



海天體育會游泳部  
HOI TIN ATHLETIC ASSOCIATION  
志佩游泳會有限公司  
CHI PUI SWIMMING CLUB LIMITED  
主辦之2017年第一期游泳班章程

現有參加者可於  
5/12前優先報名

### 本會簡介及宗旨

本會自1947年成立至今，在過去一直推動游泳發展，藉以提高香港游泳水平。歷年來，本會有多名泳員打破香港紀錄，並代表香港參加國際賽事均有出色表現。2011年世界盃短池賽，泳員黃錫威於男子200米自由泳勇奪金牌，同時亦是香港在世界賽游泳項目的首面金牌，成績令人鼓舞；泳員郭建明於第十三屆亞運會中奪得一面男子四百米自由泳銅牌；泳員李亮葵於第十五屆亞運會中奪得一面自由泳接力銅牌；泳員馬希彤及于蕙婷於第十六屆亞運會中再創佳績，共奪得兩面銅牌。另外更於2014年仁川亞運會中，本會亦有2女8男代表香港出戰游泳項目，泳員鄭莉梅於女子4x100米及4x200米自由泳接力奪得兩面銅牌，泳員黃竟豪、黃錫威、麥浩麟及張健達於男子4x100米自由泳接力賽奪得一面銅牌，再一次為泳壇發放異彩。

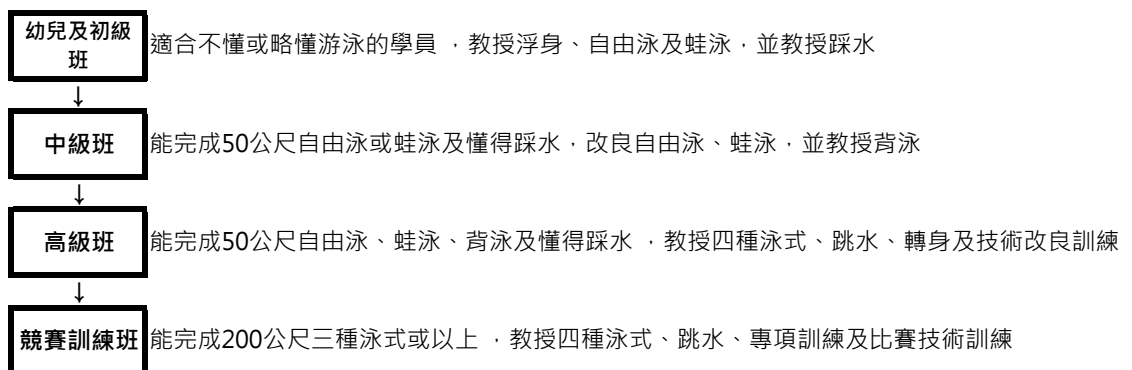
而本會的教學宗旨是貫徹採用實用及有效的新方法授泳，並保證習泳者之安全及身心健康得以正常發展。使參加者在短期內學會游泳及提高游泳水準，從而享受游泳樂趣。

### 本季最新消息

- 2016巴西奧運會，本會有4名泳員達到奧運會參賽標準  
鄭莉梅200米自由泳以1:58.78達奧運會A標代表香港出戰奧運會，本屆奧運會是香港運動員首次以A標參賽。  
張健達分別以100米自由泳 50.15及200米自由泳1:51.13達奧運會參賽B標  
楊珍美200米蛙泳以2:30.56 達奧運會參賽B標  
黃筠陶100米背泳以1:02.24達奧運會參賽B標，同時打破女子15-17歲分齡紀錄
- 麥浩麟於5月第一組長池分齡比賽(第一節)，200米個人四式以2:05.81打破香港紀錄，同時，卓銘浩以16:29.37打破男子13-14歲組1500米自由泳分齡紀錄，劉平兒以1:09.78打破女子10歲或以下組100米蝶泳分齡紀錄。
- 黃鈺茵於印尼巨港舉行之第五屆亞洲中學生游泳錦標賽中，50米蝶泳以27.65打破女子15-17歲分齡紀錄並奪得金牌
- 黃明康於俄羅斯舉行之第六屆亞洲兒童國際運動會中，200自以個人最佳時間1:55.37奪得銀牌。

