

# Recent communication titled “*Updates for your Toastmasters journey in China*” (sent on September 23 at 5:50 a.m. China time) By Toastmasters International



September 22, 2025

Dear Toastmaster,

We are thrilled to share an exciting milestone in the growth of Toastmasters in China! Toastmasters International has been collaborating with Chinese legal advisors to establish Toastmasters International (Shanghai) Co., Ltd. ("Tou Ma"), an independent Chinese entity that ensures all operations are in full compliance with Chinese regulations. By creating a robust local operation, we can provide the strongest and most sustainable path forward for our continued growth in China.

**Temporary Payment Process:** As we work to transition all operations in China to Tou Ma, you will now submit your membership dues directly to your club officer in the amount of ¥450 RMB. This means you can no longer submit your dues using the Self-Pay feature. If you have already submitted your membership dues payment, you do not need to resubmit.

Dear Club Officer,

We are thrilled to share an exciting milestone in the growth of Toastmasters in China! Toastmasters International has been collaborating with Chinese legal advisors to establish Toastmasters International (Shanghai) Co., Ltd. ("Tou Ma"), an independent Chinese entity that ensures all operations are in full compliance with Chinese regulations. By creating a robust local operation, we can provide the strongest and most sustainable path forward for our continued growth in China.

As operations transition to Tou Ma, below are steps you must take on behalf of your club.

1. **Submit Payment – Temporary Process:** With compliance regulations, you can no longer submit member information or membership dues payments via Club Central. Bank wire transfers can also no longer be accepted, and Self-Pay and club charters will also be impacted. Any membership dues payments that have already been applied by World Headquarters do not need to be resubmitted.


A new membership dues payment process is now in effect while we work to transition operations:

- **Payment Method:** WeChat, Alipay, or UnionPay, through [this portal](#)
- **Payment Amount:** ¥450 RMB per member per dues period (6 months)
- **New Member Fee until September 30:** ¥165 RMB
- **New Member Fee starting October 1:** ¥200 RMB
- **Required Information for the Payment Portal:** Include this information in the payment comments when submitting funds so the transaction is correctly identified and applied:
  - Club Officer's Name/俱乐部官员姓名
  - Club Name/俱乐部名称
  - Club Number/俱乐部编号
  - Total Amount/汇出总额

Club Officer: Submit dues [here](#)

欢迎使用

中银国际



微信支付

支付宝

银联

会员号: 16131026415895

2. **Submit Membership Roster and Proof of Payment – Temporary Process:** In addition to the above payment submission, you must also submit a screenshot of the payment confirmation screen and this completed [membership roster](#) to [membersupport@toastmasters.cn](mailto:membersupport@toastmasters.cn) for your club's memberships to be processed. You can use the Membership Management page to view your club member list to help fill out this template. The roster should include all renewing, new, dual, and reinstating members. Do not include membership applications in your submission; keep these on file with your club records.

**Temporary Service Impacts:** Initially, this new payment process will be manual, which may cause delays. Base Camp access may be unavailable during this time. Prior to this period, Base Camp materials are available for download. Thank you for your patience while we navigate this new system.

3. **Begin Using New Resources:** We invite you to start using [Tou Ma resources](#), too! You can now use Tou Ma business stationery, business cards, agendas, and a club banner. Over time, additional resources, such as the Membership Application and charter documentation, will be added. We recommend bookmarking this page and checking back for more updates.

**Club Meeting Operations:** Club meetings will continue as the same welcoming environment members expect. The seating change involves transitioning to the new Tou Ma branded materials (banners, meeting agendas, etc.) available through the resources above and submitting dues payments in a different way. Pathways will still be available for all paid members.

Thank you for your continued dedication to your club and members during this important transition. We are here to help if you have any questions.

