



Hong Kong Sports Institute Limited

香港體育學院有限公司

2019年9月至2018年12月份 社區體育活動

September 2019 – December 2019 Community Sports Programmes

社區體育活動 Community Sports Programmes	報名日期 ENROLMENT DATE	
	現有學員 EXISTING STUDENT	新學員 NEW STUDENT
運動課程 (519) Sports Courses (2019年9月至10月) (Sep 2019 – Oct 2019)	6/8/2019 - 26/8/2019	(遞交表格) Form submitted 2/8/2019 – 22/8/2019
		(抽籤日期) Drawing lots 28/8/2019
		(中籤後繳交費用) Payment for successful applicant 29/8/2019 – 31/8/2019

備註 Remarks:

- ✓ 活動章程內所刊載的報名日期，均以香港體育學院有限公司(簡稱“體院”)的最新公佈為準，如有更改，恕不另行通知。詳情請致電 2605 9483 查詢或瀏覽體院網頁 <http://www.hksi.org.hk>。

All the information on this booklet, including but not limited to enrolment date and course period is to be determined based on the Hong Kong Sports Institute Limited's (HKSI) latest records. In case of disputes, the Institute's decision and record shall be final and binding. Amendment of the offer details would be done without prior notice. Please check with us at 2605 9483 or HKSI website at <http://www.hksi.org.hk> for details.

- ✓ 若報名人數不足，體院將會取消該課程。當有足夠報名人數而確定課程舉行時，體院會致電通知有關報名人士於開課前繳費。倘若在該課程開班七天前仍未收到體院通知，即表示該班已取消，而體院將不作另行通知。

If there is insufficient enrolment, HKSI reserves the rights to cancel the class. Successful applicants will be notified by phone to pay the course fees before the class commences. If you do not receive notice from HKSI 7 days before course commencement date, it implies that the class has been cancelled without further notice.



2019 年 9 月至 2019 年 10 月份運動課程 519 September 2019 – October 2019 SPORTS COURSES

羽毛球 BADMINTON

羽毛球班共分少年及成人兩組，少年組分為七個級別。課程由羽毛球教練精心設計及教授，少年組適合六至十七歲之青少年參加，成人組則適合十八歲或以上人士參加。

Badminton courses are divided into Junior and Adult classes. Courses are designed by our professional coaches. Junior classes are designed for participants aged 6 -17 years old. Adult classes are for participants aged 18 or above.

少年班 JUNIOR COURSES

日期 Date	星期 Day	級別 Level	編號 Code	時間 Time	年齡 Age	費用 Course Fee	考試日期 Exam Date
29/9/2019 - 27/10/2019 (5 堂)	SUN (日)	I	BJ 11	8:00am - 10:00am	6 - 17	\$600	27/10
		II	BJ 21	10:00am - 12:00nn			
		III	BJ 31	12:00nn - 2:00pm			
		IV	BJ 41	4:00pm - 6:00pm			
			BJ 42	12:00nn - 2:00pm			
		V	BJ 51	4:00pm - 6:00pm			
		VI	BJ 61	6:00pm - 8:00pm			
7/9/2019 - 26/10/2018 (7 堂) (Except 14/9 除外)	SAT (六)	II	BJ 23	5:00pm - 7:00pm	\$840	19/10	
III		BJ 33	7:00pm - 9:00pm				
IV		BJ 43					
V		BJ 53					
6/9/2019 - 25/10/2019 (7 堂) (Except 13/9 除外)	FRI (五)	IV	BJ 44	7:00pm - 9:00pm	\$960	18/10	
		V	BJ 54				

備註 Remarks:

※ 從未參加本院羽毛球之新學員，必須接受技術測試。Skills assessment is required for all new participants.

※ 學員需自備球拍。Participants need bring their own racket.

成人班 ADULT COURSES

日期 Date	星期 Day	級別 Level	編號 Code	時間 Time	年齡 Age	費用 Course Fee	考試日期 Exam Date
2/9/2019 - 28/10/2019 (8 堂) (Except 7/10 除外)	MON (一)	I	BA 11	8:00pm - 10:00pm	18 - 65	\$960	/
4/9/2019 - 23/10/2019 (8 堂)	WED (三)	I	*BA 13	7:00pm - 9:00pm			/
		II	*BA 23				
6/9/2019 - 25/10/2019 (7 堂) (Except 13/9 除外)	FRI (五)	I	*BA 15	7:00pm - 9:00pm		\$840	/
29/9/2019 - 27/10/2019 (5 堂)	SUN (日)	I	BA 17	2:00pm - 4:00pm	\$600	/	

***只接受現有學員報名。For existing students of application only.**

※ 學員需自備球拍。Participants need bring their own racket.