### 教練資歷

由多位持有香港業餘游泳總會註冊教練證書的資深專業教練主教。



精英教練 雲集海天

Having the most representatives of Olympics and ASIAD among all Swimming Clubs



**OLD MEMBERS CAN MAKE  
RESERVATION WITH PRIORITY ON OR  
BEFORE 5/12**

**2017 1st Session hosted by  
HOI TIN ATHLETIC ASSOCIATION  
CHI PUI SWIMMING CLUB LIMITED**

<b>Beginners Level</b>	Specially designed for children who have no or limited knowledge of swimming	Children will learn the basic swimming skills, including water safety, floating, kicking, basic beginner strokes such as freestyle and breaststroke and treading water
<b>Intermediate Level</b>	Students must be able to swim independently for 50 meters in either freestyle or breaststroke and possess some basics in treading water	Swimmers are challenged to increase their endurance by training more distance of freestyle and breaststroke, as well as elementary backstroke
<b>Advanced Level</b>	Students who can swim above 50 meters in freestyle, breaststroke, backstroke and possess some basics in treading water	Students are taught four swimming strokes. Introduction of more advanced skills such as diving, techniques turning and other racing
<b>Race training</b>	Students who can swim 200 meters in either 3 strokes or more	Students are taught four swimming strokes and racing techniques

**Our Principles** Swimmers will be instructed at their levels and will learn stroke development and technique along with water safety and personal survival/techniques skills as they advances through the levels.

**Important Notes**

- 1) Successful applicants will NOT be notified. Parents are requested to arrange delivery and pick-up of their children on their own. Students should bring along their swimming gears, including swimming suits, goggles, towels and slippers (swimming caps will be provided and shall be worn in the class at all time) and report at the pool 15 minutes prior to the class according to the date and time in the time-table.
- 2) No make-up class will be arranged for children who miss class for personal reasons, **unless an advanced notification is received upon the submission of application. Absence of either sick leave or personal leave is limited to one day for each course.** Students are required to present doctor certificate for absence due to illness. Parents are requested to contact the office to check out the schedule for the make-up class at the second lesson. All **make-up class should be proceeded within 6 months** starting from the absent date.
- 3a) Outdoor Pool's classes will be cancelled if Typhoon No. 8 or above and Black/Red Rainstorm signal is hoisted within two hours from the class starts and make-up class will be scheduled. All classes will normally be held as scheduled when Typhoon Signal No. 3 or below is hoisted or when Yellow Rainstorm Signal is in force. Coaches will have the full authority to cancel the class depending on actual situation.
- 3b) Indoor Pool's classes will be cancelled if Typhoon No. 8 or above and Black Rainstorm signal is hoisted within two hours from the class starts and make-up class will be scheduled. All classes will normally be held as scheduled when Typhoon Signal No. 3 or below is hoisted or when Red Rainstorm signal/Yellow Rainstorm Signal is in force. Coaches will have the full authority to cancel the class depending on actual situation.

4) Parents are allowed to enter in the pool of St. Paul's Convent School, Spotlight Club, Kornhill Club, La Salle College, South Island School, Hong Kong College Of Technology

**5) Safety is always on top of our list. Students are strongly requested to follow the rules & regulations in the pool. In serious cases of indiscipline, students will be suspended from the class if it is felt that such disciplinary action is essential. All course fee will not be refunded.**

6) Under no circumstances shall we be liable for any loss, damage, physical injury incurred or suffered by students.

7) Students should arrive to the swimming pool on time because continuity is very important to swimming.

