

25 January 2010

Mr John Herbert
Kelcroft E&M Limited
1927, Metro Centre 1
32 Lam Hing Street
Kowloon Bay



Dear *John,*

Request for re-issue the Cheque for Membership Application

On behalf of the Hong Kong Green Building Council, we thank you very much for your application as our Institutional Member; and we would like to accept your application as member with us for a period of 12 calendar months.

Before we can officially issue the Membership Certificate to make the membership commences, we would like to express our sincere apology for providing an incomplete name of our Council for payment process on the previous version of the Membership Application Form.

Therefore, we would very much like to seek for your support to **re-issue the cheque** based on the following payment details:

Payee : **Hong Kong Green Building Council Limited**
Address : 2/F Jockey Club Environmental Building
77 Tai Chee Avenue
Kowloon Tong
Hong Kong

Attention : Ms Lillian Ma, Executive Officer – Programme Secretariat

Once we receive your new cheque, we shall proceed to the formal process, and shall inform you the official commencement date of your membership.

Please note that the membership period shall cover twelve (12) full calendar months from the date of the membership commencement.

If you have any question, or need further information about Hong Kong Green Building Council, please feel free to contact Ms Lillian Ma on (852) 2784 3955 (lillian.ma@hkgbc.org.hk).

Here enclosed please find the cheque you have previously issued, for your handling.

Thank you once again for your support to HKGBC, and accept my apologies for this inconvenience. We look forward to seeing you in all of our future events.

Yours truly
On behalf of
Hong Kong Green Building Council



Kevin Edmunds
Executive Director – Programme Secretariat

KE/lm

Encl.