



THE HONG KONG INSTITUTE OF CHARTERED SECRETARIES ENHANCED CONTINUING PROFESSIONAL DEVELOPMENT PROGRAMME Seminar Enrolment Form

Enrolment Fax No.: 2881 5755

- Please use a separate form for each seminar. Please make additional copies, if necessary.
- If your employer is paying for the seminar using its Corporate Package, please ask your employer to fill in and submit the Seminar Enrolment Form (Corporate Package).
- Please call 2881 6177 if you do not receive a fax/email confirmation three days after your enrolment application.

Seminar Title: _____

Seminar Date: _____ Time: _____

Full Name : (Mr/Ms/Mrs) _____ Membership Number: _____

Company Name : _____

Job Title : _____

Mailing Address : _____

_____ Tel no.: _____

Fax no. : _____ Email Address: _____

Payment Due : HKICS Member/Student HK\$ _____

Non-member HK\$ _____

Cash coupon attached LESS HK\$ _____

Net Total	HK\$
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Payment Method: Deduct from ECPD Programme Package

HKICS ECPD seminar coupon

Cheque – a cheque payable to 'HKICS' should be submitted to the office of HKICS

(Bank: _____ Cheque no.: _____)

Chartered Secretaries American Express credit card

I authorise HKICS to debit the payment from my credit card

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- CPD points required from The Law Society of Hong Kong
- I agree that the Institute may pass my contact information to the speaker, so I can receive newsletters and further updates from the speaker

For Office Use Only Amex card authorisation code:
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Terms & Conditions:

1. Applications are accepted on a first-come first-served basis.
2. To guarantee a place, payment is required within four days after the confirmation of enrolment.
3. For cancellation, two clear working days' notification is a must otherwise full cost will be charged. Payment made towards a cancelled enrolment can be used towards another seminar within three calendar months from the date of the seminar originally enrolled. **Refunds are not available.**
4. The Institute reserves the right to change the listed presenter(s), date and venue if necessary. Any change of date and venue will be notified by fax/email.
5. If you need to claim CPD points from HKICS, please ensure that the enrolment form records your name and membership number exactly as stated on your membership card. Please remember to bring your HKICS membership card for registration at the seminar.

Signature: _____ Date: _____