8) The ratio of coach to students is 1:4(nursery class), 1:6 (beginners class) and 1:8-10 (intermediate and advanced classes).

Small groups will be arranged when needed.

9) Learning journey will be issued for students who get passed in the last 3rd lesson during Feb. & Aug.

(\$30 will be charged for each additional certificate or reference letter)

10) Course fee is non-refundable and non-transferable unless the course is full or cancelled.

11) Under special circumstances, the Association reserves the right to change the coach, date, time and venue of the classes without priority notice.

**Contact** Office hours: Mon to Fri 0930-1800, Sat 0930-1300, Sun & P.H. close  
Please contact the office at 2572-1428 during office hours. Non-office hours, please contact 6477-4784.  
Fax: 2572-8468 Website: www.hoitin.net Email: info@hoitin.net  
★ Please contact us for Private Coaching ★  
**Official fans page of Hoi Tin Swimming Association can now be found on Facebook. For latest information and photo sharing, please kindly refer to [www.facebook.com/HoiTinSwimming](http://www.facebook.com/HoiTinSwimming)**

**Please keep this brochure for reference**

**Enrolment** Fill in the application form, with the course fee in cheque (payable to Hoi Tin Swimming Consultants Ltd; overdue cheque is not acceptable) and:  
(1) hand in to our staff at the pool entrance, or  
(2) mail to Hoi Tin Swimming Consultants Ltd. at 27th Floor, 83 Wan Chai Road, Wanchai, Hong Kong.  
\*Course fee in cash is only accepted for the enrolment is handed to our office.\*  
Since vacancies are limited, new enrolment will be on first-come-first-serve basis. (The course fee includes the swim cap and the entrance fee)



# 博藝會室內暖水游泳池

Spotlight Recreation Club Indoor Swimming pool

地址:九龍黃埔花園黃埔號(石船)B2 B2, The Whampoa Garden, Hung Hom

家長可免費入場觀看子女(需自備清潔拖鞋方可進入泳池)

水深:0.8米至1.9米(25米泳池)·並設活動纖維台予幼兒及初班試用

幼兒、初、中、高班分組同時進行(適合3歲或以上學員參加)

Free entry for Parents/Guardians.

(Please bring along your own clean slippers for entering the pool)

Water depth: 0.8m-1.9m (25m Swimming Pool), Additional platform for Nursery & Elementary classes

Nursery, Elementary, Intermediate & Advanced classes will proceed in the same timeslot (Suitable for Children aged from 3 or above)



星期 Day	日期 Period	編號 Code	時間 Time	編號 Code	時間 Time	編號 Code	時間 Time	每堂 Per lesson	堂數 Lessons	費用 Fee	
一 Mon	6/2-24/4	SL1-1630	4:30-5:30pm	SL1-1730	5:30-6:30pm	SL1-1830	6:30-7:30pm	@\$145	12	\$1,740	
		SL1-1930	7:30-8:30pm	SL1-2030	8:30-9:30pm						
二 Tue	7/2-25/4	SL2-1600	4:00-5:00pm	SL2-1700	5:00-6:00pm	SL2-1800	6:00-7:00pm		12	\$1,740	
三 Wed	8/2-26/4	SL3-1630	4:30-5:30pm	SL3-1730	5:30-6:30pm	SL3-1830	6:30-7:30pm				
		SL3-1930	7:30-8:30pm	SL3-2030	8:30-9:30pm						
四 Thurs	2/2-27/4	SL4-1600	4:00-5:00pm	SL4-1700	5:00-6:00pm	SL4-1800	6:00-7:00pm		13	\$1,885	
五 Fri	3/2-28/4	SL5-1530	3:30-4:30pm	SL5-1630	4:30-5:30pm	SL5-1730	5:30-6:30pm		@\$155	13	\$2,015
		SL5-1830	6:30-7:30pm								
	10/2-28/4	SL5-1930	7:30-8:30pm							12	\$1,860
六 Sat	4/2-29/4	SL6-0830	8:30-9:30am	SL6-0930	9:30-10:30am	SL6-1030	10:30-11:30am			13	\$2,015
		SL6-1130	11:30-12:30pm	SL6-1430	2:30-3:30pm	SL6-1530	3:30-4:30pm				
		SL6-1630	4:30-5:30pm	SL6-1730	5:30-6:30pm	SL6-1830	6:30-7:30pm				
		SL6-1930	7:30-8:30pm								
日 Sun	5/2-30/4	SL7-0800	8:00-9:00am	SL7-0900	9:00-10:00am	SL7-1000	10:00-11:00am	13		\$2,015	
		SL7-1100	11:00-12:00nn	SL7-1200	12:00-1:00pm	SL7-1400	2:00-3:00pm				
		SL7-1500	3:00-4:00pm	SL7-1600	4:00-5:00pm						