2019 年 9 月至 2019 年 10 月份運動課程 September 2019 - October 2019 Sports Courses

壁球 SQUASH

壁球班共分少年及成人兩組，設有初級班至高級班。課程由壁球教練精心設計及教授，少年組適合六至十七歲之青少年參加，成人組則適合十八歲或以上人士參加。

Squash courses are divided into Junior and Adult classes. Courses are designed by our professional coaches. Junior classes are designed for participants aged 6 -17 years old. Adult classes are designed for participants aged 18 or above.

少年班 JUNIOR COURSES

日期 Date	星期 Day	級別 Level	編號 Code	時間 Time	年齡 Age	費用 Course Fee
7/9/2019 - 19/10/2019 (6 堂) (Except 14/9 除外)	SAT (六)	I	QJ 16	5:00pm - 7:00pm	6 - 17	\$570
1/9/2019 - 20/10/2019 (8 堂)	SUN (日)	I	QJ 17	1:30pm - 3:30pm		\$760
		II	QJ 27	11:30am - 1:30pm		
		III	QJ 37	9:00am - 11:00am		

備註 Remarks:

※ 已考獲香港壁球總會青少年壁球章別計劃的銅章或以上者可報讀本院二級班。

Participants attained Bronze Award or above of Junior Squash Award Scheme (Hong Kong Squash) can attend course Level II.

※ 學員需自備球拍。 Participants need bring their own racket.

成人班 ADULT COURSES

日期 Date	星期 Day	級別 Level	編號 Code	時間 Time	年齡 Age	費用 Course Fee
3/9/2019 - 29/10/2019 (8 堂) (Except 1/10 除外)	TUE (二)	I	QA12	7:30pm - 9:30pm	18 - 65	\$760
5/9/2019 - 24/10/2019 (8 堂)	THU (四)	I	QA14	8:00pm - 10:00pm		
6/9/2019 - 25/10/2019 (7 堂) (Except 13/9 除外)	FRI (五)	I	QA15	8:00pm - 10:00pm		\$665
1/9/2019 - 20/10/2019 (8 堂)	SUN (日)	I	QA17	9:00am - 11:00am		\$760
		II	QA27	11:30am - 1:30pm		

※ 學員需自備球拍。 Participants need bring their own racket.

乒乓球 TABLE TENNIS

乒乓球課程分為初級班、中級班及高級班三組，初級班以教授乒乓球基本技術為主，如：發球、接球……等；而中、高級班則以改善學員的技巧為目標。

Table Tennis courses are divided into beginners, improvers & advanced levels.

少年班 JUNIOR COURSES

日期 Date	星期 Day	級別 Level	編號 Code	時間 Time	年齡 Age	費用 Course Fee	考試日期 Exam Date
1/9/2019 - 20/10/2019 (8 堂)	SUN (日)	I	BTT 17	11:00am - 1:00pm	6 - 17	\$600	13/10
		III	ATT 17A	1:00pm - 3:00pm			
		III	ATT 17P	3:00pm - 5:00pm			
		II	ITT 17	5:00pm - 7:00pm			

成人班 ADULT COURSES

日期 Date	星期 Day	級別 Level	編號 Code	時間 Time	年齡 Age	費用 Course Fee	考試日期 Exam Date
1/9/2019 - 20/10/2019 (8 堂)	SUN (日)	I	UTT 17	9:00am - 11:00am	18 - 65	\$600	-

備註 Remarks:

※ 從未參加本院乒乓球之新學員，必須接受技術測試。 Skills assessment is required for all new participants.

※ 學員需自備球拍。 Participants need bring their own racket.

2019 年 9 月至 2019 年 10 月份運動課程 September 2019 - October 2019 Sports Courses

太極 TAI CHI

本院太極課程以教授楊式太極為主，教授基本及進階訓練。
Our Tai Chi course provides fundamental training on Yang Style.

