

June 2010

Dear Singapore International School Parents,

Meal and Coupons Refund

In view of the closure of this school term, kindly please refer to the following steps for the refund of un-redeemed meals and unused coupons. Complete and return the appropriate reply pro-forma below to the School's General Office (Attn: LSG Catering China Ltd.). Postal address: Singapore International School, 23 Nam Long Shan Road, Aberdeen, Hong Kong.

Meal Refund

Continuing Students & Leaving Students (P.1 - 6 & secondary students in 2009/10 academic year)

- a) Crossed cheque will be issued based on the un-redeemed meal days in 2009 – 2010 and sent by post to your address as filled below.
- b) Refund process will be started in **August 2010**.
- c) Refund by crossed cheque will be sent to the address as filled below starting from **September, 2010**.

Unused Snack Coupon Refund

Continuing Students & Leaving Students (P.1 - 6 & secondary students in 2009/10 academic year)

- a) Submit the unused coupons **in person** to LSG School Canteen Catering Manager – Mr. Gary Tsang, or submit the unused coupons (with student name and class written at the back) **by post** to the **LSG Catering China Ltd.** Add: No. 6 Catering Road West, Hong Kong International Airport, Chek Lap Kok (Attn.: I/C – Mr. Gary Tsang) **on or before 31 July, 2010**
- b) Refund process will be started in **August 2010**.
- c) Refund by crossed cheque will be sent to the address as filled below starting from **September, 2010**.

If you have any queries regarding the above matter, please feel free to call our customer service hotline at 2767 5318 for assistance.

Yours faithfully
For and on behalf of
LSG CATERING CHINA LTD

Cynthia Leung
Assistant General Manager

Meal Refund Reply Pro-forma (For continuing & leaving students)

Student's Name: _____ Class: _____ (2009/10)
Cheque Payee Name: _____
Parent's Name: _____ Daytime Contact Phone No.: _____
Address: _____

Remark: (1) Please return this form by post **on or before 31 July, 2010**.

Snack Coupon Refund Reply Pro-forma (For leaving students only)

Student's Name: _____ Class: _____ (2009/10)
Quantity of unused coupon: _____ pcs
Cheque Payee Name: _____
Parent's Name: _____ Daytime Contact Phone No.: _____
Address: _____

Remark: (1) Please return this form together with unused coupon by post **on or before 31 July, 2010**.