## 競賽訓練班 Competitive Training Class

適合能以四種泳式以上游畢200公尺的學員

Suitable for Swimmers who could finish 200m in each of the four strokes.

星期 Day	日期 Period	編號 Code	時間 Time	編號 Code	時間 Time	編號 Code	時間 Time	每堂 Per lesson	堂數 Lessons	費用 Fee
五 Fri	3/2-28/4	SL-T5-1930	7:30-9:00pm					@\$180	13	\$2,340
六 Sat	4/2-29/4	SL-T6-1930	7:30-9:00pm						13	\$2,340
日 Sun	5/2-30/4	SL-T7-0800	8:00-9:30am	SL-T7-0930	9:30-11:00am				13	\$2,340

## 成人班 Adult Class

成人班以10堂為一單位·成人班參加人數如不足4人·將會取消

10 lessons for 1 course, class will be cancelled if there are less than 4 participants.

※SL24-0800/0900之班別若只選擇一星期一課之學員學費為\$1150/10課

※\$1100/course for classes SL24-0800/0900, swimming once per week

一經報名·必須於6個月內完成10堂課程·逾期無效。10 lessons should be completed within 6 months.

星期 Day	日期 Period	編號 Code	時間 Time	編號 Code	時間 Time	編號 Code	時間 Time	費用 Fee	堂數 Lessons
二至五 Tue to Fri	2/2-28/4	SL2345-0700	7:00-8:00am	SL2345-0800	8:00-9:00am			\$750 (每月) per month	
※以上月費成人班只適用於能完成25米泳式者 ※The monthly fee is only applicable to swimmers who can finish 25m									
二、四 Tue, Thurs	2/2-27/4	SL24-0800	8:00-9:00am	SL24-0900	9:00-10:00am			\$1,150	10
一 Mon	6/2-24/4	SL1-2030	8:30-9:30pm					\$1,450	10
六 Sat	4/2-29/4	SL6-1930	7:30-8:30pm					\$1,550	10

\*由於租訂泳池之申請有待作實·如日期有任何更改·本會將另行通知。Special cancellation notice will be given upon any changes to the pool booking.

# 泳隊預備組 Pre- Team

泳隊預備組的目的是推動游泳運動，培訓新秀泳員。對象是年齡5至13歲之泳員，該組以四式基礎訓練為目標，透過嚴格訓練，為未來打好基礎，培養正確訓練態度，增強個人自信心，強壯體格，使泳員身心健康及德育方面得以平衡發展。必須能游100米蛙泳、100米自由泳及100米背泳。成績良好者更會被推薦成為海天體育會泳隊成員及參加香港業餘游泳總會舉辦之各級分齡泳賽

We aim at promoting swimming and training novice swimmers.

Requirement: Aged 5 to 13 who can finish 100m breaststroke, freestyle and backstroke

Remarks: Swimmers with outstanding performance will be recommended to participate in the Hoi Tin Athletic Association Swimming Team.