日期 Date	星期 Day	編號 Code	時間 Time	年齡 Age	費用 Course Fee
2/9/2019 - 28/10/2019 (8 堂) (Except 7/10 除外)	MON (一)	TC 11	7:30pm - 9:00pm	18 - 70	\$656
6/9/2019 - 25/10/2019 (8 堂)	FRI (五)	TC 15	8:00pm - 9:30pm		
1/9/2019 - 20/10/2019 (7 堂) (Except 29/9 除外)	SUN (日)	TC 17	9:00am - 10:30am		\$574
		TC 27	10:30am - 12:00nn		
		TC 37	8:00am - 9:30am		

網球 TENNIS

網球課程提供了專業及全面的網球訓練，透過不同級別的訓練班來配合學員需要。
HKSI offers professional and all-rounded tennis training courses to suit different levels of tennis players.

少年班 JUNIOR COURSES

日期 Date	星期 Day	級別 Level	編號 Code	時間 Time	年齡 Age	費用 Course Fee
1/9/2019 - 13/10/2019 (7 堂)	SUN (日)	I	TN 17	9:00am - 11:00am	6-17	\$1260

※ 學員需自備球拍。 Participants need bring their own racket.

武術 WUSHU

中國武術是我國傳統國粹之一，如持續鍛鍊，可提升習武者的身體質素及協調性。本院武術班分為初階、進階及深造班，教授武術禮儀、各類基本功及套路練習。課程除練習技術之外，還注重習武者的品德要求。
Wushu is one of the traditional arts of China. It can improve the practitioners' body coordination and control by continuous training. Wushu courses are divided into beginners, intermediate & advanced levels, providing Wushu etiquettes and formalities, various techniques & form training. Besides teaching the technical skills, it also emphasizes good character and moral sense.

日期 Date	星期 Day	級別 Level	編號 Code	時間 Time	年齡 Age	費用 Course Fee
1/9/2019 - 13/10/2019 (7 堂)	SUN (日)	I - III	WS17	11:00am - 12:30pm	6 - 17	\$574

參加本院乒乓球班或羽毛球班之新學員，必須預約技術測試。請致電 2605 9483 預約安排技術測試。
New participants, who would like to join the HKSI Table Tennis or Badminton Courses, please contact our staff at **2605 9483** to make appointment for Skills Assessment.

評核日期和時間 Schedule for Skills Assessment

1. 11/8/2019 乒乓球 Table Tennis: Sun (日) 13:00 - 17:00
2. 18/8/2019 羽毛球 Badminton: Sun (日) 12:00 - 12:30



Hong Kong Sports Institute Limited

香港體育學院有限公司

運動課程報名表格

Sports Course Enrolment Form

課程期數 Batch No.				課程期數 Batch No.			
選擇次序 Choice Order	1	2	3	家長證數量 No. of Guardian Pass	0	1	2
課程編號 Course Code				請於空格加上 <input checked="" type="checkbox"/> 號 Please appropriate			

I. 申請人資料 Particulars of Applicant (請以英文正楷填寫表格 Please complete this form in BLOCK LETTERS)

*姓名 Name (中文 Chinese) _____ (英文 English) _____ (Surname) _____ (Name)
*須與身份證明文件相同(Should be the same as the one shown on the identity document)

性別 Sex : 男 Male 女 Female

出生日期 Date of Birth :

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日 Day 月 Month 年 Year

身份證明文件號碼 : _____
Identity Document No.

通訊地址 Correspondence address : _____

電郵地址 Email address : _____

如不欲接收本院任何宣傳資料, 請於空格加上 號. If you do not wish to receive promotional information from us, please tick the box .

聯絡電話 Contact Tel. No. : (住宅 Home) _____ (手提電話 Mobile) _____

緊急聯絡人姓名和電話 Emergency Contact Person & Tel. No. : _____

繳費辦法 Methods of Payment : 現金 Cash 信用卡 Credit Card 銀行及支票號碼 Bank & Cheque No. _____

Disability	
請問貴子弟 / 閣下有否過敏、醫療情況、物理限制或個人需要? Does your child / Do you have any allergies, medical conditions, physical restrictions or individual needs?	<input type="checkbox"/> 否 No <input type="checkbox"/> 是 Yes
如是, 請詳述: If yes, please specify:	

II. 條件及條款 Terms and Conditions

此課程申請表及報名細則及條件之中文版只作參考, 如有差異之處, 則以英文版為準。

In the event of discrepancy, the English version of this application form and the terms and conditions of enrollment shall prevail.

