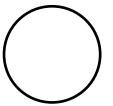


Urgent

Category B Service
COMMUNITY SERVICE SQUADRON
MEMO



From OC CSS
Ref. (1970B) in OPS/CS/201/1
Tel. No. 2712 8900
Fax. No. 2715 6944
Date 4 December, 2019

To All OC Units
Attn.: _____
Your Ref. () in _____
dated _____ Fax. No. _____
Total Pages 1

HAECO X'mas Party

Request has been received for our assistance in the aforesaid programme

1. Details of the programme:

Date 日期	22 December , 2019 (Sunday)
Time 時間	0900 hrs to 1530 hrs
Venue 地點	Hong Kong Aircraft Engineering Co. Ltd.
Nature 活動性質	Crowd Management & Booth assistance
No. of manpower 所需人數	60 (10 adults + 50 cadets/OTs)
Age Limit 年齡限制	14 or above
Closing Date 截止報名日期	2300 hrs, 11 December, 2019
Remarks 備註	Coach pick up and drop off service will be provided from Prince Edward MTR station. Lunch will be provided. No late comers/ early leave is allowed. Application will be close once reach the manpower needed.

2. Interested members shall enroll by completion of CSF 101 (Rev) with member's **Full Name (same as printed in ID Card), ID Card No. & Contact Phone no.** through their Unit Commanders. Those forms shall be submitted by email to opscsf@yahoo.com.hk on or before the closing day mentioned in paragraph 1.

3. Please refer to the guidelines (請於電郵的主旨上註明以下資料)

- 部門或中隊 / Ref no. / 活動日期

**** 參考格式 **xxx Sqn-1970B-4 Dec 2019** ****

(Flt Lt Cherry C Y CHAN
OC CSS