

# *Application Form for Introduction Letter (for Travel, Oversea Study, Business)*

Name of Applicant : (Mr. Mrs. Miss) \_\_\_\_\_

Member No. : \_\_\_\_\_ Telephone : \_\_\_\_\_

Organization : H.Q. \_\_\_\_\_ Chapter \_\_\_\_\_ District \_\_\_\_\_ Group \_\_\_\_\_

Division : M.D W.D      Position: \_\_\_\_\_ Examination: \_\_\_\_\_  
Y.M.D. Y.W.D.

Date of Conversion : (YY.MM.DD) \_\_\_\_\_

Date of Birth : (YY.MM.DD) \_\_\_\_\_

Local address and Tel of Country or Area to visit : \_\_\_\_\_

Purpose of Application :  Travel    Oversea Study    Business

Departure Date : (YY.MM.DD) \_\_\_\_\_ to \_\_\_\_\_

No.	Name of Companion(s)	Relation	Member(Y/N)	Division
1				<input type="checkbox"/> M.D. <input type="checkbox"/> W.D. <input type="checkbox"/> Y.M.D. <input type="checkbox"/> Y.W.D. <input type="checkbox"/> F.D.
2				<input type="checkbox"/> M.D. <input type="checkbox"/> W.D. <input type="checkbox"/> Y.M.D. <input type="checkbox"/> Y.W.D. <input type="checkbox"/> F.D.
3				<input type="checkbox"/> M.D. <input type="checkbox"/> W.D. <input type="checkbox"/> Y.M.D. <input type="checkbox"/> Y.W.D. <input type="checkbox"/> F.D.
4				<input type="checkbox"/> M.D. <input type="checkbox"/> W.D. <input type="checkbox"/> Y.M.D. <input type="checkbox"/> Y.W.D. <input type="checkbox"/> F.D.
5				<input type="checkbox"/> M.D. <input type="checkbox"/> W.D. <input type="checkbox"/> Y.M.D. <input type="checkbox"/> Y.W.D. <input type="checkbox"/> F.D.

Chapter Leader's Signature and Date : (YY.MM.DD) \_\_\_\_\_

H.Q. Leader's Signature and Date : (YY.MM.DD) \_\_\_\_\_

☆Notes

- 1) The application must be signed by both Chapter Leader and the Headquarters Leader.
- 2) All application forms must be submitted to the General affairs Bureau of HKSGI **three working days(excluding Sat. Sun. & public holidays)** before the letter pick up date.