聲明 Declaration	
1. 本人聲明: 本人健康及體能良好, 適宜參加上述活動。如果我因本人的疏忽或健康或體能欠佳, 而引致於參加這項活動時傷亡, 香港體育學院有限公司則無須負責。I declare that: I am healthy, physical fit, and suitable to participate in the above sports activity. The Hong Kong Sports Institute Limited shall not be liable for any injury or death which I may suffer in this sports activity, if the cause of injury or death is due to my own negligence or inadequacy in health and fitness.	
2. 本人同意及接受上述條件及條款並明白此乃香港體育學院有限公司接納本人課程申請之先決條件。I accept the above terms and conditions and understand that this is a condition precedent to HKSI accepting of my application for the above course.	
申請人簽署 Applicant's Signature _____	日期 Date _____

未滿十八歲之申請人必須由父母或監護人填寫此欄 Please fill in this part by parent or guardian for applicant under 18		
聲明 Declaration		
1. 本人聲明: _____(參加者姓名) 的健康及體能良好, 適宜參加上述活動。如果申請人因他/她的疏忽或健康或體能欠佳, 而引致於參加這項活動時傷亡, 香港體育學院有限公司則無須負責。I declare that: _____(applicant's name) is healthy, physical fit, and suitable to participate in the above sports activity. The Hong Kong Sports Institute Limited shall not be liable for any injury or death which the applicant may suffer in this sports activity, if the cause of injury or death is due to his/her negligence or inadequacy in health and fitness.		
2. 本人及上述申請人同意及接受上述條件及條款並明白此乃香港體育學院有限公司接納上述申請人課程申請之先決條件。I and the above applicant accept the above terms and conditions and understand that this is a condition precedent to HKSI accepting the above applicant's application for the above course.		
父母或監護人姓名 Name of Parent or Guardian _____	簽署 Signature _____	日期 Date _____

備註 Remarks

- * 所有運動課程將以粵語為主要溝通語言。Cantonese will be the main language used in the course.
- * 體院保留取消有關運動課程及已預訂場地等之權利。不便之處, 敬請原諒。
HKSI reserves the right to cancel the sports course or booking of venue, etc. We apologize for any inconvenience caused.
- * 為配合體院的整體發展, 體院已推出場地管理措施。凡需進入或逗留於訓練場館觀眾席等候青少年學員的家長, 需預先向本院登記及必須於進場時出示家長證。每位學員最多可申請家長證兩張。(只適用於青少年游泳班、羽毛球班及武術班)
In order to align with the development of HKSI, the facility management measures are enforced. For parents of youngster participants of the HKSI sports courses, who needed to enter or stay at the training venue's spectator stand for waiting their youngsters should apply "Guardian Pass" from HKSI in advance and present it before entering the spectator stand. Each participant can apply for a maximum of 2 passes. (For Swimming, Badminton and Wushu Junior Courses only)
- * 本表格之一切資料只供體院使用, 在未得申請人同意情況下, 體院絕不會將此表格內之個人資料外洩。
All information contained in this application form is for HKSI use only and will not be released for other purposes without the applicant's prior consent.
- * 運動課程收益將撥作發展香港精英運動員之用。Revenues derived from the sports course will be used for the development of elite athletes in HK.

