

Important Notes on Application for the Accredited Geopark Guide Pass

With a view to maintaining the standard of geotours and the international image of Hong Kong Geopark, the Travel Industry Council of Hong Kong (TIC) has established a Geopark Guide Accreditation System since 8 March 2011 to raise the professional standards of geopark guides in Hong Kong. Geopark guides accredited by the TIC are called Accredited Geopark Guides (A2Gs), and the identity document for an A2G is called the Accredited Geopark Guide Pass (A2G Pass).

(I) Application requirements

1. Having passed the Qualifying Examination for Accredited Geopark Guides;
2. Holders of a **valid** first aid certificate issued by one of the following six institutions: the Hong Kong Red Cross, the Hong Kong St. John Ambulance Brigade, the Auxiliary Medical Service, the Hong Kong Life Saving Society, the Hong Kong Police Force, and the Hong Kong Fire Services Department; and
3. Agreeing to accept and comply with the following rules and regulations:
 - the code for geopark guides as specified on the R2G Secretariat website (<http://www.hkr2g.net>)
 - regulations issued by the TIC, which are relevant and applicable to the A2Gs

(II) How to apply

1. Return the completed “Application Form for the Accredited Geopark Guide Pass” together with the following documents to the TIC by post or in person:
 - i. A **photocopy**** of the result slip of the Qualifying Examination for the Accredited Geopark Guides;
 - ii. A **photocopy**** of the first aid certificate issued by institutions recognized by the TIC;
 - iii. One 1.5” x 2” recent colour photo on white background with the applicant’s name written on the back; and
 - iv. A crossed cheque payable to “Travel Industry Council of Hong Kong”. (Cash will be accepted for submission of application in person. Please do not mail cash.)
2. For applications submitted by post, an acknowledgement of receipt of the application documents will be sent by SMS or email. Applicants who do not receive any message of acknowledgement within 7 working days since the date of posting may contact the TIC Industry Training Department on 2807-1199.
3. Eligible applicants will be issued the Pass within 4 weeks from the date of submission of application. Pass holders will be notified by SMS or email when the Pass is ready for collection. Applicants who do not receive any notification for the collection of Pass in due course may contact the TIC Industry Training Department on 2807-1199.

****Notes:** Applicants should bring the original of the supporting documents required for our verification if they submit their application in person. Otherwise, they must produce the original of those documents when they collect their A2G Pass. All the original documents will be returned to the applicants immediately after verification.

(III) Application fee

HK\$300

(IV) Time limit for application

1. People who have passed the Qualifying Examination for Accredited Geopark Guides must apply for the A2G Pass within two years since the issue date of the examination result. The Pass is valid for 3 years.
2. If qualified applicants apply for the Pass after the time limit, they will have to re-take the designated course and pass the Qualifying Examination for Accredited Geopark Guides before submitting their application.

(V) Important points to note for pass holders

1. A2G Pass holders can provide tour guiding services to the inbound visitors only within the HK Geopark.
2. Pass holders who wish to receive inbound visitors outside the HK Geopark must hold a valid Tourist Guide Pass issued by the TIC and be assigned by a licensed local travel agent. Otherwise, they may have violated the Travel Agents Ordinance.
3. In order to ensure the quality of the geotour guiding services, the A2Gs will be re-assessed **every three years**. Pass holders must meet both requirements a) and b) listed below, and may be required to attend an interview conducted by the A2G Assessment Board (consisting of at least three members or their representatives, who are from the TIC, AGHK and AFCD) to retain the A2G qualification.
 - a) 30 hours of continuing education, including training sessions, seminars or visits recognized by the R2G Secretariat.
 - b) 30 hours of geopark guiding experiences as an R2G or A2G, with at least three hours of guiding conducted in a foreign language or Putonghua.

Only continuing education hours and relevant records verified by the R2G Secretariat will be accepted by the TIC. Please refer to the R2G Secretariat website (<http://www.hkr2g.net>) for further details.

(VI) Enquiries

For any queries, please contact the TIC Industry Training Department on 2807-1199 during office hours.

(VII) Notes on collection of personal data

1. The personal data provided in the Application Form for A2Gs will be used by the Travel Industry Council of Hong Kong (TIC) for the following purposes:
 - (i) to process applications for the A2G Pass;
 - (ii) to maintain applicants' records in the TIC;
 - (iii) to issue the A2G Pass to qualified applicants;
 - (iv) To display the Chinese and English names of Pass holders, their Pass numbers and the expiry dates of their Passes on the TIC's website, and the Chinese and English names, photo, email addresses and personal profiles of Pass holders on the R2G Secretariat website, which may be accessed by members of the public;
 - (v) to post on the TIC's website the information on suspensions or revocations of A2G Passes, which may be accessed by members of the public;
 - (vi) to disseminate information of the TIC (including course information) to Pass holders by any means (including SMS, email, fax, post, etc.); and
 - (vii) any other related purposes.
2. Applicants are advised to provide sufficient information as far as possible, otherwise their applications may be unable to be processed.
3. Applicants will be required to produce their HKID Card in person for verification purposes, and staff of the TIC will only sign the application form after verifying the contents of the applicant's HKID Card. If an applicant is unable to come to the TIC in person, the applicant may submit a copy of his/her HKID Card by post or by fax but any such copy shall be retained until such time as the applicant concerned is able to produce his/her HKID Card in person for verification purposes. The TIC reserves the right to require the production and to make and retain copies of an applicant's HKID Card in any circumstances which are permitted by law.
4. The TIC will keep the personal data of applicants confidential but may provide such data to any other person or his/her representative for any one or more of the purposes set out in paragraph 1 above.
5. According to the Personal Data (Privacy) Ordinance, applicants have the right to:
 - (i) ascertain whether their personal data are held by the TIC;
 - (ii) obtain a copy of the data mentioned in paragraph 5(i); and
 - (iii) correct their personal data held by the TIC.

