



Travel Industry Council of Hong Kong

APPLICATION FORM FOR LEVY REFUND

Company Name: _____
 Licence No.: _____ Telephone No.: _____
 Contact Person: _____ Title: _____
 No. of receipts submitted with this form: _____ (Subject to verification by the TIC)

Receipt No.	Date	Reasons for refund	Amount (HK\$)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
TOTAL			

I hereby apply for refund of levy on behalf of my company and declare that all information entered on this form and all documents submitted are true and accurate.

 Signature by contact person and company stamp Date

FOR OFFICIAL USE ONLY

Form received by : _____ Date : _____
 No. of receipts received with this form: _____

Application checked by:	Date:
Approved by:	Date:
Amount approved: HK\$	Approval code :
Approved Application Form received by :	Date:
Refund credited for reloading requested by:	Date:
Receipt No.:	Date:

Notes :

- 1 The completed Application Form for Levy Refund (Application Form) must be signed, stamped with the applicant's company stamp, and submitted in **duplicate** (photocopies accepted) to the TIC.
- 2 Member must bring along the completed Application Form, their company stamp, original franked receipt(s) and proof of cancellation of the booking(s) concerned or refund of the relevant tour fare(s) to the Executive Office in order to apply the levy refund.
- 3 The TIC will confirm approval of the refund applications by returning a copy of the approved Application Form to the applicant.
- 4 The approved refund amount will be credited to the applicant's franking machine(s) upon the applicant's submission of a Franking Machine Reloading Form and production of the approved Application Form.

備註：

- 1 「印花退款申請表」須填妥、簽署並蓋上申請人的公司印章，然後把**一式兩份**的申請表(可遞交複印本)交回議會。
- 2 會員到議會辦事處遞交申請表時，必須攜帶公司印章，已蓋印花的收據正本，以及取消預訂或團費退款的相關證明。
- 3 議會核准退款申請後，將交還一份經核實的申請表予申請人，以資確認。
- 4 申請人以後遞交「印花機加額表格」時，如出示經核實的申請表，則已核准的退還款額將加入印花機內。