

FULL MEMBERSHIP APPLICATION FORM

Company Information			
Name of Company: (English)		(Chinese)	
Address:			
Tel:	Fax:	Website:	Online Shop Website:
No. of Employees*:		No. of Retail Outlet(s)*: <small>(Pls enclose 2 shop photos – outside & inside)</small>	Retail Business Started Since: (mm/yyyy)
Contact Person Name:		Contact Person Tel:	Contact Person Email:
Business Registration No.:		Sales ratio: % (local consumers) vs % (tourists)	
Name(s) of Subsidiaries or outlet(s) in Retail Business:			

*(*Please include all office & store employees and number of retail outlets under the above company name & subsidiaries listed.)*

Business Category (Please “✓” one major category and indicate sub-category if required):			
<input type="checkbox"/> 1. Beauty Products/Cosmetics	<input type="checkbox"/> 11. Fashion & Accessories	<input type="checkbox"/> 17. Retail Services	<input type="checkbox"/> 19. Specialty Stores
<input type="checkbox"/> 2. Convenience Stores	<input type="checkbox"/> a. Fashion & Accessories	<input type="checkbox"/> a. Entertainment	<input type="checkbox"/> a. Bird’s Nest/Ginseng/Seafood
<input type="checkbox"/> 3. Department Stores	<input type="checkbox"/> b. Footwear	<input type="checkbox"/> b. Public Utilities	<input type="checkbox"/> b. Books/Magazines/Stationery/Gift
<input type="checkbox"/> 4. Drug Stores	<input type="checkbox"/> c. Sport & Outdoor Products	<input type="checkbox"/> c. Retail Banking	<input type="checkbox"/> c. Flower/Plants
<input type="checkbox"/> 5. Electronic & Electrical Appliances	<input type="checkbox"/> d. Underwear & Nightwear	<input type="checkbox"/> d. Theme Park	<input type="checkbox"/> d. Music/Video
<input type="checkbox"/> 6. Fastfood Shops	<input type="checkbox"/> 12. Personal Care Products	<input type="checkbox"/> 18. Other (Pls specify)	<input type="checkbox"/> e. Optical
<input type="checkbox"/> 7. Food Shops	<input type="checkbox"/> 13. Restaurants/ Catering		<input type="checkbox"/> f. Toys
<input type="checkbox"/> 8. Furniture & Home Accessories	<input type="checkbox"/> 14. Supermarkets		<input type="checkbox"/> g. Tea
<input type="checkbox"/> 9. Health Care Products	<input type="checkbox"/> 15. Telecommunications		<input type="checkbox"/> h. Wine
<input type="checkbox"/> 10. Infant and Child Merchandise	<input type="checkbox"/> 16. Watch & Jewellery		<input type="checkbox"/> i. Other (Pls specify):

Business Type (Please tick one and fill in the appropriate numbers below):			
1.	Retail Operation with	<input type="checkbox"/> 1-2 outlets (each outlet not exceeding 1,000 sq. ft.)	<input type="checkbox"/> 1-2 outlets (each outlet between 2,001-3,000 sq. ft.)
		<input type="checkbox"/> 1-2 outlets (each outlet between 1,001-2,000 sq. ft.)	<input type="checkbox"/> 3-10 outlets (each outlet not exceeding 3,000 sq. ft.)
2.	Retail Chain Operation with	<input type="checkbox"/> more than 10 outlets (each outlet not exceeding 1,000 sq. ft. for all stores, total: _____ outlets).	
		<input type="checkbox"/> more than 10 outlets (for all other store sizes, total: _____ outlets).	
3.	<input type="checkbox"/> Department store operators or retailers with outlets exceeding 3,000 sq. ft. (per outlet basis, total _____ outlets).		
4.	E-tailers with	<input type="checkbox"/> an annual sales turnover of HK\$10 million or below.	<input type="checkbox"/> an annual sales turnover of over HK\$10 million.
5.	<input type="checkbox"/> Other (Pls specify):		

Name(s) and Position(s) of Your Representative(s) (To receive HKRMA information)

A. Head of Departments				
Department	Name	Position	Tel.	E-mail Address
Chairman/CEO / MD				
Operations				
Learning and Development				
Human Resources				
Marketing /Corporate Communications				
Information Technology				
Purchasing / Sourcing				

B. Additional 5 staff to receive HKRMA’s information			
Name	Position	Tel.	E-mail Address

Data Privacy Statement and Declaration

The information collected from your company will be used for purpose of processing your company's membership application. Please note that it is mandatory for your company to provide all personal data. If your company does not provide such data, the Association will not be able to process the membership. The Association intends to use all your company's data for direct marketing; the data will be used for listing on membership directory, distributing circulars, publications, research materials, market information; direct marketing of the annual events, conferences, seminars, briefings, meetings, awards programmes, training programmes, and services of the Association; and direct marketing of activities similar to the Association's above activities which are organized by the Association's business partners. The Association shall not so use the data unless with your company's consent. Your company has the right to request access to and correction of information held by us about your company. If your company wishes to access or correct the data, please contact us by writing to Ms. Ng at our address, by email (membership@hkrma.org) or by fax (2866-8380).

