

**Hong Kong Christian Service
Centre for Harmony and Enhancement of Ethnic Minority Residents**

USER CARD APPLICATION FORM

- All members of Ethnic Minority Community in Hong Kong aged 4 or above are eligible for application. **Information must be given in English.**
- **SEPARATE forms** should be used for applicants from different families.

CHEER STAFF USE ONLY		
Task	Staff	Date
Checking		
Recording		
Card issue		
Card sent		
Data entry		
Remarks		

Personal Data:

*User card No.	*Name (from HONG KONG IDENTITY CARD)	*Date of Birth (D/M/Y)	*Sex	Occupation/ Name of School	Education Level	*Duration of Residence in HK	*Relationship with the main applicant	Staff use only ID card checked (put a✓)
Main Applicant M() _____							N/A	
M() _____								
M() _____								
M() _____								

*Ethnic Origin: (✓ one box only)

- Bangladeshi(B)
 Filipino(F)
 Indian(I)
 Indonesian(IN)
 Nepalese(N)
 Pakistani(P)
 Thai(T)
 Vietnamese(V)
- Others(O), please specify _____

*Telephone No.: (*Home) _____ (*Mobile) _____ Fax: _____

*Address: _____
 _____ Email: _____

Language Use: (Spoken) _____ (Written) _____

*Emergency Contact (Name): _____ (Relationship): _____ (Contact No): _____
 Person nominated for emergency contact must be aged 18 and above.

I / We^ agree/ disagree to receive Newsletters and related service information of CHEER, Hong Kong Christian Service.

Agreement

- I / We^ have read and agree to comply with the "Notes to Service Users."(Appendix I)
- I / We^ agree to provide our personal data to CHEER, Hong Kong Christian Service.
- I / We^ acknowledge CHEER will not take responsibility for any loss of property and accident when I am / we are^ using CHEER service.

Name(s) of applicant(s)	*#Signature of Applicant(s)	*^#Signature of Parent/Guardian	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Remarks

* **These items must be completed**

^ Delete where appropriate

Application from persons aged below 12 must be **countersigned by parents/guardians.**

Hong Kong Christian Service
Centre for Harmony and Enhancement of Ethnic Minority Residents (CHEER)

Appendix 1 : Notes to Service Users

Rules and Regulations

- Service User Card is issued to successful applicants **aged 4 or above**
- Service User should adhere to the rules and regulations in CHEER's Centre and other venues where CHEER's activities and programmes are held.
- Service user should produce a valid user card when requesting and using CHEER's services.
- Service User Card is not transferable

Personal Data (Privacy Ordinance)

- The personal data you provided will only be used for providing services to you and your family.
- Data will be kept confidential except in the following conditions:
 - The use of your personal data is needed for assessment in applying services in other government departments and organizations; or
 - Upon your agreement to disclose your personal data to organizations concerned; or
 - Statutory requirement to disclose your personal data to court or government departments
- Request for Reading and Amending Your Personal Data
 - The personal data you provided will be kept confidential for providing service to you and will be destroyed after the end of service, except for the exemption stated in Personal Data (Privacy) Ordinance. You can request to read and amend your personal data kept in our agency. Administration fee will be charged for the related procedures.

Remarks

- No fee is required for the application of Service User Card.
- Renewal of Service User Card is required when the card is lost, damaged or expired.
- Photographs and video images taken during activities and programmes will be used within 5 years in reports, newsletters for promoting or organizing activities and programmes of Hong Kong Christian Service.

Apply & Exit Service:

All ethnic minorities can enroll in our services by:

- Simply call the TELIS Hotlines or visit our Centre during operation hours for interpretation and translation services, counseling guidance and referral services.
- Simply complete the application forms and return to us by post or in person for language and integration programs.
- Service users could exit our service by giving verbal request for termination to our staff.