



Vienna Music Examination Board

# 認證音樂學習中心註冊申請表

## VMEB Certified Music Learning Centre Registration/Renewal Form

(Hong Kong Region 香港地區)

- New Registration** Read the "Certified Music Learning Centre & Exam Supervisor Guideline" before applying (available at [www.vmeb.org](http://www.vmeb.org))  
首次申請註冊 - 申請註冊前請先參閱“認證音樂學習中心及監考官指南”(可在考試局網址下載 [www.vmeb.org](http://www.vmeb.org))
- Renewal** CMLC#.....  
申請續期

Complete in CAPITAL letters in English 請使用英文大寫字母填寫

### PART 1: APPLICANT'S INFORMATION

#### 第一部份：申請機構資料

Upon successful registration or renewal, the Board will issue a certificate which will be sent by post to the address in Part 1. Please ensure that you have filled in the address correctly.

考試局將簽發證書給成功註冊及續期的機構並會用郵寄方式寄往第一部份填寫的地址，請確保地址正確。

Organization Name 機構名稱	(English 英文) (Chinese 中文)
Year of Incorporation 成立年份	
Address 地址	
Telephone no. 電話	
Email Address 電郵	
Contact Person 聯絡人	
Website (if any) 網址(如有)	

### PART 2: BACKGROUND (Part 2 is NOT required for renewal)

#### 第二部分：背景資料（如辦理續期不須填寫第二部分）

How many years has your organization been providing musical instrument lessons? 申請機構有多少年提供教授樂器經驗？	
List all types of musical instrument lessons available at your organization? 申請機構提供教授的樂器種類？	
Does your organization provide private or group musical instrument lessons? 申請機構提供教授樂器的授課形式？	<input type="checkbox"/> One-to-one only 只提供一對一教授 <input type="checkbox"/> Group classes only 只提供班制教授 <input type="checkbox"/> Both 兩者皆有
How many teachers does your organization has for teaching musical instrument lessons (including both full-time and part-time teachers)? 申請機構教授樂器的導師數目(包括全職及兼職導師)？	
How many students currently learning musical instrument in your organization? 現時在申請機構學習樂器的學生人數？	
What is the age range of your students? 申請機構的學生年齡範圍？	
Which music exam boards or exam bodies are your students taking at the moment? 申請機構的學生現時參加考試的考試局或評審機構名稱？	
Is your organization an accredited exam centre of any local or international music exam boards or other exam authorities? 申請機構是否其它本地或國際音樂考試局或評審機構的考試中心？	<input type="checkbox"/> Yes 是 <input type="checkbox"/> No 不是
Does your organization have any branches? 申請機構有沒有分校？	<input type="checkbox"/> Yes 有 <input type="checkbox"/> No 沒有
How many classrooms does your organization has for conducting musical instrument lessons (including classrooms in headquarters & all branches)? 申請機構教授樂器的教室數目(包括總校及所有分校)？	

### PART 3: REGISTRATION / RENEWAL FEE

#### 第三部分：註冊及續期費用

New Registration / Renewal (3 years licence fee) 註冊及續期 (三年認證費用)	港幣 HK\$360
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### PART 4: TERMS AND CONDITIONS

#### 第四部分：條款及規則

1. The “Board” means Vienna Music Examination Board.  
“考試局”指維也納音樂考試局。
2. The processing time for new registration/renewal normally takes about two weeks upon received all the required documents and applicable fees. The Board has the sole discretion right to approve or reject any registration/renewal without giving any reasons. To cover the Board’s administration cost, any payment made are non-refundable and non-transferable in any cases including but not limited to the event that your registration or renewal is not approved.  
在收妥所需文件及費用後需時約兩週處理申請註冊或續期，考試局有權批准及否決任何申請註冊或續期而不須作任何解釋。註冊及續期費用將用作抵消行政成本費用故在任何情況下所繳付之費用將不獲退款或轉讓(包括但不限於未能成功註冊或續期等)。
3. VMEB Certified Music Learning Centre must strictly follow all relevant rules and regulations set by the Board, which may be amended by the Board from time to time at the Board’s sole discretion. Any rights granted by the Board are non-exclusive.  
認證音樂學習中心必須接受所有由考試局制定及不時修訂的相關條款及規則，考試局有權隨時更改任何條款及規則。所有由考試局授權之權利為非專屬權。
4. It is the responsibility of VMEB Certified Music Learning Centre to obtain all necessary licenses and registrations if so required by any authority or Act or Law of the territory in which it operates, and to ensure that its operation conforms with all legislation, rules, regulations and statutory requirements in the territory from time to time.  
認證音樂學習中心必須遵守所在國家的相關法律，包括但不限於申請相關政府註冊等。
5. There is no partnership or agency or employer and employee relationship between the Board and VMEB Certified Music Learning Centre. VMEB Certified Music Learning Centre agreed to fully indemnify, defend and hold the Board (including the Board’s associates and affiliates) harmless from and against any and all claims, lawsuits, actions, proceedings, demands, damages, costs and expenses whatsoever arising out of or relating to any activities conducted, whether directly or indirectly, by VMEB Certified Music Learning Centre, and agreed that the Board shall not be held any responsibilities and liabilities to VMEB Certified Music Learning Centre and anyone for any direct, indirect, incidental, special or consequential loss or damages, liabilities and claims, if any, arising from any activities conducted by VMEB Certified Music Learning Centre.  
考試局與認證音樂學習中心並沒有僱主及僱員關係，認證音樂學習中心亦非考試局的代表。認證音樂學習中心同意保障考試局及其有關人仕免受一切因認證音樂學習中心直接或間接引起的訴訟費用、索償、責任、損失、賠償和費用的支付，並同意考試局無須對認證音樂學習中心及任何人仕因認證音樂學習中心的行為或服務負上任何責任。
6. Notwithstanding to any terms and clauses, the Board has the sole discretion right to suspend, terminate, cancel and void the VMEB Certified Music Learning Centre’s license and rights at any time without any compensation to VMEB Certified Music Learning Centre and without holding any liabilities to VMEB Certified Music Learning Centre if the Board has received reasonable complaints against VMEB Certified Music Learning Centre, or that VMEB Certified Music Learning Centre acts in ways or engages in activities which the Board believes that such actions or activities may damage the reputation of the Board, jeopardize the general interest of the Board, or bring the Board into disrepute, damages or losses.  
在收到對認證音樂學習中心的合理投訴及經查證後，或考試局認為認證音樂學習中心的行為將會對考試局做成名聲受損或其它任何形式上的損失或傷害，考試局有權即時終止申請機構的認證音樂學習中心牌照及權利而不須要作出賠償或退款。
7. VMEB Certified Music Learning Centre is required to inform the Board within 14 days should there be any changes of contact information or particulars  
如認證音樂學習中心的聯繫資料或其它資料有更改必須在十四天內通知考試局。
8. VMEB Certified Music Learning Centre agreed that the Board has the right to include the name, contact and general information of VMEB Certified Music Learning Centre in the Board’s website and publications.  
考試局有權把認證音樂學習中心的聯繫資料發佈在考試局的網站及刊物內。

