

“Discovering Swire” visit interactive experience at Swire Archive Centre
with your family & friends
(Member must join in person, tour instructed in Cantonese)



- Date** 18 March 2023 (Saturday) or 22 April 2023 (Saturday)
- Time** Tour A: 11:00am – 12:30pm; OR
Tour B: 1:00pm – 2:30pm
- Assembly Point/Time** Lobby of Cambridge House, Taikoo Place, Quarry Bay, Hong Kong
Tour A: 10:55am; OR
Tour B: 12:55pm
- Venue** Swire Archive Centre, 7/F, Cambridge House, Taikoo Place, Quarry Bay, Hong Kong
- Outline** Join us in a journey of Swire’s legacy of over 200 years! Located in Taikoo Place, the site of the former Taikoo Sugar Refinery, the Swire Archive Centre consists of an environmentally-controlled repository, an innovative exhibition setup, and multipurpose engagement space. All are devised to provide a brand-new experience for better exploration, learning as well as engagement-event hosting, while at the same time allowing our archives to rest on an environment that helps to ensure their permanent survival.
- Fee** Free of charge. (Absence without valid reasons or prior notice will not only waste the funding provided by SHKSA but also deprive other members of their chances to join the activity/ interest class. If any vacancy is not replaced due to the above reasons, SHKSA shall charge a penalty of HK\$200.)
- Quota** 10-20 persons (Member may bring along three non-members aged 12 or above)
- Enrollment** Please complete the Enrolment Form below and email it to shksa@shksa.com or enrol online at www.shksa.com Participants will be chosen via lottery if the number of applicants exceeds the number of available places.
- Enquiries** Please call 2562-2657 during office hours.

✘ Enrollment Deadline: 28 Feb 2023 ✘



SWIRE HONG KONG STAFF ASSOCIATION

Website: www.shksa.com

Rules for participants

1. Members must present their staff cards when attending the activities/ interest classes.
2. Enrolment for any activities/ interest classes may not be transferred to other colleagues or friends.
3. Each member may only submit one enrolment form for each activity/ interest class. Repeated submissions may result in disqualification from enrolment.
4. Members must accompany non-members for activities / interest classes that accept non-members.
5. **Confirmation of enrolment:** Enrolment shall be confirmed by email or telephone. The enrolment results can also be found on www.shksa.com. Upon receipt of enrolment confirmation, members must settle the total amount required to be paid within five working days can be paid by cheque or bank transfer.
6. **Cancellation policy:** To cancel an enrolment, members must inform SHKSA within two working days after receipt of enrolment confirmation. Otherwise, **if a replacement cannot be arranged**, SHKSA shall charge the member the specified course/ activity fee and a penalty of HK\$200.
7. **Absence:** Absence without valid reasons or prior notice will not only waste the funding provided by SHKSA but also deprive other members of their chances to join the activity/ interest class. If any vacancy is not replaced due to the above reasons, SHKSA shall charge a penalty of HK\$200 on attendees **with an attendance rate below 50%. Please be punctual in any activity or interest class. Latecomers may not be allowed to enter the activity venue after commencement of the class.**
8. **Violation of rules:** Any violation of the above rules may lead to suspension of membership for one year. SHKSA reserves the right to report to the supervisor of the member in case of repeated violation.
9. SHKSA may from time to time make adjustments to the event on the basis of the latest Covid-19 developments and government's updated rules and regulations on the prevention of disease.

“Discovering Swire” visit interactive experience at Swire Archive Centre Enrollment Form

Member Name: _____ Company: _____ Staff Card No: _____

Contact Numbers: _____(office)_____ (mobile) Email Address: _____

Total Number of Participants (including non-members aged 12 or above): _____ Tour Date & Time: _____

Member's Signature: _____

- Participants shall bear the sole responsibility for injuries arising from accidents or mishaps during the activity.
- Photos taken in the course of activities and interest classes organised by SHKSA may be uploaded to the website or be used in other means relating to SHKSA.