

Procedure of Registering as an Organisation User

Reference Guide for Government bureaux /Departments and Public / Statutory Bodies participating "Corporate Games 2027"

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

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



Fill in Department / Bodies name in Chinese or English, select "Government bureaux / Departments (including trading fund departments) organising departmental / public functions" or "Public / Statutory Bodies organising departmental / public functions" under the "Type of Organisation". Select "Others" under "Type of Registration / Certificate" and input the assigned code to each Department / Bodies.

Your organisation details

Fields marked with * are mandatory

Organisation Name *

Organisation Name (English)	Organisation Name (Chinese)
Hong Kong Police Force	香港警務處

Type of Organisation *

Government departments (including trading fund departments) org

Type of Registration / Certificate *

Others

Certificate / Code number *

HKPF

Fill in the Chinese/ English name and post/ title of **Organisation Chairman** (i.e.

- Section/District/Division Head at Segment D (MPS 45-49) or above who signed the authorisation letter)

Organisation Chairman

Organisation Chairman Name *

Surname in English	Given Name in English
CHAN	Tai Man
Chinese Name	Post / Title *
陳太文	Superintendent of Police

☒ 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.

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

Organisation Verification

Please fill in the email address you provided before, and a verification code will be sent to that email address. Please enter the verification code to complete the entire of organisation user registration.

E-mail Address *	Verification code
cm@police.gov.hk	861822

If you have not received the verification code, please check your email inbox and spam mail box, or Resend Verification Code 36 s

Cancel Verify

Choose "No expiry date" and **upload the authorisation letter signed by the section/district/division head at Segment D (MPS 45-49) or above. (If Department / Body fail to upload a valid authorisation letter, the LCSD will reject the application and require Department / Body to resubmit.)**

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 information of **Organisation Representative** (i.e. Segment C Officers with MPS 34-44 or above) 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	Post / Title *
	Senior Inspector of Police
Hong Kong ID card *	Sex Optional
W - 663718 (6)	Male Female
Contact Telephone No. *	E-mail Address *
12345678	cm@police.gov.hk

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



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

- 7 Fill in the correspondence address, contact number, **official email address (e.g. xxxx@lcsd.gov.hk)** and select **"Major Events Section"** in Submission Office for handling your application.

Organisation information

Fields marked with * are mandatory

Organisation Name*

Organisation Name (English)
Hong Kong Police Force

Organisation Name (Chinese)
香港警務處

Organisation Correspondence Address (Hong Kong)

Flat / Floor / Block*
10/F

Name of Building / Estate*
Hong Kong Police Headquarters

Building no./Name of Street/Name of Village*
No. 1 Arsenal Street

Lot No. / Others Optional
Lot No. / Others

District*
Wan Chai

Contact Telephone No.*
12345678

Fax no.

E-mail Address*
csm@police.gov.hk

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)
Hong Kong Police Force

Organisation Name (Chinese)
香港警務處

Type of Organisation
Government departments (including trading fund departments) organising departmental/public functions

Certificate / Code number
HKPF

Type of Registration / Certificate
Others

Date of expiry
-

Identify Proof

Copy of your Registration / Certificate

Other supporting documents

Organisation representative information

Surname in English
CHAN

Given Name in English
Siu Man

Chinese Name
-

Post / Title
Senior Inspector of Police

Hong Kong ID card
W6637186

Sex
Male

Contact Telephone No.
12345678

E-mail Address
csm@police.gov.hk

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 Hong Kong Police Force (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.

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Input the verification 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

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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

