

## Procedure of Registering as an Organisation User

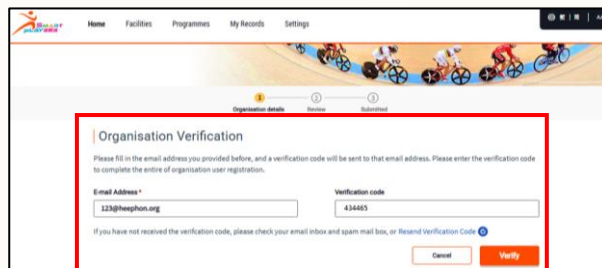
Reference Guide for Companies holding a valid "Business Registration Certificate" participating "The Corporate Games 2027"

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

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



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



- Fill in the organisation name in Chinese or English, select "Bona fide associations registered with Business Registration" under Type of Organisation, select "Business Registration Number" in Type of Registration / Certificate and input Certificate / Code number (including all English letter, numbers and symbols).

Your organisation details

Fields marked with \* are mandatory

Organisation Name \*

| Organisation Name (English) | Organisation Name (Chinese) |
|-----------------------------|-----------------------------|
| KING OF BUN                 | 上海生斯皇                       |

Type of Organisation \*

Bona fide association registered with a Certificate of Registration of ▼

Type of Registration / Certificate \*

Business Registration Number (BR No) ▼

Certificate / Code number \*

12345678-123-12-12-1

Input the expiry date and upload the copy of relevant Business Registration. (The Type of Registration and the uploaded certificate must match the selected Organisation Type. Otherwise, the Department will reject the application and request the organisation to resubmit.)

Date of expiry \*

01/09/2027

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 | Given Name in English |
|--------------------|-----------------------|
| CHAN               | Tai Man               |

Chinese Name

陳太文

Post / Title \*

總經理

☒ 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 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 * |
|----------------------|-------------------------|
| CHAN                 | Siu Man                 |

Chinese Name Optional

陳太文

Post / Title \*

主管

Hong Kong ID card \*

N - S19070 ( 1 )

Sex Optional

Male Female

Contact Telephone No. \*

12345678

E-mail Address \*

abc@kingofbun.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 Companies holding a valid "Business Registration Certificate" participating "The 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)  
KING OF BUN

Organisation Name (Chinese)  
上海生煎皇

**Organisation Correspondence Address (Hong Kong)**

Flat / Floor / Block \*

Name of Building / Estate \*

Building no./Name of Street/Name of Village \*

Lot No. / Others Optional

District \*

Contact Telephone No. \*

Fax no.

E-mail Address \*

Submission Office  
For follow-up on organisation registration matters

Submission Office \*

Enquiry telephone number of the office

Major Events Section

2601 7673

Back Continue

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

**Review your organisation information**

Organisation Name (English)  
KING OF BUN

Organisation Name (Chinese)  
上海生煎皇

Type of Organisation  
獲發商業登記證的正式協會和法團

Type of Registration / Certificate  
商業登記號碼

Certificate / Code number  
12345678-123-12-1

Date of expiry  
2027-09-01

**Identify Proof**

Copy of your Registration / Certificate

Other supporting documents

**Organisation representative information**

Surname in English  
CHAN

Chinese Name  
陳小文

Hong Kong ID card  
NS190701

Contact Telephone No.  
12345678

**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, CHAN, Siu Man (name), apply to register as a SmartPLAY organisation user account holder on behalf of KING OF BUN (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) This group/organisation has never registered as a SmartPLAY organisation user;

(c) I understand that I shall be responsible for managing this organisation account, serving as the main contact person, and handling organisation applications for recreation and sports activities organised by LCSD and other related matters;

(d) I understand and will follow the priority of organisation listed in "Booking Procedures for Use of Fee Charging Recreation and Sports Facilities" and "Guide To The Booking Procedure For Use of Public Swimming Pools" of LCSD to handle the application for booking leisure facility, public swimming pool facility or holiday camps and other related matters;

(e) 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;

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

(g) I agree that the personal data provided in the registration form can be used by the LCSD for one or more of the following purposes:

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

Back Continue

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: **abc@kingofbun.com**

**Enter Verification Code**

5 4 9 2

If you have not received the verification code, please check your email inbox and spam mail box, or  
Resend Verification Code 475

Back Continue

**Your organisation user registration application is submitted**

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

**Application Reference No.**  
00000022465

