

法人会員代表者各位殿

香港日本人倶楽部事務局長

**法人会員所属の非日本国籍社員を対象とした
法人 NS (ナショナルスタッフ) 会員のご登録・ご利用方法に就いて**

香港日本人倶楽部では、法人会員所属の非日本国籍社員を対象として倶楽部施設（レストラン、ファンクションルーム）をご利用いただける「法人 NS 会員」制度を設けております。

法人ナショナルスタッフ会員

法人会員は、所属個人会員数の規定枠に応じて香港在住の非日本国籍の社員を付属の法人ナショナルスタッフ会員として登録できる。かかる費用の支払い等、法人会員が一切の責任を負い、当人の退職もしくは法人会員の退会と同時に会員資格を失う。なお、同社の所属個人会員数が規定枠を満たせなくなった場合、法人ナショナルスタッフ会員は自動的に会員資格を失うが、これ以前にも法人会員が任意に登録を変更もしくは取り下げることができる。

一問一答：

入会金、月会費は？

入会金、月会費の追加は不要です。カード 1 枚 HK\$50 の発行手数料をお支払いいただき、法人 NS 会員証の発行を受けられます。

法人 NS 会員は各社何枚まで発行されるか？

法人所属個人会員の人数に応じた議決権数と同等の人数枠があり、最高 8 枚まで同時発行を受けられます。（詳細は、倶楽部事務局 Ms Amanda Ho にお問い合わせ下さい）

利用できる施設は？

9F「松の間」「菊の間」の法人としてのご利用、また 5F レストラン「さくら」「三葉」「ボヒニア」が利用できます。

ゲスト同伴は？

法人所属個人会員の利用と同じく、NS 会員がゲストを同伴できます。

飲食代など利用料金の精算は？

飲食代などは利用伝票にサインを頂き、月毎 Statement で請求した金額を指定の銀行口座から自動引き落とし (AUTOPAY) 致します。

法人 NS 会員カードは複数の社員が橋梁できますか？

カードの融通や譲渡はできません。利用は登録された NS 会員のみに限られます。

法人 NS 会員について配偶者カード (SPOUSE CARD) ありますか？

法人会員の特典として設けられており、法人 NS 会員に対する配偶者カードの発行は致しておりません。

別紙 RULES AND REGULATIONS GOVERNING ISSUANCE AND USE OF “NS CARDS” 規定をご一読の上、添付申込用紙に必要事項をご記入、お申込くださるよう、お待ち申し上げます。

敬具

Rules and Regulations Governing Issuance and use of “Corporate National Staff Membership”
香港日本人倶楽部 法人 NS(ナショナルスタッフ)会員 発行・利用規則

1. The Rules and Regulations are set forth to allow and regulate use by the designated non-Japanese staff /employees. The card holders have the right to use the Restaurants, Function Rooms and other facilities are related with The Hongkong Japanese Club.
2. The Representative of Corporate Members (法人会員代表者) are entitled to apply for “National Staff Membership” cards to their staff (hereinafter call “Corporate NS Membership”). The total number of “Corporate NS Members” shall not exceed the number of voting rights of each respective Corporate Member (as shown in following table.)
3. Each applicant needed to fill in “Corporate NS Membership” one each, to be a member of The Hongkong Japanese Club. The application form should be duly signed by the Representative of the Corporate Member and the applicant. The club office will issue the “Corporate NS Membership” card to the successful applicant.
4. All card holders shall be allowed access to the club restaurants, function rooms and other facilities which are related with The Hongkong Japanese Club. The Members of “Corporate NS Membership”) when utilize club facilities must be present card for identification.
5. All such expenses and charges incurred by the “Corporate NS Membership” card holders through the use of our facilities shall be settled regularly each month by means of auto-payment, the “Corporate NS Membership” card holders’ designated bank accounts. The Representatives of Corporate Members shall be fully responsible for all expenses, charges and result of any misconduct of the “Corporate NS Membership” card holders.
6. In any event of the relevant the “Corporate NS Membership”, the card holder shall be returned card for cancellation or replacement etc....
7. The processing fee HK\$50 for each card issue, it shall be charged to the account of the relevant Corporate Member through auto-payment.
8. The Rules and Regulations hereof time to time subject to amendment, revision, addition or cancellation, at the absolute discretion of the Club.

(Approved by the Club Committee on Mar 2014)

***** ***** *****

(Appendix)

Number of Corporate Individual
Members per Corporate Member
 (日本人倶楽部に加入社員数)

Number of Votes to which the
Corporate Member is entitled
 (Corporate NS member 発行可能枚数)

なし	なし
1	1
2	2
3	3
4 ~ 5	4
6 ~ 9	5
10 ~ 25	6
26 ~ 39	7
40人以上	8

To: The Hongkong Japanese Club (Membership Section)
Unit 902, 9/F, Tower 535, 535 Jaffe Road, Causeway Bay, Hong Kong.

