



RE：以電子郵件收取月結單

親愛的會員，

從 2018 年 3 月 1 日起（即 2018 年 2 月份的月結單），本會將開始以電子郵件發送所有月結單。

您仍可以選擇以郵寄方式收取您之月結單，但每一份郵寄月結單將收取行政費用港幣十元正。如您無法於月結單發出前提供或確認您之電子郵件地址，每一份郵件亦將收取港幣十元正。

請填寫您的電子郵件地址作登記，用以收取您的電子月結單，並以郵寄、電子郵件（accounts@cchly.com）或親身方式將此聲明交回本會。

我們非常感謝您參與我們對保護環境資源的支持。

會所營運經理
Venus Lam 謹啟

致 CCHLY 會計部

請將每月之月結單發送至此電子郵件：_____（請填寫清楚 - 如需要，可填寫兩個電子郵件地址，月結單將分別發送）

或

我不想透過電子郵件收到我的月結單，並明白若以郵寄方式收取月結單將要繳交港幣十元正之行政費用。

會員姓名： _____

會員簽署： _____

會員號碼： _____

日期： _____

請於任何一個月的 20 日或之前將此聲明交回本會，以便我們更新您於該月的下一期月結單之寄件方式。



RE: Receive Monthly Statements by Email

Dear Members,

Please note that as from 1 March 2018 (i.e. your February 2018 statement), the Club will begin to distribute all monthly statements by email.

Members may still elect to receive a paper statement mailed to them, however a charge of \$10 per statement will apply. Members who cannot provide/confirm their email address by the statement sending deadline, will also be charged \$10 per statement mailed out.

Many thanks for your support in joining us in our efforts to protect and conserve the environment and its resources.

Please confirm your email address below to receive your e-statement & return to the Club by post or email (accounts@cchly.com) or drop it in at reception next time you are there.

Best regards,

Venus Lam
Operations Manager

To CCHLY Accounts Department

Please send monthly statements to this email: _____
(PRINT CLEARLY - can send to 2 email address if requested)

or

I do not want to receive my statement by email and understand there will be a charge of \$10 per statement to continue to receive a paper statement by post.

Name: _____

Signature: _____

Memb#: _____

Date: _____

Please note that your email address must be received by the Club by the 20th of the month prior to the statement being sent out in order to be registered.