Applicants should provide the TIC with sufficient information in order for their identity to be determined, otherwise their data access request may be rejected. The TIC may impose a fee on any such request.

6. Any request for access to personal data should be made in writing and addressed to the TIC Industry Training Department at Rooms 1706-09, Fortress Tower, 250 King's Road, North Point, Hong Kong.

Ref: 2012.03

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「認可地質公園導賞員證」(A2G 證) 申請表 Application Form for the Accredited Geopark Guide Pass (A2G Pass)

付款方式 Method of payment: ☐ 現金 Cash ☐ 支票 Cheque (號碼 No.: _____)

重要事項 Important Notes

- 在填寫本表格前，請先細閱夾附之「申請認可地質公園導賞員證須知」。Please study the 'Important Notes on Application for the Accredited Geopark Guide Pass' attached before completing this form.
- 為方便電腦輸入資料，請以正楷填寫。
Please complete the form in **BLOCK LETTERS**.

由議會填寫 For Official Use Only

Receipt no.: _____

Received on: _____

A2G Pass no.: AG _____

甲部 Part A 個人資料 Personal particulars

英文姓名

English name: _____
姓 Surname _____ 名 First/Other name _____

中文姓名

Chinese name: _____ # 姓名以身份證上登記為準
Name as printed on HKID card

香港身份證號碼

HKID card number: _____ ()

出生日期

Date of birth: _____ 年 Y _____ 月 M _____ 日 D

性別 ☐ 男 M

Gender: ☐ 女 F

彩色近照

(請在相片背面寫上姓名，
並用釘書機釘在相片的右下角)

RECENT COLOUR PHOTO

(Please write the name on the
back of the photo and staple at
right bottom corner)

乙部 Part B 通訊資料 Correspondence information

注意：香港以外之地址或郵政信箱皆不能作為申請人與議會通訊之用途。議會將不時以手機短訊、電郵、傳真或郵寄方式向 A2G 證持有人發放議會資訊 (包括課程資料)。為確保資訊有效傳遞，下列通訊資料如有任何更改，請儘快通知議會行業培訓部。

Note: Please note that **addresses or mailboxes outside HK will NOT be accepted**. The TIC will disseminate its information (including course information) to A2G Pass holders from time to time by SMS, email, fax or post. In order to ensure effective transmission of information, Pass holders should immediately notify the TIC Industry Training Department of any changes in the contact information.

中文聯絡地址

Correspondence address in Chinese: _____

英文聯絡地址

Correspondence address in English: _____

手機號碼

Mobile phone: _____

(請儘量填寫可接收短訊的號碼 Please try to give a number that
can receive SMS messages.)

電話 (住宅)

Phone (Home): _____

電郵地址

Email address: _____

電話 (公司)

Phone (Office): _____

傳真

Fax: _____

丙部 Part C 教育程度 Education background

教育程度 Education level :	<input type="checkbox"/> 中學畢業 secondary	<input type="checkbox"/> 預科 matriculation
	<input type="checkbox"/> 大專／副學士 post-secondary / associate degree	<input type="checkbox"/> 大學 University
	<input type="checkbox"/> 其他 Others (請註明 Please specify) _____	

丁部 Part D 可操語言 Language(s) spoken

<input type="checkbox"/> 粵語 Cantonese	<input type="checkbox"/> 普通話 Putonghua	<input type="checkbox"/> 英語 English	<input type="checkbox"/> 日語 Japanese
<input type="checkbox"/> 泰語 Thai	<input type="checkbox"/> 越南語 Vietnamese	<input type="checkbox"/> 韓語 Korean	<input type="checkbox"/> 印尼語 Indonesian
<input type="checkbox"/> 其他 Others (請註明 Please specify) _____			

聲明 Declaration

1. 本人(申請人)明白及接受 A2G 證之下列發證條款：
I, the applicant, understand and accept the conditions for issuance of the A2G Pass as follows:
 - a. A2G 證由香港旅遊業議會（議會）發出，持證人受 R2G 秘書處網站內列明的導賞員守則及議會現行及不時修訂的相關規例所約束，持證人須經常瀏覽 R2G 秘書處及議會網頁查閱最新消息。
The A2G Pass is issued by the Travel Industry Council of Hong Kong (TIC) and its holder must observe the code for geopark guides as specified on the R2G Secretariat website and is subject to the relevant regulations of the TIC as currently in force and as amended from time to time. Pass holders are required to read about the latest news at the R2G Secretariat website and the TIC's websites regularly.
 - b. 持證人的中英文姓名、證件編號及證件屆滿日期會載於香港旅遊業議會網站內，其中英文姓名、相片、電郵和個人簡歷則載於 R2G 秘書處網站內，而該等資料可被公眾查閱。
The names (Chinese and English) of A2G Pass holders, their Pass numbers and the expiry dates of their Passes will be displayed on the TIC's website, whereas the names (Chinese and English), photos, email addresses and personal profiles of Pass holders will be displayed on the R2G Secretariat website. Such information may be accessed by members of the public.
2. 本人已細閱、明白並同意附於此申請表格之「申請認可地質公園導賞員證須知」內的所有條文。
I have read, understood and agreed to all the terms written in the 'Important Notes on Application for the Accredited Geopark Guide Pass' attached to this form.
3. 本人證明以上所填資料正確無誤。如本人之聲明有任何失實之處，貴會有權取消本人之申請資格。
I hereby declare that the information provided in this form is true and correct. The TIC has the right to disqualify me if there is any inconsistency with the statements that I have made.

申請人簽署
Applicant's signature : _____

日期
Date : _____