JCIHK 2026 Membership Area

Notes for Local Chapters' PMO Incentives

Each Local Chapter is reserved for the following Prospective Member Orientation (PMO) Incentives, **1 quota** of each subsidy for each Local Chapter:

1. Subsidy of **Rental Fee for JCIHK Office** (Seminar Rooms 1 & 2 for 3 hours with Free mic system and projector/TV usage)

2. Subsidy of **HKD$500 Rental Fee for External Venue** other than JCIHK Office

3. Subsidy for **two $50 supermarket coupon,** accounted for reimbursement for one $50 supermarket coupon for each PMO

General Notes

(1) The incentives are open to apply for PMO held by Local Chapters from 01 Jan 2026 to 31 Dec 2026

(2) This incentive is only applicable for PMO but not for other events purpose. Chamber Office and JCIHK Membership Team reserves the right to make the final decision on the applications of PMO incentives.

(3) Upon 30 September 2026, if the quota of any subsidy of the Local Chapter are still remaining, the quota of the respective subsidy will be regarded as waiver of the right unless Local Chapter file an objection. The quota will be open for application for other Local Chapters, that the quota of corresponding subsidy of which was used up, first apply first serve.

Application for Incentives

(4) Application of PMO incentives shall be made 14 days in advance of the PMO event by email to NMD Cherry Lok (cherry.lok@jcihk.org); CC NEVP Calvin Chan (calvin.chan @jcihk.org), NVP Jenny Fong (jenny.fong@jcihk.org), Chamber Office (info@jcihk.org), Chapter President and Excom members who are responsible for membership area.

(5) For each application email, details (date, time and venue) of the PMO shall be stated; with promotion poster/message attached. In addition, attachments shall be enclosed with the email for following subsidies of venue:

• For Subsidy of Rental Fee for JCIHK Office: Screen capture of JCIHK e-Booking System confirmation

• For Subsidy of HKD$500 Rental Fee for External Venue: Official Receipt/Payment Slip of Venue Rental Fee

Receipt of Incentives

(6) After the application is approved, subsidies shall be presented to Local Chapters as follows:

• For Subsidy of Rental Fee for JCIHK Office:

If Seminar Rooms 1 & 2 were only booked, no invoice from Chamber Office shall be received by Local Chapter; no rental fee hence shall be paid. If rooms other than Seminar Rooms 1 & 2 were booked; rental fee of others rooms, however, will still be payable by the Local Chapters.

• For Subsidy of HKD$500 Rental Fee for External Venue:

Subsidy of HKD$500 will be presented to Local Chapters by Cheque, which will be processed within 3 months after the PMO or all required documents as mentioned above were submitted by Local Chapter (whichever is later). The cheque will be placed into pigeon hole of respective Local Chapter. Please contact Chamber Office if other arrangements for receiving the cheque is preferred.

• For Subsidy for two $50 supermarket coupons:

Subsidy for one $50 supermarket coupon is subject to one PMO, a total of two $50 supermarket coupons can be reimbursed upon 2 separate PMO organized by the respective chapters throughout the year. One $50 supermarket coupon will be placed into pigeon hole of respective Local Chapter prior to the PMO. Please contact Chamber Office if other arrangements for receiving the coupon is preferred