



Vienna Music Examination Board

認證音樂導師註冊申請表

VMEB Certified Music Tutor 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)
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)
- Renewal** CT#.....
申請續期

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

PART 1: PERSONAL INFORMATION

第一部份：申請人資料

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申請人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。

Surname 姓(英文)	Given Name 名(英文)		
中文姓名(如有)			
Gender 性別	Date of Birth 出生日期	(d 日)	(m 月) (y 年)
HKID No.. 香港身份證號碼			
Address 地址			
Telephone no. 電話			
Email Address 電郵			

PART 2: QUALIFICATION AND EXPERIENCES (NOT required for renewal unless with new qualification and experiences)

第二部分：資格及經驗 (辦理續期不須填寫第二部分，除非申請人有新的資格或經驗)

Qualification and experiences must be supported by relevant documents. Use separate sheets of paper if not enough space.

必須提供填寫在第二部分的所有資格及經驗的證明文件，如空位不足請另紙書寫。

Music-related Academic Level (Diploma, Bachelor, Master Degree, etc.) 音樂學位

Name of Institution 學院名稱	Major Subject 主修科目	Title Obtained 獲頒學位	Year of Award 獲頒年份

Musical Instrument Graded Exam Qualification 樂器等級考試資格

Name of Music Exam Board or Exam Authority 音樂考試局 / 考試機構名稱	Musical Instrument 樂器	Highest Level Obtained 最高考獲等級	Year of Award 獲頒年份

Other Music-related Professional Qualification 其它音樂專業資格

Name of Issuing Organization 簽發專業資格的教育機構或組織名稱	Qualification 專業資格名稱	Year of Award 獲頒年份

Musical Instrument Teaching Experience 樂器教學經驗

Name of Institution 機構名稱	Instrument 教授樂器種類	Position 職位	Period (from....to....) 年份 (由....至....)

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Orchestral Performance Experience 樂團表演經驗

Name of Orchestra 樂團名稱	Instrument 使用樂器	Period (from....to....) 年份 (由....至....)

Music Competition Award/Prize 音樂獎項

Award/Prize Issuing Organization 音樂獎項頒發組織名稱	Name of Award/Prize 音樂獎項名稱	Year of Award 獲頒年份

PART 3: REGISTRATION / RENEWAL FEE

第三部分：註冊及續期費用

Instrument Type 樂器種類	
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Apply separately if more than one instrument 如多於一種樂器需另填表格

Not by Nomination 不是被提名申請

By Nomination 被提名申請

New Registration 首次註冊 / Renewal 續期 (3-year license 三年認證費用)	New Registration 首次註冊 / Renewal 續期 (3-year license 三年認證費用)
港幣 HK\$1,000	港幣 HK\$ 360

If registration/renewal is by nomination, VMEB Certified Music Learning Centre must sign below.

如果申請人是由認證音樂學習中心提名，認證音樂學習中心必須在下列簽名。

<p><i>We agreed to nominate the applicant stated in PART 1 of this form to be registered/renewed as VMEB Certified Music Tutor.</i> 本認證音樂學習中心同意提名填寫在本表格第一部份內的申請人註冊/續期成為認證音樂導師。</p>			
<p>CMLC#:</p>			
<p>VMEB Certified Music Learning Centre 認證音樂學習中心名稱:</p>			
.....
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

PART 4: TERMS AND CONDITIONS

第四部分：條款及規則

- The "Board" means Vienna Music Examination Board.
“考試局”指維也納音樂考試局。
- The processing time for new registration/renewal normally takes about two weeks upon received all 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)。
- VMEB Certified Music Tutor must strictly follow all relevant rules and regulations set by the Board from time to time. The Board has the sole discretion to amend any of its rules and regulations at any time.
認證音樂導師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。
- It is the responsibility of VMEB Certified Music Tutor to obtain all necessary licenses and registrations if so required by any authority or Act or Law of the territory in which he/she conducts music teaching.
認證音樂導師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。
- There is no partnership or agency or employer and employee relationship between the Board and VMEB Certified

Music Tutor. VMEB Certified Music Tutor 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 Tutor, and agreed that the Board shall not be held any responsibilities and liabilities to VMEB Certified Music Tutor 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 Tutor.

考試局與認證音樂導師並沒有僱主及僱員關係，認證音樂導師亦非考試局的代表。認證音樂導師同意保障考試局及其有關人仕免受一切因認證音樂導師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導師及任何人仕因認證音樂導師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 Tutor's license and rights at any time without any compensation to VMEB Certified Music Tutor and without holding any liabilities to VMEB Certified Music Tutor if the Board has received reasonable complaints against VMEB Certified Music Tutor, or that VMEB Certified Music Tutor 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.

在收到對認證音樂導師的合理投訴及經查證後，或考試局認為認證音樂導師的行為將會對考試局做成名聲受損或其任何形式上的損失或傷害，考試局有權即時終止申請人的認證音樂導師牌照及權利而不須要作出賠償或退款。

7. VMEB Certified Music Tutor is required to inform the Board within 14 days should there be any changes of contact information or particulars

如認證音樂導師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 Tutor agreed that the Board has the right to include the name, contact and general information of VMEB Certified Music Tutor in the Board's website and publications.

考試局有權把認證音樂導師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 understand and accept all the terms and conditions stated above, and confirm that all information provided by me are accurate and correct. I agreed that the Board may perform a background and information check on me including but not limited to contacting the law enforcement department or relevant authorities. I further acknowledge that I shall be facing and responsible for all legal consequences for providing any fake information or documents.

本人清楚明白及接受以上所有條款及規則，並保證本人所提供的資料均正確無誤。本人同意考試局可以對本人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)以確認本人所提供的資料及文件的真實性，本人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。

X
Applicant's Signature 申請人簽名 *Date* 日期

After completing this form, please send the (1) **required documents** and (2) **payment receipt** by email to 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 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 Tutor Registration/Renewal Form (Hong Kong Region)
認證音樂導師註冊申請表(香港地區)
2. Copy of ID card or passport of applicant
申請人附照片的身份證明文件副本
3. Copy of supporting documents proving applicant's qualification and experiences stated in PART 2 of this form. Qualification and experiences without proofs will not be considered
填寫在第二部分的所有資格及經驗的證明文件副本，未能提供證明的資格及經驗將不被考慮接納
4. Digital colour photo of applicant (a close-up of head, in jpg or jpeg format, between 250KB and 5MB)
申請人的彩色數碼照片(近鏡大頭，使用 jpg 或 jpeg 格式，不少於 250K 及不超過 5MB)

*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:

Faster Payment System (FPS) 轉數快 Use FPS to pay to email address 使用轉數快(FPS)付款至電郵地址 international.admin@vmeb.org	HSBC PayMe Use PayMe App to scan the QR code 使用 PayMe 應用程式掃描二維碼  PayMe HSBC
Cheque 支票付款 Hong Kong dollar cheque made payable to “ Vienna Music Examination Board Limited ”. 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“ 維也納音樂考試局有限公司 ”，請在支票背面寫上聯絡人姓名及電話並郵寄至上述地址	

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:	