**※所有參加者需在第一課水試合格，方可繼續參加往後的課堂。 ※All participants must pass time trial in the first lesson.**

泳隊預備組在訓練上的量數、質素都較泳班為高，紀律亦較嚴格，務請各家長儘量鼓勵及支持各學員出席訓練。

The quality and quantity of training in the Pre- course swimming team is higher than swimming classes, it also has a straighter discipline in the team. So parents are strongly advised to encourage and support their children to attend every training session.

組別 Code	日期 Period	地點 Venue	訓練週次 Date	時間 Time	年齡 Age	費用 Fee	備註 Remarks
P1	2/2-30/3	灣仔室內暖水游泳池 Wanchai Indoor Heated Swimming Pool	逢星期四 Thur	4:00-5:30pm	8-13歲 Age 8-13	\$2,550	不設補課 No MakeUp Class
			逢星期六 Sat	3:00-5:00pm			
	4/1-25/1	摩理臣山室內暖水游泳池 Morrison Hill Indoor Heated Swimming Pool	逢星期三 Wed	5:00-6:30pm			
			逢星期六 Sat	3:00-5:00pm			
P2	4/2-27/3	灣仔室內暖水游泳池 Wanchai Indoor Heated Swimming Pool	逢星期一 Mon	5:00-7:00pm	11-15歲 Age 11-15	\$2,550	
			逢星期六 Sat	5:00-7:00pm			
	2/1-23/1 (28/1,30/1停suspend)	摩理臣山室內暖水游泳池 Morrison Hill Indoor Heated Swimming Pool	逢星期一 Mon	5:00-6:00pm			
			逢星期六 Sat	5:00-6:00pm			
P5	3/1-27/4 (31/1停suspend)	博藝會室內暖水游泳池 Spotlight Recreation Club Indoor Swimming pool	逢星期二 Tue	7:00-8:30pm	8至12歲 Age 8-12	\$3,800	
			逢星期四 Thur				
P7	2/1-30/3 (30/1停suspend)	小西灣室內暖水游泳池 Siu Sai Wan Indoor Heated Swimming Pool	逢星期一及四 Mon & Thur	5:00-6:30pm	6-10歲 Age 6-10	\$2,550	
P8A	1/1-31/3 (27/1,29/1停suspend)	喇沙書院室外暖水游泳池 La Salle College Outdoor Heated Swimming Pool	逢星期五 Fri	4:00-5:30pm	6-8歲 Age 6-8	\$2,850	
			逢星期日 Sun	2:00-3:30pm			
P8B	2/1-27/3 (28/1,30/1停suspend)	喇沙書院室外暖水游泳池 La Salle College Outdoor Heated Swimming Pool	逢星期一 Mon	6:00-7:30pm			
			逢星期六 Sat	5:30-7:00pm			
P8C	3/1-30/3 (31/1停suspend)	喇沙書院室外暖水游泳池 La Salle College Outdoor Heated Swimming Pool	逢星期二及四 Tue & Thur	5:30-7:00pm			
P10A	4/1-29/3 (28/1,1/2停suspend)	將軍澳室外暖水游泳池 Tseung Kwan O Outdoor Heated Swimming Pool	逢星期三 Wed	5:00-6:30pm	5-8歲 Age 5-8	\$2,400	
			逢星期六 Sat	9:00-10:30am			
P10B	4/1-29/3 (28/1,1/2停suspend)	將軍澳室外暖水游泳池 Tseung Kwan O Outdoor Heated Swimming Pool	逢星期三 Wed	6:30-8:00pm			
			逢星期六 Sat	10:30-12:00am			
P10C	3/1-31/3 (27/1,31/1停suspend)	將軍澳室外暖水游泳池 Tseung Kwan O Outdoor Heated Swimming Pool	逢星期二及五 Tue & Fri	4:30-6:00pm	8-12歲 Age 8-12		
P12	4/1-29/3 (28/1,1/2停suspend)	中山紀念公園室內暖水游泳池 Sun Yat Sen Memorial Park Indoor Heated Swimming Pool	逢星期三 Wed	7:00-9:00pm	5-8歲 Age 5-8	\$2,550	
			逢星期六 Sat	2:00-4:00pm			

