



Hong Kong College of Radiologists

(Incorporated in Hong Kong with limited liability)

GUIDELINES ON GOWNS RENTAL (OTHER THAN FOR ADMISSION CEREMONY)

The College has made provision for a number of College Gowns for use on loan to Fellows at the Joint Ceremonies for Admission of New Fellows. New Fellows are required to be gowned for the Admission Ceremony. The new Fellows for the Admission Ceremony shall rent and pick-up the gowns at Hong Kong College of Radiologists Secretariat Office. Please see below for details.

1. Rental Items :



Fellows of Hong Kong College of Radiologists:
A gown with a hood



Fellows of The Royal College of Radiologists:
A gown

- Gowns to be rented by Fellows on other days apart from the month of Admission Ceremony:
 - ♦ **Rental Rate per gown (non-refundable): HK\$200/day or HK\$1,000/week**
 - ♦ **Deposit: HK\$2,000**
- College gowns are available for loan with the **Deposit of HK\$2,000** and the **Rental of HK\$200/day or HK\$1,000/week (non-refundable) per gown, TWO separate crossed cheques** made payable to "Hong Kong College of Radiologists". The cheque deposit will be returned upon receipt of the returned gown.
- If the College gown is found to be broken, damaged or permanently stained, the deposit will be charged as compensation. In the event that if the College gown has been lost or stolen, **you should report to the police and request a copy of the police report.** You are required to notify the College immediately about the incident with the police report. The deposit will be charged to offset the loss.
- In addition, since it is with goodwill of the College that the College gowns are on loan to the new Fellows of HKCR/RCR for their personal purpose for a short period and the gown is the property of the College, any delay or refusal to return the gown(s) will be considered as integrity violation and may be regarded as an offence, and appropriate action may be taken by the College.
- If the gown is not returned by the deadline, the deposit of HK\$2,000 will be cashed in automatically without further notice.
- For environmental protection purpose, please remember to **bring your own bag** for carrying the gown you would borrow, the College **will not** provide any bag for you.
- In the event that if you are UNABLE to collect or return the gown in person, please appoint a representative to do so on your behalf. Please bring along the completed and signed Authorization Form, together with a completed Application Form for Loan of College Gowns, and a photocopy of your HKID or passport to your representative for collecting or returning a set of gown on your behalf.

Endorsed by HKCR Council and effective from 29 November 2016

For enquiries or further information, please contact the Hong Kong College of Radiologists Secretariat:
Rm 909, 9/F, Hong Kong Academy of Medicine Jockey Club Building, 99 Wong Chuk Hang Road, Aberdeen, Hong Kong
Telephone: (852) 2871 8788 Fax: (852) 2554 0739 Email: enquiries@hkcr.org Website: www.hkcr.org



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APPLICATION FORM FOR LOAN OF COLLEGE GOWNS

I, _____ (Name in full),
acknowledge receipt of the following College gown(s) from the Hong Kong College of Radiologists
(HKCR). Rental Period from _____ to _____

#	Name of Fellow	Type of Gown (FRCR / FHKCR)	Size of Gown	Gown No.	Deposit Cheque* (HK\$2,000)	Cheque for Rental per Gown (HK\$200/day or HK\$1,000/week)
1					Bank Name: Cheque No.:	Bank Name: Cheque No.:
2					Bank Name: Cheque No.:	Bank Name: Cheque No.:
3					Bank Name: Cheque No.:	Bank Name: Cheque No.:

Note: *The deposit cheque will be returned upon receipt of the returned gown. If the College gown is found any broken, damaged or permanently stained, the deposit will be charged as compensation.

Prompt Contact No.: _____

Email Address: _____

Signature: _____

For Official Use:

The returned gown(s) has/have been inspected and is/are in good condition.

#	Received and checked by	Date	Deposit Cheque Returned to Borrower	Deposit Cheque(s) Bank in to HKCR
1			<input type="checkbox"/> Yes Cheque # _____	<input type="checkbox"/> Yes, Official Receipt #: _____
2			<input type="checkbox"/> Yes Cheque # _____	<input type="checkbox"/> Yes, Official Receipt #: _____
3			<input type="checkbox"/> Yes Cheque # _____	<input type="checkbox"/> Yes, Official Receipt #: _____



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AUTHORIZATION FORM FOR LOAN & RETURN OF GOWN

I hereby authorize _____,
(Name of Representative in Block Letters)

HKID/ Passport No. _____, to **collect / return*
(First 4 digits of HKID/ Passport No. of Representative)

the College gown on my behalf.

Name of Fellow: _____

Email Address: _____

HKID/ Passport No.: _____
(First 4 digits of HKID/ Passport No. of Fellow)

Date: _____ Signature: _____

Note:

When collecting or returning the College gown(s), the representative must present to the College Secretariat this completed and signed form with:

- 1. a completed Application Form for Loan of College Gown signed by the Fellow (for collecting only)**
- 2. a photocopy of the Fellow's Hong Kong Identity Card or passport.**

**Delete as appropriate*