



## HONG KONG CHINA SWIMMING ASSOCIATION

Unit L, 9/F, MG Tower, 133 Hoi Bun Road, Kwun Tong, Kowloon

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### **Notice of Diving Coach Certificate** **Junior or Senior Level (Aquatic & Land) Renewal**

The renewal application form along with supporting documents must be submitted to Hong Kong China Swimming Association (HKGSA) office **in person** (Address: Unit L, 9/F, MG Tower, 133 Hoi Bun Road, Kwun Tong, Kowloon, Hong Kong) **THREE months before the certificate valid date,**

#### **A. Documents to be submitted**

- 1) Completed application form, which can be obtained from HKGSA office or downloaded from HKGSA website (<http://www.hkgswimming.org.hk/>)
- 2) Copy of HK Identify Card / passport
- 3) Original of the Diving Coach Certificate, Junior or Senior Level (Aquatic & Land)
- 4) Renewal fee: HK\$300 (Paid by cheque only. Crossed cheque made payable to "HKGSA")

#### **B. Remarks:**

Applicants with expired certificate must enclose an explanation letter, stating the reason of the due, and the expired renewing fee HK\$100 (Paid by cheque only. Crossed cheque made payable to "HKGSA").

#### **C. Processing time:**

The processing time of the application normally takes one months.

The name of the applicants would be shown on Coach Certificate Collection List on HKGSA website, Diving News, if the application is completed. Applicant could pick up the certificate at HKGSA office if his/her name is shown on the list.

#### **D. Authorization procedure**

The applicant could authorize a representative to collect the certificate. The representatives must submit the following items:

- An Authorization letter signed by the applicant (with the applicant's and the representative's HKID number for record)
- The applicant's and the representative's HKID copy