\*由於租訂泳池之申請有待作實，如日期有任何更改，本會將另行通知。Special cancellation notice will be given upon any changes to the pool booking

- 注意事項**
- 1) 首選泳班如被接納，不再另行通知，請按照所報班別之時間和地點，帶齊適當的泳具，包括泳衣褲、泳鏡、毛巾、拖鞋等（每次上課時必須戴上本會泳帽），於上課前15分鐘到達泳池報到，家長請自行接送子女。
  - 2) 不論病假或事假，每期不可多於一堂；病假請出示醫生紙，事假除非報名時列明，否則一律不獲補課；報名後所有因私人理由請假，恕不受理。另外，凡於報名表上列明確實請假日期及病假已出示醫生證明，可於開班後自行致電本會預約補課，補課一經預約將不能取消或更改，亦必須於請假日期起半年內進行補課，逾期概不受理。
  - 3a) 所有室外游泳池若天文台於上課前兩小時內懸掛八號或以上颱風訊號、紅色或黑色暴雨警告訊號，當天訓練將會取消，日後補課。而雷暴或大雨則照常上課，教練會按情況作出適當處理。
  - 3b) 所有室內游泳池若天文台於上課前兩小時內懸掛八號或以上颱風訊號、黑色暴雨警告訊號，當天訓練將會取消，日後補課。而紅色暴雨警告訊號、雷暴或大雨則照常上課，教練會按情況作出適當處理。
  - 4) 本會著重安全第一，因此參加者必須遵守泳員守則，聽從教練指示，未經許可不得上水或下水，違規者將勒令即時退出，所繳費用則不獲發還。
  - 5) 如學員蒙受任何身體損傷或財物損失，本會概不負責。
  - 6) 游泳訓練的連貫性十分重要，為了達到合理的成效，學員必須盡量依時出席。
  - 7) 教練與學生比例均為1:4(幼兒班)、1:6(初級班)及1:8-12(中級、高級班)，並分組教授。
  - 8) 學員將被安排於每年2月及8月泳班完結前的第三堂進行評估，讓家長了解學員的進度及獲發成績報告表，並按程度升遷及調配。（如需額外發出證書或證明信，本會將收取每封\$30行政費）
  - 9) 除課程滿額或取消外，一切已繳費用，概不退還，亦不得轉讓他人或作其他用途。
  - 10) 如遇特別情況，本會保留更改課程原定導師、上課時間及地點之權利。

**查詢** 辦公時間 (逢星期一至五：0930-1800，星期六：0930-1300，星期日及公眾假期休息)

請於辦公時間內致電本會25721428，非辦公時間電話64774784，傳真25728468

本會網址：<http://www.hoitin.net> 電郵地址：[info@hoitin.net](mailto:info@hoitin.net)



本會已增設Facebook專頁，內含最新資訊及相片分享[www.facebook.com/HoiTinSwimming](http://www.facebook.com/HoiTinSwimming)

☆私人教授之時間及學費可致電本會查詢☆

**報名辦法** 請填妥下列表格，連同支票，交回登記事務員或以郵寄方式

寄回本會辦事處 灣仔灣仔道83號27樓，海天游泳顧問有限公司收啟。

☆學費如以現金繳付，則務必直接交回本會辦事處辦理☆

(支票抬頭請寫上：海天游泳顧問有限公司；本會恕不接受期票)

本課程以先到先得的形式接受報名，有意參加泳班者，請從速報名。(學費包括泳帽及入場費)

