

The Hong Kong Institute of Chartered Secretaries

Order Form for Study Material (PRC Student Only)

Personal Details

 Please complete in **BLOCK CAPITALS**

Student No.: |_|_|_|_|_|_|_|_|

Name: _____ (Mr/Ms/Mrs) Chinese Name: _____

Email: _____ Mobile: _____

Ref no.	Study Text	Unit Price (HK\$)	Quantity
STQ11J	Strategic & Operations Management	\$800	
	Delivery Charge	\$80	
Total:			

Note to students:

1. Please send the completed order form to HKICS by email (bro@hkics.org.hk);
2. HKICS will post to you the text and receipt by courier upon the receipt of your order form and your payment;
3. Confirmed orders are non-refundable;
4. Delivery time is about 3-4 weeks.

Beijing Representative Office:
 北京市西城区宣武门西大街甲 127 号大成大厦 15A 层
 15A04 室 邮编: 100031
 Tel: 86 10 6641 9368 E-mail: bro@hkics.org.hk

Delivery - Students will receive the study material at the designated address as follows:

 Mainland Delivery Address (in Chinese, including postal code):

邮编: _____

Payment Method (Please tick as appropriate):

- EPS/ Octopus/ UnionPay (In person)
- Cheque (Payable to 'HKICS' and submit to HKICS office. Post-dated cheque will NOT be accepted; please mark your '[name]', '[Description]' and '[Student No.]' at the back of the cheque.)

Bank: _____ Cheque No.: _____

- Credit Card (I authorise HKICS to debit the payment from my credit card)
- Chartered Secretaries American Express Credit Card VISA MasterCard

Name of Cardholder (in BLOCK letters): _____

Credit Card No.: _____ Card Expiry date: _____MM_____YY

 Cardholder's signature: _____ Date: _____
 (Must be the same signature as on the credit card)

Statement on Collection of Personal Data

- (i) Your supply of personal data to HKICS is on a voluntary basis.
- (ii) The information provided by you to HKICS will be used for administration and management; membership admission, registration maintenance and administration; enforcement of members' compliance of the provisions of the Charter and Byelaws of ICSA and the Articles of Association of HKICS for the time being in force and related matters; communications; assessment of qualifications and experience; examinations; continuing professional development; surveys, analysis, research and development; promotion of the profession, ICSA and HKICS; and marketing and provision of services and benefits and organising activities to members, graduates and students.
- (iii) The information provided by you herein may be made available to the related companies or associates, group sister associations, agents, contractors, business associates or service providers of the HKICS or other professional bodies or government bodies or regulators, as may be necessary for any of the above purposes.
- (iv) Apart from the purposes stated above, your personal information will not be transferred to any other parties, unless such parties are authorised by law and request the information.
- (v) Under the Personal Data (Privacy) Ordinance, you have a right to request access to and correction of your personal data. Such requests may be made in writing to our Data Protection Officer at 3/F, Hong Kong Diamond Exchange Building, 8 Duddell Street, Central, Hong Kong or by email to us at privacyofficer@hkics.org.hk.

I have read and fully understood the above.

Signature: _____ Date: _____

For Office Use Only:

 Receipt date: _____ Invoice no: _____ Account Reference no: _____
 Delivery date: _____ Handled By: _____