

Hong Kong College of Radiologists

Schedule in collecting Subscriptions and handling Outstanding Subscriptions (Endorsed by the 243rd Council Meeting – Effective from 2013 Annual Subscription)

<u>Date</u>	<u>Action</u>
Mid November (-1.5 months)	Issue of notification of payment to all members (due date : January 1)
January 1 (0 month)	Subscription due date.
March 1 (2 months)	<u>Issue of first reminder</u> (by ordinary mail) to members whose payments have not yet been received by the end of February . Warning of addition of 30% surcharge for payments received after the end of March 31 and cessation of membership rights and privileges after March 31 .
April 1 (3 months)	End of grace period. Cessation of membership rights and benefits for those with still outstanding subscriptions. A 30% surcharge will be added to all outstanding subscriptions received on this date or before June 30 .
June 1 (5 months)	<u>Issue of second reminder</u> (by double registered mail) to those with outstanding subscriptions : A 30% surcharge will be added to all outstanding subscriptions received before June 30 . Warning of 50% surcharge for payments received after June 30 .
July 1 (6 months)	A 50% surcharge will be added to all outstanding subscriptions received on this date or before September 30 .
September 1 (8 months)	<u>Issue of third reminder</u> (by double registered mail) to those with outstanding subscriptions : A 50% surcharge will be added to all outstanding subscriptions received before September 30 . Warning of 100% surcharge for payments received after September 30 .
October 1 (9 months)	A 100% surcharge will be added to all outstanding subscriptions received on or after this date .
December 1 (11 months)	<u>Issue of final reminder</u> (by double registered mail) to those with outstanding subscriptions : A 100% surcharge will be added to all outstanding subscriptions received on or after this date .
January 1 (12 months)	Termination of membership

1st Version Endorsed by the 88th Council Meeting;

2nd Version Endorsed by the 223rd Council Meeting;

3rd Version (Latest Version) Endorsed by the 243rd Council Meeting.