## 邮件内容要点归纳 Chinese Summary of the email:

Toastmasters International 正在中国成立全新的合规实体：头马识途。从即日起

，中国区所有俱乐部需按照新的临时流程完成会费缴纳与会员提交：

1. 会费缴纳方式变更：不能再使用 Club Central 或银行转账，须通过指定门户以

微信/支付宝/银联支付。

2. 提交材料：需将支付截图及填写完整的会员名单发送至

[membersupport@toastmasters.cn](mailto:membersupport@toastmasters.cn)，用于处理会员资格。

3. 资源更新：俱乐部可开始使用新的 Tou Ma 品牌物料。

4. 在过渡期间可能出现处理延迟，Base Camp 会暂时受影响。谢谢大家的支持

与耐心。

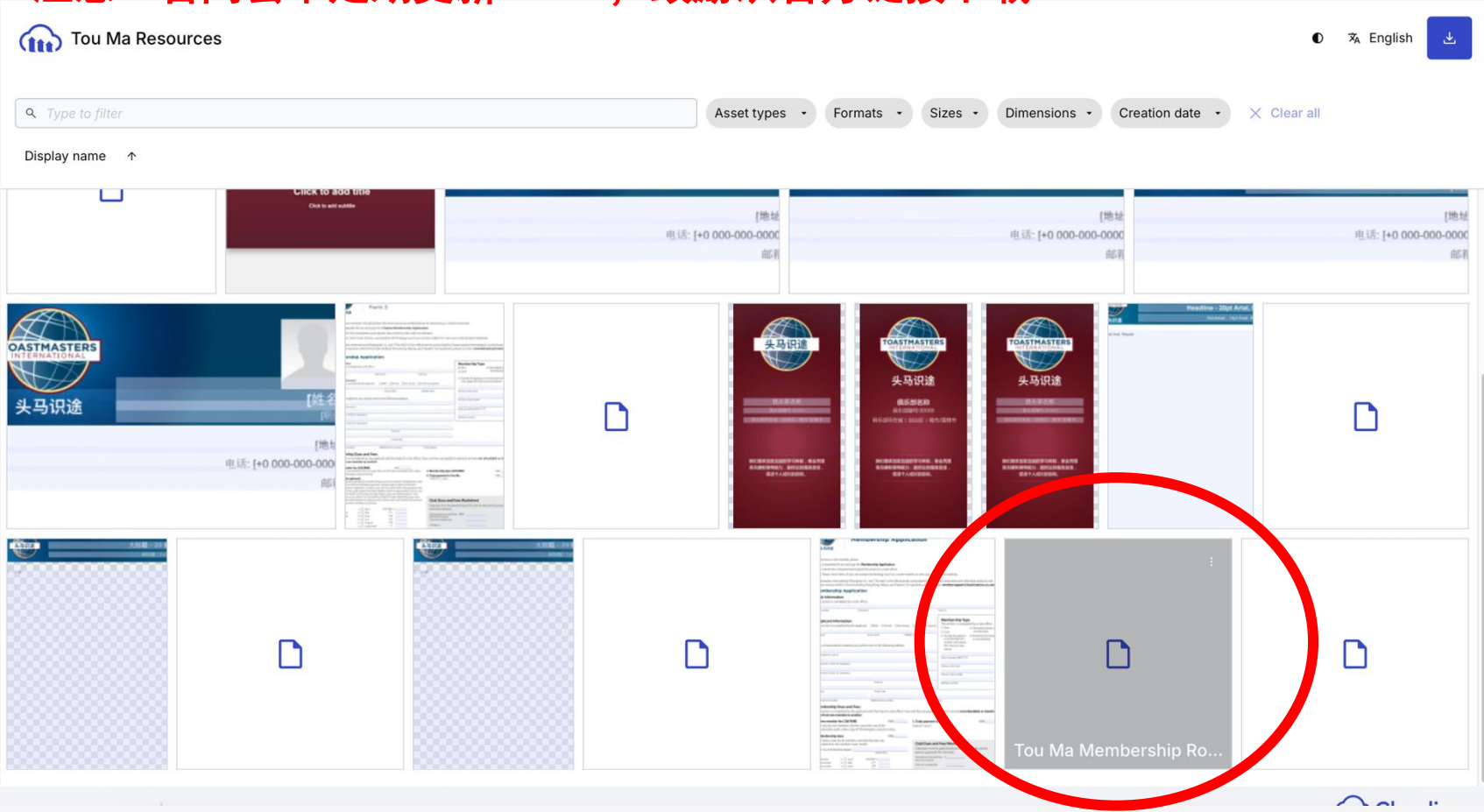
# 1. 下载表格 Download the Excel File

目前已有的头马识途的相关资源请见如下网址，其中Excel表格在图片红色圆圈处：

You can find the existing “Tou Ma Shi Tu” resources at the link below, red marked is the excel.

