



APPLICATION FOR RENEWAL OF HKGSA SWIMMING TEACHER'S CERTIFICATE (2026-27)

I, _____ (name of certificate holder) _____ (Certificate No.)
hereby apply to the Hong Kong China Swimming Association for: ("✓" where appropriate.)

renewal of my Swimming Teacher's Certificate *expired / expiring on _____.
(The renewal application should be submitted to HKGSA office within three months prior the expiry date of certificate.)

replacement of my Swimming Teacher's Certificate.

Coach Registration No.: _____ Contact Telephone No.: (1) _____

HKID Number: _____ (2) _____

E-mail: _____

For certificate **renewal** only:

In accordance with the requirement as set out by HKGSA, I hereby attached the following documents for your consideration :

- 1) Original of the HKGSA Swimming Teacher's certificate.
- 2) Certified true copy or original copy of ("✓" where appropriate.)
- Employment contract of LCSD/school/registered institution; or
- HKGSA Affiliated Club's recommendations letter (signed & sealed); or
- 3) In lieu of Item No. 2,

I elect to sit for the next assessment examination in order to re-new my certificate.

(Date of examination to be advised by HKGSA)

I declare all of the above-mentioned information/document(s) submitted by me are true and correct. I understand submission of any false or misleading information/document(s) will lead to permanent disqualification of my Swimming Teacher's Certificate.

_____ Date

_____ Applicant's signature

(For HKGSA office Use Only)

The application for renewal of the swimming teacher's certificate has been approved.

_____ Date

_____ Approved by HKGSA

For HKGSA Office Use Only	Reg. Year	Club
Receipt No.: _____	23-24: Reg. <input type="checkbox"/> No Reg. <input type="checkbox"/>	_____
Received Date.: _____	24-25: Reg. <input type="checkbox"/> No Reg. <input type="checkbox"/>	_____
Cert. Expiry Date.: _____	25-26: Reg. <input type="checkbox"/> No Reg. <input type="checkbox"/>	_____
Certificate Replacement <input type="checkbox"/>	26-27: Reg. <input type="checkbox"/> No Reg. <input type="checkbox"/>	_____
No Violation <input type="checkbox"/>	Total: \$ _____	
First Violation <input type="checkbox"/>	Explanation Letter: Received <input type="checkbox"/> Not Received <input type="checkbox"/>	
Second Violation <input type="checkbox"/>	Examination Resit Required <input type="checkbox"/>	
Received Date: _____ HKGSA staff: _____ HKGSA staff Signature: _____		
Remarks: _____		

(Complete by HKGSA affiliated club)
To: Hong Kong China Swimming Association

AFFILIATED CLUB'S RECOMMENDATION LETTER

I, (name of official) _____
am (position in club) _____
of (name of club) _____
affiliated to the Hong Kong China Swimming Association since (year) _____ hereby
support (name of certificate holder) _____ in
his / her swimming teacher's certificate renewal. We confirm that he / she is a member of our club
and has been actively engaged in our club's swimming teacher/training program for the following
period: -
From _____ (dd/mm/yyyy) to _____ (dd/mm/yyyy)

Date

Authorized Signature with Club Chop

Contact Telephone No.

Name in Block

*Organizations/Department that are **NOT** affiliated club of the HKGSA may use their own stationery.
Please ensure that content is similar to the above letter.

(For HKGSA office Use Only)

Hong Kong China Swimming Association
Unit L, 9/F MG Tower, 133 Hoi Bun Road, Kwun Tong, Kowloon
Tel: (852)2572 8594 Fax: (852)2591 0792
E-mail: info@hkgswimming.org.hk Web-site: www.hkgswimming.org.hk

ACKNOWLEDGMENT OF RECEIPT

APPLICATION FOR RENEWAL OF HKGSA SWIMMING TEACHER'S CERTIFICATE

We certify that (name of certificate holder) _____ (ID No. _____)
has handed in the original HKGSA swimming teacher's certificate (Cert. No.: _____)
to HKGSA Office for application of renewal. His/ her swimming teacher's certificate will be/has been
expired on _____ .

HKGSA office received date

Signed & stamped by the
Hong Kong China Swimming Association