We consent / We do not consent to the above stated use of the company's data in direct marketing.

Membership Declaration

I declare that I have been authorised by the Company of the present application to make the following declaration:

1. that the Company hereby applies/renews for membership of the Hong Kong Retail Management Association and if accepted, agrees to abide by the rules and "Code of Practice" of the Association. The Company understands that the Executive Committee of the Association may reject any application for membership, or terminate an existing membership, and refuse any nomination of company representative and is not bound to state the reason for so doing;
2. that the Company's retail operation has been fully operative for at least one year.
3. that the Company only sells genuine products.
4. that the Company has / does not have established consumer complaint case(s) with the Consumer Council within the past 12 months.
5. that the Company has / does not have claimed record(s) of trade mark infringement.
6. that the Company consents to the release to and/or request for complaint records or information by the Hong Kong Retail Management Association in relation to any allegations received by the Consumer Council, government departments or organizations or agencies including overseas against the Company in the past 12 months.

Membership Fee (Please refer to the attached Membership Subscription Rates for the membership fee)

We would like to pay for:	Membership Period	Validity Date	Total Amount
	<input type="checkbox"/> 1 Year (apply in January to June, 2019*)		31 December, 2019
<input type="checkbox"/> 1.5 Years (apply in July to December, 2019*)		31 December, 2020	HK\$

Documents for Submission
Retailers with Physical Outlet(s)

- Full Member Application Form
- Business Registration copies of current and previous years
- 2 shop photos – outside & inside
- A crossed cheque payable to "Hong Kong Retail Management Association Ltd"

E-tailers

- Full Member Application Form
- Business Registration copies of current and previous years
- A crossed cheque payable to "Hong Kong Retail Management Association Ltd"

Authorized Representative

It is provided in the Articles of the Hong Kong Retail Management Association (HKRMA) Limited that every corporate member shall have the right to nominate one person to become the Authorized Representative of the HKRMA member.

Name: (Ms./ Mr.) _____ Position: _____

Tel: _____ Fax: _____ Email: _____

We hereby apply for Full Membership of the Hong Kong Retail Management Association and if accepted, agree to abide by the rules and "Code of Practice" of the Association. We understand that the Executive Committee may refuse to accept any application for membership and any nomination for representative membership and is not bound to state the reason for so doing.

Authorized Signature with Company Chop

(FOR OFFICIAL USE ONLY)

ACCEPTED / REJECTED by HKRMA on: _____ Approved by: _____

MEMBERSHIP SUBSCRIPTION RATES

FULL MEMBERS (Being fully operative retail outlets for at least one year)		
Number of Outlets	Annual Membership Fee	
1-2 outlets (each outlet not exceeding 1,000 sq. ft.)	HK\$1,180	
1-2 outlets (each outlet between 1,001 – 2,000 sq. ft.)	HK\$1,770	
1-2 outlets (each outlet between 2,001 – 3,000 sq. ft.)	HK\$5,900	
3-10 outlets (each outlet not exceeding 3,000 sq. ft.)	HK\$5,900	
Retail chain operations with more than 10 outlets (each outlet not exceeding 1,000 sq. ft. for all stores)	<u>General Retailers (employ more than 50 individual staff)</u>	
	Basic fee HK\$5,900	Plus an additional fee of HK\$590 <u>per outlet</u> shall be levied up to HK\$30,000 maximum payable per annum
	<u>SME Retailers (employ fewer than 50 individual staff)</u>	
	Basic fee HK\$5,900	Plus an additional fee of HK\$590 per <u>two outlets</u> shall be levied up to HK\$30,000 maximum payable per annum <i>(The additional fee will be calculated based on the next even number if the total number of outlets is an odd number)</i>
Retail chain operations with more than 10 outlets (for all other store sizes)	Basic fee HK\$5,900	Plus an additional fee of HK\$590 per outlet shall be levied up to HK\$40,000 maximum payable per annum
Department Store operators or retailers with outlets exceeding 3,000 sq. ft. (per outlet basis)	Basic fee HK\$5,900	Plus an additional fee of HK\$2,950 per outlets shall be levied up to HK\$40,000
FULL MEMBER (Being etailers without physical stores for at least one year)		
Annual sales turnover of HK\$10 million or below	HK\$5,900	
Annual sales turnover of above HK\$10 million	HK\$10,000	

***Remarks:**

1. All subscriptions shall be due on the 1st day of January each year.
2. If such subscription is not paid within 30 days from the date of a request to remit the subscription to the Association, the membership of such member shall be void, unless he satisfies the Executive Committee that the delay in payment was due to absence from Hong Kong or other sufficient cause.
3. Application for 1-year membership (apply in January to June, 2019), the member will be required to pay the annual fee according to the above subscription rates.
4. Application for 18-month membership (apply in July to December, 2019), the member will be required to pay 1.5 years of the annual fee according to the above subscription rates.
5. Please mail the membership application documents with cheque to Hong Kong Retail Management Association, 7/F., First Commercial Building, 33-35 Leighton Road, Causeway Bay, Hong Kong. Remarks: Membership Application