報名細則及條款

- 參加者必須確定身體健康狀況良好，適合參加所申請之活動。
- 游泳班之申請人必須年滿五歲及身高 1.20 米或以上，成功報名後，如身高或年齡不符合要求將不獲退款安排**；而其他運動班之申請人必須年滿六歲。
- 凡未滿十八歲之申請人，必須由家長簽名同意。
- 報名時必須出示申請人的身份證明文件正本或副本，作為核實申請人資格用途。
- 報名方法 (新學員)**
少年游泳課程 (第 N 級至第四級)
報名方法以抽籤方式收生，游泳班新生首先進行泳術測試，填妥報名表格後於 **27/8/2019** 舉行抽籤。中籤者將會個別另行通知。游泳班中籤者請於 **28/8/2019** 至 **31/8/2019** 繳交費用，逾期繳費恕不受理。
所有運動課程
報名方法以抽籤方式收生，羽毛球及乒乓球的新生需報名進行技術測試，繳交表格、抽籤、繳費等日期可參考第一頁之內容，中籤者將會個別另行通知，逾期繳費恕不受理。
成人游泳課程
親身報名，名額先到先得。(親臨報名人士之申請將獲優先處理)
- 付款辦法**
 - 須親臨本院**體育館接待處**遞交以下文件。**手續辦理時間** 星期一至日: 上午八時至下午八時
 - 填妥之報名表格
 - 現金、信用卡或劃線支票 (支票抬頭為「**香港體育學院有限公司**」, 支票背面須寫上申請人姓名、電話及課程編號)
 - 郵寄 (以郵戳為準, 逾期作廢)
 - 把填妥之報名表格連同劃線支票郵寄至「**沙田源禾路 25 號香港體育學院社區關係部**」收(支票抬頭為「**香港體育學院有限公司**」, 支票背面須寫上申請人姓名、電話及課程編號。如因地址不全, 引致郵誤, 本院恕不負責。資料不全, 恕不受理。
- 除特殊情况外, 所有課程一經報名, 不得申請退款、轉班或轉讓他人代替參加。
- 如因特殊情况申請退款, 必須連同有效證明文件(學校證明或醫生證明)以書面作出申請, 並必須由管理層批核才可作實, 並需繳付港幣五十元手續費用。
- 如需索取體院課程之證明書, 必須填寫有關表格作出申請, 並需繳付港幣二十元手續費用。申請約需十四個工作天處理。
- 報名後請核對香港體育學院有限公司發出之機印收據上之資料, 正確無誤方可離開, 否則體院恕不負責。
- 報名後請保留香港體育學院有限公司發出之機印收據, 以便於活動當日供教練或導師查閱。
- 體院所舉辦之課程或活動, 均有體院所發出之收據。如有任何人士稱其課程或活動為體院所辦, 而未能發出體院之有效收據, 均與體院無關。
- 因各地區天氣可能有別, 室外課程之參加者請於**上課前一小時**致電體院 (查詢電話 2605 9483)。
- 香港體育學院有限公司保留修改上述資料之權利, 而無須作另行通知。
- 所有球類活動參加者, 於上課時須穿上清潔不脫色的膠底運動鞋。

TERMS & CONDITIONS OF ENROLMENT

- Participants MUST be physically fit to participate in the activity.
- Swimming courses' applicant MUST be aged 5 or above and reach the height of 1.2M. After successful enrollment, course refund will not be accepted if age and height of participants do not meet requirements.** For other sports courses, applicants MUST be aged 6 or above.
- For applicants who are under the age of 18, applications MUST have parent's authorization.
- Participants should produce the originals or copies of their identity documents upon enrollment for our verification of their eligibility.
- ENROLMENT METHODS (NEW STUDENTS)**
Junior swimming course (Level N to level 4)
Students for level N to level 4 are selected by drawing lots. New students will be completed skill assessment. Drawing result of swimming class application will be available on **27/8/2019** and successful applicant will be confirmed by phone. All successful swimming class applicants please enroll from **28/8/2019** to **31/8/2019**, late entry will not be accepted.
All sport courses
Students are selected by drawing lots. Applicants of Badminton and Table Tennis course would be recommended to complete skill test firstly. Successful applicant will be confirmed by phone. Date of application form submitted, drawing lots and payment in details refer to Page 1. Late entry will not be accepted.
Adult swimming courses
In Person & first-come-first-served **※ Priority will be given to in person application ※**
- PAYMENT METHODS**
 - Submit the following documents to **HKSI Sports Complex Reception Counter**. **Enrolment Time** Mon to Sun: 8:00a.m. to 8:00 p.m.
 - Completed application form.
 - Cash, Credit Card or Crossed Cheque made payable to 「**Hong Kong Sports Institute Limited**」. Please print the applicant's name, telephone number and course code at the back of the cheque.
 - By Mail (**Cut off date according to the date chop made by Post Office**)
Mail the completed form with Crossed Cheque made payable to 「**Hong Kong Sports Institute Limited**」 to 「**Community Relations Department, Hong Kong Sports Institute, 25 Yuen Wo Road, Shatin, Hong Kong**」 Please print the applicant's name, telephone number and course code at the back of the cheque. If postage cannot be made due to missing address, HKSI has no responsibilities. Application will not be processed if information is missing.
- Unless under special circumstances, no application for refund, change of or making substitution is allowed after enrolment.
- Any refund on special circumstances should be made in writing with supporting document (School letter or doctor certificate) can only be accepted based on management's approval. Handling fee **HK \$50** will be required.
- Reference Letter for course attendance can only be applied by filing the relevant form. It takes around 14 working days to process the application and **HK \$20** handling fee will be required.
- Please CHECK all the details on the receipt. HKSI will take no responsibility for the amendment after enrolment.
- Please KEEP the HKSI payment receipt for checking on the activity day.
- An official receipt will be issued to all participants of courses or activities that organized by HKSI. HKSI will take no responsibility for participant of any courses or activity claimed to be organized by HKSI without producing HKSI official receipt.
- Due to the variation of weather condition in different area, participants of outdoor course should check with HKSI **ONE** hour before the course commences (Enquiries: 2605 9483).
- HKSI reserves the right to amend the above terms and conditions without prior notice.
- All the participants in sports courses should wear clear and non-marking sneakers.

