



THE HEBE HAVEN YACHT CLUB LTD

白沙灣遊艇會

**Procedure for Changing Moorings and Berths for
Members with Grandfather Rights**

To start the process please go to the Club Website and log in. Then go to Marine, Marine Facilities Forms, and download the following three forms;

- Berthing Application form
- Member Transfer Pontoon form
- Berthing Cancellation form

All three have to be completed. These, along with the new Ownership, Operating and Insurance documents for the boat, have to be submitted to the Marine Office where we will;

- Make up a new contract, and power of attorney, for the mooring, in the new owners name. (We need to have the Documents above to do this)
- Cancel your contract, with one month's notice payment, and refund the deposit payment. The refund will be credited to your account the following month. (You will need to sort out the one month's notice payment directly with the new owner.)
- Read the electricity meter and charge the outstanding to your account. (If applicable.)
- Charge the new owners account the deposit.
- Change the Club documentation into the new owners name for billing purposes.



THE HEBE HAVEN YACHT CLUB LTD

白沙灣遊艇會

為具祖父優先權會員更換浮泡及浮橋泊位程序

請到本會網站並登入，進入 Marine，Marine Facilities Forms，然後下載以下三份表格；

- Berthing Application form (浮橋泊位租用申請表)
- Member Transfer Pontoon form (浮橋泊位租用權轉讓申請表)
- Berthing Cancellation form (浮橋泊位取消通知書)

填妥所有表格後請連同新擁有權證明書、運作牌照及保險文件呈交海事辦公室，我們將：

- 於新船主名下擬訂一份新的浮泡合約及授權書（故需上述文件）
- 取消閣下之合約，收取一個月通知款項，並將按金退還予閣下。款項將於下一月份退還到閣下之戶口。（閣下需與新船主直接聯絡處理一個月通知款項安排。）
- 讀取電錶及從閣下之戶口收取差額（如適用）。
- 於新船主之戶口收取按金。
- 將本會內部文件轉至新船主之名下，以作收費用途。