香港日本人倶楽部 理事長 殿
President of The Hongkong Japanese Club

法人 NS 会員カード発行・利用申込書
Application Form for Issuance & Use of "NS Card"

申込日 Date: 年 月 日

1) 申込法人会社名(Name of Corporate Member): 2) 法人会員番号 : CM_____

(社名は漢字、ローマ字どちらでも可)

2) 代表者名(Name of the registered company Representative): _____
(漢字またはローマ字)

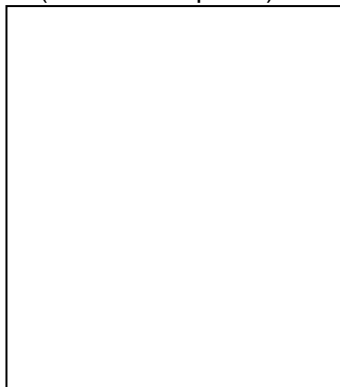
3) 会社住所(Company Address): _____

4) Telephone No. _____ Fax No. _____

法人 NS 会員カード発行・利用規則に従い、下記の当社員名義で法人会員カード"NS Card"の発行を申請致します。(Please Issue "NS Card" To the under mentioned staff member (or employee) of our company in accordance with the prevailing rules and regulations on "NS Cards" issuance of the Club.)

5) 法人 NS 会員カード使用者氏名 : 英文名
(“NS Card” Holder Name): (English Name) _____
(Mr/Mrs./Ms/Miss)

カード使用者写真
(card holder photo)



中国名
(Chinese Name) _____

カード使用者ご署名 :
(card holder signature)
(Please sign within
the frame)



E-mail: _____

なお、上記に登録の当社法人 NS 会員カード使用者が倶楽部レストラン乃至諸施設を利用することにより発生する諸費用、経費に関しては「法人会員カード発行・利用規則」に従い当社が責任を負い、使用者には倶楽部利用諸規則を順守させること約束致します。(The undersigned hereby agrees and undertakes to be responsible for all expenses and charges arising from the use of the club restaurant and other facilities in accordance with the “Rules and regulations governing issuance and use of “NS Cards” in force.)

代表者署名 :
(Signed by registered company representative):

(倶楽部に登録されている署名)

Note 注意: Please complete and return this form to your banker.

銀行的自動引き落としをご利用いただく方法

- (1) 自動払込利用申込書 DDA (Direct Debit Authorisation) に記入し、法人 NS 会員カード発行・利用申込書と一緒に提出ください。
その際、Debtor's Reference の箇所に会員番号はこちらで記入致しますので、空欄のままにしておいてください。


To settle your club account through auto-payment, the Direct Debit Authorisation (DDA) enclosed with "NS Card" application form.

Please be informed you that a column of "the debtor's reference" is required to assign the membership number, please remain this column.

- (2) 引き落とし日は毎月 20 日です。但し、20 日が土曜日/日曜日、又は祭日に当たりました場合は翌営業日の引き落としとなります。

We are arranged to debit your account on 20th of each month, if that day is a Saturday / Sunday or public holiday, the bank will debit your account on the following day.

以上

My/Our Bank Name and Branch 本人(等)の銀行及分行的名稱 Hong Kong Bank		Bank No. 銀行號碼 0 0 4	Branch No. 分行號碼 3 6 7	My/Our Account No. 本人(等)の戸口號碼 1 4 1 4 1 3 6 6 8
#My/Our Name(s) as recorded on Statement/Passbook #本人(等)在結單/存摺上所紀錄的名稱 Taro Yamada			Contact Telephone No. 聯絡電話號碼 2774-5689	
*Limit for Each*Payment/Month *每次/月付款的*限額	*Expiry Date (day/month/year) *到期日(日/月/年)	My/Our Address as recorded on Statement/Passbook 本人(等)在結單/存摺上所紀錄的地址 4/F Hennessy Centre 500 Hennessy Rd HK		
#Name of Debtor (if other than Account Holder) #債務人的姓名(若非戶口持有人)		*My/Our Signature(s) *本人(等)的簽署 		
*Debtor's Reference (Compulsory Field) *債務人參考(必填之欄) Full in your membership number e.g. 999-009→999009 A-1234→A1234 CM999-1(A)→CM9991A				
For Bank Use Only 銀行專用	Remarks		Signature Verified	

*Please delete whichever is not appropriate. *請刪去不適用者。

#Please write in Block Letters. #請以英文正楷填寫。

*Notes *附註:

- If the amount of your payments are likely to vary each time, set the Limit for Each Payment at the maximum amount you would expect to pay at any one time.
如台端付款的數額每次可能不相同，則請將最高者定為每次付款的最高限額。
- This Direct Debit Authorisation will be cancelled automatically on the date included in the box marked "Expiry Date". If you wish the Direct Debit Authorisation to have effect indefinitely (or until cancelled by you) please leave box blank.
本直接付款授權書將於「到期日」一欄中所填寫的日期自動撤銷。如貴戶意欲直接付款授權書無限期有效(或直至貴戶予以撤銷為止)，則請將該欄留空。
- Please ensure that you sign the form in the usual way that you would sign on your Bank Account. 請保證貴戶在此授權書內的簽名，與銀行戶口所簽署完全相同。
- In the box marked "Debtor's Reference" enter the identifying reference between yourself and the party to be credited i.e. Student No., Mortgage Agreement No., Rental Agreement No., etc.
在債務人的參考欄內，請將貴戶與受款一方的關係，略予說明，例如學生編號、抵押合約號碼等。
- If "Limit for Each Payment/Month" is not specified, the debtor's bank will set the limit as "unlimited".
如「每次/月付款的限額」一欄未有填上，債務銀行會將每項限額設定為「不設上限」。