\*\*\*\*請保留本章程作參考用途\*\*\*\*

## 海天體育會游泳部及志佩游泳會有限公司主辦之2017年第一期公開游泳班報名表

### Application Form for 1st Session 2017 Course hosted by HTA & CPS

本人同意小兒/小女參加貴會主辦之游泳班，並聲明其身體狀況適合游泳。

本人當緊守貴會所訂明的規例及同意子女在練習期間服從教練及領隊之指示，

並同意不會因參加任何在上課期間所蒙受的身體傷亡及財物損失而向貴會及職員作金錢上或其他方面的賠償要求。

I agree that my son/ daughter to participant in the swimming course of your Association and claimed that his/ her health condition is suitable for swimming. I agree to follow the rules and regulations of your Association and agree my son/ daughter to obey the instructions given by the coach during the training classes. I declare that I will bear all costs of any sufferings, injuries and damage of belongings during the participation of any swimming classes and will not ask for compensation of any kind from your Association.

姓名 中文 \_\_\_\_\_ 英文 \_\_\_\_\_ 出生日期 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日 年齡 \_\_\_\_\_ 性別 \_\_\_\_\_  
Name: (CHI) \_\_\_\_\_ (ENG) \_\_\_\_\_ Date of birth: \_\_\_\_\_ (yy) \_\_\_\_\_ (mm) \_\_\_\_\_ (dd) Age: \_\_\_\_\_ Sex: 男(M)/女(F)

聯絡電話 \_\_\_\_\_ 緊急聯絡電話 \_\_\_\_\_  
Tel no: \_\_\_\_\_ Emergency tel no: \_\_\_\_\_

學員為本會 Member  新生 New  舊生 Old

電郵地址 \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

地址 \_\_\_\_\_  
Address: \_\_\_\_\_

就讀學校 \_\_\_\_\_ 學校班別 \_\_\_\_\_  
Name of school: \_\_\_\_\_ Class: \_\_\_\_\_ (AM/PM/Whole Day)

組別 Group:  幼兒 Nursery  初級 Elementary  中級 Intermediate  高級 Advanced  競賽訓練班 Competition Training  泳隊預備組 Pre-Team  成人 Adult

泳班編號 Class Code: (首選)(1st choice) \_\_\_\_\_ (次選)(2nd choice) \_\_\_\_\_

學費 Fee: \$ \_\_\_\_\_  現金 Cash  支票 Cheque (號碼 No.: \_\_\_\_\_) [支票抬頭: 海天游泳顧問有限公司]  
cheque payable to: Hoi Tin Swimming Consultants Limited

日期 \_\_\_\_\_ 家長/監護人姓名 \_\_\_\_\_ \*家長/監護人簽名 \_\_\_\_\_ (必須簽署)  
Date: \_\_\_\_\_ Name of Parent/Guardian: \_\_\_\_\_ \*Signature of Parent/ Guardian: \_\_\_\_\_ (Must Sign)

游泳能力 \_\_\_\_\_  
Swimming ability:  由教練評核 Access by coach  不懂游泳 Do not know  曾學游泳 Have learnt before

事假原因 \_\_\_\_\_ 請假日期 \_\_\_\_\_ (每期不可多於一堂)  
Reasons for Abs: \_\_\_\_\_ Date of Abs: \_\_\_\_\_ (less than 1 day per course)

★凡於報名表上列明請假日期者，可於開班後自行致電本會預約補課；如學員因病請假，須於病假後向本會出示醫生證明並預約補課日期。

★Parents are required to check the schedule and call the office to arrange for the make-up class. Please be reminded to present the doctor certificate for sick leave.

你從何得知本會課程： 舊生  本會網頁  FACEBOOK  宣傳單張  朋友介紹  其他：\_\_\_\_\_

How did you receive the course information?  Old Member  Website  FACEBOOK  Leaflet  Friend  Others: \_\_\_\_\_

Official use only:	Received by:	Cash/Cheque:	Remarks:	A/C received by:
--------------------	--------------	--------------	----------	------------------