



## JCIHK 2024 Membership Area Notes for Local Chapters' PMO Incentives

Each Local Chapter is reserved for the following Prospective Member Orientation (PMO) Incentives, **1 quota of each subsidy for each Local Chapter:**

1. Subsidy of **Rental Fee for JCIHK Office**  
(Seminar Rooms 1 & 2 for 3 hours with Free mic system and projector/TV usage)
2. Subsidy of **HKD\$500 Rental Fee for External Venue** other than JCIHK Office
3. Subsidy for **\$100 supermarket coupon**

### **General Notes**

- (1) The incentives are open to apply for PMO held by Local Chapters from 01 Jan 2024 to 31 Dec 2024.
- (2) This incentive is only applicable for PMO but not for other events purpose. Chamber Office and JCIHK Membership Team reserves the right to make the final decision on the applications of PMO incentives.
- (3) Upon **30 September 2024**, if **the quota** of any subsidy of the Local Chapter are still **remaining**, the quota of the respective subsidy will be regarded as waiver of the right unless Local Chapter file an objection. The quota will be **open for application for other Local Chapters**, that the quota of corresponding subsidy of which was used up, first apply first serve.

### **Application for Incentives**

- (4) Application of PMO incentives shall be made **14 days in advance** of the PMO event by **email** to NMD Matthew Cheng (matthew.cheng@jcihk.org); CC NEVP Evan Leung (evan.leung@jcihk.org), NVP Rex Choi (rex.choi@jcihk.org), Chamber Office (info@jcihk.org), Chapter President and Excom members who are responsible for membership area.



(5) For each application email, **details (date, time and venue)** of the PMO shall be stated; with promotion **poster / message** attached.

In addition, attachments shall be enclosed with the email for following subsidies of venue:

- For Subsidy of Rental Fee for JCIHK Office:  
Screen capture of JCIHK e-Booking System confirmation
- For Subsidy of HKD\$500 Rental Fee for External Venue:  
Official Receipt / Payment Slip of Venue Rental Fee

The following email template might be referred for application for incentive:

To:	NMD Matthew Cheng <matthew.cheng@jcihk.org>
CC:	NEVP Evan Leung <evan.leung@jcihk.org >; NVP Rex Choi <rex.choi@jcihk.org >; Chamber Office <info@jcihk.org>; (Chapter President); (MA Excom)
Subject:	Application for LOM PMO Incentives for JCI XXXXXX

Dear NMD Matthew,

PMO of JCI XXXXX will be held on (Date) at (Venue), please find the attached promotion poster / details for your reference.

We would like to apply for LOM PMO Incentives as follow [can choose more than one if appropriate]:

- Subsidy of Rental Fee for JCIHK Office  
(Please find the attached Screen capture of JCIHK e-Booking System confirmation for reference)
- Subsidy of HK\$500 Rental Fee for External Venue  
(Please find the attached receipt / payment slip of rental fee for reference)
- Subsidy of Supermarket Coupon (HK\$100)

Best regards,  
(Name)



## Receipt of Incentives

(6) After the application is approved, subsidies shall be presented to Local Chapters as follows:

- For Subsidy of Rental Fee for JCIHK Office:  
If Seminar Rooms 1 & 2 were only booked, no invoice from Chamber Office shall be received by Local Chapter; no rental fee hence shall be paid. If rooms other than Seminar Rooms 1 & 2 were booked; rental fee of others rooms, however, will still be payable by the Local Chapters.
- For Subsidy of HKD\$500 Rental Fee for External Venue:  
Subsidy of HKD\$500 will be presented to Local Chapters by Cheque, which will be processed within 3 months after the PMO or all required documents as mentioned above were submitted by Local Chapter (whichever is later). The cheque will be placed into pigeon hole of respective Local Chapter. Please contact Chamber Office if other arrangements for receiving the cheque is preferred.
- For Subsidy for \$100 supermarket coupon:  
\$100 supermarket coupon will be placed into pigeon hole of respective Local Chapter prior to the PMO. Please contact Chamber Office if other arrangements for receiving the coupon is preferred.