

2020 Hong Kong Handbell Festival

The 15th School Handbell Competition

Application Procedures

3. Application Procedures

- (a) ONLY online application is accepted with the link provided in www.hahk.org. Application period is from 9 December 2019 to 24 January 2020. Applicants should submit all information (including the bank-in receipts of all fees) by **24 January 2020**. Late application fee will applied from 25 January to 15 February 2020.
- (b) Each single application is valid for **1 team in 1 class** only. New applications are required for additional entries.
- (c) All payment is payable to
- Bank Name: Hang Seng Bank
Account Name: Handbell Association of Hong Kong
Account no.: 258-356955-001
- (d) Please have the following documents ready before starting the online application:
- i) 2020-2021 Handbell Association of Hong Kong membership number;
 - ii) Price, order quantity and information of the Own choice piece (see 2.(c), (e));
 - iii) Bank-in receipt(s) in fine-resolution PDF or JPG file(s).
- (e) All bank-in receipts are required to be uploaded during the online submission. If you cannot upload the bank-in receipt immediately, you must reply the ***Application Confirmation Letter*** with the countersign by the school principal and the school chop along with all bank-in receipt(s) by e-mail to festival@hahk.org in order to complete the application. All application will not be processed without complete payment settlement. (See 3. (a))
- (f) An auto-reply ***Application Confirmation Letter*** will be sent to the given e-mail once the online submission is done. Applicants are required to verify all the information in the letter and confirm with the Principal signature and school chop. Then return the signed letter via fax to 3743-5633 or by e-mail to festival@hahk.org. Application is invalid if the signed letter is not received after the deadline.
- (g) Please send a written amendment to festival@hahk.org if any amendment is needed after submission, an administrative fee of HK\$200 (see 3.(c)) will be charged for each application.
- (h) All fees are non-refundable.
- (i) The Association will issue an official receipt (with chop) via e-mail upon completion of application. The receipt is a computer generated document and is regarded as the official receipt. For school which requests a true ink chop is required to send a written application to festival@hahk.org. The receipt must be collected in person at Hong Kong Handbell Academy Limited by confirmed reservation or delivered under the standard delivery service by SF Express paid by the school.