

# 工商機構運動會 CORPORATE GAMES 2025

Organiser:



康樂及文化事務署  
Leisure and Cultural  
Services Department

## Enrolment Form

Organisation Name : \_\_\_\_\_ [English]

\_\_\_\_\_ [Chinese]

(Please fill in the Organisation Name in clear Chinese characters and English block letters. The Organisation Name given in this form will be shown in publicity materials such as the dedicated website and programmes of the Corporate Games 2025, and used in the announcements of competition schedules and results, etc.)

Organisation Address : \_\_\_\_\_ [English]

\_\_\_\_\_ [Chinese]

Name of **Responsible Person** : Mr / Ms / Mrs # Telephone No. : \_\_\_\_\_

Position : \_\_\_\_\_ Mobile Phone No. : \_\_\_\_\_

E-mail Address \* : \_\_\_\_\_ Fax No. : \_\_\_\_\_

Name of **Contact Person** : Mr / Ms / Mrs # Telephone No. : \_\_\_\_\_

Position : \_\_\_\_\_ Mobile Phone No. : \_\_\_\_\_

E-mail Address \* : \_\_\_\_\_ Fax No. : \_\_\_\_\_

# Please delete as appropriate.

\* Information on the Games will be sent via e-mail.

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Please put a “✓” in the appropriate

No. of Employees : \_\_\_\_\_

Grouping :  **Group A** (Organisations and government departments with 300 or more employees in Hong Kong)

**Group B** (Organisations and government departments with less than 300 employees in Hong Kong)

Please indicate the event(s) and division(s) to be entered, and the numbers of participants for the Athletics and Distance Run competitions (if applicable):

Event	Date (Tentative)	Event and Division						Remarks
		Singles		Doubles		Team		
		Men	Women	Men	Women	Men	Women	
Athletics (\$600)	7/9/2025	Masters <sup>△</sup> <input type="checkbox"/>	Open <input type="checkbox"/>			Masters <sup>△</sup> <input type="checkbox"/>	Open <input type="checkbox"/>	A No. of Participants: _____
		Open <input type="checkbox"/>				Open <input type="checkbox"/>		
Badminton (\$600)	18/5 – 6/7/2025	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B
Basketball (\$1,000)	13/7 – 28/9/2025					<input type="checkbox"/>	<input type="checkbox"/>	C
Distance Run (\$600)	9/3/2025	Masters <sup>△</sup> <input type="checkbox"/>	Open <input type="checkbox"/>			Masters <sup>△</sup> <input type="checkbox"/>	Open <input type="checkbox"/>	D No. of Participants: _____
		Open <input type="checkbox"/>				Open <input type="checkbox"/>		
Futsal (\$1,000)	16/3 – 22/6/2025					<input type="checkbox"/>		C
Snooker (\$600)	12/4 – 8/6/2025	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		B
Table Tennis (\$600)	22/7 – 16/8/2025	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		B
Tennis (\$600)	10/5 – 6/7/2025	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		B
Tenpin Bowling (\$600)	15/6/2025	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		B
Volleyball (\$1,000)	13/7 – 28/9/2025					<input type="checkbox"/>	<input type="checkbox"/>	C
11-a-side Soccer (\$1,000)	5/4 – 12/7/2025					<input type="checkbox"/>		C

**Remarks:**

- A. (i) Each organisation may field a maximum of 3 participants for each singles event and only 1 team for each relay event in the respective divisions.
- (ii) Each organisation may field a maximum of 30 participants.
- (iii) Each participant may enter a maximum of 3 singles events (i.e. either 2 track and 1 field events or 2 field and 1 track events, excluding relay events).
- (iv) Each team participating in the relay events should consist of 6 members in maximum. All team members must be from the same division.
- B. Each organisation may field 1 participant for each singles event, 1 team for each doubles event, and 1 team for each team event.
- C. Each organisation may field 1 men’s team and 1 women’s team (except Futsal and 11-a-side Soccer).
- D. Each organisation may field a maximum of 6 participants for each division, with a total of 18 participants for 3 divisions. If the number of participants from an organisation in a single division is 5 or above, the organisation will automatically enter the team event for that division. There will be 1 team only from each organisation in the same division.

