



The Hong Kong Institute of Chartered Secretaries

Exemptions Appeal Form

Important notes:

1. Application deadline
 - a. First level appeal must be made within **TWO months** from the date of the exemption confirmation letter.
 - b. Second level appeal must be made within **ONE month** from the date of the letter issued to student concerned regarding the first appeal decision made.
2. A student who has attempted but failed in an Institute examination paper shall not subsequently awarded exemption for that paper. Collaborative courses students shall be exempted from this Policy. (Effective date: 1 June 2007)
3. Exemption assessment is made on the overall qualification awarded, not on subject by subject basis. The Exemptions Sub-Committee will consider and assess whether the standard of the qualification is of equivalent level to the Institute qualifying scheme.
4. Please complete this form and **submit it with further and better supporting document to justify their appeal.**

Personal Details

Please complete in BLOCK CAPITALS

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

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

Exemptions Reference No.: _____ Date of exemption confirmation: _____

Subjects	Subject(s) to appeal (Note) (please tick if appropriate)
Strategic & Operations Management	
Hong Kong Corporate Law	
Hong Kong Financial Accounting	
Hong Kong Taxation	
Corporate Financial Management	

Reasons for appeal (use additional sheet if necessary):

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: _____