

Application Procedure (Apply the application by using SmartPLAY website  only)

- Click "Create an Organisation Account" on the landing page



Fill in the organisation name in Chinese or English, **Type of Organisation**, Type of Registration / Certificate and Certificate / Code number (including all symbols).
(Type of Organisation: Please refer to **LCSD's facility booking procedures – Block Booking by Organisations** for reference of classification.)

Your organisation details

Fields marked with * are mandatory

Organisation Name*

Organisation Name (English) Heep Hon Society (8/100)	Organisation Name (Chinese) 恆德會 (8/100)
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Type of Organisation*

Non-governmental organisations receiving subventions allocation from Social Welfare Department

Type of Registration / Certificate*

Certificate of incorporation under Companies Registry (CR No)

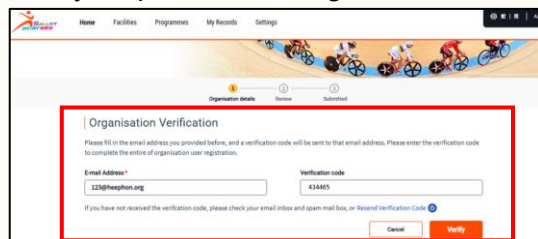
Certificate / Code number*

6715880

Date of expiry

No Expiry Date

- Input the provided email address to receive the verification code. Enter the code and click "Verify" to proceed the registration.



Input the expiry date and **upload the copy of relevant Registration / Certificate for identity proof** [including Certificate of Incorporation/ Certificate of Registration of a Society/ Certificate of Registration of a Trade Union/ Confirmation of Non-governmental organisations receiving subventions allocation from Social Welfare Department/ Confirmation of charitable organisations registered with the Inland Revenue Department, etc.].

Date of expiry

No Expiry Date

Please upload a digital copy of your Registration / Certificate for identity proof*

Upload digital copy

Support jpg, bmp, png, pdf file less than 5MB See example

Other supporting documents Optional

Upload digital copy

Support jpg, bmp, png, pdf file less than 5MB See example

- Fill in the Chinese/ English name and post/ title of **Organisation Chairman**.

Organisation Chairman

Organisation Chairman Name*

Surname in English CHAN	Given Name in English Tai Man
Chinese Name 陳大文	Post / Title* General Manager

I hereby agree and authorize the following person as a "Organisation Representative" of this organisation. The representative shall be responsible to handle organisation user registration applications and the main contact person, and relevant matters including application for booking of leisure facilities, public swimming pool facilities, or holiday camps, and enrolling in the Corporate Games, etc.

- Fill in the personal and contact information of **Organisation Representative** and upload the HKID copy. Then, click "Continue".

Organisation representative information

Must be aged over 18

Surname in English*	Given Name in English*
CHU	Yuk Ling
	No Given Name
Chinese Name Optional	Post / Title*
朱玉玲	服務經理
Hong Kong ID card*	Sex Optional
W 663718 6	Male Female
Contact Telephone No.*	Email Address*
12345678	heephonsociety@gmail.com

Please upload a digital copy of your HKID card for identity proof*

Upload Hong Kong ID card / identity proof

Support jpg, bmp, png, pdf file less than 5MB See example

Continue



Procedure of Registering as an Organisation User

Reference Guide for Organisations participating "Corporate Games 2027"

Application Procedure (Apply the application by using SmartPLAY website  only)

- 7** Fill in the correspondence address, contact number and email address of the organisation. Choose **"Major Events Section"** in Submission Office for handling your application.

Organisation information
Fields marked with * are mandatory

Organisation Name *

Organisation Name (English)
Heep Hon Society

Organisation Name (Chinese)
協匯會

Organisation Correspondence Address (Hong Kong)

Flat / Floor / Block *
-

Name of Building / Estate *
Heep Hon Society Integrated Service Complex

Building no./Name of Street/Name of Village *
Sandy Bay Road

Lot No. / Others: Optional
Poldulum

District *
Central & Western

Contact Telephone No. *
12345678

Fax no.
-

E-mail Address *
123@heephon.org

Submission Office
For follow-up on organisation registration matters

Submission Office *
Major Events Section

Enquiry telephone number of the office
2601 7673

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- 8** Review and confirm that all filled information is correct.

Review your organisation information

Organisation Name (English)
Heep Hon Society

Organisation Name (Chinese)
協匯會

Type of Organisation
Non-governmental organisations receiving subventions allocation from Social Welfare Department

Type of Registration / Certificate
Certificate of Incorporation under Companies Registry (CR No)

Certificate of Incorporation under Companies Registry (CR No)
6716880

Date of expiry
-

Identify Proof

Copy of your Registration / Certificate

Other supporting documents

Organisation representative information

Surname in English
CHU

Chinese Name
朱玉玲

Hong Kong ID card
W6637186

Contact Telephone No.
12345678

Given Name in English
Yuk Ling

Post / Title
服務經理

Sex
-

E-mail Address
heephonsociety@gmail.com

Identify Proof

Picture of your HKID card

- 9** Read and agree the declaration, then click "Continue" to complete the application.

Declaration

☐ Purpose of the personal data collection
The provision of personal data in the registration form is voluntary. All information collected by the Department will only be used for the purpose related to the group user registration for SmartPLAY.

Declaration for SmartPLAY Organisation User Registration
I, CHU, Yuk Ling (name), apply to register as a SmartPLAY group user account holder on behalf of Heep Hon Society (name of group/organisation). I have read and agree to accept the following Terms and Conditions.

I hereby declare that:

(a) I am over 18 years old;

(b) I understand that I shall be responsible for managing this organisation account, serving as the main contact person, and handling the application for booking leisure facility - swimming pool facility or holiday camps, enrolling the Corporate Games and other related matters.

(c) This group / organisation has never registered as a SmartPLAY organisation user;

(d) The provision of information by this group / organisation in the registration form is voluntary. This group / organisation confirms that all information provided is true and correct;

(e) This group / organisation will be abide by the Conditions of Use of SmartPLAY and General Conditions of Recreation and Sports Facilities; and

(f) I agreed that the personal data provided in the registration form can be used by the Leisure and Cultural Services Department (LCSD) for one or more of the following purposes:

i. Processing the registration of this group/organisation as a SmartPLAY group user; and

ii. Provision of services, promotion of activities, compilation of statistics, opinion survey, and future contact.

Notes: If SmartPLAY organisation users do not log in to their accounts or use the booking service within three years, their accounts will automatically expire. LCSD reserves the right to amend the relevant terms and conditions.

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- Input the code and click "Continue". Your application of organisation user registration has been completed. Please **record the "Application Reference No."** for future enquiries on application status.

Verify E-mail Address

A verification code has been sent to your registered email 123@heephon.org.

Enter Verification Code

2 7 7 5

If you have not received the verification code, please check your email inbox and spam mail box, or
Resend Verification Code 295

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Your organisation user registration application is submitted

Your SmartPLAY organisation user application has been received and is under processing

Application Reference No.
00000022465

Copy Number 