<sup>△</sup> Masters Division: Participants should be aged 35 or above (as at the date of the competition)

**Rules and Points to Note:**

1. There are two rounds of enrolment for the Games. The deadline for the first round is 9 January 2025 (Thursday). Interested organisations and government departments may enrol online through the website of the Leisure and Cultural Services Department (LCSD) or return the duly completed enrolment form to the Major Events Section of the LCSD by post (address: 2/F, Leisure and Cultural Services Headquarters, 1-3 Pai Tau Street, Sha Tin) or fax (fax no.: 2634 0786) on or before the deadline. For enrolment by post, **the date of receipt of the enrolment form by the Organiser will be regarded as the receipt date.** Organisations **MUST** produce supporting documents such as the **Certificate of Incorporation issued under the Companies Ordinance or a valid Hong Kong Business Registration Certificate.**
2. After the deadline of the first round of enrolment, **for competitions with the number of enrolling organisations/applicants exceeding the quota, places will be allocated by balloting.** If the champions of Corporate Games 2023 enrol in the same competitions again, his/her/their enrolment will be accepted automatically. **(Corporate Games 2023 Group C champions enrolling in the same Group A/B competitions in this edition of the Games will also be accepted automatically).** Balloting will be held on 16 January 2025 (Thursday) at 7 p.m. in the Audio-visual Room, 1/F, Leisure and Cultural Services Headquarters, 1-3 Pai Tau Street, Sha Tin. Organisations are welcome to send representatives to attend the balloting, after which the organisations concerned will be notified of the results and the payment arrangements by e-mail. If the selected organisations fail to pay the enrolment fee by the payment deadline, their places will be filled by the organisations on the waiting list.
3. If places are still available after the waiting list is exhausted, the Organiser will continue to accept enrolment by post or by fax on a first-come-first-served basis until the final enrolment deadlines for the respective competitions (please refer to the dedicated website and competition prospectuses of the Games for the exact date).
4. Competitions with enrolment places left after the first round will be open for enrolment again in the second round. The second round of enrolment will open from 9 a.m. on 22 January 2025 (Wednesday). Organisations can enrol by post or by fax on a first-come-first-served basis until the quota is full or the final enrolment deadlines for the respective events.
5. For better resource utilisation, the Organiser may adjust the number of quotas for each group in view of the enrolment response. Participating organisation should have no objection.
6. A participant shall be aged 15 or above who has been working continuously for the participating organisation for at least 4 weeks and at least 18 hours per week before the deadline for submission of participants' particulars for the competition, and is employed by the same organisation throughout the competition period.
7. Each participant shall represent only 1 organisation throughout the Games.
8. To ensure all the participants are employees of the participating organisations, the Organiser reserves the right to request the participating organisation to produce a valid "Employment Contract" and contribution record of Mandatory Provident Fund (MPF) within 5 working days to prove that the participants are existing employees of the organisation. Participating organisations are required to obtain the participants' consent to provide "employment contracts" and payment records of MPF to the Organiser for verification of their employee status before registration. The organisation failing to produce such documents will be disqualified from the competition and there shall be no refund of the entry fees already paid.
9. The information provided by your organisation will only be used for the purposes of enrolment, compilation of statistics, contact and promotion of LCSD activities. Only the staff authorised by the Organiser, will be given access to the information for the aforesaid purposes. The personal data provided will be destroyed in the 4th month after the Games.
10. Please contact the staff of the Major Events Section of the LCSD at 2601 7673 for correction of or access to the personal data provided in this form.
11. This form must be duly completed, otherwise the Organiser may not be able to process your enrolment.
12. The Organiser reserves the right to decline future participation of any organisation in breach of the above rules in the Corporate Games.

**Declaration by Responsible Person of the Organisation:**

**I have read, understood and agreed to abide by the above rules and points to note.**

**Signature of Responsible Person :** \_\_\_\_\_

**Name of Responsible Person :** \_\_\_\_\_

**Date :** \_\_\_\_\_

<p>Chop of the Organisation</p>
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