## PART 5: DECLARATION

### 第五部分：聲明

I/we understand and accept all the terms and conditions stated above, and confirm that all information provided by me/us are accurate and correct. I/we agreed that the Board may perform a background and information check on me/us including but not limited to contacting the law enforcement department or relevant authorities. I/we further acknowledge that I/we shall be facing and responsible for all legal consequences for providing any fake information or documents.

本人及申請機構清楚明白及接受以上所有條款及規則，並保證本人及申請機構所提供的資料均正確無誤。本人及申請機構同意考試局可以對本人及申請機構進行背景及資料審查(包括但不限於聯絡執法部門或有關機構)以確認本人及申請機構所提供的資料及文件的真實性，本人及申請機構明白及知悉如提供任何虛假資料或文件將會面對及負上法律責任。

Authorized Signature  
授權人簽名

Name of Signatory  
授權人姓名

Position of Signatory  
授權人職位

Date  
日期

After completing this form, please send the (1) **required documents** and (2) **payment receipt** by email to [international.admin@vmeb.org](mailto:international.admin@vmeb.org) or by post to the address below:

填妥報名表後請把 (1) **所需報名文件** 及 (2) **繳款收據** 電郵至 [international.admin@vmeb.org](mailto:international.admin@vmeb.org) 或郵寄至以下地址:

Registration Division  
International Exam Administration Office  
Vienna Music Examination Board  
Room 403, 4/F, Valley Centre,  
80-82 Morrison Hill Road, Wan Chai,  
Hong Kong

香港灣仔摩利臣山道 80-82 號  
柏餘中心 4 樓 403 室  
維也納音樂考試局  
國際考試行政辦公室 - 註冊部

### Required Documents 所需文件



1. This VMEB Certified Music Learning Centre Registration/Renewal Form (Hong Kong Region)  
認證音樂學習中心註冊申請表(香港地區)
2. Copy of business registration certificate or document  
申請機構的營業登記文件副本
3. Brochure, leaflet, or a summary of your organization (for new registration only)  
申請機構的簡介、小冊子等 (申請續期無需遞交)
4. Digital photos of the room(s) to be used for music exam. A piano must be shown in at least one of the photos  
將會用作考試房間的照片，其中最少一張照片必須拍到鋼琴所在位置

\*The Board may request the applicant to provide additional information or documents

\*考試局可能會要求申請者提供其它資料及文件

**Payment Method 付款方法**

All payments made are non-refundable and non-transferrable. Payment can be made by:  
所有已繳付之款項將不得退款及不能轉讓。繳款可使用以下任何方式:

<p style="text-align: center;"><b>Faster Payment System (FPS) 轉數快</b></p> <p style="text-align: center;">Use FPS to pay to email address 使用轉數快(FPS)付款至電郵地址</p> <p style="text-align: center;"><b>international.admin@vmeb.org</b></p>	<p style="text-align: center;"><b>HSBC PayMe</b></p> <p style="text-align: center;">Use PayMe App to scan the QR code 使用 PayMe 應用程式掃描二維碼</p> <div style="text-align: center;"> </div>
<p style="text-align: center;"><b>Cheque 支票付款</b></p> <p>Hong Kong dollar cheque made payable to “<b>Vienna Music Examination Board Limited</b>”. Please write down contact person’s name and tel. no. at the back of the cheque and send the cheque by post to the above address 港圓支票抬頭“<b>維也納音樂考試局有限公司</b>”，請在支票背面寫上聯絡人姓名及電話並郵寄至上述地址</p>	

Corresponding Address 回郵地址

(This should be the same as the address in PART 1 of this form 須與第一部份填寫的地址相同)

To 收件人:	
Address 地址:	