



參觀金銀業貿易場申請指引及表格

Visiting Guidelines & Application Form for Visiting the Chinese Gold & Silver Exchange Society

金銀業貿易場歡迎行員、團體或有金融機構代表參觀本場，擬參觀人士請填妥下列表格，並遞交至金銀業貿易場辦事處。CGSE Trading Hall is open to all members, organization and financial corporation, please complete the application form and submit to CGSE administrative office for proceeding.

參觀金銀業貿易場申請指引 (Visiting Guidelines)

1. 本場參觀分為兩部份，第一部份為「貿易場簡介」，以簡報(PowerPoint)演示，並由本場職員旁述介紹，約需時 20 分鐘；第二部份為「交易大堂影片」，來訪人士可於本場交易會議室內收看交易大堂之情況，時間約 10 分鐘，同時不可以進行任何拍攝及錄影工作。
Our visit arrangement is divided into 2 parts, Part A: Introduction of CGSE. This part is a briefing on the history and operation of the Exchange, the approximate time is around 20 minutes; Part B: CGSE Trading Hall Video. Visitors can see the trading and operations of the Exchange on TV, the approximate time is around 10 minutes, video recording and photo-taking is prohibited.
2. 凡金銀業貿易場行員，如提出參觀申請，必須於擬參觀日期前最少 3 個工作天提出申請。
All CGSE members can submit their visit application either at least 3 working days.
3. 非金銀業貿易場行員之參觀申請，必須於計劃參觀日期至少一星期前提出預約申請，但預約超過 40 天後的申請恕不受理。
Non-CGSE member's application will be considered not less than 1 week in advance of the proposed day of visit and not more than 40 days beforehand.
4. 閣下提供的個人資料將由本場用於處理參觀申請及內部報告。
The personal data provided will be used by CGSE to process the visit application and for related internal reporting purposes.
5. 本場收到閣下的預約申請後，將以傳真或電郵確認。如提交申請後一個工作天仍未收到回覆確認，請即聯絡金銀業貿易場辦事處（電話: 2544 1945 或電郵 cgse@cgse.com.hk）。
CGSE will acknowledge via fax or email receipt of your application and notify you of the result. If you do not hear from us three working days after submitting an application, please contact the CGSE administrative office at 2544 1945 or email us at cgse@cgse.com.hk.
6. 金銀業貿易場對申請事宜保留一切權利。如發現參觀機構呈報失實資料，本場有權拒絕或取消其申請。
CGSE reserves the right to consider applications at its sole discretion. If any information provided by the applicant is found to be untrue, CGSE may reject the application or withdraw any approval given.
7. 每次參觀最多招待人數為 30 人，參觀時間約需 30 分鐘；
Maximum number of visitors per session is 30, visiting time is approximately 30 minutes per session.
8. 訪客代表必須維持同行訪客於參觀本場時秩序；若訪客喧嘩、不守秩序或作出其他不當行為，本場職員有權要求有關人士立即離開；
Organization representative or coordinator has the obligation to maintain the order of the visitors. Visitors may be required to leave immediately if any behavior is deemed noisy, disorderly or objectionable.
9. 嚴禁在本場範圍吸煙或飲食；
Smoking, eating, and drinking are prohibited inside CGSE building and trading hall.
10. 除獲得本場批准外，參觀期間不得錄影或錄音；
Filming and recording are prohibited unless approval was granted by CGSE.
11. 訪客可於本場展覽範圍內拍照留念，惟所拍之影像不可用作該參觀機構對外宣傳用途；
Visitors may take photos inside CGSE building, and visitors should ensure the photos will not use for promotional purpose.
12. 除獲得本場批准外，不得拍攝交易大堂，一經發現，會被勸喻即時離開，本場職員亦有權即時終止參觀或拒絕日後的參觀申請；
Photos of the Trading Hall are prohibited, CGSE reserves the right to terminate the visit immediately and reject further application of the organization.
13. 若訪客導致展品損毀或遺失，訪客須對該損毀或遺失負責；
Visitor will be liable for any loss or damage to the exhibits caused by them.
14. 訪客於參觀前、參觀期間或參觀後遺失或損毀的私人物品，本場概不負責。
CGSE have no responsibility for personal items damaged or lost prior to, during or following a visit.



參觀金銀業貿易場申請表

Visiting Guidelines & Application Form for Visiting the Chinese Gold & Silver Exchange Society

申請人資料 Details of Applicant (Organization)		申請日期 Date of application: _____
機構名稱 (中文) :		
Organization Name (English) :		
聯絡人 (中文) :	<input type="checkbox"/> 先生 / <input type="checkbox"/> 女士 / <input type="checkbox"/> 小姐	
Name of Contact Person (English) :	<input type="checkbox"/> Mr. / <input type="checkbox"/> Ms. / <input type="checkbox"/> Miss	
地址 Address :		
電郵 Email :		
公司電話 Office Tel :	手提電話 Mobile :	

參觀團體資料 Details of Visitors (Organization)	
機構性質 (Nature of Organization) :	
<input type="checkbox"/> 金銀業貿易場行員 CGSE Member (會籍編號 Membership No. : _____)	
<input type="checkbox"/> 教學機構 Academic Institution	<input type="checkbox"/> 企業團體 Enterprise
<input type="checkbox"/> 金融機構 Financial Corporation	<input type="checkbox"/> 政府機構 Government Body
<input type="checkbox"/> 非牟利團體 Non-profit Making Organization	
<input type="checkbox"/> 其他 Others (請註明 Please specify: _____)	
參觀者人數	
No. of Visitor :	
語言選擇	
Language Preferred: <input type="checkbox"/> 廣東話 Cantonese <input type="checkbox"/> 英語 English <input type="checkbox"/> 普通話 Putonghua	
參觀日期	參觀時間
Proposed date of the visit:	Proposed time of the visit:
備註 Remarks:	

機構印鑑及授權人簽署 Company Chop & Authorized Person Signature	
姓名 Name:	_____
職銜 Position:	_____
日期 Date:	_____

機構印鑑 Company Chop	



金銀業貿易場

Chinese Gold & Silver Exchange

香港唯一現貨黃金白銀交易所

辦事處使用 Office Use Only

編號 Reference No.: _____

接收日期 Date Received: _____

回覆日期 Date Replied: _____

申請批示 Status: 接受 Accept 拒絕 Decline

(原因 Reason: _____)

負責職員

簽署

Responsible Staff: _____

Signature: _____

備註:

本場將收取每位訪客港幣 50 元正作為行政費，慈善團體可申請豁免費用。

閣下就此活動所提供的個人資料，金銀業貿易場只會用於此活動上，並會保密處理。金銀業貿易場於活動後不會保留相關的個人資料。

To cover our administration cost, we charge an admission fee of HK\$50.00 per head. Charitable organizations can apply for waiver of admission fee.

Your personal information submitted in this form will only be used for the purpose of this function and shall be treated in the strictest confidence. Relevant data collected will NOT be retained by CGSE after completion of this event.