退票表格 Ticket Refund Form

請填妥此退票表格連同 **所有門票**，以郵寄方式交回下述地址：
郵寄 By Post to: 香港灣仔港灣道 2 號 8 樓，香港藝術中心 **ifva** 收
Please complete and return this form with **all your tickets** by post to below address:
Hong Kong Arts Centre **ifva**, 8/F, 2 Harbour Road, Wan Chai, Hong Kong

1) 請於信封上註明「節目退票申請」。Please state "Programme Refund" on the envelope.
2) 請交回所有門票正本。 Please enclose all the original tickets.
3) 請為已填妥之《退票表格》及所有門票之正反兩面影印存檔，以作日後有需要時查詢之用。若退票過程中遺失任何文件而未能提供上述證明作核實，將有機會無法辦理退票手續。Please retain a photocopy of the completed Ticket Refund Form and the ticket(s) (both front and back) for record and future reference. Should any original documents be lost in the refund process and the applicant fails to provide the above for reference, refund may not be able to be processed.

退票截止日期 Deadline of refund request: 28/9/2020 (星期一 Mon)
(以郵戳日期為準 The postmark date will be regarded as the date of request.)

個人資料 Personal Details

姓名 Name _____ 手提電話 Mobile Number _____
支票抬頭 Cheque Payee Name _____ 電郵地址 Email address _____
郵寄地址 Mailing address _____

門票資料 Ticket Details of the ticket(s) to be refunded

放映節目名稱 Screening Name	門票日期 Date of Ticket	門票面值 Ticket Price	數量 Qty	總值 Total Value
				HK$
				HK$
				HK$
				HK$
				HK$
	總數 Total		總值 Total Value	HK$

- 退款將按門票面值金額退回予持票人士。所有手續費(包括網上購票服務費及送遞費用)均不設退款。
  Refund to ticket holders will only cover the face value of the tickets. All handling charges including online booking charges and ticket delivery charges, are non-refundable.
- 閣下提供的個人資料將絕對保密，只用作是次門票退款及相關通訊之用。
  The personal data collected by this form will only be used by the organizer for processing the refund.
- 如有任何爭議，主辦方將保留最終決定權。The organizer reserves the right of the final decision in case of any disputes.

本人簽署同意及接受以上所有門票退款條款。By signing below, I agree to and accept all the above Terms and Conditions of Ticket Refund.

簽署 Signature	日期 Date