membership before for yourself (and your spouse) but have appropriate FAC ^Δ issued by another HKU's department such as the Library.	YES. Please fill in Part A, C & E of this form (overleaf).
		New FAC Issuance: If you and/or your spouse have never held any FAC before.	YES. Please fill in Part A, B & E of this form (overleaf) and submit photos.

Application Procedures and the Required Processing Time: Please return a completed application form together with the photos required (for new FAC issuance only) to Flora Ho Sports Centre (111-113 Pokfulam Road, Pokfulam, Hong Kong) or via internal mail to CSE. (When submitting your photos, please mark down the name of the principal/family members and Staff no./FAC no. on the back of each photo as appropriate.) Normally, the application processing will be completed in 7 working days (Working days: Mon-Fri, excluding Public / HKU's holidays) provided that the form is duly completed and signed, and photos are received in order. For applications submitted by post, the processing completion time may take 2 to 3 more working days due to the delivery time involved.

Applicants please come to the Flora Ho Sports Centre to collect their new/replacement FACs after the normal processing period while applicants who apply for FAC registration can use their existing FACs to access the sports facilities directly after the processing period. **No individual notification on the processing completion will be issued.**

Fee and Payment Methods:

First Issuance of FAC: \$50/card	Replacement / Reprinting of FAC: \$150/card	FAC registration: <u>Free of charge</u>
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Applicants please pay the fee required in full at the time of card collection by credit card or Octopus card. **All card fees paid are non-refundable.**

CSE reserves the right to alter the conditions of FT/Fractional staff/retiree/visiting staff access to & usage of sports facilities at any time without prior notice.



Part A – Personal Particulars of the Principal Members (Compulsory)

Name (Eng): _____ Staff No/ex-Staff No : _____

Category: FT & Fractional Staff / Visiting Staff / Contact Tel No: _____ Email: _____
Retiree / Other Valid Users
(Please delete if inappropriate)

Part B – New FAC Issuance[^]

I and/or my family members do not currently hold any FAC and would like to apply for the first issuance of new FAC for myself/them at \$50/card as indicated below. **I also hereby submit the photos[#] required for card issuance.**

	Name (as recorded in the HRS record)	HKID / Passport No.	Date of Birth (dd/mm/yyyy)	For CSE's use only
Principal (for retiree/visiting staff only)			----	
Spouse			----	
Dependent Child* (for FT / Fractional staff only)				

[^] FT / Fractional staff who need to have their staff card replaced or reprinted please contact HRS directly.

[#] A passport size color photo taken within the past 6 months of each applicant with their names and principal's staff no. / FAC no. written on the back of the photo.

* "Dependent Child" refers to the child as registered as a dependent child in HRS records in accordance with definition as stipulated in the staff handbook.

Part C – FAC Registration (for Retirees and Visiting Staff only)

I and/or my family members already hold the following appropriate FACs (please see Guidance Notes) and now would like to have FAC registration for free access to sports facilities:

	Name (as recorded in the HRS record)	HKID / Passport No.	Current FAC No.	For CSE's use only
Principal				
Spouse				

Part D – FAC Replacement / Reprinting[^]

I and/or my following family members lost the FACs and would like to apply for replacement card at \$150/card:

	Name (as recorded in the HRS record)	HKID / Passport No.	Card No. of the Lost FAC	For CSE's use only
Principal (for retiree/visitor only)				
Spouse				
Dependent Child* (for FT / Fractional staff only)				

[^] FT / Fractional staff who need to have their staff card replaced or reprinted please contact the HRS directly.

* "Dependent Child" refers to the child as registered as a dependent child in HRS records in accordance with definition as stipulated in the staff handbook.

Part E – Declaration: I also hereby affirm that I/my family members am/are in good physical condition to partake in physical activities and/or exercise. My/Our participation is purely voluntary and is not mandated by the HKU. I/We also understand that I/we should monitor my/our own condition throughout exercise/physical activities. I/we should stop the activity or exercising anytime if I/we have any discomfort or even without any particular reason. In no event shall the HKU, its officers, employees, or agents be held liable for any injury, death, or property loss which I/we may suffer during the activities if caused by either my/our own negligence, inadequacies in health and fitness or by accident. I assume liability for all damage on the equipment/facilities used by me/my family members that are caused by myself/themselves due to improper use or non-observance of the CSE's rules and regulations. I/my family members shall at all times behave in a decorous manner within the sports facilities, and shall cooperate with the staff of the CSE to ensure that these Regulations and any subsidiary rules laid down by the CSE are adhered to. I understand the CSE Director and his/her delegated appointee(s) shall have the authority (i) to request any user to leave the sports facilities, or (ii) to suspend temporarily user privileges, for infringement of these Regulations and the Director has the authority to debar any users or persons from using the facilities and/or other user privileges either temporarily or indefinitely. I also understand that any FAC issuance/replacement/reprinting fee paid is **non-refundable**.

Principal's Signature: _____ Date: _____

For CSE's Use Only:

Fee Required: \$50 x _____ card(s) + \$150 x _____ card(s); [Receipt No: _____ Fee Collected by: _____ Date: _____]

Remarks: _____

FAC Issuance by: _____ FAC Registration by: _____ For Retiree / OV: MS Updated by: _____
(Date: _____) (Date: _____) (Date: _____)

Card Collection Acknowledgement: _____ No. of Card(s) Collected: _____ Date: _____
(Principal's Signature)