<https://collection.cloudinary.com/toastmasters/8f03478679239c10f9ad004cadf4ec96>

**注意：官网会不定期更新Excel，鼓励从官方链接下载**



Excel表格也可以从这个百度网盘链接下载

**注意：官网会不定期更新Excel，鼓励从官方链接下载**

如果需要发票：也请填写如下开票资料填写

The Excel file can also be downloaded from Baidu link.

Please note: the official version is updated from time to time, so we encourage everyone to download it from the official link.

If you need an invoice, please fill in the billing information below.




2. 填表 Fill in the File

B	C	D	E	F	G	H
		<b>Membership Information</b>				
		Club name: Enter your club name here				By sig
		Club number: Enter your club number here starting with CB-				By sig
		Payment Confirmation Number: Enter the payment confirmation number here starting with 3104415				comp
		Electronic Signature: Your signature is required				tha n
		Date:		Total Amount: ¥ -		
Required information for every member						
Member Count	Member Number	Surname/Last Name	Given Name	Membership Type	Start Month	New Member Fee
						¥ - ¥
						¥ - ¥
						¥ - ¥
						¥ - ¥
						¥ - ¥
						¥ - ¥

举例:  
Club Name : **Shanghai No.1 Toastmasters Club**  
Club Number : **CB-00009796** (注意: 俱乐部的编号, 以CB开头, 格式为 “CB-XXXXXXXX”)  
  
上述信息可通过 Dashboards 查询: <https://dashboards.toastmasters.org/Club.aspx?id=85>  
  
Payment Confirmation Number :  
微信支付可用 “交易单号”, 支付宝支付可用 “订单号”。如果有多笔缴费, 可以填在一起, 支付编号数字用逗号 (,) 隔开。

Signed : 签字栏。这一栏必须填写俱乐部官员的英文名字 (除 IPP 外的 7 人中任意一人均可), 电子签名即可, 无需手签; 官员名字与在官网注册的名字一致。  
Date : 签署日期, 和付款日期一致即可;

微信 WeChat




头马识途 (上海) 教育科技有限公司

-67

Current Status	Payment successful
Payment Time	2025/11/19
Products	头马识途 (上海) 教育科技有限公司
Merchant	头马识途 (上海) 教育科技有限公司
Acquirer	中国银行股份有限公司信用卡中心 由中国银联股份有限公司提供收款清算服务
Payment Method	CMB Credit Card(9088) 由网联清算有限公司提供付款清算服务
Transaction Order No.	42000028
Merchant Order No.	310441522

支付宝AliPay



头马识途 (上海) 教育科技有限公司

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Transaction successful

Payment time	2025-11-19
Payment method	CMB Credit Card
Item description	头马识途 (上海) 教育科技有限公司
Bonus	立即领取28积分
Acquirer	中国银行股份有限公司信用卡中心
Clearing institution	中国银联股份有限公司
Full name of payee	头马识途 (上海) 教育科技有限公司
Order No.	2025113022
Merchant order No.	Merchant can scan to view/refund order

Required information for every member										
Member Count	New Member Fees	Membership Dues	Total	Membership Type	Start Month	Member Number <small>(excluding New members)</small>	Surname/Last Name	Given Name		
This section only required for new, dual, and reinstating members										
Previous Club Number	Address Line 1	Address Line 2	City	Province	Country	Postal Code	Email Address	Phone Number	Sponsor Member ID <i>*optional</i>	

- New Member Fees ：下拉菜单选择：新会员：200；非新会员：0.
- Membership Type 会员类型：
  - Renewing - 本俱乐部续费会员。 •New – 首次加入 Toastmasters 的新会员 •Reinstate – Toastmasters 会籍有中断后， 再次加入的恢复会籍会员
  - Dual – 已经为其他俱乐部会员，但同时加入本俱乐部的双会员（或多会员） •Transfer – 曾为另一俱乐部会员，但本月起变更所在俱乐部的转会会员

- Start Month: 会籍开始月份：
- Member Number 会员编号：格式为 PN-XXXXXXXX，新会员填写NA。
- Surname/Last Name 姓氏、Given Name 名字

