

H K A C C
MEMO

From : CSO
Ref : GR11_002
Tel : 2712 8900
Fax : 2715 6944

To : OC Units
c.c: Major Unit Commanders
Date: 13 January 2011

Procedures for Using Corps Vehicles

Please be informed that with immediate effect, members who wish to reserve Corps Vehicles for uses related to Corps projects / events are to complete the attached Vehicle Loan Form and send it to HQ office either by fax (2715 6944) or by email (hq@aircadets.org.hk).

Please submit the completed form to HQ office 14 days in advance of the date of the project/event, and provide accurate details on the name(s) of driver(s), membership serial number(s), and the loan period (beginning and ending dates inclusive). Please be reminded that the operation of different Corps Vehicles require different classes of driving licence so be sure to check the eligibility of the driver(s) before making the request.

Should you have any enquiries, please contact HQ staff by phone at 2712 8900 or by email via hq@aircadets.org.hk .

(Kennedy WONG)
Chief Staff Officer