DIRECT DEBIT AUTHORISATION 直接付款授權書

Date 日期	day 日 / month 月 / year 年

Note 注意: Please complete and return this form to your banker.
請依次填寫並將此授權書交給貴戶的往來銀行。

Name of Party to be Credited (The Beneficiary) 收款的一方 (受益人)	Bank No. 銀行號碼	Branch No. 分行號碼	Account No. 戶口號碼
THE HONGKONG JAPANESE CLUB	0 0 4	5 1 1	0 2 5 9 1 8 0 0 1

- I/We hereby authorise my/our below named Bank to effect transfers from my/our account to that of the above named beneficiary in accordance with such instructions as my/our Bank may receive from the beneficiary and/or its banker from time to time provided always that the amount of any one such transfer shall not exceed the limit indicated below.
本人(等)現授權本人(等)的上述銀行, (根據受益人或其往來銀行不時給予本人(等)銀行的指示)自本人(等)的戶口內轉賬予上述受益人。惟每次轉賬金額不得超過以下指定的限額。
- I/We agree that my/our Bank shall not be obliged to ascertain whether or not notice of any such transfer has been given to me/us.
本人(等)同意本人(等)的銀行毋須證實該等轉賬通知是否已交予本人(等)。
- I/We jointly and severally accept full responsibility for any overdraft (or increase in existing overdraft) on my/our account which may arise as a result of any such transfer(s). 如因該等轉賬而令本人(等)的戶口出現透支(或令現時的透支增加), 本人(等)願共同及各別承擔全部責任。
- I/We agree that should there be insufficient funds in my/our account to meet any transfer hereby authorised, my/our Bank shall be entitled, in its discretion, not to effect such transfer in which event the Bank may make the usual charge and that it may cancel this authorisation at any time on one week's written notice.
本人(等)同意如本人(等)的戶口並無足夠款項支付該等授權轉賬, 本人(等)的銀行有權不予轉賬, 且銀行可收取慣常的收費, 並可隨時以一星期書面通知取消本授權書。
- This authorisation shall have effect until further notice or until the expiry date written below (whichever shall first occur).
本授權書將繼續生效直至另行通知為止或直至下列到期日為止(以兩者中最早的日期為準)。
- I/We agree that any notice of cancellation or variation of this authorisation which I/we may give to my/our Bank shall be given at least two working days prior to the date on which such cancellation/variation is to take effect.
本人(等)同意, 本人(等)取消或更改本授權書的任何通知, 須於取消/更改生效日最少兩個工作天之前交予本人(等)的銀行。

My/Our Bank Name and Branch 本人(等)的銀行及分行的名稱		Bank No. 銀行號碼	Branch No. 分行號碼	My/Our Account No. 本人(等)的戶口號碼
#My/Our Name(s) as recorded on Statement/Passbook #本人(等)在結單/存摺上所紀錄的名稱				Contact Telephone No. 聯絡電話號碼
*Limit for Each Payment/Month *每次/月付款的*限額	*Expiry Date (day/month/year) *到期日(日/月/年)	My/Our Address as recorded on Statement/Passbook 本人(等)在結單/存摺上所紀錄的地址		
#Name of Debtor (if other than Account Holder) #債務人的姓名(若非戶口持有人)		*My/Our Signature(s) *本人(等)的簽署		
*Debtor's Reference (Compulsory Field) *債務人參考(必填之欄)				
For Bank Use Only 銀行專用	Remarks			Signature Verified

*Please delete whichever is not appropriate. *請刪去不適用者。

#Please write in Block Letters. #請以英文正楷填寫。

*Notes *附註:

- If the amount of your payments are likely to vary each time, set the Limit for Each Payment at the maximum amount you would expect to pay at any one time.
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- Please ensure that you sign the form in the usual way that you would sign on your Bank Account. 請保證貴戶在此授權書內的簽名, 與銀行戶口所簽署者完全相同。
- In the box marked "Debtor's Reference" enter the identifying reference between yourself and the party to be credited i.e. Student No., Mortgage Agreement No., Rental Agreement No., etc.
在債務人的參考欄內, 請將貴戶與受款一方的關係, 略予說明, 例如學生編號、抵押合約號碼等。
- If "Limit for Each Payment/Month" is not specified, the debtor's bank will set the limit as "unlimited".
如「每次/月付款的限額」一欄未有填上, 債務銀行會將轉賬限額設定為「不設上限」。