



Statement / Chit Copy Request Form

Re: Discovery Bay Unit: _____ (Please fill in BLOCK Capital Letters)

Membership No.: 006 - _____ - _____

Name of Principal Cardholder:

Title: _____ Surname: _____ Given Name: _____ Chinese Name: _____

Company Name : _____

Correspondence Address: _____

Contact Tel: _____ (Home) _____ (Mobile) _____ (Office)

E-mail: _____ Fax No.: _____

Details of Request:

Please arrange to provide me / us with a copy of the following document(s): (Tick as appropriate)

- Statement (\$5 per copy) Period from (mm) - (yyyy) to (mm) - (yyyy)
Chit Requisition (\$30 per copy)

Table with 3 columns: Transaction Date, Chit Number, Amount (HK\$). Includes date format (dd) - (mm) - (yyyy).

Preferred Method of Receiving Document: (Tick as appropriate)

- by Post (if different from the above)
by E-mail (if different from the above)
by Fax (if different from the above)

Payment of Administration Fees:

Administration fees will be charged according to the above request(s) for duplicated copy of statement that consists of transactions over one month. The total amount will be debited to your membership account directly.

Types of administration fees:

- \$5 per copy of monthly statement of account.
\$30 per copy of a signed chit

* Signature of Principal Cardholder _____ Date _____

Table for office use with fields: Types of Request Form, Total Copy of Statement(s), Total Copy of Chit(s), Total Amount Received: HK\$, CC, Receipt No., Cash / EPS / Cheque / Credit Card / Charge Account, Bank, Cheque No.

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愉景灣康樂會有限公司
Discovery Bay Recreation Club Limited

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