

**Gleneagles**

HONG KONG

港怡醫院

Advance Maternity Deposit Reminder**(With effect from 1 January 2019 for all bookings)**

Payment Address and Office Hours	Hong Kong Resident	Overseas Passport Holder	Mainland China Resident (NEP 1 and NEP 1.5)*
	Business Office, G/F 9:00am – 10:00pm (Monday to Sunday)		Labour Ward, 2/F, Tower B <i>For documents checking</i> 9:00am – 5:00pm (Monday to Friday)
Deadline for Paying Deposit	Within one month after the booking is confirmed by obstetrician (Booking will be canceled without prior notice if the deposit is not settled by deadline)		
Advance Deposit Amount	Hong Kong Resident	Overseas Passport Holder	Mainland China Resident
	HK\$10,000		HKD\$20,000
	Please settle the payment by cash, EPS or credit card		
Procedures for Deposit Payment	Documents required:		
	<ul style="list-style-type: none"> Maternity bed booking form (stating the personal particulars of the expectant mother and the expected date of confinement) Valid identification document of the expectant mother (original copy) as listed below: 		
	Hong Kong Resident	Overseas Passport Holder	Mainland China Resident
Hong Kong identity card	Overseas passport	<ul style="list-style-type: none"> Exit/Entry Permit for Travelling to and from Hong Kong and Macau The People's Republic of China Passport Marriage Certificate: <ul style="list-style-type: none"> Certificate of Marriage issued by the Marriage Registry of Hong Kong; <u>OR</u> Marriage Certificate issued by the People's Republic of China (PLUS a corresponding notarised document issued by a notary public in the Mainland China, stating the names and identification document numbers of the husband and wife); <u>OR</u> Marriage Certificate issued in overseas (PLUS a notarised document issued by the respective Consulate-General of the People's Republic of China) 	

Gleneagles Hong Kong Hospital 港怡醫院

1 Nam Fung Path
Wong Chuk Hang
Hong Kong
香港黃竹坑南風徑1號T +852 3153 9000
F +852 2528 0081
www.gleneagles.hk護您 同行
On your side



Gleneagles

HONG KONG

港怡醫院

			<ul style="list-style-type: none"> Declaration obtained from the Home Affairs Department (for certification of the genuine marital status between the expectant mother and her husband) Identification document of the husband <ul style="list-style-type: none"> NEP 1: Hong Kong permanent identity card NEP 1.5: Hong Kong identity card AND Permit for Proceeding to Hong Kong and Macao (One-way Permit)
Payment by Authorised Representative	Hong Kong Resident	Overseas Passport Holder	Mainland China Resident
	Payment can be settled by authorised representative		<ul style="list-style-type: none"> Payment cannot be settled by authorised representative Expectant mother and the husband must settle the payment in persons
Booking Cancellation and Refund Arrangement	<ul style="list-style-type: none"> Full refund is applicable for the following cases: <ul style="list-style-type: none"> Less than 34 weeks delivery at hospital under the Hospital Authority Miscarriage For refund under other circumstances, 10% administration fee will be levied from the admission deposit: <ul style="list-style-type: none"> Hong Kong Resident/Overseas Passport Holder: HK\$1,000 Mainland China Resident: HK\$2,000 All refund application must be submitted within one month after the expected date of confinement (Overdue application will not be accepted) Documents required for refund arrangement: <ul style="list-style-type: none"> Supporting letter by attending obstetrician registered in Hong Kong Medical certificate issued by hospital under the Hospital Authority Original deposit receipt (Missing receipt will not be reissued) Written authorisation letter and supporting identification document of the authorised representative (if applicable) If the deposit was settled by credit card, the refund will be reimbursed to the same credit card account Identification document (of the authorised representative) as follows: 		
	Hong Kong Resident	Overseas Passport Holder	Mainland China Resident
	Copy of Hong Kong identity card	Copy of Overseas passport	<ul style="list-style-type: none"> Original copy of Confirmation Certificate on Delivery Booking (Missing copy will not be reissued) Copy of identification document of the expectant mother

Gleneagles Hong Kong Hospital 港怡醫院

1 Nam Fung Path
Wong Chuk Hang
Hong Kong
香港黃竹坑南風徑1號

T +852 3153 9000
F +852 2528 0081
www.gleneagles.hk

護您同行 On your side



Gleneagles

HONG KONG

港怡醫院

Admission Reminder	Documents required:		
	<ul style="list-style-type: none"> • Original copy of the deposit receipt • Admission letter • Antenatal check-up and blood test reports • Others (if any) 		
	Hong Kong Resident	Overseas Passport Holder	Mainland China Resident
	Hong Kong identity card	Overseas passport	<ul style="list-style-type: none"> • Confirmation Certificate on Delivery Booking • Exit/Entry Permit for Travelling to and from Hong Kong and Macau

***Remarks:**

- NEP 1 – Husband who holds a Hong Kong permanent identity card
- NEP 1.5 – Husband who holds a Hong Kong identity card and the Permit for Proceeding to Hong Kong and Macao (One-way Permit)