

Hong Kong Red Cross Training Centre First Aid Training

Important Notes for Corporate

1. Audio Visual Aids & Equipment required :
 - Computer & Projector
 - Screen
 - White Board
 - Audio equipment
 - Towels & Mats (1 set for 2 persons use)

For Standard First Aid Certificate Course, Standard First Aid Certificate Refresher Course, Standard First Aid Refresher and Youth First Aid Course
2. Please return the Participate list to us **by email** two week before the course commences.
3. For any additional number of participants or training materials purchase after the signed Service Agreement, please return the Material order form **by email or fax** two week before the course commences.
4. Please collect the training materials & equipment a working day before course commences, and please return to our office a working day after the exam / course finished or apply delivery service.
5. Examination result / certificates will be informed by email around one month after the exam / course finished. Please collect from our office or apply postage service. The representative is required to present his / her staff-ID / HKID.
6. Please settle the payment before course commences :

Please pay by cash or cheque payable to "Hong Kong Red Cross". The cheque should be sent to First Aid Training, Health & Care Service Department, Hong Kong Red Cross Headquarters, 4/F, 19 Hoi Ting Road, West Kowloon

(Remark: A surcharge will be required for any request on the change of schedule, arrangement, participant or course cancellation by the subscriber upon the course was confirmed. No refund will be catered)
7. For any queries, please feel free to contact us at 3750 5553 / 3750 5556. During non-office hour**, please contact our emergency call at 6772 0879 for emergency matters (This is **NOT a 24-hours hotline** but particularly for **emergency matters** occurred during courses conduct at nights and weekends. Thank you for your kind cooperation).