

# HONG KONG AIR CADET CORPS

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## Training Group Ceremonial Wing

### MEMO

<i>From</i>	: OC C Wg	<i>To</i>	: OC Gps, OC Wgs, OC HOCU
<i>Ref</i>	: (1) in Trg/C/SPW-001	<i>cc</i>	: CO, DCOs, CSO, HQ HKACC
<i>Date</i>	: 10 May 2015		

### Ordering of HKACC Ceremonial Swords

The Ceremonial Wing was entrusted by the Corps' management to procure new ceremonial swords for the Corps. A Germany manufacturer, WKC Stah – und Metallwarenfabrik which acquired the manufacturing equipment from the previous Wilkinson was identified as the suitable supplier of the new swords (see photos at Annex A).

2. The Corps' management also agreed that eligible officers of the Corps can take this opportunity to place order of personalized sword with the supplier which could offer a better price of the swords for group purchase. The costs are listed as follows for reference:

Item	Description	Cost
1.	HKACC Ceremonial Sword with Scabbard and Clothes bag (Blade length 28"/30"(standard)/32") (Order up to 20 swords less 8%) (Order up to 30 swords less 12%)	€750@
2.	RAF Regulation Sword Knot	€25@
3.	Personal Laser Etching (Waived if order 20 swords or more)	€25@
4.	Shipping Cost (Up to 10 swords) (Up to 20 - 30 swords)	€20@ €15@

3. This memorandum serves to seek the confirmation from respective Group on the numbers of officers who will purchase the ceremonial swords that we could make necessary arrangements with the supplier and bargain for a better price.

4. OC Groups are herewith requested to assign an officer as representative of respective Group and complete the attached indication form for ordering the swords at Annex B and Engraving information sheet at Annex C (each officer completed and signed), then returning them to the Project Officers, Pilot Officer Byron N.K. TSE (email: [ngaikintse@gmail.com](mailto:ngaikintse@gmail.com)) and Pilot Officer Janice O.H. LEUNG (email: [janiceohleung@gmail.com](mailto:janiceohleung@gmail.com)) by **noon on 18 May 2015** latest in Group basis for further process. Late submission will not be entertained. Once the number

of orders and costs confirmed, officers will be notified to make full payment to the HQ HKACC in **Euro** within **7 days** after notification received for ordering the sword.

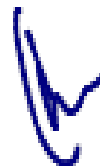
5. Officers are advised to seriously consider the terms and conditions below before placing the order:

- a) Once completed Annex B & C received and information verified, individual officer's name appearing on the forms is deemed to commit for the purchase of the sword and no withdrawal will be accepted, full payment is required;
- b) Order of the sword for individual officer only will be placed upon full payment is made (in Euro) to HKACC HQ;
- c) No refund will be made once order was placed;
- d) HKACC will acquire the ownership for any unclaimed sword(s) within a prescribed period.

6. For the ceremonial sword belt, the Ceremonial Wing is still looking for suitable supplier(s), once they were identified, the information will be circulated to Group commanders and respective officers that they could arrange to purchase the sword belts themselves accordingly.

7. If further information required, please feel free to contact the Project Officers through email.

8. For your information and necessary action, please.



(Rayson W.F. CHAN)  
Officer Commanding  
Ceremonial Wing  
Training Group

