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Category B Service
COMMUNITY SERVICE SQUADRON
MEMO

From OC CSS
Ref. (1604) in OPS/CS/201/1
Tel. No. 2712 8900
Fax. No. 2715 6944
Date 15 February, 2016

To All OC Units
Attn.: _____
Your Ref. () in _____
dated _____ Fax. No. _____
Total Pages 1

Shun Shin Chee Kit Yin Koon Ltd – 上元寶誕

Request has been received for our assistance in the aforesaid programme.

1. Details of the programme:

Date 日期	21 February, 2016 (Sunday)
Organization 機構名稱	Shun Shin Chee Kit Yin Koon Ltd
Venue 地點	Tai Wai
Time 時間	0800 – 1600 hrs
	Reporting at 0715 hrs (大圍車站 A 出口 - 楓林小館對面)
Duty 工作性質	Crowd Management
No. of manpower 所需人數	100+
Closing Date 截止報名日期	18 February, 2016 (Thursday)

2. Interested members shall enrol by completion of CSF 101 (Rev) with member's FULL NAME & Contact Phone No. through their Unit Commanders. Those forms shall be submitted by email to opscsf@yahoo.com.hk & opscsf@gmail.com on or before the closing day mentioned in paragraph 1.
3. Please refer to the guidelines (請於電郵的主旨上註明以下資料)
參考格式
XXX Sqn-1604-21 Feb, 2016
4. Should you have any queries, please feel free to contact the undersigned.



(Caroline FUK Ka-yan)
OC CSS