天氣惡劣時之課程安排指引

惡劣天氣

天氣惡劣、雷暴警告或雨勢嚴重時，室外課程將會被取消，學員請於使用場地或上課前一小時，致電體院查詢(電話：2605 9483)。

一號或三號熱帶氣旋警告訊號

所有室內課程照常，室外課程則視乎場地狀況而定(請參考「惡劣天氣」)。

八號或更高熱帶氣旋警告訊號

所有課程將會全部被取消，家長須即時前來體院或有關課程地點接回上課之學員。若於上課前二小時已取消所有熱帶氣旋警告訊號，或發出較低之警告訊號，室內課程將照常進行。室外課程必須在場地狀況許可下才會復課，請於上課前一小時致電體院查詢。

黃色/紅色暴雨警告訊號

所有室內課程將如常進行，而室外課程則需視乎場地狀況而定(請參考「惡劣天氣」)。惟體院勸喻所有參加者應視乎個別安全情況而作出最後離家上課決定。

黑色暴雨警告訊號

如天文台已經發出黑色暴雨警告訊號，所有課程將會被取消。如室內課程正在進行中，將會如常進行，而室外課程則會即時停止。若於上課前二小時已經取消黑色暴雨警告訊號，室內課程將照常進行，室外課程必須在場地狀況許可下才會復課，請於上課前一小時致電本院查詢。

Guidelines for Inclement Weather

Inclement Weather

In case of inclement weather or thunderstorm warning, outdoor courses may be cancelled. Please check with HKSI (Tel: 2605 9483) ONE hour before.

Tropical Cyclone Warning Signal No. 1 or 3

All indoor courses will be held as scheduled. Outdoor courses will be cancelled if facilities are not suitable for training (Please refer "Inclement Weather").

Tropical Cyclone Warning Signal No. 8 or above

All courses will be cancelled and parents should come to pick up their children immediately when Tropical Cyclone Warning Signal No. 8 has been issued. All courses will be held as scheduled when the signal has been lowered 2 hours before the course starts. Outdoor courses will only be resumed if the facilities are suitable for training. For enquiries, please call HKSI ONE hour before the course starts.

Amber/Red Rainstorm

All indoor courses will be held as scheduled with the exception of outdoor courses which will only be resumed if facilities are suitable for training. Participants are advised to leave home only under safe conditions.

Black Rainstorm

If the Black Rainstorm Signal is issued, all courses will be cancelled. If the indoor courses are being in progress, it will be held as scheduled, but the outdoor courses will be stopped immediately. If the signal is cleared 2 hours before the course starts, all indoor courses will be held as scheduled, and outdoor courses will be resumed if the facilities are suitable for training.

香港體育學院位置圖

Hong Kong Sports Institute Location Map



港鐵火炭站 A 出口 ► 火炭鐵路大樓 ► 有蓋行人天橋
(步行約五分鐘便可直達)

By MTR: To Fo Tan Station, Exit A to Fo Tan Railway House,
Covered Foot Bridge (About 5 mins. Walk)

「如你不欲收取通函郵件，請在信箱貼上『不收取通函』標貼。標貼可於全線郵政局、各區民政事務處的公眾諮詢服務中心、公共屋邨辦事處和個別私人屋苑的管理處免費索取。請注意，『不收取通函』標貼機制並不涵蓋由政府及相關機構、立法會議員、區議會議員、選舉候選人和根據《稅務條例》第 88 條合資格獲豁免繳稅的慈善機構所投寄的通函郵件。」

"If you would like to opt out from receiving circular mail, please place a "No Circular Mail" sticker on the letter box. The stickers are freely available at all post offices, Public Enquiry Service Centres of District Offices as well as estate management offices of public housing estates and selected private residential developments. However, circular mail posted by the Government and related organisations, Legislative Councillors, District Councillors, election candidates and charitable bodies eligible for tax relief under Section 88 of the Inland Revenue Ordinance are exempted from this opt-out scheme."