- 以下信息只需要为新会员、双会员或恢复会籍会员填写，续费会员与转会会员无需填写。
- Previous Club Number: 会员先前所在的俱乐部编号（格式：CB-XXXXXXXX），新会员若没有可以填写NA。
  - Address 地址：可以填写个人地址，也可以填写俱乐部所在的地址。例如，地址为 Dongsanhuan Beilu Jia 123, Chaoyang District, Beijing, Beijing, CHINA 100026,  
Line 1 第一行: 6th Floor, Liubai Space, Zhongcai Center,  
Line 2 第二行: No. 658 Niuzhuang Road, Huangpu District
  - City 城市：Shanghai Province 省/直辖市/自治区: Shanghai Country 国家: China Postal Code 邮政编码: 200000
  - Email Address 电子邮箱：非常重要，请确保拼写无误，此邮箱为未来与 TI 的主要联系方式.This is very important: please ensure the email address is spelled correctly.
  - Phone Number 电话号码：
  - Sponsor Member ID \*optional 会员引荐人编号（选填）：如有引荐人，可以填写 TA 的会员号（格式：PN-XXXXXXXX），强烈建议填写：此信息纳入 TI 及大区会员引荐人奖项统计。  
If you were referred by some member, you may enter their member ID (format: PN-XXXXXXXX).We strongly encourage you to provide this information, it will be included in TI and District referral award statistics.

### 3. 付款 Payment



×

上海头马识途  
www.yadapayment.com

Q ...



头马识途

Please fill in the questions only in English / 请只用英文填写。

Club Officer's Name (who is sending the payment)/俱乐部官员姓名 (付款人)

Club Name/俱乐部名称

Club Number/俱乐部编号

Total Amount that is being remitted/汇出总额

District Number (Optional) /所属大区 (可选择填写)

Other notes/其他说明

立即缴费

New member fee: ¥200

Six Months: ¥450

Monthly: ¥75

举例:

如果某位老会员回归, 从12月开始缴费,  
那么即: 12月, 1月, 2月, 3月, 一共4个月, 则: 75\*4=300元。  
在Membership Dues一栏手动修改为: 300即可。

For example:

If members start their membership in December,  
The dues will cover December, January, February, and March: total of 4 months.  
Therefore: 75 × 4 = 300 RMB.

Then: Update the **Membership Dues** field manually to **300**.

Required information for every member					
Member Count	New Member Fees	Membership Dues	Total	Membership Type	Start Month
1	¥0	¥300	¥300	Reinstate	December
2			¥0		
3			¥0		
4			¥0		
5			¥0		
6			¥0		



## 4. 发送邮件 Email:

**发件人：必须为俱乐部官员（除 IPP 外，7 人当中任意一人均可，用在 TI 系统中注册的邮箱；**

**Must be a current club officer (any of the seven officers except the IPP), the email used must be the one registered in the TI system.**

收件人To: membersupport@toastmasters.cn.com

抄送人CC: [d85toastmasters@gmail.com](mailto:d85toastmasters@gmail.com) (85大区重要事务邮箱 D85 officially email) ; [395244981@qq.com](mailto:395244981@qq.com); (CGD Christina Wu )

**标题 Title: D85 CB-000XXXXX Shanghai XXX Toastmasters Club membership Dues**

*Dear Membership Support Team,*

*Please find attached the required membership payment documents with the details below:*

*Club Number: CB-XXXXXX*

*Club Name: XXXXXX*

*Attachments: (附件)*

*1.Membership roster. (Excel 会员名单)*

*2.Screenshot of the payment, (付款截图)*

*3.VAT invoice information (if applicable)。发票开票资料 (如有需要)*

*Kindly proceed with the processing accordingly. Thank you for your support.*

*Best regards,*

*[Your Toastmasters registered name] (在官网注册的名字)*

*[Officer Role] (官员职务)*

请大家注意：在大家提交完邮件以后，随时关注邮箱的进展，如果有需要补充的材料，或者表格填写有误，TI会以邮件的形式进行回复，并提示修改信息。

After submitting the email, please check your inbox regularly. If additional documents are needed or if there are errors in the form, TI will reply by email and request the necessary updates.

如果大家在填写表格的过程中遇到任何问题，请随时联系你身边的任意一位小区总监/中区总监/TRIO寻求支持。

If you encounter any issues while completing the form, please feel free to reach out to any Area Director, Division Director, or TRIO for assistance.

ONE Team  
District 85 2025-2026