



To : Hong Kong Tourism Board (HKTB)
 c/o Quality Tourism Services Association
 Mail: 9th Floor, Citicorp Centre, 18 Whitfield Road, North Point, Hong Kong
E-mail: info@qtsa.com
Fax: 2807-6360

QTSA Decal Request Form

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 Please complete the following and return by fax, by email or by mail.
 QTSA Secretariat Enquiry Hotline: 2807-6280 FAX: 2807-6360

Company Information

Name of organization : _____
 Address : _____
 Tel no : _____ Fax no : _____
 Contact person & title : _____

Request for the QTSA Decal

We are entitled to: _____ pcs (Please refer to “Terms and Conditions for Use and Display of the QTSA Decal/Collateral” section B2)
 Additional quantity requested: _____ pcs
 Reason for the request: _____
 Total pieces of QTSA Decal requested = _____ pcs

Agreement

In using and displaying the QTSA Decal, we agree to follow the “Terms and Conditions for Use and Display of the QTSA Decal / Collateral”. We also agree to remove the QTSA Decal from use and display and return the same to the HKTB immediately upon cessation of our QTSA membership.

_____ _____ _____ _____
 Name in block letter Signature Company Chop Date

<i>For the QTSA use only</i>		
Form received on : _____	Replied on _____ and the reply was : _____ <input type="checkbox"/> Approved to provide _____ pcs of the QTSA Decal <input type="checkbox"/> Rejected because of _____ _____	_____ pcs of the QTSA Decal was sent on : _____

Terms and Conditions for Use and Display of the QTSA Decal / Collateral

A) General

1. Ownership

- The QTSA Decal / Collateral is property owned by the Hong Kong Tourism Board (HKTB).
- The QTSA Decal / Collateral can only be used by Quality Tourism Services Association (QTSA) Members who agree to and do comply with these Terms and Conditions for Use and Display of the QTSA Decal / Collateral.
- QTSA Members must not copy, reproduce, edit, lend or give the QTSA Decal / Collateral to any third parties.

2. Usage Format

- The QTSA Decal / Collateral must be displayed and used in the original form and should not be copied or modified in shape, size or colours.

3. Cessation of QTSA Membership

- Upon cessation of QTSA membership, the QTSA Decal / Collateral should be removed immediately from display/usage and returned to the HKTB through the QTSA.

4. Return of QTSA Decal / Collateral

- The HKTB may at any time and for any reason request the immediate return of the QTSA Decal / Collateral from QTSA Members by giving written notice to QTSA Members.

B) QTSA Decal

1. Display Location

Retail and Restaurant

- The Decal can only be displayed at the shop front (or other prominent location) of Member's shop outlet that has been registered with the QTSA.

Shopping Mall and Hotel

- The Decal can only be displayed at the entrance or information counter of the Member.

Other QTSA Members

- The Decal can only be displayed at the entrance of the Member's office address that has been registered with the QTSA.

2. Quantity

Retail and Restaurant

- Only one Decal will be allocated for each shop outlet registered with the QTSA.
- Request for additional Decal shall be submitted to the HKTB through the QTSA and is subject to the prior written approval of HKTB.

Other QTSA Members

- Only one Decal will be allocated for each Member.
- Request for additional Decal shall be submitted to the HKTB through the QTSA and is subject to the prior written approval of HKTB.

3. Requisition Procedure

Requested document

- To request for QTSA Decal, QTSA Members need to complete and submit to the HKTB through the QTSA the QTSA Decal Request Form.

Lead time

- The approval processing time is about 5 working days from the date of receiving the duly completed Request Form.

4. Replacement of Decal

- Decal of previous year should be replaced by a new Decal for the current year upon notification by HKTB through QTSA.
- The replaced Decal should be returned to the HKTB through the QTSA immediately.

C) Others

Separate terms and conditions will be issued for any other QTSA Collateral developed from time to time as appropriate.